



PROGRAM INFORMATION – PARENT HANDBOOK AND GUIDE 2016

- OR -

“EVERYTHING YOU NEED TO KNOW ABOUT THE SUMMER PROGRAM YOU CAN PROBABLY FIND HERE!”

ALL THE INFORMATION YOU MAY POSSIBLY EVER NEED TO KNOW ABOUT THE SUMMER PROGRAM

We know your lives are busy. That's why we've crammed as much information as possible into this program guide. Please take a look at the Index Guide where you will find just about any question that has ever been asked regarding the program. After 20 years of program questions we know there are a few that you are going to need answers to. This guide may help you find the answer you may need, right away, without the need to wait for a return phone call or email. Please check through the guide for the answer to your question. If you don't see it here please contact the recreation office at 887-1872. or send an email to: recreation@sandown.us We're here to help!

ESPECIALLY FOR NEWCOMERS: WE ANTICIPATE LOTS OF QUESTIONS - AFTER ALL - IT'S YOUR CHILD!

WELCOME! Our program focuses on the safety, care and interests of your child. Our structured day allows for many different age appropriate activities to choose from. In most instances children entering Grades 1-4 are in groups of 10 or less with 2 staff members. Children entering Grades 5-8 may be in larger groups with 2 or more staff members. For most activities children entering Grades 1-4 are grouped together and separate from older campers. Some activities are large group with everyone participating including staff. And don't worry...there will be plenty of children from your child's grade attending!

PREVIOUS PARTICIPANTS:

Please be sure to read through the Parent Handbook. There is plenty of information, both old and new, to learn or review.

PROGRAM DATES:

MONDAY June 20 through FRIDAY August 5,. **No program on MONDAY, JULY 4TH**

PROGRAM PARTICIPATION & RATES:

You may register for any number of weeks. Weekly resident rate is \$105 per camper until June 13 and \$115 per camper after June 13. **Includes Field Trips*** Non-resident rate is \$110 weekly and \$120 weekly after June 13. Separate one-time registration fee applies and increases after June 13. **FOR SANDOWN RESIDENTS ONLY: 3rd & 4th child from same immediate family pay \$65 weekly if immediate family participants attend in the same week. Includes field trips. *Additional field trip fees apply for Water Country and Canobie Lake Park. All other fees apply for 3rd & 4th attendee. Reduced rate applies to Sandown residents only.**

INDEX

SECTION 1: PROGRAM OVERVIEW

1. WHO IS THE SUMMER PROGRAM FOR?
2. WHAT IS THE SUMMER PROGRAM? IS IT CAMP? IS IT DAYCARE?
3. WHO MAKES UP THE STAFF?
4. WHAT WILL PROGRAM PARTICIPANTS BE DOING?

SECTION 2: PROGRAM LOCATION(S); DROP-OFF AND PICK-UP; INCLEMENT WEATHER

1. WHERE IS THE PROGRAM HELD?
2. HOW WILL I KNOW WHERE TO GO?
3. WHAT IS THE PROCEDURE FOR DROPPING OFF AND PICKING UP?
4. I SEE STAFF HERE BEFORE 8:00 A.M. SO WHY CAN'T I DROP OFF MY CHILD NOW?
5. WHAT HAPPENS IF I DROP MY CHILD OFF LATER THAN 8 AM?
6. WHAT IF I SEND SOMEONE ELSE TO PICK UP MY CHILD?
7. WHAT IF IT'S RAINING?

SECTION 3: REFUND POLICY

1. REFUND POLICY – PLEASE READ ME NOW!

SECTION 4: PAYMENTS; DEPOSITS; LATE FEES PLEASE READ VERY CAREFULLY!

1. LATE FEES: WHAT DO I NEED TO KNOW?
2. WHY ARE THERE INCREASED FEES IF I DON'T PAY ON TIME?
3. WHY DO I HAVE TO PAY MORE IF I AM LATE PICKING UP MY CHILD?
4. WHAT HAPPENS IF MY CHECK BOUNCES?
5. WHY CAN'T I PAY WITH CASH?
6. CAN YOU EXPLAIN TO ME WHY I'M PAYING A DEPOSIT AND IF IT IS AN EXTRA FEE?
7. WHAT IF I PAID A DEPOSIT AND MY PLANS CHANGED AND I WANT TO SWITCH MY WEEKS?

SECTION 5: – BEHAVIOR POLICY

1. IS THERE A BEHAVIOR CODE?
2. BEHAVIOR CODE

SECTION 6: FIELD TRIPS

1. WHAT ARE FIELD TRIPS LIKE AND WILL SOMEONE BE WITH MY CHILD AT ALL TIMES?
2. SHOULD I SEND SPENDING MONEY FOR MY CHILD FOR THE FIELD TRIP?
3. WHY WERE WE LATE GETTING BACK FROM A FIELD TRIP?
4. I DON'T WANT MY CHILD TO ATTEND THE FIELD TRIP - IS THERE STILL PROGRAM THAT DAY?
5. I WANT TO GO ON THE FIELD TRIP. CAN I COME TOO?
6. I'M STILL NERVOUS ABOUT SENDING MY CHILD ON CERTAIN FIELD TRIPS. WHAT SHOULD I DO?

SECTION 7: SWIMMING; SWIMSUITS; SUNSCREEN

1. SWIMMING? THERE'S GOING TO BE SWIMMING?
2. WHAT ABOUT SWIM SUITS?
3. WHY DID MY CHILD CHANGE IN THE PORT-A-POTTIE? ?
4. WHAT ABOUT SUNSCREEN?
5. BUT MY CHILD IS YOUNG AND MIGHT NOT DO A GOOD JOB PUTTING ON SUNSCREEN!

