



**TOWN OF MENDON**  
**PARKS & RECREATION DEPARTMENT**

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Meeting Date: 1/18/2022  
Meeting Location: Remote Teams meeting  
Minutes Approved: 3/21/2022

**Members Present:** Tom Belland, Dan Byer, AJ Byrne

**Members Absent:**

**Parks Director:** Dan Byer

**Others:**

*The meeting was called to order at 7:02pm with Dan, AJ, and Tom in attendance. The meeting was held by Teams web conference due to the COVID-19 State of Emergency and pursuant to the revisions to the Open Meeting Laws. All votes will be taken by roll call.*

**AJ made a motion to approve the minutes of the 1/11/22 meeting, Tom seconded and all approved.**

**Tom made a motion to appoint AJ the chair of the Commission, Dan seconded and all approved.**

The commission discussed the proposed budget. (**Exhibit A**). Dan reviewed a proposal to increase the maintenance crew foreman position. An additional \$4,500 would cover expanded hours in the spring and fall. There is a former highway employee who may be interested. Tom asked about the gas budget. Dan explained there should be enough here since we increased this line last year. Dan said we have been scheduled to attend a joint meeting of the select board and fincom on 2/16 to review our requests.

The commission reviewed the financial reports from the 2021 season (**Exhibit B**).

The commission discussed several options for maintenance. Plan A is to hire a new foreman who can commit to working in the spring and fall. Plus 2 more crew members in the summer. The foreman would be around \$20/hr and the crew around \$15. The foreman would work by themselves in the spring and fall 2-4 days a week and then everyone would increase to 5 days in the summer. This would cost \$35k and increase coverage to April-Oct. We will need to request an additional \$4,500.

Plan B is to just hire kids and assign them to locations where equipment is staged. No truck and trailer. We'd need 3 and could schedule them to all work 4 days a week so there are always 2-3 at each location.

Mon- Grover/Pine Hill (2)

Tues-town hall, founders, old town (3)

Wed- park (3)

Thurs-new library (2)

Fri-highway, fire, senior (2)

The problem is it would leave a few spots for Dan to have to cover as they are so remote. King Phillip monument, Bicknell, Locust Hill, and Pine Hill Cemetery, and the Northbridge/North Ave intersection could be outsourced and then we may have to just abandon some islands (Davenport, Metcalf, Deer Hill, Lapham, Meghan Ct, Stymast). There would be \$14K remaining if we only hire 3 kids.

AJ said there have been concerns over the quality of the work. Dan agrees, there's just not enough supervision.

All agree it would be best to try and get this foreman position and also have a backup plan. The commission reviewed the draft description for the maintenance foreman position. All agree the rate for this position is likely around \$22 an hour. All agree to move forwards with our request for additional funds and see if we can get this expanded position.

#### Maintenance Crew Foreman – Seasonal, 30-40 hours/wk.

The Mendon Parks Department is seeking a foreman for our maintenance crew. The Parks Maintenance Crew is responsible for maintaining all Parks facilities, Town buildings, monuments, and islands. The foreman is responsible for running the maintenance crew, supervising a crew of up to 3 others while working alongside them, and ensuring all maintenance tasks are completed in a safe and timely manner.

The ideal candidate should be hardworking and driven, responsible, enjoy working outside, and take pride in their work. They should have some leadership experience as well as experience running basic landscaping equipment (ride-on mowers, driving a truck and trailer, string trimmer, as well as basic hand tools)

This is a seasonal position running from mid-April through mid-October. Hours are expected to be 24-32 during the spring and fall and up to 40 hours in the summer. Some flexibility with scheduling is available but preference will be given to applicants with open availability. Salary range: \$18-\$22 depending on experience.

**Job Requirements:** Applicants must be at least 18 years old by the start of their employment. Valid driver's license required. Duties include operating lawn care and landscape machinery and hand tools, driving a truck and trailer, overhead lifting of 50+ lbs, and working outside in all weather. This is a seasonal position with no benefits.

The commission discussed the plan for summer hiring. Dan will post the new openings with a deadline of 2/25. AJ said we need to plan ahead as it is a difficult market. All agree to the same plan as last year. Dan, Alan, and Jenn will interview Rec, Shack, and Guard, and make recommendations to the commission. The Commission will interview maintenance candidates directly.

The commission discussed the lesson program. All agree it's time to try again. Dan is suggesting a different structure with levels 1-3 on Mon/Wed/Fri, and 4-6 on Tu/Th. There will be 2 sessions, about a month long each. They discussed pricing.

The commission discussed the rec program. AJ thinks we will see our numbers increase this year. The commission discussed pricing. Dan would like to eliminate the make-up days this summer. They are a huge pain to manage. All agree it was very generous policy and it's time to remove it. They discussed the program dates. Unfortunately, we don't have the staff to start until the 23<sup>rd</sup>. Holliston and Medway get out much later than Mendon/Upton so we don't have our directors.

The commission discussed the beach kayak storage and rentals. Tuesdays seem like a good deal. Tom said we don't need to make money, just break even. It's worth it if it brings more people in. They also discussed the kayak storage racks. There are 12 spots. All agree \$150 is a fair price for the season. Dan will work on the details.

The commission discussed the beach project. Dan is working on playground pricing on new swings and maybe a climbing apparatus. More stuff to keep people at the beach.

All agree we should replace both retaining walls. Now is the time to get it done. Dan asked about irrigation, all agree the beach is very small and we can always add that later. They discussed the landscaping. Tom suggests no maples as the roots are too shallow.

The commission discussed purchasing a used landscape trailer. Dan found a trailer for sale online for \$3,500 from Chris Bechara Landscaping. It's 20' vs our current 16' trailer but is a good deal. We are looking at \$5k-\$10k for a new trailer flatbed or enclosed. All agree this is a good deal. Dan said has the same size tires so we keep the new tires we bought.

