

**FRANKLIN PARKS AND RECREATION DEPARTMENT  
SUMMER 2016 PLAYGROUND PROGRAM  
CHILDREN'S HANDBOOK & REGISTRATION**

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**To ensure your child's summer is enjoyable and safe, please adhere to the following guidelines for the summer programs.**

**MISSION STATEMENT**

The Franklin Parks and Recreation Department is dedicated and committed to providing a safe, fun, engaging, and nurturing place for children during their Summer Vacation. The program will encourage recreational and educational opportunities which promote cooperation, independence, respect, creativity, and developmentally appropriate activities. This program will help to foster healthy respect for diversity, positive choice making, and self-esteem.

**SUPERVISION**

Participants of the Franklin Parks and Recreation Summer Playground Program are arranged in groups based upon their age. Our camper to counselor ratio is 10:1 as recommended by the American Campers Association (ACA) in an effort to provide better supervision resulting in a safer camp experience for everyone involved. Trained counselors supervise campers the entire time. All staff members are certified in CPR and First Aid.

**PROGRAM DESCRIPTION**

The Franklin Parks and Recreation's Summer Program is based out of the Bessie Rowell Community Center and is a fully licensed program through the State of NH. The Bessie Rowell Community Center provides ample room for both sunny day and rainy day activities. With multiple classrooms, the gym, and the stage, our participants have plenty of space to spread out and take part in a number of activities all happening at the same time. This offers more choices and a chance for the older and younger children to partake in separate and more age-appropriate events. The Community Center houses a designated game room with pool, ping pong, fooseball, and air hockey; an arts and crafts room; an activity room with books, board games, legos, activity sheets, and more. On sunny days, the Center offers expansive, on-site field space and playground area, again giving the children much-needed space to spread out and enjoy a number of sporting games, activities, and special events. In addition to our weekly Beach days and field trips all across New Hampshire, we are located close to Odell Park, Daniell Park, the Library, and The Franklin Falls Dam, all of which provide a chance for a group walk, new and exciting play spaces, and new scenery for the children to enjoy. Add to all of this a warm and caring staff who are also all CPR and First Aid certified, and there is no better way for your child to spend their summer.

**EARLY DROP OFF AND LATE PICK-UP PROGRAM**

Franklin Parks and Recreation Summer Playground Program offers two additional programs to help working parents. The Summer Playground Program begins daily at 9:00am and ends at 4:00pm. If your child is dropped off before 9:00am or picked up after 4:00pm, they will be charged \$3.00/\$6.00 per day if you have not enrolled in the Early Drop Off or Late Pick Up Program. Early Drop Off begins at 6:30am and Late Pick Up ends at 6:00pm. **No child should arrive before 6:30am or depart after 6:00pm, as there will be no supervision. Please do not leave unsupervised children at the Recreation Center. Leaving unsupervised children at the Recreation Center can result in your child being dropped from the program.**

A \$60.00 fee will be charged, yearly, for children who need Early Drop Off OR Late Pick Up.

A \$120.00 fee will be charged, yearly, for children who need both Early Drop Off AND Late Pick Up.

A \$3.00 fee will be charged, daily, for children who need Early Drop Off OR Late Pick Up.

A \$6.00 fee will be charged, daily, for children who need both Early Drop Off AND Late Pick Up.

**ARRIVAL & DEPARTURE FROM CAMP:**

Please fill out the registration packet completely to give the office more information on how your child will arrive and depart each day. If you have a specific request concerning the arrival and departure of your child, please note that in the space provided. (For example: must not walk home, can only be picked up by parents or grandparents, etc.) Children being dismissed early must have a note from a parent/guardian stating what time and how they are leaving. They must also check out with their counselor and the office before they leave.

## **NON-SUFFICIENT FUNDS AND RETURNED CHECK FEE:**

A fee of \$25.00 will be charged for all returned checks.