SECTION 8: EMERGENCY PROCEDURES; HEALTH INFORMATION; ABSENTEEISM

1. WHAT IF MY CHILD GETS HURT? WHO WILL TAKE CARE OF HER?
2. WHAT IF MY CHILD NEEDED TO GO TO THE HOSPITAL DURING THE PROGRAM?
3. MY CHILD HAD A STOMACH ACHE. WHY DID YOU CALL ME TO PICK HIM UP?
4. MY CHILD NEEDS MEDICATION DURING THE DAY. WILL YOU GIVE IT TO HIM?
5. WHY ARE YOU ASKING ME ABOUT MY CHILD'S HEALTH AND MEDICATIONS? ISN'T THAT PRIVATE?
6. SHOULD I CALL TO SAY MY CHILD WILL BE ABSENT?

SECTION 9: COMMUNICATION

1. IMPORTANT PHONE NUMBERS AND ADDRESS REMINDERS
2. HOW DO I COMMUNICATE WITH THE PROGRAM?
3. WHAT IF I NEED TO COMMUNICATE WITH A COORDINATOR OR DIRECTOR REGARDING A PROBLEM?

SECTION 10: WHAT SHOULD MY CHILD BRING EVERY DAY? NOT BRING?

1. DOES MY CHILD NEED TO BRING A LUNCH? SNACK? WATER?
2. WHAT ELSE SHOULD MY CHILD BRING?
3. WHAT SHOULD MY CHILD NOT BRING TO THE PROGRAM?

SECTION 11: MISCELLANEOUS BUT FREQUENTLY ASKED

1. WHAT IF SOMETHING IS LOST?
2. I HEARD SOMEONE SAY THE SUMMER PROGRAM IS JUST CHEAP BABYSITTING. IS THAT RIGHT?
3. WHY DOES THE PROGRAM LOCATE AT SO MANY PLACES?
4. WHY ARE YOU MAKING MY CHILD WEAR A BIKE HELMET?
5. MY CHILD IS GOING TO BE TAKING SUMMER CLASSES. CAN SHE STILL ATTEND THE PROGRAM?
6. I HAVE FAMILY VISITING. CAN MY CHILD BRING A GUEST?

SECTION 12: REGISTRATION!

1. I'M READY TO REGISTER. WHAT NOW?
2. WILL I BE NOTIFIED THAT YOU GOT MY REGISTRATION THAT I MAILED OR DROPPED OFF?
3. WHY DIDN'T I GET A SPOT IN THE WEEK I WANTED?
4. CHANGING WEEKS
5. CAN I SEND MY CHILD FOR JUST A FEW DAYS?
6. E-MAIL

SECTION 1: PROGRAM OVERVIEW

1. WHO IS THE SUMMER PROGRAM FOR?

The Summer Recreation Program is for Sandown resident children and non-resident children who are 6-14 years of age who are entering Grades 1-8 in the fall of **2016**. Resident participants must reside year-round in Sandown with a parent or guardian. Proof of residency may be requested at any time. Non-resident children and children of non-custodial parent or guardian may attend for non-resident rates. Birth certificate required for all new participants with registration.

2. WHAT IS THE SUMMER PROGRAM? IS IT CAMP? IS IT DAYCARE?

It is not a camp. It is not daycare. It is not school. It is a municipal recreation program. It is sponsored by the town and paid for by user fees that go towards the cost of running the program. This is not a 'for profit' program. The town supports the program with some funding through the municipal budget process. Those who use the program pay for most of the cost of running it.

3. WHO MAKES UP THE STAFF?

The Parks and Recreation Department is overseen by the Recreation Commission of the town. The program is administered and supervised by Parks & Recreation Director Deb Brown. Daily on-site supervision consists of experienced coordinators; senior supervisor and counselors. Several of our staff members work full-time in the education field, or are older high school students and college students. All staff members are Town of Sandown employees who undergo a criminal background check, are CPR and First Aid certified and participate in other program training. The counselor-in-training program (CIT) consists of up to 14 chosen program participants entering Grades 9 and 10. All are dedicated to ensuring the safety of your child. They also love to have fun! Staff are primarily chosen based on maturity, communication skills, interests, experience, enthusiasm and leadership.

4. WHAT WILL PROGRAM PARTICIPANTS BE DOING?

There are so many activities offered! There are clinics held for just about everything including basketball, kayaking, baseball, music, Wiffle ball, cheerleading, volleyball, dance, badminton, soccer, fishing, flag football, floor hockey, improv, field hockey, and more. There are favorite games like Lemon Ball, 4-Square, Capture the Flag, Frisbee Golf, Bombardment and just too many to list. There is swimming and sand castle contests, cook-outs and even a Luau at the beach! There are crafts, and painting and recycled art projects; spirit days and special sports team days. We offer the enormously popular Summer Olympics Week; Community Week and Talent Show, treasure hunts and make-your-own ice cream. Add in some great field trips, special events and shows and you've got a summer filled with fun. Your child will be engaged in many activities every day. This is just a sample!

SECTION 2: PROGRAM LOCATION(S); DROP-OFF AND PICK-UP; INCLEMENT WEATHER

1. WHERE IS THE PROGRAM HELD?

The program is based at several different locations throughout the week including TLC a/k/a Sandown Central, Ed Garvey Rec. Facility and Town Hall. **There will always be an orange cone and flag at the program location to let you know location.**

2. HOW WILL I KNOW WHERE TO GO?

Morning drop-off and afternoon pick-up will be as follows: MONDAY AND TUESDAY: Timberlane Learning Center (formerly Sandown Central). WEDNESDAY AND THURSDAY: Recreation Building, 25 Pheasant Run Drive. FRIDAY: Town Hall. NOTE: **Locations may change due to weather and/or special activities! We will keep you informed of any changes in location. (See above for cone/flag note)**

