

31 HOWARD HILL ROAD, JAFFREY NEW HAMPSHIRE 03452



e-mail: recreation@townofjaffrey.com ▪ website: www.townofjaffrey.com/recdept ▪ Phone (603) 532-7863 ▪ fax (603) 532-7873

March 1st, 2023

Greetings Parents,

Welcome to the Jaffrey Parks and Recreation summer program! Camp Counselors have created each week full of camp games and lots of fun Swimming and beach time included.

It is our goal to provide a safe and exciting summer for your child(ren). Your help is needed.

Please read through this manual before the start of the program. At the end of the manual are multiple forms you and your child will need to sign and deliver to the Recreation Department before starting the program.

Camp Rec will begin on Monday June 19th and end on Friday, August 11th. There will be a total of 8 one-week sessions to choose from. Registration opens March 1st. All registrations must be completed in advance and payment is due at time of registration. Limited amount of scholarships are available. To see if you qualify, please call 603-532-7863.

Thank you for allowing us the opportunity to build happy summer memories for, and with, your child(ren). We look forward to working with you and your family to make this summer experience the best it can be.

If you have any questions, please feel free to contact the recreation office at (603) 532-7863 or email recreation@townofjaffrey.com.

Sincerely,

John Kohlmorgen
Recreation Director

Samantha Bontempo
Recreation Program Coordinator



Camp Rec Summer Day Program Summer 2023

Parent Manual

CONTACT INFORMATION

Jaffrey Parks & Recreation Department

31 Howard Hill Road

Jaffrey, NH 03452

Hours:

Monday - Friday 8am - 1pm
afternoons by appointment

Phone:

(603) 532-7863

Email:

recreation@townofjaffrey.com

Jaffrey Parks & Recreation Mission Statement

To create and sponsor recreational opportunities for all community members, which enhance the quality of life and provide a positive and safe environment for body, mind and spirit.

CAMP REC SUMMER PROGRAM TYPICAL DAILY SCHEDULE

8:30-9:00AM: Drop Off

Playground Free Time

9:00-9:15AM: Daily Meeting and Greeting

Monday counselor introductions; counselors will review program rules and the schedule for the week and give informational updates.

9:15-10:00: Activity Block 1

10:00-10:30 AM: Snack

10:30-11:45AM: Activity Block 2

11:45:AM-12:00PM: Prepare for Lunch *All staff and campers MUST wash their hands before eating.