## **FIELD TRIPS**

Field trips are usually scheduled on Fridays. Students will attend a State Park weekly unless signed up for an optional trip. Sneakers are required for our field trips to Gunstock, Cannon Mountain, Mt. Kearsage, and Canobie Lake Park. The Parks and Recreation Department is not responsible for money that is lost or stolen. Please use discretion when giving your child money for field trips. When sending money with your children to the Summer Playground Program, we recommend placing the money in a Ziploc Bag with your child's name on it and giving it to the office.

- Throughout the 7 week program, children will have the opportunity to walk the Winnepesaukee Trail, and visit the Peabody Home, the TRIP Center, Odell Park, Daniell Park, Franklin Falls Dam, Franklin Fire Department and the Library.
- All registered campers will receive a summer playground T-shirt that will be given and then collected on field trip days. The Parks and Recreation Department will wash the shirts prior to each use. Students will then take them home on the last day of camp.
- We recommend any money given to your child be placed in a zip lock bag, with their name, and given to the office.
- During rain days there is a possibility we will take the children to Smitty's for a movie. We will not view a movie with a rating over PG. If you have any questions please contact the Parks and Recreation Office.

## **CHAPERONES (AS NEEDED)**

For our two big field trips to Whales Tales and Canobie Lake Park we will need chaperones. If you are interested in chaperoning for both trips please check off the appropriate box on the registration packet, and return it to the office.

Chaperones:

- Are required to have a criminal background check for the City of Franklin. This process must be completed prior to the first day of camp.
- Are required to ride the bus to and from the field trip unless prior arrangements are made with the Parks and Recreation Director.
- Are not permitted to purchase gifts or food for the children they are supervising.
- Are not permitted to share food or money with the children they are supervising.
- Are required to follow the guidelines and procedures established by Franklin Parks and Recreation regarding Rules and Consequences set forth in the Parent / Camper Handbook.
- Should speak with a camp counselor, event supervisor, or director if they have any questions or concerns.
- Represent the City of Franklin during all field trips. Please act accordingly (ie: using appropriate language and displaying appropriate behaviors).

## **HEALTH & SAFETY**

To ensure your child is safe in the sun and heat, please be sure your child comes to camp with SUNSCREEN ON as well as extra in their bag so they can reapply throughout the day. It is also important to send your child with a water bottle daily. They will have many opportunities to fill it back up throughout the day.

## **WHAT TO WEAR?**

Children should come to the Summer Playground Program dressed to play WITH SUNSCREEN ON. Attire should include sunscreen, sneakers, shorts, and t-shirts. **(The Parks and Recreation Department does not permit the use of sandals except on Beach days and some Friday Field trips. It is important for students to wear sneakers on all other days as many activities require sneakers.)** On beach and trip days, children should bring a bathing suit, towel, change of clothes, and sunscreen. Children should also bring an extra change of clothes in case of any accidents. In the event that children lose their clothes, there will be a lost and found box at the Recreation Center. **Please mark all the children's clothes, towels and water bottles with their initials in case they misplace them.**

## **MEALS & SNACKS:**

Breakfast is from 9:00-9:30am. *Summer Food Service Program for Children* will be providing a nutritious breakfast Monday – Friday for each child enrolled in the Parks and Recreation Summer Playground Program. Snack time is from 10:30am – 11:00am. The Recreation Center offers drinks as well as various snack items. Children may bring money to buy a drink or snack if they choose not to bring one from home. We encourage the office hold your child's money. **SODA IS NOT ALLOWED AT CAMP OR AT BEACH DAY!** Lunch is from 12:30pm – 1:00pm. *Summer Food Service Program for Children* will be providing a nutritious lunch Monday – Friday for each child enrolled in the Parks and Recreation Summer Playground Program. Parents are encouraged to allow their children to participate in this program. **ALL CHILDREN MUST BRING A WATER BOTTLE TO CAMP DAILY!** Lunch count is taken daily at 9:30am. If your child will be arriving late and needs a lunch, please call the office before 9:30am.