**Dan made a motion to approve the purchase of a \$3,500 used landscape trailer, Tom seconded, all approved.**

The commission discussed the maintenance storage. Dan suggests we mention the issues at the 2/16 meeting. It was agreed we should provide 2 options. Retrofit Morrison Drive or build a new building at the Park. Either is ok with us, we just need a home. Tom thinks they may be similar in price.

The commission discussed the block party. AJ said he had attended a few of the meetings on Saturdays. He said they are still planning. Will be similar to the 350<sup>th</sup> but hopefully bigger. We could run a specific activity if needed. Tom suggests Cornhole? AJ will keep us informed.

The commission discussed field use. Dan would like to make a few changes to our policies. First is updating the deadlines. Second is we will honor the group priority for requests before each seasonal deadline. After each deadline, we will consider requests on a first-come/first-serve basis. This should eliminate the issues we had last year with the club teams looking for space while still being fair to the youth leagues. All agree.

The commission talked about Soccerfest and the fees. We need to invite them to a meeting to discuss in more detail.

*The meeting was adjourned at 9:21pm.*



# Mendon Parks Department 2022 Swim Lesson Program Registration Form



Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (town) (state) (zip)

Parent/Guardian's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Lessons are held at the Mendon Town Beach (45 Taft Ave. Mendon, MA)**

**Please select the Session(s) and Levels:** See level descriptions on 2<sup>nd</sup> page for more info.

Session 1	<b>Levels 1-3:</b> 6/27-7/18 – Mondays / Wednesdays / Fridays <b>NO CLASS ON 7/4</b> (make-up days: 7/20 and 7/22)	Level 3 @ 9:00 – 9:30 AM Level 2 @ 9:40 – 10:10 AM Level 1 @ 10:20 – 10:50 AM
	<b>Levels 4-6:</b> 6/28-7/21 – Tuesdays / Thursdays (make-up days: 7/20 and 7/22)	Level 6 @ 9:00 – 9:30 AM Level 5 @ 9:40 – 10:10 AM Level 4 @ 10:20 – 10:50 AM
Session 2	<b>Levels 1-3:</b> 8/1-8/19 – Mondays / Wednesdays / Fridays (make-up days: 8/22, 8/24)	Level 3 @ 9:00 – 9:30 AM Level 2 @ 9:40 – 10:10 AM Level 1 @ 10:20 – 10:50 AM
	<b>Levels 4-6:</b> 8/2-8/25 – Tuesdays / Thursdays (make-up day: 8/22, 8/24, 8/26)	Level 6 @ 9:00 – 9:30 AM Level 5 @ 9:40 – 10:10 AM Level 4 @ 10:20 – 10:50 AM

## **Mendon Residents - \$80/session (Non-Residents add \$15/session)**

- Tests will be held on the final day of the session for each level
- Please be aware that class size is limited, and availability is on a first come basis
- A Parent or Guardian **MUST** remain on-site during lessons (unless your child is registered and attending the Rec Program).
- Make-up days will only be used in the case of cancellations.
- Cancellations will be emailed as well as posted on Facebook and Twitter.

To receive text message notifications please enter your cell phone in your Rec1 account

Payments are due TWO weeks prior to ensure class availability.