12:00-12:30/12:45PM – Lunch Time

12:45-3:15PM – Beach

3:15PM – 3:30PM: Get Ready to leave and head back

3:30-4:00pm: Head to Playground for free time and pickup

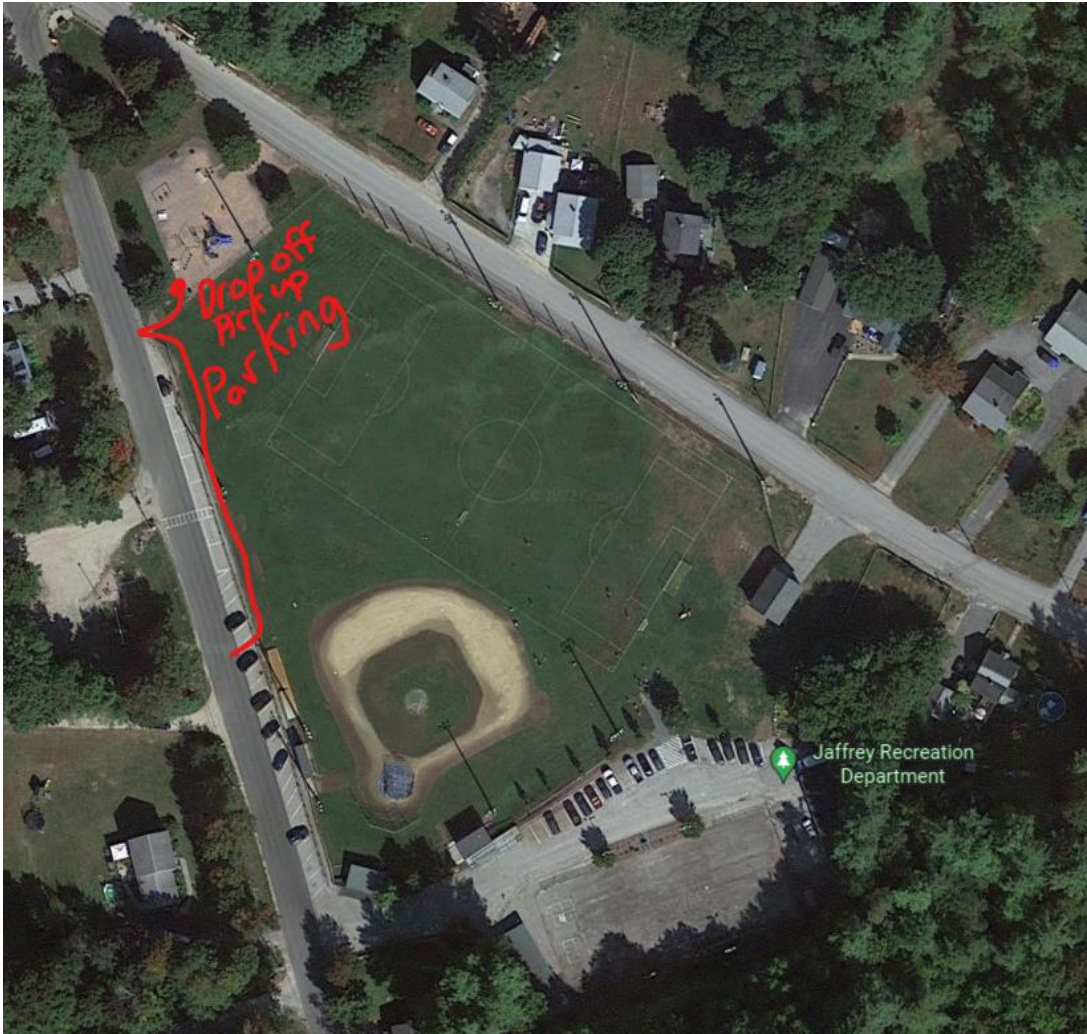
Activities will be offered for children to choose from.

4:00pm – Pick up Time

JAFFREY PARKS AND RECREATION SUMMER PROGRAMS

Our goal to provide a safe, exhilarating, and fun summer experience for children entering 1st grade through 6th grade by providing a diverse selection of age appropriate activities each day that includes, but is not limited to games, songs, sports, arts & crafts, beach, swimming and walking field trips.

ARRIVAL AND DISMISSAL



DROP-OFF – 8:30 AM

All participants are to be dropped off/picked up at Humiston playground. Rain day location Program Building at Recreation Department 31 Howard Hill Road. Emails will be sent out to the parents/guardians before the beginning of the camp day if there is a change in drop off/pick up location due to weather. Parents must be present for staff to sign in/out their camper(s).

PICK-UP – 4:00 PM

No child is to leave program early without permission from his/her parent. When a child will be leaving early parents are to notify the Recreation Department in writing at the start of the day. Parents must arrive at the specified time to pick up his/her child. **If a child will be picked up by someone other than his/her parent, the person's name, address and telephone number must be provided in the note.** If a

child or parents fail to adhere to this policy, the Recreation Director will be notified and calls will be made to appropriate parties. **Staff must ask for identification and confirm the person is on the approved pick-up list or release note, prior to allowing a child to leave with someone not known to staff.**

LATE PICK UP

If a child has not been picked-up by 4:10pm, Counselors are to notify the Recreation Office, and then call the parents first and the emergency contact second. If a child is not pick-ed up by 4:20pm and the parents or emergency contact have not been reached, or are unable to immediately pick-up the child, staff will call Jaffrey Police Department (603) 532-7865 to escort the child(ren) home that evening. If parents repeatedly do not adhere to the pick-up time, the child(ren) will be suspended from the summer program without refund.

