



**CITY OF WATERBURY
DEPARTMENT OF PUBLIC WORKS
BUREAU OF RECREATION**

NO PROGRAM OR CANCEL PROGRAM POLICY

The Bureau of Recreation follows the public school calendar for our after school programs. When there is no school in Waterbury, there are no after school programs for the Bureau of Recreation. It is the responsibility of the parent/guardian to keep informed of cancellations/closings.

If Waterbury Public Schools announce there are no afternoon activities, recreation after school programs will also be cancelled.

When there is inclement weather during the afternoon hours, there is a possibility that all afternoon and evening activities will be cancelled. It is the responsibility of the parent/guardian and or participant to watch and listen for cancellations on NBC 4 CT/Channel 8 (ABC) CT under Bureau of Recreation, City of Waterbury.

Important Note: If the Bureau of Recreation cancels after school programs while the children are at the centers, parents must pick up their children **immediately** for early dismissal. During this time period, Bureau of Recreation staff will attempt to contact parent/guardian and or emergency contacts. In the event that the Bureau of Recreation staff cannot contact anyone it will constitute an "emergency situation". The Bureau of Recreation staff will take steps to assure the safety of the child, which may include contact with Department of Children and Families and/or the Waterbury Police Department. Thereafter, the incident will be documented and kept on file with the Bureau of Recreation.

If a parent/guardian is consistently late in picking up their child or children, the Bureau of Recreation reserves the right to remove the child/children from our program.