

ATKINSON SUN 'N FUN

RULES AND REGULATIONS SUMMER 2017

1. LOCATION, DATES AND HOURS OF OPERATION

- A. The 6-week program begins Monday, June 26th and ends Friday, August 4th.
- B. The program is closed on Monday, July 3rd and Tuesday, July 4th, observation on Independence day.
- C. The program is offer up to 220 Atkinson including up to 20 non- Atkinson children entering Kindergarten to 9th grade in September 2017.
- D. The daily hours are from 9:00 a.m. to 3:30 p.m. for 1st grade to 9th grade, 9:00 a.m. ~ 12:30p.m.for Kindergarten (no lunch). However, if your child is involved in another program (swim teams, other sports, etc.), they are welcome to attend for a part of the day.
- E. The location of the program is Woodlock Recreation Area, 71 Woodlock Park Lane (Pope Field).

2. DROP-OFF AND PICK-UP PROCEDURES AT REGULAR PROGRAM AT WOODLOCK PARK

- A. Drop-off is between 8:45 a.m. and 9:00 a.m. Counselors will meet your children in the parking lot at a designated area.
- B. Children in grades 3 and above will be permitted to ride their bikes or roller blade to and from the program. Helmets are required. Children will not be permitted to continue riding if the Sun 'n Fun staff observes them using improper behavior on their bikes/blades, if they are seen riding recklessly or if they disobey traffic rules. Please time your child's ride so they do not arrive earlier than 8:45 a.m. If you have a child in grades 1 and 2 and they have an older sibling who is riding their bike/blades, the younger child may also ride if: 1) they are accompanied by the older sibling and 2) they have a note from a parent or guardian.
- C. Pick-up are at 12:30 p.m. for Kindergarten and at 3:30 p.m. for grades 1 ~ 9. If you are going to be later than 3:30 and cannot make arrangements to have your child picked up, please call our cell phone **603 234-6304**. The staff will provide this number once the program begins. If an emergency arises during the day or if you have to reach your child at any time during the day, please use the cell phone number.
- D. If your child is not picked up by 3:45, supervision will be provided by Sun 'n Fun staff and you will be charged \$10.00 per half-hour.
- E. When it starts to rain during the camp at Woodlock Park (Pope Field), parents are responsible to pick up your child.
- F. If someone other than a parent, guardian or usual drivers listed on the registration form will be picking your child up early, please do the following: 1) Have the person picking up provide picture identification; and 2) Give the Director or a counselor a note stating the time of pick-up and the name of the person picking up.
- G. It is our policy (pursuant to state law) to notify parents if their child is running a fever of 101 degrees or higher; is vomiting; or is suffering from diarrhea. The child must be picked up immediately. If we cannot contact the parents, we will call the emergency number given to us.

3. RAIN DAYS AT ATKINSON ACADEMY POLICY

- A. If the forecast is for rain all day or if the Sun 'n Fun staff decides that the weather is too inclement **from Monday to Thursday** during our program, your child will receive a telephone call from Sun n fun counselor at home prior to 8:00 a.m. on the day of RAINDAY AT ATKINSON ACADEMY.

- B. It won't be any RAINDAY AT ATKINSON ACADEMY on FRIDAY; your child will receive a telephone call from Sun n fun counselor at home prior to 8:00 a.m. on the day of cancellation.

4. **RAIN DAYS DROP-OFF AND PICK-UP PROCEDURES AT ATKINSON ACADEMY**

- A. Drop-off is between 8:45 a.m. and 9:00 a.m. Counselors will meet your children at the main entrance. It is same procedure as Atkinson Academy
- B. **Pick-ups FROM ATKINSON ACADEMY are at 12:00 p.m. for Kindergarten and at 2:30 p.m. for grades 1 ~ 9.** If you are going to be later than 2:30 and cannot make arrangements to have your child picked up, please call our cell phone 603 234-6304. The staff will provide this number once the program begins. If an emergency arises during the day or if you have to reach your child at any time during the day, please use this cell phone number.
- C. When you bring your children between the drop-off and pick up time, please escort your children into the building to the Gym and let our staff know your children are here.
- D. If your child is not picked up by 2:45, supervision will be provided by Sun 'n Fun staff and you will be charged \$5.00 per half-hour.
- E. If someone other than a parent, guardian or usual driver will be picking your child up early, please do the following: 1) Have the person picking up provide picture identification; and 2) Give the Director or a counselor a note stating the time of pick-up and the name of the person picking up.
- F. It is our policy (pursuant to state law) to notify parents if their child is running a fever of 101 degrees or higher; is vomiting; or is suffering from diarrhea. The child must be picked up immediately. If we cannot contact the parents, we will call the emergency number given to us.