A late pick up fee of \$15 for the first 10 minutes and \$1 per minute after 4:10 pm will be assessed until the child is picked-up from the program by parent, emergency contact, or police department. Counselors are to complete the early drop-off/late pick-up form which must include the time the child was picked-up. A copy is to be handed to the parent/guardian at pick-up to notify them their account will be charged.



Dear Parents of _____ Date: _____

Your child(ren) has been enrolled in and billed for extended care. The Camp Rec summer day program begins at 8:30am and ends at 4:00pm. Your child(ren) arrived before 8:30am/picked up after 4:00pm on _____. Any child arriving before 8:30am or picked up later than 4:00pm will be billed the late pick up fee of \$15 for the first 10 minutes and \$1 per minute after 4:10 pm. Payment is now due. Total amount due \$ _____

Thank You,

John Kohlmorgen

Town of Jaffrey

Recreation Director

PARTICIPANTS ABSENCE FROM PROGRAM

If a child is going to be absent from the program on any given day parents are to call the Recreation Department office prior to 8:30am at (603) 532-7863. No refund or credits will be given for any child who is sick or absent from the program on a day they were previously registered for. There may be no substitutions for children who cannot make the program on a particular day.

PAYMENT FOR SUMMER PROGRAMS

Advanced registration is required for Camp Rec. Payment is due at time of registration. Regular registration ends Wednesday before weekly session starts. Late registration will only be accepted if space in the program is available. A late registrations fee of \$20 will be applied to any late registrations accepted. Registration may be completed online: Jaffrey.recdesk.com, by phone: 603-532-7863, by mail or in person at the office: Jaffrey Parks and Recreation Department, 31 Howard Hill Road, Jaffrey NH 03452. Program staff are not authorized to accept payments, payments should only be made at the Rec office.

Refund Policy for Programs

Cancellation requests must be made in writing by a patron seven or more days before the program start date to receive a full refund. Registration canceled by a patron six days or less, or after a program has started, will not be issued a refund. Processing/convenience fees for credit card payments will not be refunded. Refunds may take up to three weeks to process.

WHAT TO WEAR/BRING

Camp Rec is an outdoor program that operates rain or shine. Participants must be dressed for the weather and prepared to be outdoors all day. Indoor activities will be limited to severe weather days. Participants should dress in sneakers and “play” clothes as they will get dirty participating in games, sports activities, and arts & crafts. Participants may pack sandals for when water games are played.

Sunscreen is highly recommended. Parents are asked to send their child in the morning with sunscreen already applied. Children are out in the sun all day and we want the children to be protected. Children are responsible for their own sunscreen application. Staff will remind children to reapply sunscreen and to take water breaks during transitions.

Participants are asked to bring these items every day (in a backpack):

- Lunch/snacks
- A full one-liter reusable water bottle
- Bathing Suit
- Towel to sit on and for water games/Beach
- Hat with a visor
- Sunscreen
- Sweatshirt or light jacket
- Raincoat

Jaffrey Parks and Recreation Department programs are electronics free. Participants may not bring electronic gaming devices, cell phones, music devices, tablets, or weapons.

Children should not bring more to the program than they can manage themselves. One backpack is appropriate. Parents are asked to write their child’s last name on all clothing and gear. **Any items brought from home may NOT be shared with others.**

A reusable water bottle should be sent with your child every day! It is the parent’s responsibility to provide a reusable water bottle. ***If a child comes to program without a water bottle, one will be provided, and your account will be charged \$5.00.***



Dear Parents of _____

Date: _____

Your child(ren) came to camp without a reusable water bottle. Reusable water bottle should be sent with you child(ren) every day to camp. A reusable water bottle has been provided to your child(ren). As it states in the Camp Rec Summer Day Camp Manual, if a child comes to camp without a reusable water bottle one will be given to them and your account will be charged.

