



TOWN OF BRIGHTON
RECREATION DEPARTMENT
220 Idlewood Road, Rochester NY 14618
585-784-5260

BROOKSIDE

September 2025 – June 2026
BRIGHTON RECREATION
AFTERSCHOOL PROGRAM

***We are a New York State
REGISTERED SCHOOL AGE CHILD CARE PROGRAM**

FAMILY MANUAL AND PROGRAM BROCHURE

See inside for pricing and more details!

Thank you for your interest in the Brighton Recreation Afterschool Program at Brookside for 2025- 2026! The Afterschool Program is a NYS registered School Age Child Care Program. We look forward to your participation!

MISSION

It is our desire to provide an appropriate and safe extended day recreation program for your child. The Afterschool Program in Brighton has been designed to meet the ever-increasing needs of working parents who seek quality supervision for their child. We are looking forward with pride and confidence to a successful program.

PROGRAM CONTENT

All of the Program Information is subject to change based on guidelines and requirements set by Local and State Authorities, and the BCSD schedule.

The Afterschool Program is open to children entering Grades K – 5.

The program begins after dismissal at Council Rock Primary School and continues until 6:00 pm. Prompt pick-up by 6:00 pm is required.

The program operates on **full** Brighton School District school days only; it will not be offered during weather-related school closings, early dismissals or holidays. The department offers **Recess Programs** during the school breaks in December, February, and April. Additionally, we try to offer programs on various other scheduled days off from school. These programs must be registered for separately through the Recreation Department. Please see the Recreation Department Website for additional program offerings, www.townofbrighton.org/rec or give us a call at 585-784-5260 x0 we are happy to help.

The program has consistent rules, regulations, and policies, which must be adhered to by everyone. The specific content of the program will follow established guidelines. The program operates at **the Brookside Recreation Center at 1666 S. Winton Rd, Rochester, NY 14618** with activities taking place in the arts and crafts room, gym, outdoor fields and playground. The site will have equipment and supplies including: a first aid kit, board games, arts and crafts supplies, athletic equipment, playing cards, and books. The schedule includes opportunities for group play as well as group instruction. Time is allowed for homework and/or quiet activities. We try to take the children outside daily (weather permitting), so please be sure they have adequate outerwear for the season.

FOOD POLICY

We encourage the children to bring a nut/peanut-free snack. However, due to numerous nut/peanut allergies, **we request that you do not send any products containing nuts.** Keeping the children safe and healthy is our top priority so we appreciate your cooperation with this request.

TRANSPORTATION

Children may be transported by Brighton Central School District bus to our program from Council Rock Primary and French Road Elementary Schools. **A Brighton Central School District “Transportation Form” must be completed by the parent and returned to the School District’s Central Administration office prior to the child’s transportation to our program.** This form can be obtained by contacting BCSD Transportation at 585-242-5200 ext. 5806 or bcsd_transportation@bcsd.org. **Brighton Recreation does not provide, or arrange transportation.**

SUPERVISION OF CHILDREN

- A. Children will not be left without competent direct supervision at any time. Competent supervision includes awareness of and responsibility for the ongoing activity of each child. It requires that all children be within a teacher’s range of vision and that the teacher be near enough to respond when redirection or intervention strategies are needed. Competent supervision must take into account the child’s age emotional, physical, and cognitive development.
- B. We will only employ staff who will promote the physical, intellectual, social, cultural and emotional well-being of the children.
- C. We will supervise all staff responsible for children and strive to ensure regular, consistent staff working in our program. We will meet with staff regularly to make sure that all regulations are being followed and that we are providing a high quality program.
- D. No person under 18 years of age may be left alone to supervise a group of children at any time, including in an emergency.
- E. Adequate staffing will be provided to meet the supervision requirements of our program and will meet the necessary ratios and qualifications required to stay in compliance with all corresponding regulations and staff ratios.
- F. If needed, any substitute staff will also meet the supervision requirements of our program and will meet the necessary ratios and qualifications required to stay in compliance with all corresponding regulations and staff ratios.
- G. When a school-age child care program is in operation, an adequate number of qualified staff must be on duty to protect the health and safety of the children in care.

Minimum Supervision Ratios Based on Group Size:

The Town of Brighton Recreation Afterschool Program will maintain staff ratios of at least 1 staff member per every 10 children at all times. We will not exceed 1:10 regardless of the ages of the children in attendance at any given time.

