

Kent Park and Recreation Commission
Minutes, Regular Meeting
May 17, 2021, 7 p.m.

Present: Blythe Everett, John Grant, Lynn Harrington, Diane Impastato, Julia Neff, Michael Perkins, Abigail Smith-Hanby, Kate Symonds, Miranda Lovato, Interim Director.

Chairman Ms. Harrington called the meeting to order via Zoom.

Elevation of Alternates: Ms. Everett made a motion to elevate alternates. Mr. Perkins seconded the motion, and the motion was approved unanimously.

Approval of Agenda: Mr. Grant made a motion to approve the agenda. Ms. Everett seconded the motion, and the motion was approved unanimously.

Acceptance of Minutes of April 19, 2021, Regular Meeting and April 1, 2021, Special Meeting: Mr. Grant made a motion to approve the agenda. Mr. Perkins seconded the motion, and the motion was approved unanimously.

Parks: Projects, seasonal worker Members discussed fencing improvements and repairs that are needed at Emery Park and Kent Commons Park. Ms. Impastato has reached out to three fence companies to get quotes for the work. Ms. Impastato mentioned that of the two quotes she received only one company (Connecticut Fence) would be able to install the tennis code locks in addition to the fence and gate repairs. If one of the other two companies was chosen the commission would need to find someone to install the code locks for the tennis courts separately. Members discussed reaching back out to the 3rd contractor to see if a third quote could be attained.

Ms. Harrington stated that the pool at Emery Park has been drained and that there will be work done to get it ready to be filled. Members discussed possibilities for getting lifeguards and what hours we would be opening the pool if we can find lifeguards.

Ms. Everett made a motion that we look to install a key punch locking system on both the front and back entrance to the Kent Commons Park Tennis Courts and Mr. Grant seconded the motion. Voting Yes: Blythe Everett, John Grant, Lynn Harrington, Diane Impastato, Julia Neff, Michael Perkins.

Old Business: Parks Master Plan Members discussed the status of the Master Plan and how to move forward.

Old Business: 2021 Concert Series Members discussed who needs to do what and next steps. Mr. Perkins volunteered to work with Connie Manes to plan the concert series. Ms. Manes stated that we just need to choose dates and reach out to the bands.

Ms. Neff made a motion that we do the summer concert series on Sundays and Mr. Grant seconded the motion. The motion carried unanimously.

Old Business: Summer Tennis Proposal Mr. Perkins discussed the details/proposal for the summer tennis clinic. Mr. Perkins suggested the week of July 13 at 10 am to run the clinic. Ms. Neff mentioned that summer school will be running from 9-12 and suggested that we might do the afternoon. Ms. Neff suggested 4-5 pm. Mr. Perkins mentioned we would need to purchase youth tennis balls.

Ms. Neff made a motion for the commission to move forward with the tennis program with the dates that Mike suggested, but with the 4pm start time and for the commission to spend up to \$300 dollars and Mr. Grant seconded the motion. The motion carried unanimously.

New Business: Park and Rec Director Position

Members discussed what the next step is and that the commission needs to look at the current job description.

New Business: Ball Fields

Ms. Lovato mentioned she met with someone who uses border collies to control the geese population and that he was going to prepare a proposal, but has not yet received it. Ms. Lovato talked about potential grub control products for the fields as well as over-seeding.

The meeting was adjourned at 8:49 p.m.

Miranda Lovato
Interim Director

Minutes are not considered final until approved. Refer to the minutes from ensuing meeting for any changes and/or corrections.

Kent Park and Recreation After-School Program

Revised 6/28/21

Welcome to Kent Park and Recreation's After-School Program. The program is designed to meet the needs of Kent Center School children, kindergarten eligible through the sixth grade, who need a structured, supervised environment at the end of the school day. We welcome your participation and suggestions and look forward to working with you and your child(ren).

Miranda Lovato, Interim Park and Recreation Director

I. Overview

Kent Park and Recreation's After-School Program is open currently to Kent Center School children kindergarten eligible through the sixth grade, and meets Monday through Friday from 3 to 5:30 p.m. in the Kent Center School cafeteria. The 2021-22 program is limited to 16 children/day and will adhere to the State of Connecticut Office of Early Childhood guidance and the state's Executive Orders related to COVID-19 as well as Kent Center School's Reopening Plan 2021. Staff and youngsters are required to wear a protective face covering or mask that completely covers the nose and mouth, adhere to social distancing and enhanced hand washing procedures. The program features snack and homework time, indoor and outdoor activities.

