

FARMINGTON PARKS & RECREATION

2010-2011 After School Program

A.S.P. Registration & Payment information

Rick Conway, Director of Parks & Recreation

5/5/2010

The following packet contains all the rules, stipulations, policies and payment schedule of the Farmington Parks & Recreation's After school Program. By filling out and signing the enclosed registration form you agree to all these rules, stipulations, policies and payment schedule for the 2010-2011 After School Program.

WEEK PAYMENT # PAYMENT DUE DATES and DETAILS **FEE:****

(Fee represents a Farmington Resident Rate weekly fee including half or full day when applicable. with no field trips)

Week 1	Payment 1	Thursday, Sept. 2 nd (First Day August 30 th , Closed on Friday Sept. 3 rd)	\$36.00
Week 2	Payment 2	Friday, Sept. 10 th (Closed Monday Sept. 6 th)	\$36.00
Week 3	Payment 3	Friday, Sept. 17 th	\$45.00
Week 4	Payment 4	Friday, Sept. 24 th	\$45.00
Week 5	Payment 5	Friday, October 1 st	\$45.00
Week 6	Payment 6	Friday, October 8 th	\$45.00
Week 7	Payment 7	Friday October 15 th (Closed Monday, October 11 th)	\$36.00
Week 8	Payment 8	Friday, October 22 nd	\$55.00
Week 9	Payment 9	Friday, October 29 th	\$45.00
Week 10	Payment 10	Friday November 5 th	\$45.00
Week 11	Payment 11	Friday, November 12 th (Closed Nov. 11 th , Full day Nov. 12 th)	\$56.00
Week 12	Payment 12	Friday, November 19 th	\$45.00
Week 13	Payment 13	Friday, November 23 rd (Closed Nov. 24 th - 26 th)	\$18.00
Week 14	Payment 14	Friday, December 3 rd	\$45.00
Week 15	Payment 15	Friday, December 10 th	\$45.00
Week 16	Payment 16	Friday, December 17 th	\$45.00
Week 17	Payment 17	Thursday, December 23 rd	\$36.00

FARMINGTON PARKS AND REC. OFFICE CLOSED DEC. 24th- JAN. 3rd

AFTER SCHOOL PROGRAM CLOSED Dec. 24th- Jan 3rd *WINTER BREAK*

Week 18	Payment 18	Friday, January 7 th	\$45.00
Week 19	Payment 19	Friday, January 14 th (Early release Jan. 12 th)	\$55.00
Week 20	Payment 20	Friday, January 21 st (Closed Monday, Jan 17 th)	\$36.00
Week 21	Payment 21	Friday, January 28 th	\$45.00
Week 22	Payment 22	Friday, February 4 th	\$45.00
Week 23	Payment 23	Friday, February 11 th	\$45.00
Week 24	Payment 24	Friday, February 18 th	\$45.00

FEBRUARY VACATION 21st-25th (PLEASE SIGN UP EARLY)

Week 25	Payment 25	Friday, March 3 rd	\$45.00
Week 26	Payment 26	Friday, March 10 th	\$45.00
Week 27	Payment 27	Tuesday, March 18 th (Two Full Days 3/17 & 3/18)	\$85.00
Week 28	Payment 28	Friday, March 25 th	\$45.00
Week 29	Payment 29	Friday, April 1 st	\$45.00
Week 30	Payment 30	Friday, April 8 th	\$45.00
Week 31	Payment 31	Friday, April 15 th	\$45.00

APRIL VACATION 18th-22nd (PLEASE SIGN UP EARLY)

Week 32	Payment 32	Friday, April 29 th	\$45.00
Week 33	Payment 33	Friday, May 6 th	\$45.00
Week 34	Payment 34	Friday, May 13 th	\$45.00
Week 35	Payment 35	Friday, May 20 th	\$45.00
Week 36	Payment 36	Friday, May 27 th	\$45.00
Week 37	Payment 37	Friday, June 5 th (Closed May 30 th)	\$36.00
Week 38	Payment 38	Friday, June 10 th	\$45.00
Week 39	Payment 39	Wednesday, June 15 th (Early Release Day, June 16 th Tentative Last Day of School)	\$TBD

Registration Info:

Who: 50 spaces available for participants entering Grades 1-7 who are Farmington residents & Eligible Non-Residents- (Middleton residents who attend school in Farmington)

When: Monday-Friday 2:30-5:30pm from the first day of school 2010- the last day of school 2011

Where: At the Recreation Department “The Old Town Hall”. Participants will walk with staff or be transported from school by bus to the Recreation Department.

