



Mendon Parks Department 2019 Kids 'N Us Summer Program Official Policies and Parent Info Packet



Dates, Times, and Locations:

Time: 8am-5pm Mon-Fri. **Please review our late pick-up policy*

Location: Memorial Park and Beach Facility, 45 Taft Ave. Mendon

2019 Schedule

Week 1: June 24^{th} - 28th**

Field Trip: Jump Nation (Wed. 6/26)

***Start date depends on the last day of school for Mendon/Upton*

Week 2: July 1st - July 5th

CLOSED Thurs. July 4th

(\$160 for the week)

Field Trip: none

Week 3: July 8th - 12th

Field Trip: Regal Cinemas (Wed. 7/10)

Week 4: July 15th - 19th

Field Trip: Southwick's Zoo (7/17*)

*Trips are usually scheduled for Wednesdays but may be changed due to weather. Date will be confirmed 1 week prior.

Week 5: July 22nd - 26th

Field Trip: The EcoTarium (Wed. 7/24)

Week 6: July 29th - Aug. 2nd

Activity/Field Trip: John Smith Soccer Center (Wed. 7/31)

Week 7: Aug. 5th - Aug. 9th

Field Trip: Honey Pot Hill Orchards (Wed. 8/7*)

Week 8: Aug. 12th - 16th

Field Trip: Trampoline Park (Wed. 8/14)

Week 9: Aug. 19th - 23rd

Field Trip: Bowling (Wed. 8/21)

Costs:

\$200/Week | \$45/Day, *Field Trips are included!*

15% Family Discount for same week registrations

Payment in full NOT required

Payments are due on or before the day of attendance and may be made in weekly or daily increments.

When registering online, check the "Pay Later" box and the system will invoice you 1 week prior.

Financial Assistance is available. Assistance is based on the federal guidelines for free and reduced school lunches. Please contact the Parks Department for an application form. All requests are confidential. More Info:

mendonma.gov/parks-aid



Lunch/Snack:

Lunch is available and is included in the registration price. Afternoon snack is also provided.

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 aged 5-14 as of 8/31/19.

Registrations:

All registrations should be submitted online through the REC1 system.

Please visit www.mendonma.gov/kids-n-us to register.

(If you are unable to register online, please contact us for assistance.)

Registrations and Finances:

Program costs are \$200/Week | \$45/Day. Field trips and lunch are included.

NEW! Family Discount: 15% off for same-week registrations.

**discount applies to additional children, first child is full price.*

Payments may be made weekly or daily and are due on or before the date of attendance.

Drop-in's are welcome pending availability. Effective June 1st, any changes to unpaid registrations will be subject to a 10% cancellation fee outside the 3 permitted make-up days.

When registering online, payment is not required up-front. Select the "Pay Later" option and the system will invoice you 1 week prior to the session start date.

Field Trip Days – to guarantee a spot on field trip days registration is required 1 week in advance.

Payment methods accepted are Cash, Checks, and Credit Cards. All checks **MUST** be made out to the TOWN OF MENDON only. Checks made out to anything other than TOWN OF MENDON will be refused.

Once paid, registrations are subject to the Parks Dept. Refund Policy (which can be viewed here: mendonma.gov/park-refund). All requests for refund must be in writing, at least 14 days prior to the date of attendance. There are no refunds with less than 14-days' notice. There are 3 make up days permitted (see Attendance and Illness Policy section below)

All registrations are to be through the Rec1 system. Paper forms will not be used this year. Anyone unable to register online through Rec1 should contact the Parks Dept. for assistance.

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.

Morning snack is NOT included; please send your child with a morning snack. Afternoon snack is included for free. Children will be allowed to purchase **one additional item** from the Snack Shack in the afternoons. Please do not send your children with large amounts of money, as they will be unable to make additional purchases. *Snack and Lunch options are outlined on the last page of this packet.*

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

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.

The Mendon Parks Department reserves the right to remove any participant who is unable to meet the following guidelines.

The program is open to children aged 5-14 as of 8/31/2019.

Children turning 5 on 8/31/19 must also be registered for Kindergarten in the Fall of 2019.

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)

Attendance & Illness Policy:

Please notify us in advance if your child will arrive late or be picked up early.

In case of illness we will allow up to 3 make-up days per child per season. Make-up days will only be credited upon request.

