

KIDS AFTER SCHOOL TIME ("KAST")

2025-2026 Parent Handbook

KAST PROGRAMS:

Grades K-5 @ Bernice A. Ray Elementary School: Home base--Cafe
Phone #: 603-643-2411

Nicole Leonard, Out of School Time Program Director
(603) 640-3306
Email: Nicole.Leonard@hanovernh.org

Hanover Parks & Recreation Department
48 Hanover Street
Hanover, NH 03755



General Information

KAST follows the Dresden/Hanover School District Calendar and is not in session on snow days. The days and hours of operation are: Monday, Tuesday, Thursday & Friday from 2:45 pm – 5:30 pm and Wednesday from 2 pm – 5:30 pm (noon on early dismissal days).

Sign in Locations:

Kindergarteners & 1st graders will be met in their pod

2nd & 3rd graders will meet in the GYM

4th & 5th graders will meet in the MULTI

The program *is not* in session during School closings or Snow Days.

Field Trips for Grades 2-5

Field trips & Special Events are planned for the 4 Half Days during the school year. Grades 2-5 will have a planned off-site field trip with transportation provided by First Student or Advance Transit.

Tuition

Monthly fees are paid September through May. Your registration payment will cover the month of June (final payment of the year). Tuition is paid in advance each month. The first payment must be made at the time of registration in March. All subsequent monthly statements can be made on our registration site, Xplor. Payment is due by the 1st of the month and can be paid on-line or in person. On the 4th of the month all accounts with an outstanding balance will be charged a \$25 late fee to the credit card on file.

A non-refundable registration payment will be collected in March 2026 to hold your 2026-27 space. This payment will be used towards your June 2027 payment. Current Family Registration: Pre-registration is held at the end of March for currently enrolled families. Your child must be registered in the months of May and June to be eligible for the current family registration, if your child is withdrawn from the program, he/she must go back on the waiting list. Please add any upcoming Kindergarten siblings to the waitlist which opens on the 1st day of school 2025.

Fees:

KAST

*Monthly cost for 5 day enrollment: \$375

*Monthly cost for 4 day enrollment: \$305

*Monthly cost for 3 day enrollment: \$235

*Monthly cost for 2 day enrollment: \$165

*Monthly cost for 1 day enrollment: \$88

Drop-in Policy:

If space is available, students may come to the program for an extra day at a cost of \$30.00 per day/\$40.00 on Wednesday. Families need to email the Out of School Time Program Director 24 hours in advance to request a drop-in day.

Schedule Change or Withdrawal Process:

Students can be withdrawn from the program or drop a day with a full month's notice (ie: notice given BY October 1st for November 1st) **by emailing the Out of School Time Program Director**. Changes in schedule are not accepted for **September**, changes in schedule can begin as of October 1st (once you have registered and paid for the 2025-26 school year schedules are set until October; you may request a change or withdrawal up until August 1st and if the space can be filled with another child from the waitlist you will receive a household credit). There is a \$10.00 schedule change fee for each change requested.

Pick up Procedure:

Families should call 603-643-2411 to sign a participant out of the program. Communication between families and program staff is important as well as the safety of each student. A release form must be filled out if you would like your child to walk home alone or self-sign out.

Anyone arriving to pick up a participant after 5:30pm will receive a minimum late fee charge of \$10.00. The fee will continue at a rate of \$1.00 per minute up until 6pm then will increase to \$2.00 per minute to be paid at the Parks and Recreation Department. Repeated late pick up may jeopardize your child's enrollment at KAST.

Absences:

Families need to contact the Program via email (absent@kidsafterschooltime.org) by 2:30 on M/T/TH/F and by 1:45 on Wed or by phone at 643-2411 **before the school bell rings**.

Inclement Weather Policy

In the event that after school activities are canceled due to inclement weather, families will be contacted by email asap. One staff member will remain on-site at the Ray School to be sure all students have another plan of action for the afternoon. Please review this plan with your child ahead of time (there is a space to record alternate plans on page 2 of the registration form). HPR reserves the right to cancel the program on inclement weather days even if the SAU70 does not

cancel afterschool activities. Our program includes High School staff that need to be considered when making this type of decision.

Code of Conduct:

If a participant continuously engages in disruptive behavior, the Out of School Time Program Director and Site Supervisors will work closely with families to explore ways of addressing the problem. We reserve the right to send a child home or refuse attendance to any participant whose repeated disruptive behavior jeopardizes the program and other participants.

All school rules apply at the program. Participants will be sent home and or suspended for violence, stealing, destruction of property, injury to staff or other participants, or verbal abuse.

Medical Information:

The program requests parents provide all necessary medical information to program staff via the registration form or by contacting the Out of School Time Program Director.

Illness:

Participants who are not feeling well will be assessed by program staff. Participants will be sent home for vomiting, fever, diarrhea, persistent sore throat, drainage from eyes, suspected head lice, or any other communicable sickness or disease. Participants need to be 24-hour fever free and no vomiting or diarrhea to return.

Families will be notified in the event a participant receives an injury requiring treatment beyond basic First Aid.

Lead staff is certified in First Aid and CPR.

Communication:

Please communicate any questions or concerns about your child's after school experience to Nicole Leonard, Out of School Time Program Director. We welcome positive feedback as well as constructive criticism and are always looking for ways to improve the program.