3. WHAT IS THE PROCEDURE FOR DROPPING OFF AND PICKING UP?

Morning drop off is never before 8 AM. If you arrive early plan to remain in your car until 8 AM. Staff will signal when it is time to start dropping off. When you are dropping off and picking up at the school you will pull into the bus driveway located at the south entrance and slowly move through the parking lot to the designated drop-off spot where staff will be stationed. Your children will exit your vehicle. Instruct children who exit your vehicle on the driver's side to cross in the **FRONT of YOUR** vehicle! Be sure your child is able to exit the vehicle on their own. If they are not able to, please exit your vehicle to help load and unload them. You will exit straight ahead and continue down the driveway between the school and library. **ALWAYS ENTER AT THE SOUTH END OF THE SCHOOL!** Remember, speed limit in a parking lot is 5 MPH. The same procedure will be used for afternoon pick-up. You may also choose to park in the parking lot and walk in to check out your child. Please note there is no admittance past the orange cones until they are removed by the staff either in the morning or afternoon. Please respect the placement of any orange cones and do not drive around them or circumvent them. All drop off and pick up is done with the safety of your child and ALL children in mind. Please remember (and instruct your other drivers) **it is the responsibility of the parent to load and unload children.** Please assist your child if needed, with opening and closing car doors and with seat belts and/or booster car seats.

A very similar procedure will be used on Wednesday and Thursdays at the recreation building. It will make pick-up quicker if you pull into the parking area, park and walk over to check your child out. Otherwise you will most likely be waiting in a long line of traffic. Always check your child in and out with a supervisor. Please note that staff will not be responsible for directing traffic in the parking lot so if you choose to walk-in to pick up please note it is important your child not dart out into the parking lot. On Fridays you will park at Town Hall and walk in to drop off your child and to pick them up in the afternoon. There will not be an outdoor drop off/pick-up area designated as it impedes traffic on Main Street. Please park your car and drop off or pick up your child with a supervisor. At pick-up on field trip days at rec building always pull your car to the far right side of driveway to allow for buses to enter. Do not block driveways with your vehicle. If you pick up at the beach, park in the lot next to the library and walk over please.

4. I SEE STAFF HERE BEFORE 8:00 AM SO WHY CAN'T I DROP OFF MY CHILD NOW?

Staff arrives prior to 8 AM. They are occupied with going over activities for the day, staff meeting, forming groups and setting up for activities. Drop off does not begin until 8 AM. Staff will signal when drop off may begin. Please plan accordingly.

5. WHAT HAPPENS IF I DROP MY CHILD OFF LATER THAN 8:00 AM?

Everyone likes to sleep a bit later now and then! We have staff supervising drop-off until 8:20 AM. After that you will need to park your car and walk your child to a coordinator to check them in for the day. Always make certain a supervisor knows you are dropping off your child! Otherwise, they may not know, in an emergency, that your child is present. We always need to know if your child is on site! If you arrive much later you may need to locate where the program is such as the town beach or inside the school gym. On field trip days you need to arrive on time or risk missing the bus.

6. WHAT IF I SEND SOMEONE ELSE TO PICK UP MY CHILD?

We know plans can change. Remember, your child's safety is our #1 concern! If your pick-up person was not designated on your registration form you must send a written note with your child in the morning. We will ask the person picking up for a photo ID if they are not known to us. PLEASE NOTE: If someone other than you is dropping off or picking up please be sure to inform them of the proper drop-off or pick-up procedure and don't forget to tell them which location the program will be at!

7. WHAT IF IT'S RAINING?

Rain never stops us! In most instances your drop-off location will not change. HOWEVER...we also might choose to change locations to best serve the needs of the program. **The program will always post an orange cone with an orange flag at the program location so you know where the program will be located that day.** For the Ed Garvey Recreational Facility we post the cone and flag out by Main Street. Wherever you drop off in the morning will be where you pick-up in the afternoon so **BE SURE** to inform your child's pick-up person where to go that day (especially if we had to change locations for weather!)

SECTION 3: REFUND POLICY- REFUND POLICY – PLEASE READ ME NOW! Refunds for fees are issued only as follows:

A. Up until JUNE 13 you will be refunded any fees paid, with *the exception of the non-refundable one-time registration fee and the non-refundable \$10 per week deposit*, should you decide to change your plans and not attend. No refund for ANY fees paid will be made beyond the **June 13** deadline except for the medical exception. **UNPAID BALANCES: Beginning June 14 any week that you have reserved with a deposit, but which has an unpaid balance due, will be cancelled, spot released and deposit forfeited. If you wish to re-register for that week you may do so on a space available basis and with payment in full at the increased rate.**

B) EXCEPTION – MEDICAL. When a participant enrolled in the program has a letter from a physician stating they are not able to participate in the program due to a medical condition, a refund may be requested. Please note all requirements. To protect the privacy of your child we do not ask what the condition is, only that a physician document that they may not medically participate. **A receipt for a physician visit is not valid for refund.** Refunds for partial weeks due to medical will be prorated accordingly.

C) FIELD TRIP REFUNDS: There are no refunds or credits for missed field trips with the exception of Canobie Lake Park and Water Country which can be refunded at \$15 each when request procedure is followed.

D) REQUESTS for refunds meeting the stated criteria must be made in writing and received by the recreation office no more than 14 days beyond date of injury or the day of the field trip. Refunds may take up to 30 days. If you feel your request for a refund was unfairly denied, there is an appeal process. The recreation director will review and either approve or deny, in writing, your request. If your request is denied by the director you may appeal in writing to the Sandown Recreation Commission. The Sandown Recreation Commission will review your request at its next regularly scheduled monthly meeting.

SECTION 4: PAYMENTS; DEPOSITS; LATE FEES. PLEASE READ VERY CAREFULLY!

