



Concord Recreation

After School Program

Parent Handbook

2011 - 2012

Concord Recreation Phone Numbers

Hunt: 978-369-6460

HWCC: 978-318-3048

September 2011

To: After School Parents
From: Laura Lunig, After School Director
Re: 2011-2012 School Year

On behalf of the Recreation Department, I would like to welcome your family to the After School Program. Our professional staff is here to serve you and your children.

Parents often ask the following critical question: What is a high quality after school program? A high quality program provides a safe nurturing environment while promoting the physical, social, emotional, and intellectual development of young children. In an accredited program you will see:

- A healthy and safe environment for children
- Frequent, positive, warm interactions among adults and children
- Planned activities (Play!) appropriate to children's age and development
- Specially trained teachers
- Enough adults to respond to individual children
- Many varied age appropriate materials
- Nutritious meals and/or snacks
- Regular communications with parents who are welcomed visitors
- Effective administration
- Ongoing, systematic evaluation

If I can be of any assistance to you in the coming year, please do not hesitate to contact me at the Recreation Office at 978-369-6460 or email at Llunig@concordma.gov

I look forward to meeting each and every one of you.

IMPORTANT RESPONSIBILITIES FOR PARENTS

- **Always call your child's After School Program** when your child will not be attending for illness or any other reason, including times your child is dismissed early from school. Your child's school does not forward your notes.
- **Label** all belongings. In the winter, extra hats, mittens and boots are also needed.
- **Post** our After School site numbers. All sites have an answering machine.
Harvey Wheeler Community Center, 978-318-3048
Hunt Recreation Center, 978-369-6460
Beede Swim and Fitness Center, 978-287-1000
- **Prepare** your child for school cancellations, including early dismissal due to snow or other emergencies. After School does not operate when school is cancelled due to inclement weather
- **Keep us alerted** to any problems, changes in health, home life or other difficulties which might affect your child while in our care.
- **Pick up your child on time.** The program ends at 6pm. Please be prompt!
- **Check the parent** bulletin board daily for announcements and important news requiring your attention. We will also send you email reminders.
- **Notify us and your child's school in writing** of any change in schedule or contact information at any time.
- **Read your Parent Handbook** and monthly newsletters!

Concord Recreation Department After School Program

Parents' Handbook 2011-2012

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Town of Concord's Recreation Department After School Program

Organizational Chart

Town Manager
Assistant Town Manager
Recreation Director
After School Director
Site Coordinator
Teacher
Assistant

After School Staff 2011-2012

Director: Laura Lunig

HWCC (K-2)

Carol Manero	K-2 Teacher/Site Coordinator
Rachel Mann	K-2 Teacher
Gail Gray	K-2 Teacher
Patti Doherty	K-2 Teacher
MaryAnne Levine	K-2 Teacher

Hunt Recreation Center (Grades 3-6)

T.J. Liakos	Grades 3-6 Teacher/Site Coordinator
Holly Cassa	Grades 3-6 Teacher
Kathie Henry	Grades 3-6 Teacher
Larissa Vincent	Grades 3-6 Teacher

Purpose

The After School Program has been providing quality care for children Grades K through 6 since 1980. Created primarily to meet the needs of working parents, the program focuses on the individual child in a loving and supportive environment while encouraging respectful relationships with one another.

Philosophy

The After School Program philosophy is to encourage each child to develop independence, self-sufficiency and confidence in a recreation setting that is a safe and caring environment. The methods employed to foster this are positive reinforcement and encouragement. To that end, the Recreation Department recruits and retains qualified professional staff members who not only demonstrate skill in their individual fields, but who also possess the important qualities -- patience and respect for children. All activities share the same goal - to promote learning and positive peer interaction. Parents are welcome to stop by and visit anytime. The Recreation Director is always available to parents, and may be contacted at 978-369-6460.

History

In the fall of 1980 the Recreation Department implemented an After School Program for children in grades K through 5. The impetus for creating such a program stemmed from the needs of working parents. Tuition fees always have been based upon the cost of providing a quality program on a self-supporting basis. In 1985 the After School became licensed by the State of Massachusetts Department of Early Education and Care. Since that time the After School Program meets and exceeds the state regulations set forth by this agency.