II. Registration

Advanced registration will be required through Eventbrite: <https://www.eventbrite.com/e/kent-park-and-recreation-after-school-program-tickets->

[117788864665](https://www.eventbrite.com/e/kent-park-and-recreation-after-school-program-tickets-117788864665). Families must sign-up their child(ren) by 7 a.m. the day they wish to attend. You may register your child(ren) for up to 4 months in advance. The registration program will not allow you to register for a particular day if it is full. Park and Recreation will adhere to KCS policy that a child's plans may not be changed during the school day.

Participating youngsters must be registered before attending the program. **A new registration form, including the Informed Consent form, is required each school year.** Parents/guardians should update these forms if changes occur during the school year. Download registration form and fill-in using Adobe Acrobat and email to parkandrec@townofkentct.org. The registration forms are online at <https://s3.amazonaws.com/files.leagueathletics.com/Tenxt/Documents/5899/74796.pdf> Forms also are available from Park and Recreation by calling 860-927-1003.

III. Schedule

The After-School Program follows the Kent Center School calendar, starting August 30, 2021. The program does not meet on school vacation days and snow days, half-days or early dismissal days. Please be sure you have alternate arrangements in place in the event of an early (or emergency) dismissal and that your child knows these plans. Please note the program may cancel without notice in the event of suspicion or diagnosis of COVID-19 in a staff member or child(ren) who attended the program.

The program meets Monday to Friday from 3 to 5:30 p.m. in the school cafeteria. The afternoon includes homework time and snack time, which is provided by the program. Children are not permitted to eat food from their backpacks unless there are dietary or allergy concerns. Other activities may include indoor or outdoor play (weather permitting), games and/or arts and crafts, adhering to COVID-19 protocols. Youngsters will be given their own supplies for projects and activities. Youngsters should bring appropriate clothing and footwear for outdoor activities and the weather.

The program will not accept children who have left school during the day.

IV. **Cost/Payment/Payment policy**

The daily fee for the After-School Program is \$11 per child, which includes snack. The Kent Park and Recreation Commission reserves the right to charge a late fee of \$5 for each 15 minutes a parent/guardian is late picking up his/her child. Payment is appreciated on a weekly basis and is due monthly when bills are mailed. The Town of Kent, Kent Park and Recreation, will charge a \$30 fee for checks returned by the bank. Accounts must be paid in full by June 26, 2022.

Financial assistance, sponsored by the Kent Community Fund, is available to families in need – speak with the Park and Recreation director (email parkandrec@townofkentct.org or call 860-927-1003). Such inquiries are confidential. **Kent Park and Recreation does not participate in the Care4Kids Program.** It shall be a policy of the Kent Park and Recreation Commission to deny

participation in the After-School Program to families who have a past due balance of \$300 or more and/or who have not made a payment in three consecutive months for participation in the After-School Program.

V. **Parents' Responsibilities/Pick-Up Procedure**

Parents/guardians must email KCS (robbm@kentcenter.com or coxsm@kentcenter.com) by 10 a.m. to notify the school that their child is attending the program. Parents should drive up to the cafeteria doors (the first set of the cafeteria's double glass doors as you make the loop around the school parking lot) and staff will send out their child(ren) (Kent Center School currently is not allowing parents to enter the school building). There would be a note on the cafeteria door if the program is outside, and parents could pick-up outdoors. Parents/guardians must notify the program in writing if someone other than themselves or a person listed on the emergency information sheet is picking up their child. Parents/guardians should check homework assignments for accuracy and completeness. By signing the registration form, parents/guardians agree to abide by the guidelines stated in this handbook. The Kent Park and Recreation Commission may amend these guidelines.

VI. **Attendance**

Children may attend the program as needed, depending on availability. The program is allowed to accept up to 16 youngsters/day.

VII. **Staff**

The After-School Program leadership team is responsible for the daily operation of the program under the supervision of the Park and Recreation director. Concerns about the program should be brought to the Park and Rec director. The ratio of staff to participants is 1:8.