Please make checks payable to the **Town of Mendon**

Registration forms may be returned to: **Town Hall**, the **Town Beach**,

Or mailed to: **Mendon Parks Dept, 20 Main St., Mendon, MA 01756**

**ALL PAYMENTS ARE NON-REFUNDABLE**

**REGISTER AND PAY ONLINE!**

**[www.mendonma.gov/Swim-Lessons](http://www.mendonma.gov/Swim-Lessons)**

Follow us on Social Media @MendonParks



## Level Descriptions

<p style="text-align: center;"><b>Level 1: Water Exploration</b></p> <p style="text-align: center;"><b>Suggested Min Age for Level 1: 4y/o</b></p> <p style="text-align: center;">(Child must be able to follow instructions and enter/ exit the water independently)</p> <p><b>Purpose:</b> To help students feel comfortable in the water and to enjoy water safely.</p> <p><b>Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• Understand the basic water safety rules</li> <li>• Know how to get help</li> <li>• Enter and exit water independently</li> <li>• Fully submerge face for 3 seconds</li> <li>• Blow bubbles through the mouth and nose</li> <li>• Bounce in chest-deep water (bob) to chin level 10 times</li> <li>• Walk 5 yards in chest-deep water, maintaining balance</li> <li>• Float, while supported, on front &amp; back</li> <li>• Kick, while supported, on front &amp; back</li> <li>• Practice basic alternating arm action</li> </ul> <p><b>Final Assessment:</b></p> <ol style="list-style-type: none"> <li>1. Enter independently, using either the ladder, steps, or side, travel at least 5 yards, bob 3 times then safely exit the water. (Participants can walk or "swim.")</li> <li>2. Glide on front at least 2 body lengths, roll to a back float for 3 seconds and recover to a vertical position. (This part of the assessment can be performed with support.)</li> </ol>	<p style="text-align: center;"><b>Level 2: Fundamental Aquatic Skills</b></p> <p><b>Purpose:</b> Expand on fundamental aquatic locomotion and safety skills.</p> <p><b>Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• Enter the water by jumping into shoulder deep water</li> <li>• Hold breath and fully submerge head for 5 seconds</li> <li>• Explore deep water, with floatation support</li> <li>• Submerge to retrieve object in chest-deep water</li> <li>• Float or glide on front, unsupported, for 5 seconds</li> <li>• Float or glide on back, unsupported, for 15 seconds</li> <li>• Perform flutter kick on front &amp; back (support optional)</li> <li>• Turn over from front to back and back to front</li> <li>• Float on back while finning with hands</li> <li>• Practice back crawl arm action</li> <li>• Perform combined (kick &amp; arms) stroke front, 5 yards</li> <li>• Perform combined (kick &amp; arms) stroke back, 5 yards)</li> <li>• Review water safety topics</li> </ul> <p><b>Final Assessment:</b></p> <ol style="list-style-type: none"> <li>1. Step from side into chest-deep water, move into a front float for 5 seconds, roll to back, float for 5 seconds then return to a vertical position.</li> <li>2. Move into a back float for 5 seconds, roll to front then recover to a vertical position.</li> <li>3. Push off and swim using combined arm and leg actions on front for 5 body lengths, roll to back, float for 15 seconds, roll to the front then continue swimming for 5 body lengths. (You can assist the participant when taking a breath.)</li> </ol>
<p style="text-align: center;"><b>Level 3: Stroke Development</b></p> <p><b>Purpose:</b> Increase swimming skill competency by building on skills from Level</p> <p><b>Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• Enter water by jumping into deep water</li> <li>• Practice entering water headfirst (in water at least 9 ft deep)</li> <li>• Bob in water slightly over head to travel to safe area</li> <li>• Perform 15 bobs in chest-deep water</li> <li>• Do Front Crawl, 15 yards</li> <li>• Do back crawl, 10 yards</li> <li>• Do elementary backstroke kick, 15 yards</li> <li>• Tread water for 30 seconds</li> <li>• Reverse direction while swimming on back</li> <li>• Coordinate arm stroke for front crawl while breathing to the front or side, 10 yards</li> <li>• Perform front glide with push-off, 2 body lengths</li> <li>• Perform back glide with push-off, 2 body lengths</li> <li>• Reverse direction while swimming on front</li> </ul> <p><b>Final Assessment:</b></p> <ol style="list-style-type: none"> <li>1. Jump into deep water from the dock, swim front crawl for 15 yards, maintain position by treading or floating for 30 seconds and swim elementary backstroke for 15 yards.</li> </ol>	<p style="text-align: center;"><b>Level 4: Stroke Improvement</b></p> <p><b>Purpose:</b> Develop confidence and competency in strokes and improve skills learned; introduce breaststroke and sidestroke.</p> <p><b>Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• Both headfirst and feet first diving off of the far dock (9+ ft. deep)</li> <li>• Swim underwater 3-5 body lengths</li> <li>• Practice deep water bobbing</li> <li>• Experiment with buoyancy and floating position</li> <li>• Practice treading water with a modified scissors, modified breaststroke and/or rotary kicks (2 minutes)</li> <li>• Front crawl, 25 yards with rotary breathing</li> <li>• Back crawl, 15 yards</li> <li>• Elementary backstroke, 25 yards</li> <li>• Sidestroke 15 yards</li> <li>• Breaststroke, 15 yards</li> <li>• Butterfly 15 yards</li> </ul> <p><b>Final Assessment:</b></p> <ol style="list-style-type: none"> <li>1. Perform a feet first entry into deep water, swim front crawl for 25 yards, change direction and position as necessary and swim elementary backstroke for 25 yards.</li> <li>2. Swim breaststroke for 15 yards, change direction and position as necessary and swim back crawl for 15 yards.</li> </ol>
<p style="text-align: center;"><b>Level 5: Stroke Refinement</b></p> <p><b>Purpose:</b> Continue stroke refinement; introduce butterfly</p> <p><b>Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• Shallow angle dive, glide 2 body lengths and begin any stroke</li> <li>• Surface dives</li> <li>• Continue refinement of front crawl, back crawl, elementary backstroke, breaststroke and sidestroke</li> <li>• Swim under water 3 body lengths</li> <li>• Tread water 2 minutes with 2 different kicks</li> <li>• Front crawl, 50 yards</li> <li>• Elementary Backstroke, 50 yards</li> <li>• Back crawl, 25 yards</li> <li>• Sidestroke, 25 yards</li> <li>• Breaststroke, 25 yards</li> <li>• Butterfly, 25 yards</li> </ul> <p><b>Final Assessment:</b></p> <ol style="list-style-type: none"> <li>1. Perform a shallow-angle dive into deep water, swim front crawl for 50 yards, change direction and position of travel as necessary and swim elementary backstroke for 50 yards.</li> <li>2. Swim breaststroke for 25 yards, change direction and position of travel as necessary and swim back crawl for 25 yards.</li> </ol>	<p style="text-align: center;"><b>Level 6: Swimming and Skill Proficiency</b></p> <p><b>Purpose:</b> Develop maximum efficiency and endurance for strokes.</p> <p><b>Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• Front Crawl, 100 yards</li> <li>• Back Crawl, 50 yards</li> <li>• Elementary Backstroke, 100 yards</li> <li>• Breaststroke, 50 yards</li> <li>• Sidestroke, 50 yards</li> <li>• Butterfly, 50 yards</li> <li>• Turns while swimming</li> <li>• Surface Dives and retrieving objects 7-10 feet deep</li> <li>• Back float, 5 minutes</li> <li>• Tread water for 3 minutes, 1 minute without hands, 2 minutes with hands</li> </ul> <p><b>Final Assessment:</b></p> <ol style="list-style-type: none"> <li>1. Swim 500 yards continuously using any 3 strokes, swimming at least 50 yards of each stroke.</li> <li>2. Jump into deep water, perform a survival float for 5 minutes, roll onto back and perform a back float for 5 minutes.</li> <li>3. Perform a feet first surface dive, retrieve an object from the bottom of the pool at a depth of 7-10 feet, and return to starting point..</li> </ol>

## **General Liability Waiver**

I, the parent and/or legal guardian of \_\_\_\_\_ (**name of child**), a minor child, understand that the Mendon Parks Department and its staff members make every effort to conduct safe programs, events and activities, to orient and support children, and to inform families of inherent risks. Some programs, events and activities may involve risks that children do not routinely encounter at home. Risk management is an essential element of all the programs, events and activities offered. While the Mendon Parks Department anticipates that these efforts will ensure the wellbeing of each child, we are also aware that it is neither possible to foresee every contingency nor to eliminate all risk.