The Parks Commission reserves the right to waive this policy in the case of serious extenuating circumstances.

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.

Program Times and Late Pick-Up 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.

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. Again due to liability reasons we are unable to make arrangements for late pick-up and

Rec Program staff WILL NOT transport participants in their own private vehicles.

Late Pick-up Fee Penalties:

<u>1st Offense:</u> 5:00pm-5:15pm – Written Warning After 5:15 – \$1/min	<u>Subsequent Offenses:</u> \$1/min after 5:05pm
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All late pickup fees must be paid in full before your child may return to the program
Repeated late pickups may result in removal from the program

Weather Policies:

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.

NEW – RAIN DAY POLICY

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 would be made 24 hours in advance 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. **Participants MUST be registered by the Friday before to be guaranteed a spot on field trip days. Drop-in's may not be accepted the day of the trip.** Transportation will be provided by a licensed transportation company. Field trips may be re-scheduled or postponed due to weather. The final dates for field trips will be confirmed one week prior. **Participants will be required to bring their own lunch from home for the 3 all-day trips (Southwick's Zoo, The EcoTarium, and Honey Pot Hill Orchards)**

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.

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



Sunscreen Policy

We recommend ALL children wear sunscreen rates SPF30 or higher. Sunscreen should be applied in the mornings before your child arrives. In addition, sunscreen should be re-applied before afternoon swim time. 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)

Children should refrain from bringing electronic devices to camp.

*Devices that are used for emergency communication purposes are acceptable, but should be stored and only used in cases of emergency or with counselor approval. **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:

Rec. Office: (508) 473-1771 **Parks Director:** (774) 481-1321 • **Email:** kids@mendonma.gov

Swimming Policies:

Children will be able to go swimming in the afternoons at the Mendon Town Beach. Children should bring appropriate swim attire.

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.*

RED "Non-Swimmer"	YELLOW	GREEN*
My Child MUST wear a PFD at all times while in the water.	My child will NOT 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>	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.	
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 to the "Far Dock". (PFD's are not allowed & water is 8-14ft deep)
<i>*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</i>		

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: ###"*

There are several cheap, knock-off lifejackets available in stores that do not have USCG approval. These devices are unsafe, and not allowed for use at the Mendon Town Beach.

Daily Snack and Lunch Options

****Lunch must be brought from home on the 3 all day field trips (Weeks 4, 6, & 7)**

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.

<u>Morning Snack</u>		
Please send your child with a morning snack.		
<u>Lunch Choices (Build-Your-Own)</u>		
Main Items	Sides	Drinks
<ul style="list-style-type: none"> • Hamburger • Cheeseburger • Hot Dog • Corn Dog • Grilled Cheese • Peanut Butter & Jelly • Peanut Butter & Fluff • Ham & Cheese 	<ul style="list-style-type: none"> • Carrot Sticks • Cheese Stick • Apple Sauce • Apple • Yogurt • Regular Chips • Sour Cream & Onion Chips • BBQ Chips • Doritos (Nacho Cheese) • Cheetos 	<ul style="list-style-type: none"> • Water • Milk • Apple Juice • Gatorade (Red or Blue) • Pepsi • Diet Pepsi • Mountain Dew • Orange Soda • Root Beer • Sprite • Ginger Ale
<p>On most Field Trip days normal lunch is available</p> <p>Lunch must be brought from home on the 3 all day field trips (Weeks 4, 6, & 7)</p>		
<u>Afternoon Snack</u>		
<p>Afternoon snack is included for every child.</p> <p>Available choices (pick one):</p>		
<u>SIDES</u>	<u>DRINKS</u>	<u>ICE CREAM</u>
<ul style="list-style-type: none"> • Pretzel • Carrot Sticks • Cheese Stick • Apple Sauce • Apple • Yogurt • Regular Chips • SC&O Chips • BBQ Chips • Doritos (Nacho Cheese) • Cheetos 	<ul style="list-style-type: none"> • Water • Milk • Apple Juice • Gatorade (Red or Blue) • Pepsi • Diet Pepsi • Mountain Dew • Orange Soda • Root Beer • Sprite • Ginger Ale 	<ul style="list-style-type: none"> • Freeze Pops • Popsicle • Fudgsicle • Ice Cream Cup <i>(Van or Choc.)</i> • Ice Cream Sandwich • Slush (small)