Parents may contact the Department of Early Education and Care for the licensing history of the Concord Recreation After School Program.

Non-discrimination

The Concord Recreation Department After School Program does not discriminate in providing service to children and families on the basis of disabilities, race, religion, cultural heritage, political beliefs, marital status, national origins, or sexual orientation.

The Recreation Department's After School Program is not staffed to provide a one-on-one tutor for behavioral Special Needs students. If your child has an individual aide in their school setting they will probably need one in the After School setting. However, requests for enrollment are reviewed individually, and enrollment decisions for behavioral Special Needs children will be based on the following criteria:

- Reports and recommendation from teachers, social workers, psychiatrists and school principals.
- An interview with both parents and child with the After School and Recreation Directors.
- Sufficient space being available in the program.

Approval from the Recreation Director is required for those children who have behavioral Special Needs.

Transportation

Transportation to the After School Program is provided by the Concord Schools' Transportation Department. The schools and the Transportation Department are provided with a list of students who participate in the After School Program. Any schedule change in the After School Program must be put in writing to the Recreation Department Office. **Our FAX number is 978-369-9403.**

Buses are met at each site by an After School Staff person and escorted into the building. Should a child remain on the bus accidentally, the Transportation Department of the Concord Public Schools will be called and bring the child back to the designated site where the child will be met by an After School Staff Person and escorted into the building.

Children are picked up from the program by parents. There is no transportation provided by the After School Program at the end of the program.

Facilities

The Kindergarten and Grades 1 & 2 will be at the **Harvey Wheeler Community Center, 1276 Main Street in West Concord**, which has four classrooms and use of the "Big Room". The outside area has a playground shared with the Concord Children's Center. The number is **978-318-3048.**

The "home" for the third, fourth and fifth Grades is the **Hunt Recreation Center, 90 Stow Street**. The After School program has use of the Gymnasium, Multi-Purpose Room and the Emerson Playground. The number is **978-369-6460.**

Sixth Grade Assistant Program

The Recreation Department offers a Sixth Grade Assistant program. These participants, who are graduates of the after school program, are selected by invitation and serve as program assistants and mentors to Grade 3-5 after school children as well as the K-2 children. They are under the supervision of the After School teachers and are assigned basic tasks. They also serve as excellent role models for the younger students. It is still required to notify the After School staff when your 6th grader is absent.

**2011-2012 SCHOOL YEAR PROGRAM
TUITION SCHEDULE**

After K	Per Month	After K	Per Month
5 Days/ 6 p.m.	\$568	3 Days, 3-6 p.m.	\$262
		2 Days, 3-6 p.m.	\$192
		1 Day, 3-6 p.m.	\$119

After K, 12 - 6 p.m. T/TH		After K, 12 - 3:30 T/TH	
2 Days	\$349	2 Days till 3:30 p.m.	\$218
1 Day	\$192	1 Day till 3:30 p.m.	\$119

After School Grades 1 through 5

5 Days	\$487		
4 Days w/T	\$437	w/o T	\$349
3 Days w/T	\$349	w/o T	\$262
2 Days w/T	\$309	w/o T	\$239
1 Day not T	\$119		

Tuesday Only **\$192 Per month**

Before School	Per Month
5 Days	\$203
4 Days	\$163
3 Days	\$141
2 Days	\$104
1 Day	\$ 54

Permanent Schedule Change

Parents wishing to make a permanent schedule change must receive approval from the Director. This is for a permanent change. “Extra Days” must be requested in writing, and, of course, a fee will be charged. Changes will be granted depending on available space.

Absences

If your child is going to be absent, please call **Harvey Wheeler Community Center (978-318-3048)** for Grades K-2; for Grades 3-6; the **Hunt Recreation Center (978-369-6460)**; Tuesday This assures the staff of the safety and whereabouts of your child, and enables them to prepare the day's activities more efficiently. We do not refund for absences or no school days.

Note: The Concord Public Schools do not forward notes or phone messages reporting absences. Please call the After School site if your child is absent.