Other risks may be inherent in programs, events and activities sponsored, conducted, organized or provided by the Mendon Parks Department. We understand the nature of these programs, events and activities, as well as the child's experience and capabilities. I believe my child to be qualified, in good health, and in proper physical condition to participate in these programs, events and/or activities. We are aware of all risks of damage or injury associated with the child's participation in these programs, events and activities, all such risks being known and appreciated by us. I hereby agree on behalf of myself and my child to assume such risks (actual or inherent).

I understand and agree, on behalf of myself and my child, that my child shares the responsibility for safety during Mendon Parks Department programs, events and activities, and I personally assume that responsibility on behalf of myself and my child. I understand and agree that my child's participation in the Mendon Parks Department's programs, events and activities is completely voluntary, and that I have become familiar with the programs, events and activities in which my child may participate.

In consideration of my child being permitted to participate in these programs, events and activities, my child and I, on behalf of ourselves and our respective representatives, successors, agents, assigns and any person claiming by, under, through, or in concert with us, do hereby forever unconditionally, voluntarily, knowingly, and irrevocably release, acquit, discharge, agree not to sue, and agree to indemnify and hold harmless the Town of Mendon and the Mendon Parks Department and their past, present and future departments, boards, employees, officials, agencies, volunteers, representatives, successors, agents, and assigns, from and against any and all actions, claims, demands, damages, causes of action, losses, costs (including attorney fees), injuries, liabilities and obligations of every kind and description, both at law and in equity, known or unknown, anticipated or unanticipated, which I may now or hereafter have as the parent and/or legal guardian of my child or which my child has or hereafter may acquire, either before he/she or after he/she has reached his/her age of majority, against said releasees collectively or against any one or more of them, in any way arising out of, in connection with, or incident to, my child's participation in the Mendon Parks Department's programs, events and activities, wherever occurring, including, but not limited to, for any parental loss of consortium and/or for personal and/or emotional injury that my child may suffer.

**Printed Name of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_





# Mendon Parks Department 2022 Kids 'N Us Summer Program Policies and Parent Info Packet



## 2022 Schedule

### **Week 1: June 23<sup>rd</sup>\* - 24<sup>th</sup>**

Field Trip: none

*\*Start subject to change pending last day of MURSD*

### **Week 2: June 27<sup>th</sup> - July 1<sup>st</sup>**

Field Trip: Walnut Hill Bowling (Wed. 6/29)

### **Week 3: July 5<sup>th</sup> - 8<sup>th</sup>**

*CLOSED on 7/4*

Field Trip: Regal Cinemas (Wed. 7/6)

### **Week 4: July 11<sup>th</sup> - 15<sup>th</sup>**

Field Trip: Inflatable Waterslide\* (on site) (7/13)

### **Week 5: July 18<sup>th</sup> - 22<sup>th</sup>**

Field Trip: Southwick's Zoo\* (Wed. 7/20)

### **Week 6: July 25<sup>th</sup> - July 29<sup>th</sup>**

Field Trip: Aero Trampoline Park (Wed. 7/27)

### **Week 7: Aug. 1<sup>st</sup> - Aug. 5<sup>th</sup>**

Field Trip: Honey Pot Hill Orchard\* (Wed. 8/3)

### **Week 8: Aug. 8<sup>th</sup> - 12<sup>th</sup>**

Field Trip: Regal Cinemas (Wed. 8/10)

### **Week 9: Aug. 15<sup>th</sup> - 19<sup>th</sup>**

Field Trip: Inflatable Slip & Slide\* (on site) (Wed. 8/17)

### **Week 10: Aug. 22<sup>nd</sup> - 26<sup>th</sup>**

Field Trip: No Trip

***\*\*All field trips are subject to change***

*\*These trips are outdoor and may be rescheduled or canceled due to inclement weather.*

## **When & Where:**

8am-5pm, Monday - Friday

Memorial Park and Beach Facility, 45 Taft Ave & 29 Millville Rd. Mendon

## **Costs:**

**\$240/Week | \$55/Day**

***5% Family Discount for same week registrations***

*pre-registration required. Registrations close Friday the week prior to each weekly session.*

A deposit of 50% is required to register, remaining balance due 1 week prior for each weekly session.

## **Lunch/Snack:**

Lunch is available and is included in the registration price. Afternoon snack is included with your registration. Morning snack is NOT included. Please see the section below on Food and Snacks for details. **Please notify us of any food allergies.**

## **Ages:**

The program is open to children ages 5 through 14 (*as of 8/31/22*).

## **Registrations:**

All registrations should be submitted online through the REC1 system. If you are unable to register online please contact us for assistance.

Please visit [mendonma.gov/kids](https://mendonma.gov/kids) to register.

## **Registrations and Finances:**

Program costs are \$240/Week | \$55/Day. Field trips and lunch are included.

Family Discount: 5% off for same-week registrations.

\*discount applies to additional children, first child on first day of attendance in the week is full price.

Online registrations will close on FRIDAY AT NOON the week before. Late registrations may use the waitlist option but are not guaranteed a spot.

*When registering online, select the “Pay Later” option and the system will charge the 50% deposit and invoice you for the remaining balance (less any discounts) 1 week prior to the session start date.*

**DEPOSIT** A 50% deposit is required to hold a registration spot. Changes/Swaps are only permitted with 14 days written notice. Any changes to registrations or cancellations are subject to the Parks Dept. refund policy (which can be viewed here: [mendonma.gov/park-refund](https://mendonma.gov/park-refund)).

**Payment methods:** All payments should be made online through Rec1. Payment in full is due 1 week prior to the date of attendance. Checks or cash may be accepted with prior arrangements only. Anyone unable to register online through Rec1 should contact the Parks Dept. for assistance.

New 2022: we are no longer offering make-up days. Requests for changes due to medical reasons will be considered on a case-by-case basis and may require documentation.

**Financial Assistance:** Assistance is based on the federal guidelines for free and reduced school lunches. Please visit [mendonma.gov/parks-aid](https://mendonma.gov/parks-aid) for an application form. All requests are confidential.