VIII. **Illness/Injuries**

A leadership team member would contact parents/guardians should their child become ill or injured while attending the program. A child who becomes ill while at the program would be isolated in a "sick room," (the Teacher's Lounge adjacent the cafeteria) in accordance with State of Connecticut Office of Early Childhood COVID-19 protocols. A member of the leadership team would fill out an emergency pick-up form that the parent/guardian should sign. If the parent/guardian is not available, a leadership team member would then contact persons listed on the emergency information sheet. Should a child require immediate/emergency medical treatment, a member of the leadership team would call 911. The child's information sheet would be given to the emergency services personnel, and the child would be transported to the hospital listed on the sheet, if possible, or the nearest hospital.

IX. **Late Pick-Up Policy**

A member of the leadership team and/or the Park and Recreation director will notify the state police at Troop L if a parent/guardian fails to pick-up his/her child by 6 p.m., and the parent and/or a listed emergency contact cannot be reached. A member of the leadership team and/or Park and

Recreation director will stay with the child(ren) until the parent/guardian or emergency contact picks up the child(ren).

X. **Emergency Evacuation**

The Kent Town Hall, 41 Kent Green Boulevard, is the evacuation site in the event the program has to leave Kent Center School due to an emergency. Notice would be posted on the outside cafeteria door at KCS. Parents/guardians would pick-up their child(ren) at the Kent Town Hall.

XI. **Restrictions**

Children may not use or share personal items brought from home while at the program, including cell phones, Pokémon cards or hand-held video games. Participants who have laptop computers may use the computers for homework purposes only after which time the laptops must be kept in the ASP closet for safety purposes.

XII. **Removal**

The Kent Park and Recreation Commission reserves the right to suspend or terminate a child from the After-School Program for inappropriate behavior, delinquency in payment of fees or inability of the child and parent to adjust to the program. This will be determined by the Park and Recreation director in consultation with the After-School Program leadership team, parent/guardian of the child in question and the Kent Park and Recreation Commission Chairman.

XIII. **COVID-19 Reporting**

In February 2020, COVID-19 was added to the List of Reportable Diseases. Kent Park and Recreation director would work with Kent Center School and Torrington Area Health District should there be suspicion or confirmation of COVID-19 in a staff member or child who attended the program. Parents/guardians should contact the Park and Recreation director (773-683-1124) should their child(ren) be diagnosed with COVID-19 and had attended the program.

XIV. Public Act 11-93

The Kent Park and Recreation director and program staff are obligated to report any suspicion or reports of alleged child abuse and neglect to the Department of Children and Families, 505 Hudson Street, Hartford, CT to comply with Public Act 11-93. This process is in place to safeguard the welfare of the children under the care of Kent Park and Recreation.

XV. Public Act 19a-77

Per Connecticut General Statute 19a-77, Kent Park and Recreation is required to disclose that its services and programs are not licensed by the State Office of Early Childhood.

XVI. Phone Numbers

The Park and Recreation Office phone number is 860-927-1003. **In an emergency, the Park and Recreation director may be reached by calling or texting 773-683-1124.**

Kent Park and Recreation

Miranda Lovato, Interim Director
P.O. Box 678
41 Kent Green Boulevard
Kent, CT 06757-0678

Telephone 860-927-1003
Fax 860-927-1313
parkandrec@townofkentct.org
www.kentctparkandrecreation.com

After-School Program Counselor Opening

The Town of Kent, Kent Park and Recreation, is accepting applications for After-School Program counselor to work at the program during the 2021-22 school year, following the Kent Center School calendar. The successful candidate(s) will work with the ASP director, assisting with supervision and working with program children (ages kindergarten eligible through sixth grade) during homework time, snack, games, sports, and arts and crafts activities, both indoors and outdoors. The program meets Monday through Friday from 3 to 5:30 p.m. at Kent Center School. Counselors work up to five days a week, and the work schedule can be flexible. Counselors observe the ASP staff policies and procedures.

The successful candidate(s) will:

- Supervise and work with program children (ages kindergarten eligible through sixth grade)
- Implement and supervise homework time, snack, games, sports, and arts and crafts activities, both indoors and outdoors.

Applicants must be at least 16 years of age, have experience/interest working with children, act as a role model and be willing to work as part of a team. Completed application form <https://www.townofkentct.org/sites/g/files/vyhli3311/f/uploads/employment-application-1.pdf> should be returned to Park and Recreation, P.O. Box 678, Kent, CT 06757 or email to parkandrec@townofkentct.org. Qualified candidates will be asked to participate in an interview with the Park and Recreation director and commission member(s).