VISITOR POLICY

Any and all visitors to the Brighton Recreation Afterschool Program must do the following:

1. Sign in upon entry to the program
2. Indicate in writing the date of the visit and the time of entry to the program
3. Clearly state in writing the purpose of the visit
4. Sign out upon departure from the facility indicating in writing the time of departure

BEHAVIOR POLICY

Behavior problems may occur occasionally. If problems should surface, the Brighton Recreation Department staff has been given the following guidelines:

First Offense: Verbal warning, documentation and notification of parent/guardian.

Second Offense: Consultation with parent/guardian with documentation.

Final Offense: Possible suspension or dismissal from the program.

Staff will work to create a positive climate, which minimizes the potential for inappropriate behavior. When misbehavior occurs, appropriate modification techniques will be administered. ***Under no circumstances are participants or staff to be subjected to verbal or physical abuse by participants.*** Violation of this will be dealt with immediately & may result in removal from the program.

The following behaviors will result in an automatic phone call to a parent and the request that the student is picked up early for the day as well as anything that endangers the health and safety of the program participants or staff:

- Fighting, punching, hitting, slapping, kicking, pushing, shoving, biting, scratching, etc.
- Bullying
- Swearing
- Spitting
- Vandalism
- Stealing

ATTENDANCE

Attendance is taken as the children arrive in the afternoon. A daily health observation is completed to allow participants entry into the program.

If a child is registered for any given day and they don't show up staff will complete the following: contact the guardians, BCSD Transportation and/or the school they are attending from to locate the registered participant.

Parents / guardians are required to notify the program staff if their child will be absent. Please contact the Recreation Department at 363-2243 or 784-5260, x 0 if your child will not be attending on a day for which they are registered.

Staff are required to remain on site until every child is picked up. **Parents / guardians must notify us in writing of a change in the release policy** (either deletion or addition of another person with permission to pick up your child).

SIGN-OUT PROCEDURE

No one other than those listed on the Emergency Contact Form may pick up a child without previous written notification. If there are custody concerns, it is the parent / guardian's responsibility to notify the staff in writing. Our current operation is for staff to sign children out so that the process can be contactless.

Please enter and use the parking lot at 1666 S. Winton Rd, Rochester NY 14618 to enter the building to pick up your child. This is the only entrance to the building that is unlocked due to security measures.

Please text or call us at 585-491-1193 to let us know your ETA when you're on your way so that we can start to have your child get ready for you and let you know our location (classroom, gym, or playground). This will greatly help with the transition for pick-up. You may also contact that number during the hours of 2:30 pm – 6:00 pm with any questions or needs, outside of those hours please contact the recreation office at 585-784-5260 ext. 0.

EMERGENCY INFORMATION

It is essential that all work and home telephone numbers, **as well as any change of address**, be kept current. Parents are responsible for information which is pertinent to the protection of their child(ren). You **must** inform the Recreation Department at 784-5260, x 0 and the Afterschool Program Director of any changes. Please make sure the emergency numbers of friends and relatives are current and accurate in case they need to be called in reference to your child(ren).

The Recreation Main Office is open Monday - Friday from 9:00 am – 5:00 pm.

SCHOOL CLOSING AND EARLY DISMISSAL POLICY

The Afterschool program operates on **full** Brighton School District school days.

In the event schools are closed or close early due to inclement weather or mechanical failure, **there will be no Afterschool Program.** **Your child will receive a credit for the day that can be used for them to attend another upcoming school day.** Please tune to local news stations if there is a question about closing of schools. Parents must make alternate arrangements in advance to cover such emergencies.

On **early dismissal days** from Council Rock & French Road Schools **there will be no Afterschool Program.** Please consult the school calendar for these dates and plan accordingly. There may be alternate recreation programs being offered on previously

scheduled early dismissal days. Please see the Recreation Department Website for available options, www.townofbrighton.org/rec.

PERSONAL BELONGINGS

The Brighton Recreation Department will not be responsible for any lost, stolen or damaged personal property. **(Items such as trading cards, electronic games, jewelry, money, sports equipment, etc. should not be brought to the program.)**

INJURY

The staff are required to complete an accident report in the event a child is injured. The parent or guardian will be notified if a child sustains any type of significant injury. In the event of a serious injury, the child will be taken to the nearest, most appropriate medical facility. Please remember that a hospital may not begin treatment until a parent/guardian is contacted.

ILLNESS

In the event your child(ren) becomes ill during our program, every attempt will be made to contact the parent, guardian, or the person listed as the emergency contact. **Please keep your child home and notify us in the event your child contracts a communicable disease** such as COVID-19, lice, measles, chicken pox, conjunctivitis (pink eye), etc. Once again, please keep your telephone numbers and emergency information current and accurate.