Inclement Weather

When there is NO SCHOOL in the Concord Public Schools, the After School Program is closed. If the Superintendent of Schools releases children prior to the normal school day dismissal, and your child is scheduled with the After School Program THAT DAY, your child will be bused to their corresponding sites.

Holidays-Vacations

Every effort is made to be open on holidays, professional days and during vacation weeks (February and April). A minimum enrollment is necessary to justify the financial commitment to staff. Registration forms will be sent home two weeks earlier. Tuition for vacation weeks and professional days and holidays are due in full prior to the start. Field trips and other outstanding special activities are planned during vacation weeks to make them exciting and enjoyable for all the children in attendance.

Late Policy

The After School Program ends promptly at 6:00p.m. **Any parents who do not pick up their children at this time will be charged a late fee of \$15.00 for the first fifteen minutes and \$5.00 for every five-minute period thereafter.** The money can be paid directly to the teacher who had to stay with the child. A receipt will be given to show payment. If you do not have the money on hand at the time of pick up, the Recreation Office will bill you. Please call us if you know you will be late as that will help alleviate the anxieties of both your child and the teacher.

Field Trips

Parents will be notified when their children are to be taken off site and asked to sign a permission slip. Teachers will be assigned no more than ten students to supervise and the "Buddy System" (each child will be assigned another child to stay with at all times.) Under **no** circumstances are the children to be separated from the group. Trips may be scheduled for museums, historical sites, surrounding points of interest, etc. The After School Program will provide bus transportation for these trips. For impromptu trips, within walking distance, in the surrounding community, parents are not notified usually by email. The children will be back at the program site before pick-up time.

Policy to Avoid Termination and Suspension

The After School staff guide behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating inappropriate behaviors and creating an environment that helps avoid them. Expectations are realistic and limits clearly explained and supported by the environment. Positive reinforcement is used to maintain appropriate behavior. When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. Time is allowed for children to learn alternative behaviors and guidance is given in expressing emotions such as anger. The Staff will provide clear and consistent expectations for their students encouraging self-control.

The After School Director is notified whenever a behavior becomes hard to manage and a parent will be notified of the child's behavior. The After School Director is available for support in dealing with difficult behavior and for coverage if a child's needs demand a great deal of teachers' time. A child will be terminated from the After School Program if and only if they are unable to maintain appropriate behavior insuring the health and safety of themselves and others.

The following steps will be taken prior to the suspension and/or termination of any child from the After School Program:

Teachers will give parents an oral report immediately after any inappropriate behavioral incident(s) occur. If the behavior persists, the parents will be given an oral and written report of any incident(s). A conference will be held with the teacher, parents, and After School Director.

If there is a continuation of inappropriate behavior after said conference, child will be placed on suspension for 1-5 days at the discretion of the After School Director.

If after suspension, there is still a problem with inappropriate behavior, there will be another conversation held with the teacher, parents, After School Director and Recreation Director to discuss termination. Should the child be terminated, the After School Director will assist in referrals to proper services if desired.

A written report of all meetings with parents will be placed in the child's folder.

When a child is terminated from the program, necessitated by the program or parents, the staff will make every effort to prepare the child. The preparation will be in a manner consistent with the child's ability to understand.

Please note: If the behavior is extremely dangerous and poses a threat to the health and the wellbeing of the child or other students, the child may be expelled from the program. There will be a conversation with the parents to determine whether the child can remain in the program.

Weapons Policy

Concord Recreation Department has a weapons policy which states that a program participant who violates this policy may be subject to discipline, up to and including termination from the After School program.

The policy is as follows: The Concord Recreation Department is committed to providing a safe environment for all its employees, volunteers and program participants. This policy is being implemented effective immediately, in furtherance of that commitment. This policy prohibits employees and/or volunteers and participants from carrying, possession, or use of firearms and other dangerous weapons.

Health Care Policy

In accordance with the Department of Early Education and Care regulations, the After School Program has developed a Health Care Policy which has been approved by our health care consultant, Dr. Stephen Jenkins. A copy of the Health Care Policy will be furnished to parents upon request, and is located in every classroom.