1. LATE FEES: WHAT DO I NEED TO KNOW?

You need to know that late and/or increased fees occur for two very specific reasons – missing payment deadlines and picking up your child late. If you register for any program weeks after June 13 you will pay an increased weekly rate of \$115/resident and \$120/non-resident on a space available basis. If you missed the **June 13** deadline to get all of your payments in, you forfeit any deposit holding a week. You will pay an increased weekly rate if you decided to attend additional weeks if you have not registered and paid for them by June 13. Please be sure to mark the **June 13** deadline so that you don't end up paying increased fees!

2. WHY ARE THERE INCREASED FEES IF I DON'T PAY ON TIME?

Increased fees occur because there is a lot of administrative work that goes into running this or any recreation program. Having to duplicate tasks is counterproductive to program needs. Payments not received by the June 13 deadline complicate program planning on many levels from scheduling staff to bus reservations to venue availability and supply purchasing. Making a late payment causes more time to be spent on re-doing administrative tasks previously completed. Thank you for your full cooperation.

3. WHY DO I HAVE TO PAY A FEE IF I AM LATE PICKING UP MY CHILD?

The program requires at least two staff members present even if there is only one parent late to pick-up. Staff is only scheduled and budgeted for a certain number of hours each week and there is a cost factor when you arrive late. Many of our staff members leave the program at the end of the day and have other commitments such as another job, family obligations, a sports team or classes they may be taking. Please be considerate of their time. Payment for being late needs to be made immediately. The fee is \$10 for every 15 minutes or *portion* of 15 minutes you are late for pick-up beyond 4 PM. Children are not allowed back to the program until late pick-up fees have been paid. **PLEASE NOTE: *Pick-up starts at 3:45 PM and ends at 4:00 PM. Please allow enough time to get to the program. Late fees are in effect when a camper is not picked up by 4:00 PM.***

4. WHAT HAPPENS IF MY CHECK BOUNCES?

You will be subject to all regulations as set forth by the Town of Sandown. You will be responsible for paying all fees and charges as required by the Town of Sandown. Town procedure dictates the following: You will receive a certified letter. You will need to replace your original check with a bank check or money order. If your bank check or money order is not received within the specified time a police officer is sent to your home, by the town, to collect these town funds. This is town policy.

5. WHY CAN'T I PAY WITH CASH?

It is the policy of the Recreation Commission not to accept cash for any recreation program, event or activity.

6. CAN YOU EXPLAIN TO ME WHY I'M PAYING A DEPOSIT AND IF IT IS AN EXTRA FEE?

No, this is not an extra fee. You are paying a deposit to secure a spot for your child to attend in the week(s) that you choose and until you pay the balance owed by the June 13 payment deadline. The deposit is applied directly to your weekly fee reducing the balance amount you will owe by the June 13 deadline. For example: The regular program rate is \$105 per week. You paid a \$10 deposit to secure a spot in a given week for your child. The balance you will owe by the June 13 deadline will be \$95. **REMEMBER:** Up until June 13 if you cancel a week you have reserved you will lose your \$10 deposit. You may switch weeks up until June 13 and have your \$10 deposit applied to another week (pending space availability). After June 13 you will lose any spots in weeks you have an unpaid balance and you also forfeit the \$10 deposit that was "holding" a pot in that week for you.

7. WHAT IF I PAID A DEPOSIT AND MY PLANS CHANGED AND I WANT TO SWITCH MY WEEKS?

You are welcome to do that, without penalty, provided you do it by **June 13** and if space is available for the week you want to switch to. **If you change a week after June 13 you will pay an additional \$10 per week.** Please note that changes are on a space available basis and you are not guaranteed a spot in another week unless space is available. ***If you withdraw from any weeks after June 13 you will lose ALL program fees you have paid.***

SECTION 5: – BEHAVIOR POLICY

1. IS THERE A BEHAVIOR CODE?

Absolutely! And it is one of the reasons we have such a successful program! This program fosters respect and good behavior. It promotes healthy fun and good sportsmanship. Certain rules and regulations are necessary to ensure the program is running in a safe, healthy and fun manner for all participants including the staff. Please read and review the following. You will be required to sign a statement on the registration form saying you have done so.

2. BEHAVIOR CODE

Program participants are treated as individuals with respect shown for different tastes, preferences, and a range of behavior patterns. Children of varying abilities are welcome in the program. Sandown Parks and Recreation requires that while participating in the program, if a child requires an aide at school for a disability whether physical, emotional or behavioral, then an aide must accompany that child in the program. Sandown Parks and Recreation does not hire or provide aides. The Recreation Commission reserves the right to dismiss a child from the program whose needs we are unable to safely meet or whose conduct is not in the best interest of the program. Please call the recreation office if you have any specific questions.

Parents and guardians are responsible for reading the Behavior Code and reinforcing it with your child. You must indicate on the registration form that you have read and agree to the Behavior Code in order for your child to participate. We reserve the right to dismiss your child from the program at our discretion if certain instances occur. If there is a problem, the child will be separated from the rest of the program and the parent or the emergency person will be contacted to pick up the child immediately.

Hitting, biting, kicking and inappropriate touching of anyone, including staff members, is not allowed and is grounds for immediate dismissal. Inappropriate language or bullying of any type including via electronic communication where a participant in the program targets another participant, will not be tolerated. No weaponry is allowed. Offenders receive one verbal warning and one written warning before being dismissed from the program. Threats or violence against others is cause for immediate dismissal.

Parents will be notified of any warnings received either verbal or written. *For severe or dangerous episodes of misbehavior the participant may be immediately and permanently dismissed from the program without prior warning.*

Should the coordinators or recreation director decide that your child has participated in a serious rule violation, you will be contacted immediately. **NOTE: YOUR CHILD WILL NOT BE ALLOWED TO ATTEND THE PROGRAM AGAIN UNTIL YOU HAVE MET WITH THE CO-COORDINATORS AND RECREATION DIRECTOR TOGETHER WITH YOUR CHILD.** This will mean your child will not return to the program the following day or subsequent program days until you have met with the above mentioned. This may mean an inconvenience to you but is necessary for the safe administration of our program. If your child is dismissed from the program, and you do not agree with the decision, you may request to meet with the Recreation Commission at its next regularly scheduled meeting. Your request must be made in writing and must be made within 1-week of child's dismissal. The Commission generally meets two times each month, but may not. There is no refund for fees paid if your child is dismissed from this program for misbehavior. We are happy to report that it is a rare occurrence for a child to be dismissed for poor behavior. The program receives many compliments regarding the good behavior of our participants!