Your account has been charged \$5.00

Thank You,

John Kohlmorgen

Town of Jaffrey |

Recreation Director

LUNCHES AND SNACKS

In our programs we try to promote healthy eating. Participants should bring a healthy lunch and extra snacks from home each day. Please, do not send soda, candy or glass bottles/containers. Microwaves and refrigerators are not available.

If a child comes to Camp Rec without a lunch, one will be provided to them and your account will be charged \$15.00.

PROGRAM BOUNDARIES

During program hours **NO ONE** is allowed to play in the following areas:

- Behind buildings
- In the parking lot
- Out of sight from counselors
- Storage areas
- Any area counselors deem unsafe for staff or participants.

TELEPHONE POLICY

The telephone(s) on the premises **ARE NOT** to be used by children. The use of personal cell phones by program children is prohibited. We strongly recommend that cell phones remain at home. The Jaffrey Parks and Recreation Department **IS NOT** responsible for child cell phones.

If you need to contact your child, you are urged to come to the Recreation Department in person. If that is not possible, phone the recreation office at (603) 532-7863 and a message will be forwarded to your child. Please limit this to emergencies only.

HEALTH

Parents are responsible for providing Jaffrey Parks and Recreation Department, in writing, information about any changes in health status of their child including but not limited to dietary restrictions, allergies, physical restrictions or concerns. **If your child(ren) are feeling sick or have a fever, please do not send them to camp.**

MEDICATION VACATION

The Jaffrey Recreation Department strongly supports the American Academy of Pediatrics position that summer is not an appropriate time for a “drug holiday” from behavior and/or mental health drugs. The challenges of a new environment, a changing schedule, and the need for a longer concentration span during the program day are reasons why a medication change during the summer is not timely. Please feel free to discuss individual considerations with the Recreation Director.

MEDICAL POLICY

In the event of minor injuries, staff will administer basic first aid, and the child will remain in the program, if possible. Otherwise, the parent/guardian will be contacted, and the child sent home to recover. In the event of a major injury, we will call 911 and make every attempt possible to contact the parent or guardian.

Staff members **are not** permitted to administer medication. Staff will not administer any medication (including aspirin) to your child. Children should not bring medication with them to the summer programs. The only medications that we will supervise are the use of are inhalers and Epi-Pens with a prescription. **Please discuss inhalers and Epi-Pens with the Recreation Director and Program Coordinator prior to the start of camp. If your child carries any emergency medications such as inhalers or epi pens, it is very important that counselors know the location of the emergency medications in case an emergency occurs.**

ILLNESS & HEAD LICE

If your child/children is/are ill, please keep them at home, where he or she will be able to rest and get well. Please refrain from sending a sick child to the summer program. We do not have the facilities to care for a child who is contagious or not feeling well enough to participate in group activities. If your child becomes ill during the camp day, we will ask you to pick up your child from the summer program. If the parents cannot be reached, the emergency contact will be called, and the child will sit out until a parent arrives. If we determine that your child is sick, we will ask you to keep him/her out for 24 hours to prevent the spread of illness throughout the entire camp.

If your child contracts lice, we would appreciate notification so that we can take appropriate actions to stop the spread. If staff check your child and they have live eggs or lice, we will be calling a parent or emergency contact to have them picked up. We will ask you to keep your child out of camp until s/he has no live lice. A notice will be sent home to notify other parents that they should check their child/ren for lice and take appropriate action to treat it.

PARTICIPANTS WITH SPECIAL NEEDS

Jaffrey Parks and Recreation Department strives to meet the individual needs of all our participants. Parents are requested to discuss with us, prior to the start of the program, how best we can accommodate their child’s special physical, emotional, behavioral, mental, or medical needs. We are committed to providing a wonderful summer experience for a wide range of children. If you find that we cannot adequately meet the health needs of a child within our program setting, please discuss the matter immediately with the Recreation Director.