Job application form is available on the Park and Recreation website: kentctparkandrecreation.com under "Forms." Applications should be returned to the Park and Recreation office, Kent Town Hall or mailed to P.O. Box 678, Kent, CT 06757.

For more information, applicants should call Miranda Lovato, 860-927-1003 or email parkandrec@townofkentct.org. EOE.

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After-School Program Director Opening

The Town of Kent, Kent Park and Recreation, is accepting applications for After-School Program Director to coordinate and supervise the program during the 2021-22 school year, following the Kent Center School calendar. The program meets Monday through Friday from 3 to 5:30 p.m. at Kent Center School. The director is expected to be present on all days that the program meets, and reports to the Park and Rec director. Directors observe the ASP staff policies and procedures.

The successful candidate will:

- Supervise ASP counselor(s)
- Supervise and work with program children (ages kindergarten eligible through sixth grade)
- Implement and supervise homework time, snack, games, sports, and arts and crafts activities, both indoors and outdoors.
- Purchase snacks and supplies for the program as needed
- Keep track of attendance and submit paperwork weekly

Applicants must be at least 18 years of age, have experience working with children, act as a role model and be willing to work as part of a team. Completed application form (<https://www.townofkentct.org/sites/g/files/vyhlf3311/f/uploads/employment-application-1.pdf>) should be returned to Park and Recreation, P.O. Box 678, Kent, CT 06757 or email to parkandrec@townofkentct.org. Qualified candidates will be asked to participate in an interview with the Park and Recreation director and commission member(s).

For more information, applicants should call Miranda Lovato, 860-927-1003 or email parkandrec@townofkentct.org. EOE.

Kent Park and Recreation Commission
Minutes, Special Meeting
June 2, 2021, 7 p.m.

Present: Blythe Everett, John Grant, Lynn Harrington, Diane Impastato, Julia Neff, Michael Perkins, Abigail Smith-Hanby, Kate Symonds, Miranda Lovato, Interim Director.

Chairman Ms. Harrington called the meeting to order via Zoom at 7:03 p.m.

Elevation of Alternates: Mr. Grant made a motion to elevate alternates. Mr. Perkins seconded the motion, and the motion was approved unanimously.

Approval of Agenda: Mr. Grant made a motion to approve the agenda. Ms. Impastato seconded the motion, and the motion was approved unanimously.

Interim Directors Report Ms. Lovato stated that most of her time so far has been spent on catching up with After School Program billing. She stated that she sent out electronic invoices to save time and resources. Ms. Lovato mentioned that the commission would need to start thinking about staffing for the ASP program next fall.

The Slamma-Jamma basketball camp that has run in the past is looking for a new venue as the Kent Center School is unavailable this year.

Discussion-duties/responsibilities of ID Members discussed the Interim Park and Rec Director job description. Ms. Lovato stated that she had concerns with what was communicated to her regarding expectations and duties and the amount of time that is allocated for the position. Ms. Harrington reviewed what she believes are the top priorities are for the Interim Director.

Fencing Quotes Members discussed three quotes regarding fencing/gate repair at Emery Park and Kent Commons Park. Part of the work is to include locks added to the gates at Kent Commons Park requiring a code to enter the tennis courts. Ms. Smith-Hanby stated that she does not support adding code locks to the tennis courts as it seems prohibitive and not user friendly.

Mr. Grant made a motion to accept the quote from Connecticut Fencing and Ms. Everett seconded the motion. Voting Yes: Blythe Everett, John Grant, Lynn Harrington, Diane Impastato, Julia Neff, Michael Perkins. Voting No: Abigail Smith-Hanby

Swimming Pool Ms. Harrington stated that work is still being done to clean and ready the pool. Members discussed the possibility of using lifeguards from Club Getaway.

Camp Kent Members discussed the feasibility of implementing Camp Kent for the summer of 2021 and decided that due to staff changes, timing and covid-19 the Commission is not pursuing Camp Kent for the summer of 2021. Ms. Lovato suggested writing and publishing a statement to the public regarding the status of Camp Kent for 2021.

Slamma Jamma Basketball

Ms. Everett made a motion that the commission plan to proceed with contracting with the Slamma Jamma Basketball program provided that an appropriate venue can be found, and Ms. Smith-Hanby seconded the motion. The motion carried unanimously.

The meeting was adjourned at 9:38 p.m.

Miranda Lovato
Interim Director

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