Policy Regarding Illness

For the protection of other children and staff, sick children must be kept home. We do not have the facilities to give comfortable care to a child who is contagious or not feeling well enough to participate in group activities. One of the biggest dilemmas is deciding what is best for a child who becomes ill at the After School Program. It is understood that it may be difficult for you to leave work, but the chief consideration is in the best interests of the child.

In cases of communicable disease, please notify the office so that other parents can be informed. This will alert them to be aware of and identify similar symptoms. If your child is absent from school due to illness, he/she is not allowed to attend after school that day. Your child must be fever free for 24 hours before they may return to the After School Program.

Prevention of Abuse and Neglect

[Mandate of the Massachusetts Early Education and Care]

All children in the care and custody of the After School Program shall be protected from abuse and neglect. Any suspected cases of abuse and neglect will be reported immediately to the After School Director. Upon receiving such a report, the After School Director will immediately report the suspected case of abuse or neglect to the Department of Children and Families.

Any case of suspected abuse or neglect that has allegedly occurred while the child was under the care of the After School Program will be reported by the After School Director immediately to the Department of Children and Families and Early Education and Care.

The After School Program will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents of children currently or previously enrolled in the After School Program to the Department of Early Education and Care or any agency or person specified by EEC which would be necessary to the prompt investigation of allegations and protection of the children or child.

All suspected cases of abuse or neglect will be reported to the After School Director by the staff in a formal written report filled with factual observations and information. The report should be dated and signed and true to the best of their knowledge.

Any staff member who is under investigation will immediately be removed from direct contact with the children in the program until the Department of Children and Families investigation is complete and for such further time as the Department of Early Education and Care requires.

Referral Service

We not only adhere to the Department of Early Education and Care policy of referral services (listed below), but we go one step further. For many years we have been working with two local organizations to insure that our referral system is as good as it can be. Please rest assure that if your child is suffering from any social, psychological, or physical problem, Concord Recreation is willing to be involved in the procurement of help for both you and your child. The following procedure is in place:

Initial contact about the problem should be made with the After School Program Teacher. They in turn will contact the After School Director who will arrange a conference. All discussion will be held in the strictest of confidence.

Listed below is the organization in the Concord area. Site Coordinators at both After School sites have literature from this organization.

Eliot Community Human Services
Old Road to Nine Acre Corner
978-369-1113
Director: Deborah Garfield

The After School program is also in direct contact with the 3 area school's social workers and the teachers. When necessary, we will be in contact with the necessary agencies to insure the best

The Department of Early Education and Care Referral Policy:

(a) Written Plan: The licensee shall have a written plan describing procedures for referring parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening for their child should the program staff feel that an assessment for such additional services would benefit the child. The written plan shall include but not be limited to the following:

1. staff responsibilities for informing the licensee of their concern;
2. procedures for observing and recording the child's behavior and reviewing the child's record prior to making a referral;
3. procedures for meeting with parents to notify them of the program's concern;
4. A current list of referral resources in the community for children in need of social, mental health, educational or medical services. This list shall include the contact person for ST. 1972. c. 766 and Early Intervention Program referral.

(b). Requirements for Referrals in All Programs.

1. The licensee shall provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the program's observations related to the referral and any efforts the program may have made to accommodate the child's needs.
2. The licensee shall offer assistance to the child's parents in making the referral and shall have written parental consent before any referral is made.
3. The licensee shall maintain a written record of any referrals, including the parent conference and results.