DISCIPLINE

A discipline policy is in place to ensure everyone’s safety, peace of mind, and enable all children to have fun and get the most out of their summer experience. A copy of the discipline policy is located at the end of this packet and must be read and signed by both the parent and the child.

During the day, the Program Leader may call a parent and ask that he/she come to pick up his/her child. If the parents cannot be reached, the child will sit out until a parent arrives. No refunds will be given if a child is removed from the program for disciplinary reasons.

If prolonged disciplinary problems occur, the Recreation Department reserves the right to deny participation in the summer programs as well as other Department programs.

BEACH AND SWIMMING

Trips to Contoocook Beach are part of our summer programs. All program participants and staff are expected to walk to and from Contoocook Beach along the sidewalk. Children may not walk through the parking lot at Contoocook Beach. Belongings are to be kept with your child on the beach. Staff and children may not leave their belongings under the pavilion. Children are expected to be respectful of other patrons at the beach and follow all requests made by the lifeguards.

Children are expected to stay within the designated swim area. Our swim policy for program participants is as follows:

Lake Swimming:

For all summer camp participants, the maximum allowed water depth will be at arm pit level.

LOCAL WALKING FIELD TRIPS

During the summer program, we may venture beyond Humiston Field by walking to a local place such as the Jaffrey Civic Center, Community Field, Children's Woods, Carey Park, Jaffrey Public Library or other locations in the Jaffrey area for a program activity. We may transport via bus in extreme weather if bus is available.

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JAFFREY PARKS & RECREATION

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LOCAL WALKING FIELD TRIP PERMISSION SLIP

Please READ, SIGN, AND RETURN this form to the Recreation Department.

Date: June 19th – August 11th, 2023 during summer programs

With: Jaffrey Parks and Recreation Department Staff

Location: Various places in Jaffrey that are within walking distance of Humiston Park

My child(ren) _____

has my permission to go with Jaffrey Parks and Recreation Summer Programs to various local places in the Jaffrey area including, but not limited to, the Jaffrey Civic Center, Community Field, Children’s Woods, Jaffrey Public Library, Contoocook Beach by means of walking or recreation bus transportation.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Address

Phone

Email

COMPLETE AND RETURN TO JPRD BEFORE YOUR CHILD STARTS CAMP REC



DISCIPLINE POLICY

Keeping order and good conduct of behavior at Camp Rec enables all participants to have fun and get the most out of their summer experience. We have a discipline policy to ensure everyone’s safety and peace of mind. Please READ, SIGN, AND RETURN this form to the Recreation Department before your child starts Camp Rec.

MINOR OFFENSES:

- Breaking program rules

- Endangering another person’s well-being
- Running away from the program
- Swearing or verbal abuse of staff and/or children
- Stealing or destruction of property
- Sexual harassment/abuse
- Possession/use of alcohol and/or tobacco

CONSEQUENCES:

- Verbal warning
- Written warning to parents
- Removal from group to Recreation Office and parent notification
- Three-day suspension
- Suspension from the program for the remainder of the summer

CONSEQUENCES:

- These offenses will be investigated by the administrative staff of the department and appropriate action will be taken up to and including suspension from program for the remainder of the summer and notifying the Jaffrey Police Department.

SERIOUS OFFENSES:

No refunds will be given for suspensions from the program.

I have read and understand the above policy. I assume the responsibility of ensuring that my child is aware of this policy and the consequences of his/her actions should there be any such misbehavior.

Signature of Parent/Guardian

Date

Signature of Participant

Date

Signature of Participant

Date

Signature of Participant

Date

COMPLETE AND RETURN TO JPRD BEFORE YOUR CHILD STARTS CAMP REC