Fees:

Payments will be due every Friday, please see attached payment schedule for more detailed information. Due to the limited availability, staffing issue, and keeping the program affordable a full weeks fee will be assessed even if the participant choose not to attend the afterschool program. Also any holidays, program cancelation due to school closing (includes weather and other reasons), town offices being closed and any other practical reason will still be part of that week. The Farmington Parks and Recreation reserves the right to cancel the Afterschool Program at any time for any reason. At which time the Farmington Parks and Recreation Department will adjust weekly fees accordingly if the program is canceled by the Farmington Parks and Rec. Parents or guardians of participants who receive State of New Hampshire or any financial aid from any source will be responsible to pay the remaining balance in which the financial aid does not cover. Payments will be paid on Fridays, due to how the state does the billing for assistance. In addition, the Farmington Parks and Recreation will follow any and all State of New Hampshire requirements for those participants who receive State of New Hampshire aid. The Farmington Parks and Recreation Department will complete all necessary paperwork and report any problems to the state in a timely manner.

See below for After School Program fee information:

Farmington Resident Fee per week:

*** 1 child-\$45, 2 children-\$85, 3 or more children-\$125**

Eligible Non-Resident Fee per week:

***1 child-\$50, 2 children-\$95, 3 or more children-\$140**

Please See Attached Payment Work Sheet

Transportation and Pick-Up/Drop-Off:

Transportation: The After School Program will have school buses bring afterschool participants to the Recreation Department “The Old Town Hall”. This is a great service and allows us to better serve the families of Farmington. The Parks and Recreation Department will always have a staff member up at the schools to meet participants when they are dismissed and on the bus at all times. Participants who are at Valley View will be dismissed to the same area,

even on days when the weather suggests that we can walk. This will be the same for participants from Henry Wilson as well.

The Parks and Recreation Department Afterschool Program Staff are asking parents to speak to their children about making sure that when participants are released from school that they do not waste time and get to the dismissal areas as quickly as possible. The reason for this is to assure that the buses will not get behind in their schedule. Many of you already call the office if your child is not attending. However, we are asking that Parents or Guardians of any participants that will not be attending the After School Program for any reason to notify the Parks and Recreation Department as soon as possible. Please do not only call the school and do not ask the school to give us messages about your child. It is very important that Parent/Guardians help us, so this service will run smoothly. This will help us with safety, daily attendance and make using the buses more efficient.

Pick up: Pick up will be at the **Farmington Parks and Recreation Department**. There will be many days especially in the fall and spring when we keep the children outside at the park; in this case we will leave a note as to where we are located so if you choose to pick up your child before we return you will know where to find them. Please make sure your children are picked up no later than **5:30 PM** or specified time by the parks and rec.

Late Pick Up Fee:

Certain Programs require specified pick up times for participants and for those participants who are picked up late the following fees will be assessed:

1. Five Minutes or under, first offense is a warning which will be documented. Five Minutes or more will be assessed the same as the second offense.
2. Second offense \$5.00 for every five minutes late. For Example if you are ten minutes late participants will be charged \$10.00.
3. Third offense is same as above and continued offenses are subject to dismissal of the participants from the program after a meeting with the Director of Parks and Recreation.

Sign-outs:

Each child is required to be signed out at the end of each day. For your child's safety, please be prepared to show ID when signing your child out. Also, some children are allowed to sign themselves out at the end of the day. There is a space on the registration form that must be completed in order for your child to sign themselves out.

Snack:

Farmington Parks and Recreation Department Afterschool programs will provide healthy snacks every day the program is open. Snack time is generally from 3:00-3:30 and everyone eats together. Prior to eating all participants are required to wash their hands.

Sunscreen/Bug Repellent:

Most of our trips involve outdoor activities and therefore your child should bring sunscreen and bug repellent with them each day. *It is the Farmington Parks and Recreation Department's policy for the After School Program that prior to doing any prolonged outdoor activity that sunscreen be applied before participating in the activity and monitor throughout the activity.* Recreation staff will not provide sunscreen to those who do not have it nor will they assist a child in putting it on. Staff will recommend that participants wear t-shirts to reduce the risk and prevention of sunburns from occurring. The Farmington Parks and Recreation Department reserves the right to send any participants home who may endanger themselves or make injuries worse due to sun exposure while attending camp, this includes refusing to apply sunscreen. Parents who feel that their child does not need sunscreen will need to write a note stating this.