Administration of Medication

In all programs:

1. The licensee shall provide to parents prior to admitting a child to the program, the program's policy on administering prescription and non-prescription medication.
2. The licensee shall not administer prescription or non-prescription medication to a child without written parental authorization, which indicates that the medication is for the specified child.
3. The licensee shall not administer prescription medication to a child without a written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specify the dosage, number of times per day and number of days the medication is to be administered.
4. The licensee shall not administer any such medication contrary to the directions on the original container unless so authorized by a written order of the child's physician.
5. The licensee shall keep all medication labeled in its original container, with the child's name, the name of the drug and the directions for its administration and storage. This does not apply to topical non-prescription medications, which are not applied to open wounds, rashes, or broken skin.
6. The licensee shall maintain a written record of the administration of any medication, prescription or non-prescription, to each child which includes the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child. The completed medication record shall be made part of the child's file. This does not apply to topical non-prescription medications that are not applied to open wounds, rashes, or broken skin.
7. The licensee shall store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety except as provided in 102 CMR 7.05(2) (c) 2. All unused medication shall be disposed of, or returned to the parent when no longer needed.
8. The licensee cannot administer the first dose of a medication to a child unless it is an emergency medication such as an EPI pen.

PLAN FOR STUDENTS WITH ALLERGIES OR OTHER CHRONIC HEALTH CONDITIONS:

Parents will identify and explain on the medical form any allergies or other conditions that may require restriction of certain activities for that child. The Site Coordinator will review all medical records at the beginning of each year to identify who may have allergies or other special medical conditions. The Director and the Site Coordinator will inform and explain to the teachers any restricted activities necessary for that child. There will be an allergies free table at the sites when necessary. Harvey Wheeler Community Center is nut free site. Hunt Recreation Center has allergy free tables.

There will be an **Individual Health Care Plan** for students who have a chronic condition who has been diagnosed by a licensed health care practitioner. The plan, which is provided by their physician, will describe the chronic condition, its symptoms, and any medical side effects of the treatment. Staff will be educated in administering medication. Most of the After School staff are EPI Pen certified. All are CPR and First Aid certified. The Individual Health Care Plan must also address those students who carry their own Epi pen. The After School site must have a backup EPI pen if this is the case. There is a special form, IHCP, must be signed by the child's physician.

In School Age Programs:

1. All medication, except inhalers, shall be administered by a staff member, or upon written authorization of a parent, the child may be permitted to administer his/her own medication, under the supervision of a staff member.
2. The licensee may, with written parental consent and authorization of the physician, permit children who have asthma to carry their own inhalers and use them as needed, without the direct supervision of a staff member. The licensee shall ensure that all staff is aware of individual children who have asthma and use their own inhalers as needed.

Emergency Forms

Please keep medical/emergency forms updated. The staff must be able to contact parents in the event of an emergency. If any changes occur in address, telephone number, Doctors, etc., please notify your child's teacher **in writing**.

Emergency Procedures

In the event of an emergency (requiring immediate medical attention) the following procedure will be adhered to:

- 1) Concord Fire Department ambulance will be called. (911)
- 2) The parents will be notified
- 3) The child's pediatrician will be contacted.

Lost Student Plan

The Concord Recreation Department will issue an identifying wrist band to all students while off site on a field trip. The band has the number and address of the Recreation Department. The band will be returned to staff after the field trip. However, if during the course of the program, a student is lost, the Director or site coordinator will be in charge of the initial search. The following steps will be taken:

- The person who first becomes aware of a missing child should immediately notify the After School Director, supplying the following information
 - Student's name, age.
 - Location where the student was last seen.
 - Description of student's clothing.
 - Other pertinent information that could be helpful.
- If the student is still unaccounted for, designated teacher will conduct a search of all bathrooms, showers, locker rooms, recreation center rooms and other areas.
- If the student is not found, the parents will be notified to determine if they picked the child up without notifying staff.
- If the student is still missing, Concord Police will be notified to organize another search and/or implement other emergency procedures to expedite locating the student.

Discipline

The After School Program is a recreation program; however, it is structured. The discipline policy is to encourage appropriate behavior through careful supervision of the children. As criticism only reinforces undesirable behavior, we will attempt to redirect the child's behavior to a more acceptable pattern through the use of positive choices. The program's rules are thoroughly explained to the children, and support and clarification is given so that children will thoroughly understand the expectations. Parents will be notified of any behavior problems that the teacher thinks might warrant extra attention.

No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule or humiliation, denial of food, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food. No child will ever be spanked or forced to remain in soiled clothing, or forced to remain on a toilet.

