

# Farmington Parks & Recreation 2018 Summer Program Parent Packet CIT

**Grades 1-6 Summer Camps info:** Summer camp will offer up to three field trips per week to exciting attractions, state parks and amusement parks. The days that the camp stays in Farmington will be full of fun activities which will include outdoor activities, crafts, and games. All supervision, transportation and field trips are included. This program runs July 2<sup>nd</sup>- August 17<sup>th</sup> (pending school release) Monday-Friday, 7:30am-4:30pm, unless otherwise noted. **The program will be closed on Wednesday, July 4<sup>th</sup>.**

**After Care:** After Care will be available for families 4:30pm-5:30pm; for an additional fee of \$20/week/child. After Care fees must be paid before the first week of camp.

**Grade 8-9 CIT Program:** Adolescents, who are going in to 8<sup>th</sup> & 9<sup>th</sup> Grade need to be active, kept busy and learn responsibility!!! This program is intended to do that by allowing students to become Counselors in Training (CIT). CITs will work closely with the Recreation Staff in the Grades 1- 7 Camp learning to coordinate and supervise games and activities during in-house days; and learning about water safety while on trips. CITs must commit to volunteering 35- 40 hours/ week for the entire summer and be able to complete American Red Cross, First Aid & CPR along with other various staff trainings at the Recreation Department. The program runs July 2<sup>nd</sup>- August 17<sup>th</sup> (pending school release) Monday-Friday, 7:30am-5:30pm, unless otherwise noted. CITs will also be expected to volunteer during the weekend of Hay Day (8/18-8/19). **The program will be closed on Wednesday, July 4<sup>th</sup>.** This *FREE* program will be limited to three participants per summer; candidates must fill out an application and return it to the Recreation Department by 4:00pm, June 1, 2018. The successful applicant(s) will be notified by June 8, 2018.

**Pick-Up/Drop-Off:** Drop off (7:30am) and pick up (4:30pm) will be at the Recreation Department. We realize that for some parents it may be more convenient to drop off your children before 7:30am on your way to work however, Farmington Parks and Recreation staff cannot be responsible for children when the program is not in session. Although you may feel that your child 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 child first and we cannot guarantee their safety when they are unsupervised. Also, please make sure children are picked up no later than 4:30 PM or specified time by the parks and Recreation Summer Schedule. Your children will need to be signed in/out daily and they will only be released to adults listed on their registration form. If someone new is going to be picking up your child, please make sure you inform the Recreation Department and they bring a photo ID. If you would like your child to be able to sign themselves out at the end of the day, there is a space at the bottom of the registration form that needs to be completed.

**Fees:** Please see the attached fee worksheet for all fee information. At the time of registration, you must pay the \$25 registration fee (nonrefundable), the last week of camp and all after care fees. No refunds will be given once summer camp has started. Full time registrants are responsible for the entire summer regardless of attendance. Part time registrants are responsible for weeks specified at time of registration regardless of attendance.

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**Late Pick Up Offense/ Consequence:** Programs require specified pick up times for participants. Those participants who are picked up late may have the following fees and penalties assessed:

- **First Offense:** Ten minutes or less; a warning will be documented with the Recreation Department. More than ten minutes; consequence will be the same as a second offense.
- **Second Offense:** \$5.00 for every five minutes late. For example, if you are ten minutes' late participants will be charged \$10.00.
- **Third Offense:** \$10 for every five minutes late. For example, if you are ten minutes' late participants will be charged \$20.
- **Further offenses:** are subject to dismissal of the participants from the program.

**Discipline:** \*It is our goal to provide a physically and emotionally safe place for all participants. 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. \* The Recreation Department will have a very strict "hands off policy" **any** fighting or other unsafe behavior may result in immediate dismissal from Recreation Programs.

Detailed below are examples of some serious and minor behaviors and the consequences that could follow.

**Serious Offenses (including but not limited to):**

1. Endangering the safety of another camper or staff member.
2. Verbal abuse of another camper or staff.
3. Stealing or destruction of property.
4. Misbehavior on a field trip. \* Misbehavior on field trip is considered serious. If a problem occurs on a trip, parents will be notified and camper will miss the next day and possibly the next trip.
5. Any issue that occurs that is considered serious by Camp Staff or Recreation Director.

**Serious Offense Consequences "3 strike policy":**

1. Incident report filled out and placed on file in the Recreation Office and the child misses the next day of camp.
2. Incident report filled out and placed on file in the Recreation Office, parents will meet with the Recreation Director and the child will miss the next two days of camp.
3. Incident report filled out and placed on file in the Recreation Office, parents may meet with the Recreation Director and the child may be removed from summer camp.

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**Minor Offenses (including but not limited to):**

1. Talking back to staff.
2. Not following directions.
3. Leaving an activity area without permission.
4. Any other negative behaviors that may occur during the day.

\*We reserve the right to remove any child from our camp if behavior is continuously a problem for our staff.

**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 Summer Camp 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. Recreation staff will not assist a child in putting sunscreen on unless the sunscreen waiver has been signed and returned. Staff will recommend that participants wear t-shirts to reduce the risk 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.

