

SUMMER CAMP REGISTRATION INFORMATION

Welcome to the Chester Parks and Recreation 2016 Children's Summer Camp Program.

PLEASE READ and **SAVE** this letter. It contains **IMPORTANT** information.

Your cooperation with these items is appreciated.

-Day Camp is available to students entering grades 1 through 7, the weeks of June 27, July 5, 11, 18, 25, August 1, 8, and 15. Camp supervision is from 8:15am until 3:45pm with scheduled programming between 8:45am and 3:30pm. Registration is limited to 48 children per one-week session for a fee of \$115. Except where noted on the calendar, the camp meets at Chester Elementary School on Mondays and severe weather days and Cedar Lake on Tuesdays, Wednesdays and Thursdays, with field trips leaving from Chester Elementary on Fridays.

-The weeks of July 5 and August 15 Camp meets for four days. There are no field trips during these two shorter weeks and registration is open to children entering grades 1 through 7, as well as 4 and 5 year olds the week of July 5 and those entering Kindergarten the week of August 15. The fee for the weeks of July 5 and August 15 is \$80 each.

-Children are accepted in the order in which the completed registration form and payment made payable to "Chester Parks and Recreation" are received by the Director of Parks and Recreation. Weekly rates are not prorated for absences. Please return the registration to Chester Elementary School, *or* place the registration in the Parks and Recreation mailbox, in the second floor lobby of the Town Hall, *or* mail to:

Town of Chester
Parks and Recreation
203 Middlesex Avenue
Chester, CT 06412

***If you require a receipt, please indicate this on your registration form and provide an e-mail address.**

-Refunds, less a \$20 processing fee, per child, per week, will be given by October 1 **ONLY** if a child is withdrawn, by written request, no later than three weeks before the session they are registered for begins. A change in session may be made at no charge if space is available. Another child may not be sent in place of the child registered.

-Please do not leave children before the scheduled camp hours. **Children who arrive early, or are not picked up on time, may be withdrawn from the program.**

-Children who are disruptive, or cannot adapt to the program, may be withdrawn. Bullying and harassment are not tolerated in our program.

-Please escort your children to the check-in table when they arrive. Check-in is between 8:15 and 8:45am. It will take place **inside Chester Elementary School during inclement weather.**

-A parent or authorized adult must come to the staff table to sign their child out with the program supervisor, including after field trips. Only adults authorized on your child's registration form or by written permission may pick up your child. If the staff does not recognize the individual photo identification will be required. Please sign your child out between 3:30 and 3:45pm. Children may not enter the parking lot until they are signed out.

-Children are welcome to arrive late or leave early. Please notify a staff member when you bring your child late or pick them up early.

-Children who walk or ride their bikes home may sign themselves out, with written permission from their parent or guardian.

-Children who are not registered in the program are not permitted at the facilities unless accompanied by an adult, while camp is in session. Adults and children not registered in the program may not use the camp section at Cedar Lake during program hours. Children may not bring guests to the program. Adults not employed by the Town of Chester may not participate in the program, unless approved by the Chester Park and Recreation Commission.

-PLEASE DRESS APPROPRIATELY FOR THE WEATHER. It may be much cooler at Cedar Lake than other areas of Town.

-We seldom change the location of the program, but in the event of forecasted SEVERE WEATHER the program will meet inside Chester Elementary School. Outdoor field trips may be rescheduled in the event of severe weather. Moves from the lake to the school will be announced by 7:45am on the Parks and Recreation voice mail message at 860-526-0013, extension 223 and on the Town web site at http://chesterct.org/?page_id=7810

-If severe weather occurs while the children are at Cedar Lake First Student will transport them to Chester Elementary by school bus. A message will be left on 860-526-0013, extension 223 if we move mid-day or you may call the Camp or Cedar Lake staff at 860-790-0133 or 790-0124. In unusual situations please have an emergency, early pick-up plan. The staff cannot transport children.

-BRING A WATER BOTTLE, SNACK, LUNCH, AND BEVERAGES EVERY DAY.

-Sandals may be worn only on beach days. Shoes that are appropriate for hiking in the woods and playing sports are needed every other day. Please wear play-clothes that may get wet or stained.

-Do not allow children to bring money to the program, including the days at Cedar Lake and field trips. We wish to avoid unpleasant situations with lost money and borrowing or loaning misunderstandings.

-A lunch package may be purchased from the concession the days camp is held at Cedar Lake. Camp supervisors will take orders and collect lunch money at morning check-in on the day of the purchase. Children do not visit the concession, themselves, during the day. Menus will be available the first day of each session.

-The Director of Parks and Recreation is available at 8:15am at the Program, each morning. You may also leave a message regarding your questions or concerns at 860-526-0013, extension 223.

