

FARMINGTON PARKS & REC. AFTER SCHOOL PROGRAM PACKET INFORMATION 2008-09

Grades 1-5 ~ 2008-2009 Farmington Parks & Rec. After School Program



Dear Parents!

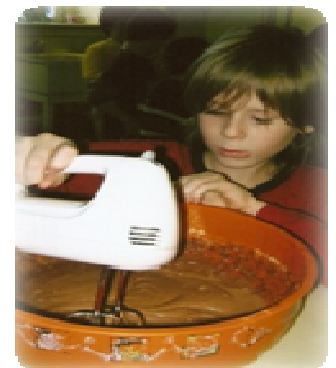
In the following packet you will find general information about the After School Program including the rules and regulations. This packet is designed to answer many of your questions, if you feel that you need any additional information or you have any questions please call the parks and rec. office.

Due to the overwhelming popularity and demand of this program we will be holding a **LOTTERY NIGHT** for the 2008-2009 After School Program on **Monday, May 19th, 2008 at 6:00pm**

This year to make it as fair as possible we will require a Parent/Guardian of the participant to come to the OLD TOWN HALL GYM between **6:00pm to 6:30pm**. Doors will be open at 6:00pm and will close at 6:30pm if you are not in attendance then you will not have a chance to have your name on a list for a LOTTERY TICKET. Since this is a Lottery you will not have to show up early, just between the above times to receive a ticket. Doors will close at 6:30pm by Parks and Rec. office time and doors will remain closed until lottery is done! Those who are not chosen for the lottery or do not receive a lottery ticket will be put on a waiting list on a first come first serve basis. There will be one Lottery ticket per person/per family. We will start to call numbers at **6:31pm**, if your number is called you will be required to fill out all registration forms with full registration fee (see below) to secure your spot. Parent/guardian of the participant can only use their ticket to sign up their children. If there are less lottery tickets then total spots available then the lottery will not be in effect. The program begins on Tuesday, August 26th and runs through June, there are 42 spaces available.



One Time Registration Fee:
Residents- \$20 per person
Eligible Non-Residents-\$30 per person.



Registration Info:

Who: 42 spaces available for participants entering Grades 1-5 who are Farmington residents & Eligible Non-Residents- (Middleton residents who attend school in Farmington)

When: Monday-Friday 2:30-5:30pm from Aug 26th, 2008 to end of June 2009

Where: At the Old Town Hall, Participants will be transported from school by bus to the Old Town Hall.

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 Mondays, 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-\$40, 2 children-\$80, 3 or more children-\$105**

Eligible Non-Resident Fee per week:

***1 child-\$45, 2 children-\$90, 3 or more children-\$115**

Payment Schedules will be released as soon as the school calendar is set!

Scholarships:

Scholarships are available for those who qualify. Please contact Parks and Recreation Director to discuss your needs. There is a financial form that needs to be completed and proof of income provided. A decision is rendered within 48 hours in most cases. Scholarships are available to Farmington residents only.

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 trips without a refund. Open communication is encouraged between staff and parents

Transportation and Pick-Up/Drop-Off:

Transportation: To all Afterschool parents or guardians the afterschool program will now be able to have school buses bring afterschool participants to 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.

Due to this change 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 afterschool 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 out, so this service will never be put in jeopardy. This will help us with safety, daily attendance and make using the buses more efficient.

Where: Drop off and pick up will be at **Farmington Parks and Recreation Department**. We realize that for some parents it may be very convenient to drop off your children on your way to work, however, Farmington Parks and Recreation personnel or recreation staff cannot be responsible for children when the program is not in session. Although you may feel that your youth is responsible enough to be left alone, we ask that you please refrain from doing this. We understand the complexities involved with being working parents. However, we must place the safety of the youth first and we cannot guarantee safety with youth unsupervised at the program. Also, please make sure youth 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. We hope never to collect this fee.
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.