MEDICATION

Non-emergency medication cannot be administered during the Afterschool Program by program staff. If medication needs to be dispensed during program hours, the child's parent/guardian may administer as needed.

Emergency medications (inhalers, Epi-Pens, etc.) may be kept on site for participants as required. A Health Care Plan must be completed and on file at the Recreation Department before your child may attend the program. These forms must be reviewed and updated every six months. Please contact the Recreation Department for additional forms.

PROPERTY DAMAGE

In the event it is determined a participant is responsible for vandalizing School District, Brighton Recreation, or participant property, the parents/guardians shall be financially

responsible for all damages, which may include replacement or restoration of damaged property.

PARENT/GUARDIAN PARTICIPATION

Communication between parents / guardians and staff is a very important key to the success of this program. Please feel free to contact the Recreation Director or the Program Director if you need to share additional information concerning your child. If you would like to visit the program space please contact us to coordinate a visit so we can arrange an appropriate time. Visitations subject to change due to COVID19 protocol. We value your opinions and suggestions and welcome all feedback!

ADMISSION TO PROGRAM

Before your child can attend the Afterschool Program the following forms must be on file with our department (see pages 14 - 15 of this brochure):

1) Registration Form. This form consists of the child's name and address, parent's name, doctor's and dentist's name, health information, and participation release.

2) Emergency Contact Form. This form is completed by the parent / guardian and lists all the information needed to reach parents and/or emergency contacts. This form also indicates those individuals who may pick up your child(ren). ***This form must be completed in full and kept current; we may need to contact relatives, friends, and neighbors in case of emergency!***

3) Immunizations. Current immunizations records need to be on file. You can mail, email brighton.recreation@townofbrighton.org, drop them off or have the doctor's office fax to 585-784-5365

4) Children with special needs. If you have a child with special needs, please contact the Recreation Department at 585-784-5260, x 0 to obtain the Individual Health Care Plan for a Child with Special Needs form. This form will need to be filled out and returned to the Recreation Office prior to your child attending the Afterschool Program.

5) Optional Credit Card Payment Form. On page 14. *If you choose to use this method of payment, the office staff will **NOT** automatically charge your account or enroll your child into the program. It is the parents' responsibility to call the Recreation Office at 784-5260 ext. 0 or email brighton.recreation@townofbrighton.org to schedule your child's attendance in the After School Program for each month.

REGISTRATION

Remember, if you have NOT paid for September, you do NOT have a spot saved even if the registration paperwork is filled out and submitted to us.

Registration can now be done online, over the phone at 585-784-5260 x0, or if you have a credit card on file you can email us at brighton.recreation@townofbrighton.org

Children may be registered for 1 - 5 days / week with at the rate of \$25 per day (\$27 if after the first of the month).

The Afterschool Program is approved to serve a maximum of 20 students per day.

Our online registration system allows for your spots to be saved according to days of the week they have been attending (i.e. if they have been attending Mondays, Wednesdays, and Fridays, they will not be eligible to registered for Tuesdays or Thursdays). Others will not be able to “jump ahead” months and take the reserved spots in the system. Adding days of the week to your child’s schedule must be made as a request to the director, Michele, if there is space available.

PAYMENTS

The Afterschool Program costs **\$25/day or \$27/day if paid after the 1st of the month**. **We encourage payments to be made month to month**. If you wish, payment can be made for more than one month at a time and can be made with cash, check (made out to “Brighton Recreation”), VISA, Mastercard or Discover. See page 11 of this brochure for a complete monthly fee schedule. If your financial situation requires a different payment schedule (e.g. week to week) we will work with you on a case by case basis with prior communication.

THE AFTERSCHOOL PROGRAM DOES NOT OPERATE ON EARLY DISMISSAL DAYS, INCLEMENT WEATHER, OR HOLIDAYS. *Credit will be given when schools are closed because of inclement weather.* **A payment calendar is provided for you on page 11 of this manual.** If paying by check, please address payment to:

Brighton Recreation
220 Idlewood Road
Rochester, NY 14618

If you have a credit card on file with us, you may email brighton.recreation@townofbrighton.org with your requested days.

If a child attends the program without full payment, their parent/guardian will be called to pick up their child immediately and he/she/they will not be readmitted to the program until **full** payment is made.

All requests for a schedule change must be made three business days in advance of the original date (with September being the exception that all changes must be made

by the last Friday in August). All requests must be made with the Brighton Recreation staff by email or by calling 784-5260 ext. 0.