## **Program Times, Drop Off, Pick-Up, Late Policy:**

The program starts promptly at 8am. Although staff may be present before 8am for set-up we are not able to accept early drop-off's due to liability reasons.

**Morning drop-off** is from 8am-9am. Arrivals after 9AM must notify us in advance. Drop off will be a drive-by process in the Millville Rd parking lot (29 Millville Rd).

**Afternoon pick-up** is from 4pm-5pm. Please notify us in advance if you will be picking up your child before 4pm.

**Authorized pick-up:** At afternoon pick-up we will only release your child to you, one of their emergency contacts, or a person listed as an authorized pick-up on the account. To speed things up we have set up Rec1 to allow you enter names of those individuals authorized to pick up your child. Instructions are posted at [mendonma.gov/rec-pick-up](https://mendonma.gov/rec-pick-up).

*Any names entered in previous years may still be present and you should review this information.*

Please visit our website for complete details and instructions on the drop-off/pick-up process

[mendonma.gov/rec-pickup](https://mendonma.gov/rec-pickup)

**Late Policy:** The Program ends promptly at 5pm. Please ensure that you or an authorized person is able to pick up your child promptly at 5pm. If, for any reason, your child is not picked up by 5pm you will be charged a late fee. Rec Program staff WILL NOT transport participants in their own private vehicles.

Penalty Fees: First Offense: 5pm-5:15pm – written warning, after 5:15pm - \$1/minute

Subsequent offenses: \$1/min after 5:05pm.



## **Lunch and Snack:**

Lunch is available and is included in the price. Lunch must be ordered at drop-off. Please see attached menu for details. A-la-carte purchases will not be permitted at lunchtime. (Lunch is not available for late arrivals after 9:30am)

Morning snack is NOT included; please send your child with a morning snack. Afternoon snack is included with registration. (Snack is not available if child is picked up before 3:30pm)

Children will not be permitted to make purchase from the Snack Shack during program hours. Please do not send your children with money. *Snack and Lunch options are outlined on the last page of this packet.* Lunch must be brought from home on the 3 all-day field trips.

***Please inform staff of any food allergies!*** We are able to make reasonable accommodations for those with food allergies.

## **Groups:**

Participants will be divided up into 3 groups of up to 30 kids. These groups will be roughly divided by age. Each group will be staffed with 2 counselors and a senior counselor for a max of a 10:1 ratio.

Groups will be determined on a weekly basis. We most likely will not be able to accommodate specific requests. Please feel free to reach out with any concerns. Children in the same grade in school will be assigned to the same group whenever possible.

## **Age Range and Behavioral Expectations:**

Your child is expected to participate in all activities and conduct themselves in an appropriate manner at all times. The focus of this program is ACTIVE recreation and there will be minimal time spent indoors.

**A child who is unable to meet the guidelines for acceptable behavior will be removed from the program with no refund.**

The program is open to children aged 5-14 as of 8/31/2022.

*Children turning 5 by 8/31/22 must also be registered for Kindergarten in the Fall of 2022.*

## **All program participants MUST:**

- Meet all prerequisites for the program and follow policies outlined on this registration form.
- Cooperate with other participants/staff and participate in group activities
- Respect others and maintain self-control, Respect our facilities and equipment:  
(Listening & following directions, using appropriate language, keeping hands and feet to self)
- Act in an appropriate and respectful manner. (inappropriate language will NOT be tolerated)
- Stay with the group at all times
- Be able to maintain personal care without the support of Rec Program Staff  
(Child must be capable of using the bathroom and changing their clothes without assistance)

All behavioral issues will be addressed using an incident report system with 5 strikes. If an issue escalates beyond the 2 written warnings the child will be removed from our program WITHOUT REFUND as detailed below. We reserve the right to escalate to immediate suspension for any severe incident involving violent threats, injury to others, destruction of property, illegal activities, or possession of weapons/illicit substances.

<u>Warning 1</u>	<u>Warning 2</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
Child and parent/ guardian receive a warning as to the incident that occurred; child can return to program the following day	Child and parent/ guardian receive a second warning as to the incident that occurred; meeting is set up with Director to go over incident as well as come up with strategies to help child; child can return to program the following day	Child and parent/ guardian receive information for the 1 <sup>st</sup> offense; <u>child will be sent home immediately and/or SUSPENDED for up to 7 days</u>	Child and parent/ guardian receive information for the 2 <sup>nd</sup> offense; <u>child will be sent home immediately and/or SUSPENDED for 7-14 days</u>	Child and parent/ guardian receive information for the 3 <sup>rd</sup> offense; <u>child will be sent home immediately and will be SUSPENDED from the program for the remainder of the summer</u>

## **Medical & Emergency Information:**

When registering please provide us with at least one emergency contact who is available to pick up your child. **Please visit [mendonma.gov/rec-contact](https://mendonma.gov/rec-contact) for instructions.**

The Mendon Parks Dept. is committed to providing a safe and accessible program for all children. Persons with disabilities are welcome to participate in all programs that are compatible with their interests and abilities. While every effort will be made to accommodate participants the Kids 'N' Us Summer Recreation Program is only a municipal recreation program and our resources are limited. Activities are conducted outdoors in a group setting and there is limited one-on-one support provided.

**All requests for ADA accommodations must be discussed in advance with both the Parks Director and Rec Program Director.**

When registering please inform us if your child has any condition (e.g. mental, physical, emotional or medical) which might affect their health or well-being, the well-being of others, or affect their ability to engage in any activities. Please also tell us if there are any limitations on their ability to participate in our activities and if so, please describe, including any adaptations or modifications that may be necessary. If your child needs medication during the day, please fill out our medication form ([mendonma.gov/rec-medication-form](https://mendonma.gov/rec-medication-form))

***Please Note: Rec. Program staff are NOT able to provide personal care/toileting assistance.***

## **Attendance & Illness Policy:**

Please screen your child for any signs of illness before attendance. If they exhibit any of the following symptoms, they are prohibited from attending.