5. **FIELD TRIPS**

- A. The schedule of field trips will be provided: (i) at on first day of camp, (ii) by email to all registered campers prior to the start and, along with permission slips.
- B. There will be a separate charge for the trips.
- C. You must make each field trip payment by the due date. **We don't accept the payment on the day of the field trip. Please make your check payable to "Town of Atkinson" for all the field trips**

6. **BEHAVIORAL RULES**

- A. All children are expected to act with common courtesy and respect at ALL TIMES. There will be **NO** talking back to counselors, hitting, spitting, swearing, and throwing things or general disrespectful or dangerous behavior.
- B. Sun 'n Fun staff will use the following procedures to deal with inappropriate behaviors:
 - 1) **FIRST INSTANCE**. The counselor will report the incident to the Director or an Assistant Director. They will decide the appropriate consequence at that time which may include speaking to the child/children involved, restricting activities for a portion of that day or putting the child in a time-out. The parents will be notified of the incident and consequence.
 - 2) **SECOND INSTANCE**. The parent will be notified that day, in writing and/or by a telephone call. A copy of this notice will also be sent to the Recreation Commission. A meeting will be scheduled as soon as possible between the child/children, counselor(s) involved and the parents or guardians. The child will not be allowed to attend Sun 'n Fun until after the meeting.
 - 3) **THIRD INSTANCE**. A third incident involving a child will result in immediate dismissal from the program. A parent or responsible adult will be called and the child will leave the program that day.

- 4) We are very pleased to report that we did not have to implement these policies AT ALL last year. We are confident and hopeful that this year will be the same!

7. LUNCH AND SNACK PROCEDURES

- A. Children must provide their own lunch and snack daily. They are also encouraged to bring a water bottle, especially on the very hot days.
- B. The children will not be permitted to leave the premises during lunch and snack times.
- C. Ice cream treats (Popsicles, freeze pops, etc.) will be available for the children to purchase during lunch and snack times, except on rain days at Atkinson Academy. The cost is about \$0.50 per item. The money will then be used to pay for our Family Barbecue at the end of the program. This has turned into a very popular tradition for everyone!
- D. Every Friday, we will order Pizza. The cost is one slice of pizza, a bag of chip, and a drink for \$3.00. Extra slice of pizza is \$2.00 each.

8. T-SHIRTS

A T-shirts is included in your 6-weeks registration fee and they will be distributed on the first week of camp. They will be required to be worn for all field trips (or at least a T-shirt of a similar color).

9. USE OF TECHNOLOGY

The use of technological devices such as cell phones (exception on emergency), MP3 players, handheld gaming devices and other such devices will not be permitted at Atkinson Sun 'n Fun program. The summer program schedule includes numerous activities, presentations and time for play - it is our hope that our technology policy will foster more direct and positive interactions between participants and staff during camp hours. Please note that there may be special occasions when we will use technology for program activities but such activities will not be part of the daily camp schedule.

10. VIDEO AND PHOTOGRAPHY PERMISSION

Occasionally newspaper photographers and TV cameramen visit our schools in order to take photographs. These are used to illustrate newspaper articles or provide visuals for TV programs. From time to time, Sun n fun staff members take photographs activities for town report and Recreation web site or in order to present community programs. If for any reason you do not want your child to be photographed, please contact the Director in writing by July 1st. If we do not hear from you, we will assume you agree to allow your child to be photographed or videotaped if the occasion arises.

11. SUN BLOCK WAIVER

Most of the activities and programs at Atkinson Summer Program Sun 'n Fun will be held outdoor. This necessitates the application of sunblock/sunscreen several times throughout the day to ensure participant safety from severe sunburns. As a parent / guardian, you are responsible for providing appropriate sunblock/sunscreen for your child during program hours. Additionally, some children may require assistance to appropriately apply sunblock/sunscreen to ensure good coverage.

12. BUG SPRAY WAIVER:

Parents/guardians are responsible for providing an appropriate bug spray/lotion for their child's use during program hours.

PLEASE READ THESE RULES AND REGULATIONS WITH YOUR CHILD

RETURN THIS FORM BY THE FIRST DAY YOUR CHILD ATTENDS THE PROGRAM

I hereby acknowledge receipt of a copy of the ATKINSON SUN 'N FUN RULES AND REGULATIONS. By signing this form, we accept the terms and conditions as stated in the Rules and Regulations and agree to follow and abide by them.

I gave my child (children) _____
permission to ride to ride their bikes or roller blade to and from the program.
Please indicial: _____

I give permission for Atkinson Summer Program Sun 'n Fun staff to take photographs for town report, Town Recreation website or in order to present community programs.
Please indicial: _____

I give permission for Atkinson Summer Program Sun 'n Fun staff to put sunblock/ sunscreen on my child and agree that the Town of Atkinson and all summer staff are not responsible for sunburns or complications from burns over the course of the program.
Please indicial: _____

I give my permission for the staff of Atkinson Summer Program Sun 'n Fun to put bug spray/lotion on my child during program hours when appropriate and agree that the Town of Atkinson and all summer staff are not responsible for any type of skin irritation, allergic reactions or other complications arising from said use of bug spray/lotion.
Please indicial: _____

Parent/guardian name

Child name

Parent/guardian signature

Child name

Child name

Date:

Child name