Emergency Information:

Serious accidents are not something we plan on having; however, we want to be sure we are prepared in the event of an accident or illness. Please assist us by being sure to complete all of the emergency information required on the registration form. The more information we have the quicker we can assist your child if the need arises.

Clothing Requirements:

Participants will be required to wear appropriate clothing at all times while at the afterschool program. Parents or Guardian may be called to pick up participants who wear inappropriate clothing. During the winter months please be sure your child has appropriate clothing to play outside (winter hat, winter jacket, snow pants, boots, gloves/ mittens).

Personal Items from Home:

We are requesting that personal items such as MP3 players and video games be left at home. The Farmington Parks and Recreation Department cannot be held responsible for lost, stolen, or damaged property.

Medications:

If your child needs to take medications during program hours, a medical consent form must be completed. The Farmington Parks and Recreation Department staff will not dispense your child's medications if the form is not filled out. **PLEASE DO NOT SEND MEDS IN WITH YOUR CHILD! PLEASE HAND THEM DIRECTLY TO A RECREATION STAFF MEMBER.**

Lice Policy:

Any child who is found to have lice or nits will be sent home for at least 24 hours until treatment is complete. Removal of **ALL** lice and eggs (nits) is **mandatory** before your child can re-enter the program.

Discipline:

Behavior/Conduct Policy:

It is our goal to provide a physically and emotionally safe place for all participants. Farmington Parks and Recreation Department has a clear, consistent behavior policy. In essence, we ask participants to respect themselves, others and our environment, by following the rules and instructions given during trips/activities and using appropriate language. Inappropriate behavior will be addressed immediately. Consequences may include participants being sent home, restricted from transportation, and/or suspended from future activities without a refund. Open communication is encouraged between staff and parents

Days to note:

The Farmington Parks and Recreation office and the After School Program will be closed on the following dates:

September 3 rd	Labor Day
September 6 th	Columbus Day
October 11 th	Veterans Day
November 11 th	Thanksgiving Break
November 24 th - 26 th	Holiday Vacation
December 24 th - January 3 rd	Civil Rights Day
January 17 th	February Vacation
February 21 st - 25 th	April Vacation
April 18 th - 22 nd	Memorial Day
May 30 th	

Farmington Parks and Recreation After School Program

GENERAL INFORMATION

Child's Name:	Date of Birth:	Age:	Grade Entering:
Medical Information (allergies, medications, etc.):			

Child's Name:	Date of Birth:	Age:	Grade Entering:
Medical Information (allergies, medications, etc.):			

Parent/ Guardian's Name:	Telephone: (H)	(W)
Street Address:	City:	E-mail Address:

Parent/ Guardian's Name:	Telephone: (H)	(W)
Street Address:	City:	E-mail Address:

EMERGENCY INFORMATION

Emergency Contact:	Relationship:
Address:	Telephone: (H) (W)

INSURANCE INFORMATION

Insurance Provider:	Subscriber's Name:
Policy Number:	Primary Care Physician:

RELEASE INFORMATION

Pick up list (who is allowed to pick up your child):	Will your child be signing themselves out to walk home?
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RELEASE WAIVER

<p>All persons participating in the Farmington Parks and Recreation Department programs do so at their own risk and without recourse to the Town of Farmington, its agents, officers or employees. I have read the 2010 After School Program packet and I agree to all of Farmington Parks & Receptions rules and policies. I also give consent for the use of me or my child's photo, video, artwork etc. by the Recreation Department for its brochures, flyers, presentations, Facebook page etc.</p>	
Parent's Signature _____	Date _____

Farmington Recreation
Permission To Dispense Medication - Waiver and Release of All Claims

The Farmington Recreation Department will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian.

Name of Program: _____ Date: _____

I _____ the parent/guardian of _____
(Print Name) (Print Name)

Give permission to the staff of the Farmington Recreation Department to administer to my child:

(Name of Medication)

I understand it is my responsibility to give the medication directly to the program staff in the individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

Participant's Name: _____

Name of Medicine and completed dosage instructions:

In all cases the recommended dosage of any medication will not be exceeded. If after administering medications there is an adverse reaction, I give my permission to the Farmington Recreation Department to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medications to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Farmington Recreation Department administering medication to my minor child, I do hereby fully release or discharge the Farmington Recreation Department, and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have, and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

Signature of Parent or Guardian

Date