Child Release - Pickup Policy

The After School Program will under no circumstances release a child to anyone other than a parent unless a signed note from the parent is delivered in person. Phone calls will not be accepted. Parents must come into the building and tell the teacher that they are taking their child. If any parent wants a certain pick-up policy adhered to, they must submit it in writing the first day of the program. Teachers need to be advised as to any person who is not permitted visitation or pick-up rights.

Parental Visit

Parents may visit their child's classroom at any time if you choose. Please remember that the teachers must spend their time with the children and will not be available to talk with you. If you have any questions or concerns that need to be addressed you may schedule a meeting with the teachers at a mutually convenient time. A courtesy call letting us know you will visit gives us the opportunity to prepare the children for visitors, but is not required.

Parent Input

We welcome comments and suggestions from parents. If there are any issues or concerns please speak with your child's teacher. If needed feel free to speak with the After School Director or Recreation Director. Parents may request teacher parent conferences at any time.

Parent Communication

The After School Program maintains contact with parents through phone calls and email, notes and a monthly newsletter. Notices concerning school and community events are posted on the parent bulletin boards located outside each classroom.

Parents' Contacting Early Education and Care

To obtain information on the programs licensing history, parents may contact the Department at Early Education and Care at:

Department of Early Education and Care
10 Austin Street
Worcester, MA. 01609
508-798-5180

Kindergarten Curriculum

Goals and Objectives

1. To provide a safe, nurturing and fun community
2. To promote positive self-esteem
3. To foster respect for peers and adults
4. To facilitate positive social interactions
5. To provide an enriching curriculum that supports and encourages curiosity and learning

Curriculum

The curriculum will be developed with age appropriate goals in mind using the following activities: creative games, arts and crafts, music, dancing, drama, storytelling, cooking, reading, science and nature.

The After School staff provides a fun and recreation setting in which a child can develop language and communication as well as socialization skills. Self-help skills will be encouraged keeping in mind their development.

Schedule:

12:25-12:45	Buses arrive
12:45- 1:30	Bathroom /Outdoor Time
1:30-2:00	Lunch
	Books and games
2:00-2:15	meeting time, story, Open Circle time
2:15-3:00	Outdoor time or "Big Room" play
3:00-4:15	indoor activities, choice time
4:15-4:30	clean up
4:30-4:45	snack
	Books and games
5:00-6:00	Outdoor time

Daily schedule for grade 1-5

Grades 1-2

3:30-4:00	Arrival, Greeting,
4:00-4:35	Activities, Choice time
4:35-4:45	Snack
4:45-5:00	Homework
5:00-6:00	Gym time/Outdoor play, weather permitting

Grades 3-5

Monday, Wednesday, Thursday, Friday

3:30-4:00	Bus arrival/Snack time
4:00-4:30	Supervised homework time
4:30-5:30	Choice time
5:30-5:50	Group activity in the gym or playground
5:50-6:00	Clean-up

Early dismissal Tuesday

12:25-1:00	Bus arrival/ social time
1:00-1:30	Lunch *
1:30-2:00	Supervised homework time
2:00-2:30	Meeting time
2:30-3:30	Activity
3:30-3:45	Choice time
3:45-4:00	Snack
4:00-5:00	Activity
5:00-6:00	Group activity/playground

*** Pack a lunch for your child on early release Tuesdays.**

Snack

The After School Program provides a daily nutritional snack as well as Welch's fruit juice.

If your child is allergic to certain foods, or is on a special diet, please notify his/her teacher in writing. HWCC is a peanut/nut free site. Hunt gym has an allergy free table.

Homework

For the upper grades there is a daily quiet time from 4:00-4:30. This has been designed so that children will do their homework. If you wish for your child to do something else besides homework, please let you teachers know.

Special Events

There is an Open House before school starts for students to meet their teachers and see the facility. In June, we end our school year with a Pool Party. We encourage families to attend.

Department of Early Education and Care

The Commonwealth of Massachusetts, Department of Early Education and Care, is the licensing authority for the After School Program. The After School Program meets and exceeds their requirements.

At Your Service

Any parent is welcome at any time to contact us with questions or concerns.

Danner Destephano Recreation Director

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