## **PERSONAL PROPERTY:**

Children are not allowed to bring personal toys or electronic devices from home. These include, but are not limited to the following: game cards (Magic, Pokémon, Yu-Gi-Oh, etc.), electronic personal devices, video, DVD, games, cell phones, and music (CD, MP3 / IPODs, etc.). If you are unsure if a toy is not appropriate, ask your child's counselor. These types of games and devices serve to isolate individuals from their peers and decrease social involvement in our programs.

If inappropriate toys are brought to the Summer Camp Program or they are bought during field trips, they are promptly removed from the child and returned to the parents when the children are picked up. If a child uses a toy or prop as a weapon (striking and/or hitting), that item is taken away. The child is then instructed in the proper use of the toy and the parents are notified when their child is picked up. City of Franklin Parks and Recreation promotes a safe and fun environment for all of their participants. ***Franklin Parks and Recreation is not responsible for any items lost, broken, or stolen.***

## **CELL PHONE POLICY**

We understand that technology is becoming more and more involved in our everyday lives; however, we do have some rules regarding the use of cell phones at camp. Cell phones are to remain in the office daily, and should be used for emergencies only. The use of camera phones in bathrooms is strictly prohibited and will result in expulsion from camp.

## **CONFIDENTIALITY**

All registration information is kept confidential. Only parents, legal guardians and authorized staff have access to camper's information. Any issues regarding confidential materials may be discussed with the Parks and Recreation Director as requested by a parent or a legal guardian.

## **COMMUNICATION**

Anyone with a question or concern about programming is encouraged to speak with the Parks and Recreation Director. Effective communication is a key component in successful programming. If you have any concerns or questions during the Summer Parks and Recreation Summer Camp Program, please direct all questions to an event supervisor or call 934-2118 to reach the Director.

## **STATE/ FINANCIAL ASSISTANCE**

Parents or guardians of participants who receive State of New Hampshire Child Care or financial assistance from any other source will be responsible to pay the remaining balance in which the financial aid does not cover. Payments will be due on Fridays due to how the state does the billing for assistance; however if payment is not made on Friday, the child/ren will not be allowed to continue in the program until payment is made.

## **ILLNESSES**

If children are absent from camp due to illness, Parents / Legal Guardians need to call and inform the Parks and Recreation staff, 934-2118. If a child becomes ill during the summer camp program, the contacts listed on the registration form will be notified and the child will be sent home.

## **LICE**

With the exception of the common cold, head lice infestation affects more school-aged children than any other communicable childhood diseases combined. The department has a “No Nit Policy”. This means that if your child has head lice, they will not be permitted back to camp until all nits are removed from their hair. If a case of head lice is reported at camp, parents will be notified and we will conduct a head lice check of all participants. Any child that has head lice will be sent home for treatment immediately.

## **MEDICATION**

If your child needs to take medication at any time during the day, you must notify the office and discuss the means of distributing the medicine to your child. Additional paperwork needs to be filled out to administer any medication.

## **DISCIPLINE GUIDELINES**

Children are encouraged to practice appropriate behavior and to make appropriate choices. Each child will be treated with respect and encouraged to treat others in the same manner. The Parks and Recreation Department reserves the option to restrict participation in the event of misbehavior. In the event that a child is having trouble following the rules of the camp, they will be given 3 verbal warnings. If the behavior continues after the 3 warnings the following procedures will be followed.

1. **First Offense** - **Child will be required to report to office.**
2. **Second Offense** - **Child will report to office and parents will be notified.**
3. **Third Offense** - **Child will be suspended for one day.**
4. **Fourth Offense** - **Child will be suspended for one week.**
5. **Fifth Offense** - **Child will be expelled from the program.**

The following acts will result in an immediate suspension from the program: Fighting, verbally or physically threatening a camper/counselor, abusive language, leaving program location without approval, and any other acts that the Parks and Recreation Department deems serious enough to warrant suspension. We also wish to emphasize that constant misbehavior will not be tolerated and will result in expulsion from the program without a refund.