Sunscreen/Bug Repellent:

It is the Farmington Parks and Recreation Department's policy that prior to doing any prolonged outdoor activity that sunscreen be applied before participating in the activity and monitor throughout the activity. Staff will make sunscreen available to those who do not have sunscreen and 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.

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.

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 participant who wear inappropriate clothing.

Field Trip Cancellation:

Every attempt is made to adhere to the field trip schedules. However, in the case of inclement weather, a change may occur. If at all possible, the cancelled trip will be made up.

Personal Items from Home:

We are requesting that personal items such as CD 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 STAFF!**

2008-09 Farmington Parks and Recreation After School Program Registration Form

Please write as neat as possible!

Name: _____ Grade Entering: __ Age: _____ Birth Date: _____

2nd Child

Name: _____ Grade Entering: __ Age: _____ Birth Date: _____

Residency: Do you live or pay taxes in the Town of Farmington? Yes No

Physical Address: _____

Mailing Address: (if different) _____

Home Phone: _____ **Cell Phone:** _____

Parent/Guardian Names & Work Phone: _____

Parent/Guardian Names & Work Phone: _____

**Please list all person's you will permit to pick your child up from the after school program
in your absence:**

* Please make sure that these individuals know that they will have to show a picture ID when picking up your child. We will ID parents until we get to know you! **We will not permit your child to leave camp with anyone that is not listed here!**

I/We, _____ am/are the parent(s) or guardian(s) of _____, a minor, who desires to participate in the Farmington Parks and Recreation After School Program.

I/We acknowledge that I/We have been informed as to the nature of the After School Program and that this activity has risks of injury associated for those who participate, including transportation on a school bus to and from various attractions.

I/We acknowledge that the Farmington Parks and Recreation Department does not carry medical or accident insurance for program participants. Although the Recreation Staff members will endeavor to provide each participant with due care, we cannot ensure that your child will remain free of injury. Your child also has a responsibility for his/her safety and the safety of others.

I/We acknowledge that I/We must provide the staff with any medical or other information with I/We feel is important for the Recreation Department to know about our son/daughter. This information will be kept confidential.

I/We acknowledge my/our child must adhere to all the rules, regulations and instructions pertaining to the safety and protection of the participants, and that failure to comply could exclude my/our child from participation in the summer camp program.

I/We acknowledge and understand the risks and requirements for our child to participate in the Farmington Recreation after school program. I consent to my child's participation in the After School Program. I/We hereby release the Town of Farmington, it's employees, volunteers and agents from any and all claims for damages I, or my child may have against the Town of Farmington and the Parks & Recreation Department.

I/We hereby consent to transportation to a medical facility & authorize treatment by a qualified and licensed medical doctor/dentist of my child in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, or cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach the parent.

I understand that the Farmington Parks & Recreation Department may take pictures or videos of program participants that may appear in future promotional materials.

Parent: _____

Date: _____

Farmington Recreation After School Program Registration Form

In the event of illness or injury to your child, which in the judgment of the Farmington Recreation Staff requires immediate attention, we will first try and contact you, the parent. If we are unsuccessful in contacting you, please give the name, address, phone number & relationship of 2 people who may be contacted in case of an emergency or illness. These people should know that you have listed them and should be familiar with our programs location & hours:

Name: _____ Phone # _____

Address: _____

Relationship to you:(ex: sister, friend etc.) _____

Name: _____ Phone # _____

Address: _____

Relationship to you:(ex: sister, friend etc.) _____

Child's Primary Doctor: _____

Hospital Preference: _____

Insurance Company & Policy Number: _____

Does your child have any medical conditions, special needs or allergies? _____

* If you have more than 1 child, put child's name before listing any medical conditions or special needs.

Are your child's immunizations up to date? Yes No

Has your child ever been stung by a bee? Yes No

If yes, was there a reaction? _____

Does your child take any medications we should be aware of? Yes No

Does the medication need to be taken during the program? Yes No

* If you answered yes to the above question, please complete the Medicine Release Form

Farmington Recreation Summer Camp

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** _____