- Fever (temperature of 100.0°F or above), chills, or shaking chills
- Cough, sore throat, or difficult breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting) within the last 24 hour hours
- Headache or muscle aches
- New loss of smell/taste

Anyone exhibiting these symptoms should be 24 hours symptom free before attending.

If your child becomes ill during the day we will contact the parents to pick your child up. We do not have medical personnel on staff and are unable to dispense over the counter medication. A child exhibiting symptoms of fever, vomiting, diarrhea, or unable to participate in programming will be sent home. If your child is sick we ask that you keep them home. If a child is sent home due to illness there will be no refund. Extenuating circumstances will be reviewed and handled on a case-by-case basis.

## **COVID-19 Policies:**

***We will follow any applicable policies issued by the federal, state, or local health departments related to COVID-19. These COVID-19 specific policies are subject to review and you should contact us with any questions or concerns before registering.***

### **Facial Coverings:**

Facial coverings will be OPTIONAL when outdoors for all program participants and staff. Facial coverings may be REQUIRED indoors when taking shelter in the Classroom or Beach House when social distancing is not possible.

If masks are required by any field trip venue we will notify participants and they will be required for attendance. At this time, facial coverings are REQUIRED on busses by federal policy. This will likely change before we open in June and we will review accordingly.

### **Vaccinations:**

We **STRONGLY** encourage all participants to get their COVID-19 vaccinations and boosters as applicable.

**COVID-19 Exposure or Illness:**

<b><u>Exposure / Close Contact</u></b> <i>defined as within 6 feet or less for more than 15 minutes while not wearing a facial covering</i>		
<b><u>If fully vaccinated* and asymptomatic</u></b> <i>(proof will be requested)</i>	<b><u>If not vaccinated OR symptomatic</u></b>	<b><u>Not vaccinated but had COVID-19 in the past 90 days, NOT symptomatic</u></b> <i>(proof will be requested)</i>
<ul style="list-style-type: none"> <li>• May continue to attend the program</li> <li>• Facial coverings are REQUIRED through day 10.</li> <li>• Testing 5 days after exposure advised</li> </ul>	<ul style="list-style-type: none"> <li>• Must stay home for 5 days,</li> <li>• May return on day 6</li> <li>• MUST wear a facial covering through day 10.</li> </ul>	<ul style="list-style-type: none"> <li>• May continue to attend the program</li> <li>• Facial coverings are REQUIRED through day 10.</li> <li>• Testing 5 days after exposure is advised</li> </ul>
<b><u>Positive Test or Confirmed Diagnosis:</u></b> <ul style="list-style-type: none"> <li>• Participant must stay home for 5 days.</li> <li>• They may return on or after day 6 if symptom free for at least 24 hours</li> <li>• MUST wear a facial covering until day 11.</li> </ul>		

**Medical & Emergency Information:**

When registering please provide us with at least one emergency contact, someone who will be available to pick up your child. **Only those listed on your Rec1 account will be allowed to pick up your child. You must provide us with written authorization for someone else to pick up your child (except in case of emergencies).**

The Mendon Parks Dept. is committed to providing a safe and accessible program for all children. Persons with disabilities are welcome to participate in all programs that are compatible with their interests and abilities. While every effort will be made to accommodate participants the Kids 'N' Us Summer Recreation Program is only a municipal recreation program and our resources are limited. Activities are conducted outdoors in a group setting and there is limited one-on-one support provided.

**All requests for ADA accommodations must be discussed in advance with both the Parks Director and Rec Program Director.**

When registering please inform us if your child has any condition (e.g. mental, physical, emotional or medical) which might affect their health or well-being, the well-being of others, or affect their ability to engage in any activities. Please also tell us if there are any limitations on their ability to participate in our activities and if so, please describe, including any adaptations or modifications that may be necessary.

***Please Note: Rec. Program staff are NOT able to provide personal care/toileting assistance.***

**Weather Policy and Rain Day Policy:**

The Kids 'N' Us Rec Program is primarily an outdoor program. In the event of rain or inclement weather the program will take shelter in the Parks Building and/or the Beach House. Additionally there is a covered Pavilion area that is used for lunchtime. As long as there is no thunder, children will be allowed to play outside and swim in the rain. Indoor activities may include games, crafts, and movies.

On days with predicted all-day rain and inclement weather, the program may be re-located to the Clough School (10 North Ave). This decision will be made by 5pm the day before and communicated to all participants through email and text alerts. Drop off and pick up would take place at the Clough School. Lunch will still be provided and staff will transport purchased lunch from the beach to the school.

We will NOT transport children between the 2 facilities; any decision to move to Clough for the day would be made in advance. In the case of afternoon rain or unpredicted inclement weather, the program would continue to take shelter in the Parks facilities as before.

## **Field Trips:**

All field trips are included in the cost of attendance. Attendance is mandatory on field trip days, no one remains behind at the park. We will depart the park promptly at the scheduled time and late arrivals will not be permitted. We will not allow drop-offs or pick-ups from field trip locations for the safety of our participants. Transportation will be provided by a licensed transportation company. Outdoor field trips will not be rescheduled in the case of inclement weather. All participants will be provided with an official t-shirt which must be worn on field trip days. Additional shirts may be purchased for \$10. **Participants will be required to bring their own lunch from home for some all-day field trips dates. Please review the schedule and watch for reminder emails.**

## **Swimming Policies:**

Children will be able to go swimming in the afternoons at the Mendon Town Beach. Children should bring appropriate swim attire. Program participants will be kept separate from the general public. There will be 3 separate swim times for each group.

In accordance with Christian's Law (MLG Ch. 111, §127A½) we will categorize your child's swimming ability to identify "Non-Swimmers\*" and/or "At-Risk-Swimmers" to ensure everyone's safety. Additionally, Coast Guard approved PFD's (Personal Flotation Devices "Lifejackets") may be used by any program participants if desired.