Franklin Parks and Recreation views discipline not as a punishment but as an opportunity to learn from one’s mistake(s). Redirection procedures will be used when appropriate; Franklin Parks and Recreation staff will employ the “**L.I.S.T.E.N.**” model of behavior.

- **L Listen:** Take in all information before acting.
- **I Individualize:** Talk with the child individually in a safe quiet area.
- **S Sit Back:** Let the child vent, this is a great way to get the whole story while the child verbally processes his or her own actions.
- **T Talk:** Ask questions about the situation. What could have been done differently? Give your advice on the situation.
- **E Encourage:** Give positive feedback on the situation. Offer other possible reactions to that situation. Tell the child what you might have done differently.
- **N Notice:** After the incident, notice and commend the child’s attempt to modify his or her behavior.

Redirection will be tailored to the developmental stage of the individual and the situation. If appropriate methods have been employed and the negative situation still persists, the parent or guardian will be notified and a meeting will be set up to help resolve the situation.

## **ADDITIONAL CAMPS AND LESSONS:**

Throughout the summer, there are additional camps and lessons offered. Camps and Lessons follow the same disciplinary guidelines as the Summer Playground Program. All camps have an additional fee.

- The students enrolled in Swim Lessons, Golf Program, Soccer Camp, Lego Camp, Drama, Paddle Board Lessons and Tennis Lessons will take a bus to and from the respective location.
- Children will need a swimsuit, towel, sunscreen, and change of clothes for swim lessons and paddle board lessons. **Children will not be permitted to stay in their swimsuit all day.**

# FRANKLIN PARKS AND RECREATION – SUMMER PROGRAM

Mailing Address: 12 Rowell Drive, Franklin, NH 03235

## Release and Waiver of Liability and Indemnity Agreement

### PARTICIPANT INFORMATION

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Child's Current Grade: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Shirt Size: **Adult:** Small Medium Large / **Youth:** X-Small Small Medium Large

### PARTICIPANT STATUS

Participant Status: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Date of Enrollment: \_\_\_\_\_

### CONTACT INFORMATION

Parent/Guardian \_\_\_\_\_

Secondary Contact \_\_\_\_\_

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

Relationship to Participant \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Additional Contact** \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

### MEDICAL INFORMATION

***IMPORTANT – A current Physical and Immunization record must be on file before your child can attend. Fax to 934-7410.***

Primary Care Physician: \_\_\_\_\_

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

Insurance Provider: \_\_\_\_\_

Are your child's immunizations up to date? Y / N

Please list any allergies, medications or previous conditions that we should be aware of: \_\_\_\_\_

Please list any psychological, emotional or behavioral concerns or disabilities that we should be aware of: \_\_\_\_\_

***If your child will need to take medication on site, we must have a physician authorization listing the medication, dose, frequency and other instructions before the child attends. Additional paperwork will also need to be filled out. Authorizations may be faxed to 934-7410.***

### RELEASE INFORMATION

Pick up list (who is allowed to pick up your child in addition to the above listed contacts): \_\_\_\_\_

What do you anticipate as your child's arrival time: \_\_\_\_\_ departure time: \_\_\_\_\_

Will your child be signing themselves out to walk home? \_\_\_\_\_ If yes, please indicate what time they are allowed to check out and walk home along with any other instructions. \_\_\_\_\_

## ABSENTEE INFORMATION

If you know in advance when your child will be absent please list those dates: \_\_\_\_\_