-The phone number for the Camp cell phone is 860-790-0133. You may also call the Lifeguards' phone at 860-790-0124 when the program meets at Cedar Lake.

-Our staff or local newspapers may photograph children in the program. If you do not wish your child's name or photograph to appear in a newspaper, on the Town web site, in Parks and Recreation program flyers or e-mails, or on bulletin boards, please write on the top of your registration form the restrictions for public posting of your child's name and/or photograph.

Schedule Modifications and Field Trip Information

-The week of **July 5** Camp will meet for 4 days. Tuesday and Friday will be at Chester Elementary School and Wednesday and Thursday at Cedar Lake.

-The week of **August 15** Camp will meet for 4 days. Monday will be at Chester Elementary School and Tuesday, Wednesday, and Thursday at Cedar Lake.

-Every Field Trip Friday bring a water bottle, beverages, snack, and lunch, in a backpack. The bus leaves Chester Elementary promptly at 8:45am. **DO NOT SEND MONEY** on field trips. The registration fee covers all costs. We do not stop at gift shops or snack bars. Children must be able to carry their own belongings on field trips.

-Children should wear their swimsuits on **July 1 and August 11** and bring a towel. We bring our own certified lifeguards on field trips. On all field trips children must wear close toed shoes that tie or Velcro and have nonslip bottoms and **RED SHIRTS**.

-***Drop-off on July 29 will be at Eagle Landing State Park in Haddam.*** Pick-up will be at Chester Elementary School.

-The field trip on **August 12 to Quassy Amusement Park returns at 4:00pm.**

Medication and Sunscreen

-***Sunscreen*** may not be sufficient protection for every child. *Please provide the camp staff with written instructions if you wish your child to wear a hat or shirt all day, or if you wish them to keep any articles of clothing on while in the water.*

-Please apply your child's first daily application of a topical medication or sunscreen before they arrive at the program.

*-The staff **applies sunscreen at 11:45am and 1:45pm** to children who have a completed authorization form. The Camp will notify parents of the brand of sunscreen we are using the first day the session meets. These application times follow our first two swimming activity periods when we meet at Cedar Lake. Dismissal follows the third swimming activity period.*

-Those who wish their child to have a particular brand of sunscreen may complete the authorization form and submit the sunscreen indicated on the form. *The staff will apply the provided sunscreen accordingly.*

-According to the Connecticut State Statutes Topical over-the-counter medications do not need a physician's order, but do require a parent or guardian to complete an authorization form. This includes *sunscreen* and *insect repellent*.

-According to the Connecticut State Statutes your child's physician must complete a medication authorization for each prescription and oral over-the-counter medication that you wish our staff to administer, or you may bring them to our site at the time your child needs them and administer them yourself.

-Bring the completed authorization form(s), with the medication, to the program the first day it is needed. *Please do not mail in advance.*

Chester Parks and Recreation Summer Day Camp Registration

grades 1 through 7, \$115 per 5-day week, circle week(s) requested:
June 27 July 11 July 18 July 25 August 1 August 8

grades K through 7, \$80 per 4-day week, circle week(s) requested: **July 5 August 15**

Make checks payable to: "Chester Parks and Recreation", 203 Middlesex Avenue, Chester, CT 06412

Child's Name: _____
Age: _____ Entering Grade: _____
Parent or Guardian's Name: _____
Address: _____ email: _____
Phone: _____ Daytime Phone if Different: _____

Additional People to Contact in Case of Emergency:
Names: _____ Phone Numbers: _____

The following people have my permission to sign my child out:

Name of Physician: _____ Phone: _____
Name of Dentist: _____ Phone: _____

Please list any conditions that your child has, that should be brought to the attention of the Summer Program Supervisor. Please include all concerns, including physical, emotional, and social.

Swimming Level (circle): non-swimmer novice intermediate strong swimmer advanced

I verify that my child, named above, has received all immunizations, which are required by the State of Connecticut, and is in good health for participation in this program. I give permission for employees of the Chester Park and Recreation Commission to seek medical attention in the event my child's physician, nor I, can be contacted, or in the case of an emergency.

I give permission for my child to participate in the activities planned and organized by the Camp staff. I give permission for my child to be transported to and from special activities. I understand that there are inherent risks to this program and I accept those risks.

I agree to the guidelines in the three page *Summer Camp Registration Information*, preceding this form. I have noted photography restrictions at the top of this form.

I understand that I am responsible for adhering to the rules in the preceding information letter and the hours of 8:15AM and 3:45PM to drop off and pick up my child at Chester Elementary School or Cedar Lake, except as noted on the calendar. I understand that my child will be withdrawn from the program if they are not picked up on time, or arrive early and are left unattended. I understand that my child will be withdrawn from the program if they are disruptive or unable to adapt to this program.

Signature of Parent or Guardian

Date