**PLEASE NOTE: The Mendon Town Beach DOES NOT allow other flotation devices (water wings, noodles, etc.) other than Coast Guard approved devices.**

*\*a "non-swimmer" is someone who is unable to complete Level 3 of the Red Cross' Swim Lesson Program.*

### **You will be asked to classify your child into one of the following three categories**

ALL children in the Yellow and Green categories MUST pass a swim check\* or have passed Level 3 of Swim Lessons in the Mendon Town Beach program. If a child is not able to pass the check they will be automatically moved to the RED / NON SWIMMER category and be required to wear a PFD while swimming\*\*.

*\*The swim check will consist of asking the child to swim unassisted for 15 yards and tread water for 30 seconds.*

<b>RED</b> <b>"Non-Swimmer"</b>	<b>YELLOW</b>	<b>GREEN*</b>
My Child <b>MUST</b> wear a PFD at all times while in the water.	My child will <b>NOT</b> be <u>required</u> to wear a PFD. (If you would like your child to wear a PFD while swimming they MUST be placed in the RED category.)	
<i>Your child will NOT be swim-tested. They will be assumed to be a "NON-SWIMMER" and required to wear a PFD at all times.</i>	<b>Your child must pass a basic swim check or have passed Level 3 of swim lessons at the Mendon Town Beach. Otherwise they will be moved back to the RED category.</b>	
My Child must stay close to shore (Water less than 5 feet deep)	My Child must stay close to shore (Water less than 5 feet deep)	My Child has my permission to swim out to any depth. (Water is 8-14ft deep)
<b>*Regardless of your choice, our staff reserve the right to verify your child's abilities by performing a basic swim check on your child's first day</b>		

### **Please supply your child with an approved PFD/Lifejacket!**

**\*\*We have a very limited number of PFD's available for those who may be unable to provide their own.**

If you send your child with a PFD/Lifejacket please ensure it is Coast Guard Approved.

This means, somewhere on the product label will be the words:

"U.S. Coast Guard Approval Number: #####" or "USCG Approval No: ###"

## **Sunscreen Policy**

We recommend all participants wear sunscreen rated SPF30 or higher. Sunscreen should be applied in the mornings before your child arrives. In addition, sunscreen will be re-applied before each activity block. All efforts will be made to encourage your child to apply their own sunscreen under staff supervision.

**Please send your child with their own bottle of sunscreen.** (and write their name on it!)

## **What to Bring:**

- **SUNSCREEN!!!**
- Sneakers/closed toed shoes appropriate for outdoor play
- Bathing Suit & Towel
- If required, a Personal Flotation Device (Must be Coast Guard Approved)  
\*\*We have a very limited number available for those unable to provide one
- A refillable water bottle (we have a water cooler for refills)
- Snack & Lunch (if not purchasing)

**Please leave all electronic devices including cell phones at home.** Participants will not be permitted to use cell phones during the day and any phones/devices will be confiscated to be picked up by parents at the end of the day. *The Mendon Parks & Recreation Department and Town of Mendon are NOT responsible for damage that may occur to a portable electronic device brought to the program.*

During the day we can be reached at the following contacts

Email: [kids@mendonma.gov](mailto:kids@mendonma.gov), Rec. Office: (508) 473-1771 , Parks Director: (774) 481-1321

## **Publicity Policy:**

We may take pictures and/or videos of your children for publicity purposes. We will **never** post your child's name or identifying information along with these photos/videos.

**By enrolling in our programs you are consenting** for the Mendon Parks Dept. and Town of Mendon to use and publish photos or videos of your child in print, on their website or social media outlets. You understand that no monetary or other compensation will be given for the use of these pictures/videos.

**You MUST notify us in WRITING if you do not wish your child to be photographed or recorded.**

*Follow us on Social Media @MendonParks*





## Daily Snack and Lunch Options

**Participants will be required to bring their own lunch from home on some Wednesday Field Trip days.**

**More information will be sent out the week before.**

**If your child has a food allergy please let us know!**

We may be able to offer alternative options to the ones listed below. Nutritional information is available on request

**Lunch and Snack will be ordered in the mornings at drop off.**

**A-la-carte purchases will not be permitted.**

<u>Morning Snack</u>		
Please send your child with a morning snack.		
<u>Lunch Choices (Build-Your-Own)</u>		
Main Items	Sides	Drinks
<b>Monday</b> – Hamburger/Cheeseburger <b>Tuesday</b> – Popcorn Chicken <b>Wednesday</b> – TBD <i>(bring lunch from home on some days TBD)</i> <b>Thursday</b> – Grilled Cheese/Ham & Cheese <b>Friday</b> – Hotdog/Corndogs  <b>Daily Options:</b> <ul style="list-style-type: none"> <li>Peanut Butter &amp; Jelly</li> <li>Ham &amp; Cheese</li> </ul>	<ul style="list-style-type: none"> <li>Carrot Sticks</li> <li>Cheese Stick</li> <li>Apple Sauce</li> <li>Apple</li> <li>Fruit Cup</li> <li>Yogurt</li> <li>Regular Chips</li> <li>Sour Cream &amp; Onion Chips</li> <li>BBQ Chips</li> <li>Doritos (Nacho Cheese)</li> <li>Cheetos</li> </ul>	<ul style="list-style-type: none"> <li>Water</li> <li>Apple Juice Box</li> <li>Additional Juice/drink options TBD</li> <li><i>In the interests of promoting healthy eating we will no longer offer soda with lunches.</i></li> </ul>
<p style="text-align: center;"><b>On most Field Trip days normal lunch is available</b>  Lunch must be brought from home on some field trip days TBD.  Please check your registration receipt or email for more information.</p>		
<u>Afternoon Snack</u>		
<p style="text-align: center;">Afternoon snack is included for every child.  <i>Snack is at 3:30pm, if your child is picked up before that time they will be unable to get their snack.</i>  <u>Available choices (pick one):</u></p>		
<u>SIDES</u>	<u>DRINKS</u>	<u>ICE CREAM</u>
<ul style="list-style-type: none"> <li>Pretzel</li> <li>Carrot Sticks</li> <li>Cheese Stick</li> <li>Apple Sauce</li> <li>Apple</li> <li>Fruit Cup</li> <li>Yogurt</li> <li>Regular Chips</li> <li>SC&amp;O Chips</li> <li>BBQ Chips</li> <li>Doritos (Nacho Cheese)</li> <li>Cheetos</li> </ul>	<ul style="list-style-type: none"> <li>Water</li> <li>Apple Juice</li> <li>Lemonade</li> <li>Gatorade (Red or Blue)</li> <li>Pepsi</li> <li>Diet Pepsi</li> <li>Mountain Dew</li> <li>Orange Soda</li> <li>Root Beer</li> <li>Sprite</li> <li>Ginger Ale</li> </ul>	<ul style="list-style-type: none"> <li>Freeze Pops</li> <li>Popsicle</li> <li>Fudgsicle</li> <li>Ice Cream Cup <i>(Van or Choc.)</i></li> <li>Ice Cream Sandwich</li> <li>Slush (small) Lemon, Cotton Candy, Blue Raspberry, Watermelon</li> </ul>