## SWIMMING ABILITY & PERMISSION TO ATTEND WATER ACTIVITIES

Please describe your child's swimming ability: \_\_\_\_\_

**Initial** \_\_\_\_\_ By initializing you are acknowledging that your child will be attending beach day every Wednesday from June 20<sup>th</sup> – August 5<sup>th</sup> (9:30am-4:00pm) and an off site field trip to the following locations where your child may have the opportunity to swim based on the field trip you sign them up for at the bottom of the next page:

### Weekly Field Trips

6/24 - 9:30-4pm - Wellington State Park  
6/30 - 9:30-4pm - Cannon Mountain  
7/8 - 9:30-4pm - Weirs Beach  
7/15 - 9:30-5pm - Odiorne Point State Park  
7/22 - 9:30-4pm - Wellington State Park  
7/29 - 9:30-4pm - Sunapee State Park  
8/4 - 9:30-6pm - Pawtuckaway State Park

### Optional Field Trips

7/8 - 9:30-4pm – Monkey Trunks  
7/15 - 9:30-5pm - Whales Tales or  
Odiorne Point Seacoast Science Center  
7/22 - 9:30-4pm - Mt. Kearsage State Park  
7/29 - 9:30-4pm - Gunstock  
8/4 - 9:30-6pm - Canobie Lake Park

## PERMISSION TO APPLY SUNSCREEN

I give the Franklin Parks and Recreation Department staff permission to assist with applying sunscreen to bare surfaces including the face, top of ears, and bare shoulders, back, arms and 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.

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

## MOVIE POLICY

On rainy days and other times throughout camp, we may choose to watch a movie. Please check off the appropriate statement below.

I agree to allow my child to watch PG rated movies chosen by Franklin Parks and Recreation Staff.

I agree to allow my child to watch G rated movies chosen by Franklin Parks and Recreation Staff.

I do not agree to allow my child to watch any movies chosen by Franklin Parks and Recreation Staff.

## CHILDREN'S HANDBOOK AGREEMENT

**Initial** \_\_\_\_\_ I have enrolled my child in the Summer Playground Program and understand that my child will arrive by 9:00 AM and no earlier than 6:30 AM if they are enrolled in the "Early Drop-Off Program." My child will be picked up by 4:00 PM and no later than 6:00 PM if they are enrolled in the "Late Pick-Up Program." I have received and agree to read the "Parent / Camper Handbook" for Franklin Parks & Recreation Summer Program, and agree to comply with all rules and responsibilities stated therein. I also agree to read and review this handbook with my child.

## CHAPERONE AVAILABILITY

I am available to Chaperone Field Trips. \_\_\_ Whales Tale \_\_\_ Canobie \_\_\_ Both

## FIELD TRIP POLICY

I understand my child may take field trips to the following locations as part of the daily activities during the hours of 9am-4pm. Franklin Library, Odell Park, Daniell Park, Franklin Falls Dam, Griffin Beach, Legace Beach, Franklin Opera House, Skate Park, Winnepesaukee River Trail, Tapply Thompson Community Center, Franklin Fire Department.

In consideration of the permission granted to the participant named above to participate in the **PROGRAM(S)/TRIP(S) LISTED ABOVE** I release, waive, discharge and covenant not to sue the Franklin Parks and Recreation Department, City of Franklin, Franklin, their agents, volunteers, and employees (hereafter referred to as "the City") from all liability for any and all loss or damage, including, but not limited to, bodily injury, illness, death or property damage, and any attorney's fees and costs, judgments, claims, or demands therefore on account of injury to the person or property or resulting in death of the named participant, while the participant participates in the **PROGRAM(S)/TRIP(S) LISTED ABOVE**. I am aware that participation in this program may present a strain on the participant's body, or its parts; and, therefore, I represent to the City that to the best of my knowledge, the participant is in proper physical condition to participate and that I assume the risk of participation. I am aware that there may be transportation, by either bus or private vehicle, that may be necessary for implementation of the activities and / or medical treatment, and therefore give permission for myself and /or son/daughter to be transported as such, and I assume all risks associated with participation in this program.