Refunds are granted when an illness is verified by a doctor's note or the child moves from the area. In the event a refund is necessary, you must send the request in writing to: Brighton Recreation, 220 Idlewood Road, Rochester NY 14618 or brighton.recreation@townofbrighton.org. You need to indicate the reason for the refund, request and confirm with us where you would like the refund to be mailed. Credits may also be given when deemed appropriate by the staff.

The program ends at 6:00 pm. A parent picking up a child at 6:01 pm is late. Failure to pick up your child by 6 pm could result in removal from the program.

Brighton CSD 2025-2026 School Calendar

- First/Last Day of School
- Holiday/Recess
- Superintendent's Conference Day
- 1/2 Days - Prof Development and Parent/Teacher Conf
- Local/Regents Exams

July (F/S-0)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
August (F-1/S-0)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
September (F-19/S-19)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
October (F-20/S-19)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
November (F-16/S-16)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
December (F-17/S-17)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 19-20 Regents Exams
 Aug. 27 Superintendent's Conference Day
 Sept. 1 Labor Day
 Sept. 2 School Opens – Full-Day Session
 Sept. 23-24 Rosh Hashanah (Schools Closed)
 Oct. 2 Yom Kippur (Schools Closed)
 Oct. 10 Superintendent's Conference Day
 Oct. 13 Indigenous People
 Recognized/ Columbus Day
 Observed (Schools Closed)
 October 20 Diwali (Schools Closed)
 Nov. 7 ½ Day K-5 Parent/Teacher Conf.
 Nov. 11 Veterans Day (Schools Closed)
 Nov. 14 ½ Day K-5 Parent/Teacher Conf.
 Nov. 26-28 Thanksgiving Recess
 Dec. 5 ½ Day K-5 Parent/Teacher Conf
 Dec. 12 ½ Day K-5 Parent/Teacher Conf
 Dec. 24-Jan 2 Holiday Recess
 Jan. 5 School Resumes
 Jan. 19 Martin Luther King Jr. Day (Schools Closed)
 Jan. 20-23 Regents Exams
 Jan. 23 9-12 Superintendent's Conference Day
 Feb. 16-20 K-8 Regular Day of School
 Presidents Week/Mid-Winter Recess
 March 20 Eid (Schools Closed)
 March 27 Superintendent's Conference Day
 March 30-Apr 3 Spring Recess
 May 22 ½ Day K-5 Early Release Day
 May 25 Memorial Day (Schools Closed)
 June 17-25 Local/Regents Exams
 June 19 Juneteenth (Schools Closed)
 June 24 K-8 Anticipated Last Day of School
 June 26 9-12 Regents Rating Day
 K-8 Superintendent's Conference Day

Note: On all days that are highlighted in blue, yellow, or green the Afterschool Program will **NOT** be in session. There may be alternate recreation programs being offered on these days. Please see the Recreation Department Website for available options, www.townofbrighton.org/rec.

Faculty Days: 184 Student Days 179
 + 1 Collaborative Day

January (F-19/S-18)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
February (F-15/S-15)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
March (F-19/S-18)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
April (F-19/S-19)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
May (F-20/S-20)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
June (F-19/S-17)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

BOE APPROVED: Feb.11, 2025

TAX ID NUMBER

For Income Tax purposes, our Federal Tax ID number is: 16-6002187

Below is a 2025-2026 schedule of the fees for full months:

Month:	Fee: <u>\$25.00</u> (If rec'd before the 1 st of each month)	Fee: <u>\$27.00</u> (If rec'd on or after the 1 st of each month)
September	\$475.00 / mo. or \$25.00 / day	\$513.00 / mo. or \$27.00 / day
October	\$475.00 / mo. or \$25.00 / day	\$513.00 / mo. or \$27.00 / day
November	\$350.00 / mo. or \$25.00 / day	\$378.00 / mo. or \$27.00 / day
December	\$375.00 / mo. or \$25.00 / day	\$405.00 / mo. or \$27.00 / day
January	\$475.00 / mo. or \$25.00 / day	\$513.00 / mo. or \$27.00 / day
February	\$375.00 / mo. or \$25.00 / day	\$405.00 / mo. or \$27.00 / day
March	\$450.00 / mo. or \$25.00 / day	\$486.00 / mo. or \$27.00 / day
April	\$475.00 / mo. or \$25.00 / day	\$513.00 / mo. or \$27.00 / day
May	\$475.00 / mo. or \$25.00 / day	\$513.00 / mo. or \$27.00 / day
June	\$425.00 / mo. or \$25.00 / day	\$459.00 / mo. or \$27.00 / day

Monthly registrations may be done Online at www.townofbrighton.org/rec

Flexible registration by specific days may be done over the phone by calling the
Recreation Department at:

585-784-5260 x 0

or by emailing brighton.recreation@townofbrighton.org

Children may attend 1 - 5 days per week with no change in fee per day.