**Scholarships:** Scholarships are available for **Farmington residents** who qualify. Please contact the Parks and Recreation Director to discuss your needs.

**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.

**Lunch:** Lunch is generally from 11:30am to 12:30pm and everyone eats together. Children should bring a lunch, a drink and plenty of healthy snacks for the course of the day. Please pack lunch items that need little refrigeration. You will need to provide your Child's own lunch cooler and thermos with their name on it. This will enable them to easily access drinks throughout the day. Please refrain from packing soda and energy drinks.

**Clothing Requirements:** Bathing suits are needed on planned swim days and recommended for every day of camp. Always send your child with a jacket or sweatshirt and the appropriate footwear. Children in the Grades 1-6 Camp must wear their orange camp shirts on "trip days". Each child will be given one shirt; families may purchase additional shirts at the time of registration. You may want to send rain gear if the weather is questionable.

**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.

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**Personal Items from 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, they must be listed on their registration form. Recreation Department staff will not dispense your child's medications if the form is not complete. **PLEASE DO NOT SEND MEDICATIONS 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.

**\*\*Contributing To Programs:** In order to provide the same quality programming at a low cost to your children, the Recreation Department is going to participate in more fundraising activities. To make this successful we are requesting that each family participate or contribute to, at least one fundraising activity during the summer. Each week we will post a list of materials needed or volunteer opportunities available. Recreation Staff will keep record of who volunteers or contributes for each event. If you fail to contribute to an event by August 6, 2018 there will be a \$25 fee added to your Summer Camp account.

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# Farmington Parks & Recreation

## Summer Camp Program

Full Time: \_\_\_\_\_

Part-time: Week # (Circle all that apply) 1 2 3 4 5 6 7

After Care: Week # (Circle all that apply) 1 2 3 4 5 6 7

### GENERAL INFORMATION

<b>Child's Name:</b>	Date of Birth:	Age:	Grade Entering 9/2018:
Medical Information (allergies, medications, etc.):		T- shirt size:	

<b>Child's Name:</b>	Date of Birth:	Age:	Grade Entering 9/2018:
Medical Information (allergies, medications, etc.):		T- shirt size:	

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

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Street Address:	City:	E-mail Address:	

### EMERGENCY INFORMATION

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

### INSURANCE INFORMATION

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

### RELEASE INFORMATION

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

<p><b>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 2018 Summer Camp Program packet and I agree to all of Farmington Parks &amp; Recreations 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.</b></p>	
Parent's Signature _____	Date _____



## Farmington Parks & Recreation

531 Main Street, Town Hall

Farmington, NH 03835

(603) 755-2405

[rconway@metrocast.net](mailto:rconway@metrocast.net)

Director: Rick Conway

Assistant Director: Alisha Randall

Program Supervisor:

### Permission to Apply Sunscreen Waiver

Name of Child \_\_\_\_\_

**We request that sunscreen be applied to your child prior to them attending camp for the day.** Your child's Day Camp Counselor will assist with applying sunscreen to bare surfaces including the face, top of ears, and bare shoulders, arms, legs. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported to the parent/guardian. It is the parent's responsibility to provide sunscreen. **Camp Counselors are prohibited to apply sunscreen to your child if the sunscreen does not belong to them.**

Please check here if you do **NOT** want Day Camp Staff to assist your child in applying sunscreen.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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Farmington Parks & Recreation  
531 Main Street, The Old Town Hall  
Farmington, NH 03835  
(603) 755-2405  
rpconway@metrocast.net

Director: Rick Conway

Assistant Director: Alisha Randall

## Application for Employment

### Personal information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ STATE: \_\_\_\_\_

(D.O.B, Social Security Number and Drivers License # is used for background check only)

If you are under 18 and we require a work permit, can you furnish one? yes no

Have you ever worked for the Town of Farmington? yes no If yes, when? \_\_\_\_\_

Are you a citizen of the United States? yes no if no, do you have papers? yes no

Type of employment desired: Full time Part time Temporary Seasonal

Have you ever plead guilty or no contest to or been convicted of a crime? yes no

If yes please give details: \_\_\_\_\_

\_\_\_\_\_

*Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be consideration.*

Please list any recreation or youth related work experience you have:

\_\_\_\_\_

Please state any additional information you feel may be helpful to us in considering your application:

\_\_\_\_\_

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**Education:**

High School attended: \_\_\_\_\_ Graduation date or current year: \_\_\_\_\_

Please list any extracurricular activities, clubs, sports etc.: \_\_\_\_\_

College or University: \_\_\_\_\_ Graduation date or current year: \_\_\_\_\_

Major Course of Study: \_\_\_\_\_

Please list any extracurricular activities, clubs, sports etc. at the college level: \_\_\_\_\_

**Employment Experience:**

(Please list all work experience beginning with your most recent or attach a copy of your resume)

<b>Employer:</b>	<b>Dates:</b>	<b>Job Description:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**References:**

Please furnish the names, addresses and telephone numbers of two people to whom you are not related to:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

I certify that my answers are complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

*In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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