*\*Menu items subject to change pending availability, we will do our best to communicate any changes in advance*



Thomas Belland  
Chairman



AJ Byrne  
Dan Byer

## TOWN OF MENDON PARKS & RECREATION DEPARTMENT

20 Main Street  
Mendon, Massachusetts 01756  
Phone: (508) 473-0600 Fax: (508) 478-8241  
Email: [parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)  
[mendonma.gov/parks](http://mendonma.gov/parks)

### Parks Financial Assistance Policy - 2022

*Adopted: 4/5/2016, Revised: 3/9/17, 2/27/18, 12/27/18, 2/2/20, 1/13/21, 2/15/22*

*The Mendon Parks & Recreation Department and Mendon Parks Commissioners are dedicated to providing diverse recreational opportunities for all citizens, without regard to age, ethnicity, social or monetary status.*

- Financial Assistance is available to all eligible applicants including non-Mendon residents.
  - Financial Assistance for swim lessons is only open to Mendon Residents as this program is funded by local tax dollars. Assistance for the Rec Program is open to all as this program is self-funded.
- All requests must be submitted on the attached form and will be reviewed by the Parks Director.
- All requests for Financial Assistance will be kept strictly confidential.

*Any and all records, including names of families/children, related to requests for financial assistance are EXEMPT from the MA Public Records Laws per M.G.L. c. 4, § 7(26)(a)&(c) and M.G.L. c. 214, § 1B*
- Please Note: The Kids 'N' Us Summer Rec Program is a "municipal recreation program". We are unfortunately unable to accept any state or federal daycare vouchers. Please review the policies outlined in our policy manual.

**To qualify for financial assistance, the total annual income for ALL adults residing in your household must be at or below the following levels:**

2021-2022 - USDA Child Nutrition Programs – Income Eligibility Guidelines	
Household Size	Tier 1 Annual Income Level (Reduced Price Meals)
1	\$23,828
2	\$32,227
3	\$40,626
4	\$49,025
For each additional family member add...	\$8,399

*These income levels are based off of the USDA Child Nutrition Programs Income Eligibility Guidelines Visit <https://www.fns.usda.gov/school-meals/income-eligibility-guidelines> for current figures*

Program		Regular Pricing	Tier 1 Discounted Rates
<i>Percentage Discount</i>		0%	20%
Swimming Lessons	Levels 1-6	\$85 (Residents Only) <i>*Financial Assistance for Lessons only available to Mendon Residents as this program is funded by tax dollars</i>	\$68.00 (Residents Only)
Kids 'N' Us Summer Rec. Program*	Weekly Rate*	\$230/wk	\$184.00
	Daily Rate*	\$55/day	\$44.00
<i>*Payment for each weekly session due 1 week prior to hold spot.</i>			
Other Programs (Fitness, etc)		Discounts may be available upon request	

Thomas Belland  
Chairman



AJ Byrne  
Dan Byer

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20 Main Street  
Mendon, Massachusetts 01756  
Phone: (508) 473-0600 Fax: (508) 478-8241  
Email: [parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)  
[mendonma.gov/parks](http://mendonma.gov/parks)

### **\*\*THIS DOCUMENT IS CONFIDENTIAL\*\***

*Any and all records, including names of families/children, related to requests for financial assistance are  
This document is EXEMPT from the MA Public Records Laws  
per M.G.L. c. 4, § 7(26)(a)&(c) and M.G.L. c. 214, § 1B and is not to be released.*

### **2022 Application for Financial Assistance**

*\*If you are requesting assistance for multiple children you may list them all on 1 form.  
Please attach separate documentation for each as required.*

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
(#) (street) (Town) (State) (zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_\_ Rec Program \_\_\_\_ Swim Lessons \_\_\_\_ Other(\_\_\_\_)

Do you meet the income eligibility requirements listed on pg. 1 for Tier 1?

\_\_\_\_ YES \_\_\_\_ NO

**Please attach a copy of the confirmation letter you received from your child's school  
(or other governmental agency) showing your eligibility for free/reduced lunch  
to verify your status.**

Eligibility must be based on income or blanket enrollment in state/federal assistance benefits.

***If you do not have this letter or need assistance proving your eligibility, please contact the Parks Director.***

I certify (promise) under penalty of perjury that the foregoing is true and correct. That all information on this application is true  
and the annual income level of my household falls within the stated guidelines.

I understand that the Mendon Parks & Recreation Department may request supporting documentation.

I am aware that if I purposely give false information, this application could be rejected,  
and I may be prosecuted under applicable State and Federal laws.

Date: \_\_\_\_\_

Sign: \_\_\_\_\_