If you have a credit card on file, **office staff will NOT automatically charge your account or enroll your child into the program.** It is the parents' responsibility to call the Recreation Office at 784-5260 ext. 0 or email brighton.recreation@townofbrighton.org to schedule your child's attendance in the After School Program for each month.

CONCLUSION

We are pleased to be able to offer this service and will make every effort to make your child's experience a positive one. Please feel free to contact the department with any concerns or questions at 784-5260.

Finally, we would like to thank you for allowing us the opportunity to get to know you and your family. We hope you will participate in our many other recreation programs.

BRIGHTON RECREATION

2025 - 2026

ASP CREDIT CARD PAYMENT OPTION

****If you choose to use this method of payment, the office staff will NOT automatically charge your account or enroll your child into the program. It is the parents' responsibility to call the Recreation Office at 784-5260 ext. 0 or email brighton.recreation@townofbrighton.org to schedule your child's attendance in the After School Program for each month. (Children coming to the program without full payment will be escorted to the Main Office and parents/guardians will be called to pick up their child immediately.)**

Fill out the enclosed registration information sheets on pages 14 and 15 of this brochure AND the Credit Card Payment Form at the bottom of this page. If you plan to use more than one credit card as a form of payment, you must submit a Credit Card Payment Form for each card. Please make the office staff aware of which card you choose for payment, as well as any changes that may occur with your card(s). (Your Credit Card Payment Forms will be kept in a secure location.) Submit all required forms to the Recreation Office. Receipts will be sent to you after payment has been processed.

Note: Please provide the billing address for the card below if it is different from your residential address.

ASP CREDIT CARD PAYMENT FORM 2025- 2026

Parent/Guardian/Self _____

Address _____ City _____ Zip _____

Preferred Phone _____ Work Phone _____ Cell Phone _____

I give Brighton Recreation permission to use my credit card number as payment for the After School Program.

Signature

Date

- VISA
- Mastercard
- Discover

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date and CVV (code on back): _____

**BRIGHTON RECREATION
BROOKSIDE AFTERSCHOOL PROGRAM
2025 - 2026**

Registration Form

Child's Name _____ **Age** _____

School _____ **Grade** _____

Birthdate ____/____/____

Parent / Guardian _____

Address _____ **Zip Code** _____

Preferred Phone _____ **Cell Phone** _____

Work Phone _____ **Ext.** _____

Email _____

Emergency Contact _____ **Phone** _____

Doctor's Name _____ **Phone** _____

Dentist's Name _____ **Phone** _____

Additional Information _____

AGREEMENTS:

No refunds will be given except when the child moves from the area or a doctor certifies illness of the participant. A \$10.00 administrative fee will be withheld on all refunds unless the program is cancelled.

In case of accident or injury, I authorize any and all emergency medical, dental and/or surgical care and hospitalization advised by the physicians, surgeon or hospital necessary for the proper health and wellbeing of my child.

I hereby release the Town of Brighton and any of its staff from any responsibility or liability from any connection with this activity. I also fully realize that I must provide proper hospitalization.

By signing below I agree to all above listed agreements.

Parent / Guardian Signature _____ **Date** _____

**BRIGHTON RECREATION
BROOKSIDE AFTERSCHOOL PROGRAM
2025 - 2026**

EMERGENCY CONTACT FORM

Please complete the following information before your child participates in this program. In addition, please send us a note if anyone other than those indicated below will be picking up your child. Prompt pick-up is expected.

CHILD'S NAME _____ Preferred Phone _____
Parent/Guardian Name _____ Day Phone _____
Parent/Guardian Name _____ Day Phone _____

***Others who may be contacted in case of emergency:**

Name _____ Day Phone _____
Name _____ Day Phone _____
Name _____ Day Phone _____

***Others who are authorized to pick your child up:**

Name _____ Day Phone _____
Name _____ Day Phone _____

***Please share with us any medical concerns, allergies, or medical information about your child:**

***If you have a child with allergies we will provide you with an additional Individual Allergy and Anaphylaxis Emergency Plan form to fill out before your child attends.**

***If you have a child with special needs please request the Individual Health Care Plan from the Recreation Department so we can better serve your child. If your child has an IEP, we welcome you to share it with us as well so that we can be additional support!**

***Required**

Parent / Guardian Signature _____ Date _____

☐ Please check this box if you DO NOT want your or your child's photo to be used.