SECTION 6: FIELD TRIPS

1. WHAT ARE FIELD TRIPS LIKE AND WILL SOMEONE BE WITH MY CHILD AT ALL TIMES?

The program offers weekly field trips with lots of fun places planned! Please note that most field trips take place on Wednesday but some do not. Weather WILL be a factor. Transportation is by school bus. Field trips are subject to change due to weather and other issues beyond our control. We do our best to reschedule but ask your understanding when we cannot. **NOTE: all activities and planned events are subject to change and what we plan several months in advance may need to be changed or be adjusted to meet program needs. This program reserves the right to substitute other activities from those named within the program information and to apply field trip fees to other activities that may be scheduled in place of the field trip.** Some field trips will return after the normal 4 PM pick-up. We will keep you informed when there is a late pick-up for field trips. Children are assigned in groups to a specific counselor for the duration of the field trip. In addition, supervisors are in constant contact with each group through physical presence, visual observation and mobile communication. Children are never sent off on their own for any reason, including bathroom breaks, or left unsupervised. Concerns? Please call the recreation phone line at 887-1872. We are happy to answer any questions! You will not be the first parent who has called with a field trip question. You will not be the last. Our field trips are very organized. A great deal of planning goes into each field trip and every precaution is taken to ensure your child's safety. The program has proudly received many compliments from venue operators, concession workers; bus drivers etc., on how respectful and well-behaved the children in this program are when we are out on field trips! PLEASE NOTE: Campers are NEVER allowed in the Wave Pool at Water Country regardless of age or swimming ability. Life jackets are available! *Please ask about our procedures for this field trip-we want you to feel comfortable should you want to send your child!*

In more than 20 years of program fun we have never had to activate the "lost child" protocol.

2. SHOULD I SEND SPENDING MONEY FOR MY CHILD FOR THE FIELD TRIP?

For some field trips we will note "no spending money". For other field trips it is at the discretion of the parents as to whether they want their child to have spending money. The information you need is this: Your child is solely responsible for his/her money

regardless of their age. You know your child best. Staff members do not hold money or keep track of money for participants. If children are making a visit to a snack bar or concession stand counselors go with them and stand by to help younger children get the right change and to help see that money goes back into pockets. However, keep in mind that money is easily lost and this program assumes no responsibility for lost or misplaced money. Please make sure your child has a place to hold their money in the event they cannot bring a backpack into a venue. Please Please Please have them wear something with pockets!

Employee policy prohibits staff members from loaning ANY money to children for ANY reason. Loaning money can create an awkward situation for both staff and family and it is not allowed. Please explain this to your children when giving them spending money. Staff will not replace lost or forgotten money. The program is not responsible for any lost or stolen money. Please do NOT give your child large amounts of money. Staff will not tell children how their money can or cannot be spent*. That is between the child and parent/guardian. *Children are not allowed to purchase weaponry (see behavior code).

3. WHY WERE WE LATE GETTING BACK FROM A FIELD TRIP?

We plan field trips as precisely as we can. There are things that may delay us such as traffic, road work, a sick child or just someone who forgot to use the restroom. We try to anticipate it all but we are generally traveling with 2 busloads of children and we're only human! If there will be a significant delay (more than 15 minutes) we will do our best to contact one of the program parents to spread the word at the pick-up location as to how much longer we may be.

4. I DON'T WANT MY CHILD TO ATTEND THE FIELD TRIP - IS THERE STILL PROGRAM THAT DAY?

All staff members attend every field trip. If you choose to not have your child attend, you will need to make alternative arrangements for where they will spend their day. No staff stays behind.

5. I WANT TO GO ON THE FIELD TRIP. CAN I COME TOO?

That depends. Like any good program that has children in its care, any adults who are in contact with the children in this program need to undergo a criminal background/sexual offender check per Parks and Recreation policy. If you wish to be a volunteer with this program (including field trips) please see the recreation director. You will need to pay for all associated costs for criminal and sexual offender background checks which are currently \$55. Background checks are for the protection of all children in the program including yours. If you don't wish to become a volunteer you may still meet us at the field trip site, with your child. Please note, your child will stay with you and be in your direct care for the duration of the trip **including** transportation to and from the site. You will have sole care and responsibility for your child and no other children in the program. We will have you sign a waiver to that effect stating that your child is in your care and that you have full responsibility of your child. Background checks can take 2-4 weeks so you need to plan well in advance. The background check information comes back to the Parks and Recreation Department and we are not allowed, by law, to share it with any other entity. Likewise we cannot accept a background check you may have had done for another group or organization.

6. I'M STILL NERVOUS ABOUT SENDING MY CHILD ON CERTAIN FIELD TRIPS. WHAT SHOULD I DO?

Talk to us! Let us know what is making you nervous. We are happy to answer any questions you may have. And please talk to other parents who have previously sent their children. They were probably once in your shoes and will reassure you too! Our staff understands how precious your child is to you. We understand.

SECTION 7: SWIMMING; SWIMSUITS; SUNSCREEN

1. SWIMMING? THERE'S GOING TO BE SWIMMING? YES! Lifeguard supervised swimming takes place at Seeley Beach across from the school. This program is very fortunate to have the availability of a beach that participants can walk to. Campers undergo a swim test under the supervision of certified lifeguard staff. They are then assigned areas of the water for swim or play according to ability. There is a roped off area for non-swimmers and swimmers of lesser abilities. In addition to program staff watching children in the water, there are two Red Cross certified lifeguards on duty. Water is tested consistently throughout the summer for e-coli bacteria and we are happy to report that in the past 11 summers (even when you hear negative reports regarding other beaches) Seeley Beach always tests exceptionally well. This is due in part to the ban on feeding water fowl at the town beach. Children are aware of all safety rules and regulations and must adhere to them at all times.

2. WHAT ABOUT SWIM SUITS?

Campers should wear swim suits under clothes every day except field trip days (unless of course it is a water field trip). If your child chooses not to wear a swim suit underneath their clothes they may choose to change in the porta-pottie at the beach or in the bathrooms when they are at the recreation building.

3. WHY DID MY CHILD CHANGE IN THE PORT-A-POTTIE?

No one wants to change in a port-a-pottie...really! However the fact is that there are a large number of participants in the program and that of course guides many decisions. We depart for the beach as a group. When a dozen or more children need to change into swim suits at the school when it's time to go to the beach, and we only have the use of 2 bathrooms, that means that there may be another 80 or more campers who did wear their swim suits and who have to wait around for your child and others to change so they can get to the beach. We need to assign staff inside the building as no child is allowed inside the building alone. When children are changing clothes we always station at least 2 staff people outside the bathrooms. If the majority of campers wear swim suits as requested then once at the beach area the majority of the campers can transition to the beach and water activities and those who choose not to wear a swim suit that day can decide if they want to change in the port-a-pottie. Children are never forced to change into their swim suit. Again, it is simply not fair to make the majority of other children wait for those who choose not to wear a swim suit to the program.

4. WHAT ABOUT SUNSCREEN?

You must send sunscreen with your child! Put their name on it. Apply sunscreen before morning drop off! We have several "re-apply" times throughout the day. Your child will be responsible for re-applying their own sunscreen. Staff will remind them. Staff will remind them again. Staff *does not* apply lotion sunscreen to children. If you send a spray and request assistance we will have staff assist younger children in Grades 1 & 2 **with spray sunscreen only**.

5. BUT MY CHILD IS YOUNG AND MIGHT NOT DO A GOOD JOB PUTTING ON SUNSCREEN!

Staff will help guide younger children with application by telling them where they need to re-apply etc. If sending a spray sunscreen please have your child practice how to use it a few times before sending it with them. Show them how to spray into their hand to apply to the face to avoid getting it in their eyes. Practice at home is always helpful!

SECTION 8: EMERGENCY PROCEDURES; HEALTH INFORMATION; ABSENTEEISM

1. WHAT IF MY CHILD GETS HURT? WHO WILL TAKE CARE OF HER?

Our staff is trained in basic First Aid, CPR and AED. For minor injuries we treat on site. Anything more serious and we call 911. We will always call you if your child is feeling ill. We are not going to call you for a minor scrap or bump but we will let you know about it at pick-up.

2. WHAT IF MY CHILD NEEDED TO GO TO THE HOSPITAL DURING THE PROGRAM?

Your child would be transported via ambulance. And they would not go alone. A supervisor staff member would drive to the hospital to stay with your child until you arrived. In all prior program years there has been only one precautionary ambulance ride. We have cared for hundreds and hundreds of children. We make safety our #1 priority however, accidents can still happen. We bring your child's emergency information with us wherever we go as a precaution. And your child's emergency information is provided to emergency personnel in the event of an injury or illness.

3. MY CHILD HAD A STOMACH ACHE. WHY DID YOU CALL ME TO PICK HIM UP?

This program is not a daycare, camp or school. This is a recreation program and may not fit everyone's needs. We do not have medical personnel or a nurse's office or other space for a sick child. This is why we let you know that you or your emergency contact needs to be available to pick up your child within 30 minutes of being contacted regarding your child's illness.

4. MY CHILD NEEDS PRESCRIPTION MEDICATION DURING THE DAY. WILL YOU GIVE IT TO HIM?

NO. Our staff is not certified to administer prescription medications of any type with the exception of Epi-pen. If your child needs daily medication you will need to provide a way to administer it to him. We do not have anywhere to store medication that you will administer. If your child has an allergy and requires an Epi-Pen please speak with us directly regarding this.

5. WHY ARE YOU ASKING ME ABOUT MY CHILD'S HEALTH AND MEDICATIONS? ISN'T THAT PRIVATE?

Any information you give us is strictly confidential and HIPAA protected. We need to ask about medications in the event your child needs to be treated in an emergency. It is also helpful to supervisory staff to know if your child is regularly taking medication and/or if you have taken them off it for the summer. This can help us to help your child. Parents and guardians should understand that we have staff trained for recreation programming. In most instances they are high school and college age students and simply would not have the same level of professional training that your child may experience in a school setting. All medical information is treated the same as any HIPAA protected information. Please speak with us privately if your child has any physical, emotional, behavioral issues we need to be aware of. It can help insure that their program experience is a positive one if we all work together.

6. SHOULD I CALL TO SAY MY CHILD WILL BE ABSENT?

Because you are responsible for your child's transportation to and from the program, you do not need to contact us if your child will not be attending. The exception would be for Field Trip days and a camper who bikes to camp. If your child will be absent on a field trip day, or is a biking camper, and we have not been previously informed, please let us know! Please also communicate to us if your child has an illness that we need to be watching for signs of in others such as stomach virus, strep, etc. Attendance is never mandatory for this program. ***Your child is welcome to attend any number of days or hours during the week.***

SECTION 9: COMMUNICATION

1. IMPORTANT PHONE NUMBERS AND ADDRESS REMINDERS

Sandown Recreation Office Telephone:	603-887-1872
SUMMER PROGRAM EMERGENCY/URGENT PHONE LINE:	603-505-0913
To Report Field Trip Absence; Arriving Late To Pick-Up; Substitute Driver	603-505-0913

Mailing Address for Sandown Recreation:	P.O. Box 642, Sandown, NH 03873
Physical Address for Sandown Recreation:	25 Pheasant Run Drive, Sandown, NH 03873

2. HOW DO I COMMUNICATE WITH THE PROGRAM?

All questions regarding the program and/or your child should be directed to the recreation office phone line at 887-1872. Matters that are either urgent in nature (changing driver) or if it is an emergency regarding your child who is attending the program **THAT DAY** may be directed to the urgent cell phone number at **603-505-0913**. Please DO NOT call the emergency line for program information. This is a seasonal, program-related phone. We purchase pre-paid minutes and reserve them for urgent matters. The phone is only operational during program hours. We request your strict cooperation. Please do not contact other town offices or the schools as the information you may need will only be available through the Parks and Recreation Dept.

3. WHAT IF I NEED TO COMMUNICATE WITH THE A COORDINATOR OR DIRECTOR REGARDING A PROBLEM?

Your concern is our concern. If you are in need of consultation with a coordinator please park your car and wait until all participants have been dropped off or picked up before conversing. We ask you to do this to avoid backing up traffic. Your concern may only take 2 or 3 minutes of time but multiply that by several parents who may also have a concern and you will appreciate how quickly things might back up. The coordinators are occupied with running the program and supervising both children and staff during the program day. If possible, please leave a phone message on the recreation office phone line at 887-1872 and you will receive a return call. If your child is having a good time, tell others. If not, please bring it to our attention so we can work together to correct it. ***It is important that you not direct your concern to a counselor or CIT.*** All concerns are to be directed to supervisory staff only which includes the recreation director or coordinators. Thank you for your cooperation.

SECTION 10: WHAT SHOULD MY CHILD BRING EVERY DAY? NOT BRING?

1. DOES MY CHILD NEED TO BRING A LUNCH? SNACK? WATER?

YES! YES! AND YES! Please be sure to pack an insulated bag or cooler each day with morning snack, lunch and **plenty** to drink for your child. Please try to include foods that will help them maintain a good level of energy as they will be physically engaged most of the day. We have no means for providing a lunch or snack should you forget. Your child needs to eat lunch. You and/or your emergency contact will be called to either return with a lunch or to pick-up your child if they do not have one. **WATER! WATER! WATER!** Be sure to pack plenty of water and drinks for your child. We take mandatory water breaks and insist that everyone (staff included!) drink plenty of water and stay hydrated. We strongly suggest a minimum of 3-4 large drinks per day. We encourage reusable water bottles. Water bottles can be refilled everyday with the exception of beach day (there is no drinking water supply at the beach) and field trip days. No glass containers please. **Getting parents to remember drinks is our #1 program problem....please remember how important it is to keep your child well hydrated!**

2. WHAT ELSE SHOULD MY CHILD BRING?

Bring a towel for the beach. Bring something to put wet clothes and towels into. Bring sunscreen; insect spray; sunglasses; a hat with a visor and **SNEAKERS! SNEAKERS! SNEAKERS!** Your child is **required** to wear sneakers for this program. Why? For safety sake! They will be involved in very physical activities all day and sneakers are the only footwear they will be allowed to wear in order to participate. No one wants to sit on the sidelines! Crocs/sandals/flip-flops/ and other footwear are unacceptable but may be changed into for going to the beach only.

3. WHAT SHOULD MY CHILD NOT BRING TO THE PROGRAM?

Glad you asked this question! Electronic devices of any type (electronic games; Ipods; Ipads; etc) are not allowed and participant will be instructed to return it to backpack and parent notified. Toys should not be brought to program. Trading items or trading 'fads' of any type. Cell phones are to remain "off" and in backpacks. Cell phones will be allowed only in the event of an emergency with permission of a supervisor. No weapons of any type including toy guns, knives, martial arts etc., are allowed at any time.

SECTION 11: MISCELLANEOUS BUT FREQUENTLY ASKED

1. WHAT IF SOMETHING IS LOST?

There is a Lost and Found box. Your child is responsible for their own belongings. Be sure to mark all of your child's belongings with their name (including beach towels!) Staff will try to help find something if a child notices it is lost. Parents are encouraged to look through the Lost and Found box periodically, even if you don't realize your child is missing something. We end up with many "leftover" items at the end of the summer. We end up with dozens of socks! You may want to write your child's last name on the bottom of their socks, particularly younger children! They are disposed of the last day of the program

2. I HEARD SOMEONE SAY THE SUMMER PROGRAM IS JUST CHEAP BABYSITTING. IS THAT RIGHT?

That is not correct. Staff are not babysitters. It's true; we try to keep costs as affordable as possible. Don't mistake this program for daycare. ***This is not daycare.*** This is a recreation program. You need to understand that in the event of a problem, whether it is behavioral or physical, that you or someone else will need to be available to take care of your child within 30 minutes of being contacted. Please keep this in mind when registering your child. The recreation program may not be a perfect fit for everyone's situation. There are many fine day care facilities in the area and although we are not allowed to make recommendations we encourage you to check them out and ask questions of others. We do not have medical space or medical personnel.

3. WHY DOES THE PROGRAM LOCATE AT SO MANY PLACES?

That's an easy one! To take advantage of several great facilities to best serve the needs and interests of the participants. The program is offered to children of many different ages. We offer many activities for all age groups. On Monday and Tuesdays we have the availability of a gym at the school with access to the town beach and even the library for those who might enjoy a story hour or who are participating in the Summer Reading Program. On Wednesdays and Thursdays we utilize the recreation building with plenty of space for picking up from field trips and the ability to offer some indoor activities in an air conditioned building. There is a 3-acre multi-purpose field for large group activities. Friday is beach day but since the school is closed on Fridays and because we always need an emergency back-up shelter in the event of a storm or emergency, we utilize the Town Hall. If we know ahead of time the weather will be bad, we may instruct you to drop off at any of those locations. All locations are within 1.5 miles of each other. In the event of extreme heat or special activities we may also switch locations or add or subtract other activities.

4. WHY ARE YOU MAKING MY CHILD WEAR A BIKE HELMET? ISN'T THAT UP TO ME?

New Hampshire State law RSA 265:144X states that anyone under the age of 16 is required to wear a safety helmet when riding. We obey the law. We promote safety. We also encourage program participants to wear a helmet outside the program as well. We ask the police department to talk to the participants about bike safety and wearing a helmet.

5. MY CHILD IS GOING TO BE TAKING SUMMER CLASSES. CAN SHE STILL ATTEND THE PROGRAM?

We will work with you as much as possible to try and accommodate the child who is taking summer classes. We cannot make bus arrangements for those children who are bused to summer classes however; you may contact the bus company and ask if they can drop your child off in a certain location so that they may participate. The bus company has been very helpful to parents in the past regarding getting children to the program. Only the parent will communicate with the bus company regarding requests. Program staff is not authorized to speak with the bus company on behalf of your child. In some cases children have had a much easier time dealing with summer classes when they know they can come to the summer program when class is over. Regular weekly rates apply. If the program needs to relocate due to circumstances, the parent will notify the bus company where to drop off that day.

6. I HAVE FAMILY/FRIENDS VISITING CAN MY CHILD BRING A GUEST? They may register to attend. They will pay the non-resident weekly rate and other fees, including the registration fee that applies. Space must be available.

SECTION 12: REGISTRATION!

1. I'M READY TO REGISTER. WHAT NOW? IF YOU ARE NEW TO THE PROGRAM YOU MUST REGISTER IN PERSON and BRING ALL DOCUMENTATION WITH YOU. IF YOU ARE A RETURNING PARTICIPANT WE STRONGLY URGE YOU TO REGISTER IN PERSON. RETURNING CAMPER REGISTRATIONS WILL BE TAKEN BY MAIL OR DROP-OFF BUT ONLY IF YOU CONTACT THE RECREATION OFFICE PRIOR TO SENDING! Registrations sent by returnees without contacting the rec office first, will be returned to you.

REGISTRATION DATES: Please see informational flyer regarding registration dates and times. In-person registration is required for all first time campers at the Edward C. Garvey Recreation Facility located 25 Pheasant Run Drive. **Bring a birth certificate if you are a first time participant. Parent/guardian will need to provide proof-of-residency and photo ID. There is no refund to you if your child is dismissed from the program should it subsequently be discovered that child does not meet the age or grade requirements or that information has been falsified to claim residency. Sandown Parks and Recreation reserves the right to require proof of age/grade/residency at any time for child and/or parent.** Registrations received after June 1st will receive a tee shirt but size will not be guaranteed.

Now that you know so much about this program, the rest should be easy! Print off the registration form. Be sure to fill it in neatly. Please make it legible. We need to be able to read emergency information as do emergency personnel. Make sure you fill in your emergency contacts with current information regarding phone numbers. PLEASE INCLUDE AREA CODES IF THEY ARE OUTSIDE 603! You will need to include medical information we need to know about and medical information that emergency personnel may need to have. You will need your child's insurance information and physician information including phone number. Be sure to bring your check(s) or money order(s). Registration fee includes tee shirt. Tee shirt is mandatory on all field trips. **Registration fee is non-refundable for any reason. NO CASH ACCEPTED** Please know your child's tee-shirt size is. Order larger if in doubt.

2. I HAVE A RETURNING CAMPER. WILL I BE NOTIFIED THAT YOU GOT MY REGISTRATION?

If you have a returning camper, it is suggested, but not required, that you register in person. Sandown Recreation does not contact you to confirm the registration you mailed or dropped off. You will have spoken to the recreation office *prior* to mailing or dropping off if you did not register in person. You will only hear from Sandown Recreation if there is an incomplete registration, missing information, or incorrect payment. Again, registration should be done in person except as noted. Your cancelled check is your receipt. Please check your bank statement. If you would like to check on your registration, please contact the office at 887-1872.

3. WHY DIDN'T I GET A SPOT IN THE WEEK I WANTED?

Registrations are accepted on a first come basis until enrollment is full for that week. If you want a particular week we urge you to register early. This is a very popular program and many weeks fill up quickly. Space is limited to what we can safely handle within staff : child ratios. **PLEASE NOTE:** Incorrect payments may mean a delay in your registration and may cause you to lose a spot you wanted. Check with the recreation office at 887-1872 for correct payment amounts. Help us help you!

4. CHANGING WEEKS: You may change your weeks up until **JUNE 13** without penalty and without losing or forfeiting your deposit. Your deposit may be applied as a deposit for a different week up until **JUNE 13** only, no exception. After **JUNE 13** any change in weeks that you may request will cause an additional \$10 change fee to the weekly rate. There is no guarantee that space will be available in the week you want to switch to.

5. CAN I SEND MY CHILD FOR JUST A FEW DAYS? You may choose to attend any number of days however the weekly rate will always apply. All rates are by the week only. There are no daily or partial week rates. Attendance is never mandatory. All rates are per child per week. See discount for 3rd & 4th child in immediate family (applies to Sandown residents only)

6. E-MAIL Simply stated we need your email address! We will be communicating information to you electronically. Let us know if you don't have an email address. We do not share your email address. Please check your e-mail frequently when your child is attending the program as we may send you weekly updates and special notices. Please write legibly. It is often difficult to decipher handwriting. If you are not receiving e-mails please let us know. We may not have been able to read it correctly. Please update your email address on the registration form every year since we have no way of knowing if you have changed it. Thank you!



*"We don't stop playing because we grow old. We grow old because we stop playing."
-George Bernard Shaw*