



Adventure in Movement

Summer Programs for Children PreK – 9th grade

Parent Manual



ADVENTURE IN MOVEMENT (AIM) SUMMER PROGRAMS

It is our goal to provide a safe, exhilarating and fun experience for children entering preschool through 9th grade. We will try to provide a diverse selection of age appropriate activities, including games, songs, sports, arts & crafts, theme days and field trips. Each day will offer a new array of activities sure to be exciting and fun for the children.

Grade PreK – K Program Typical Daily Schedule

- 8:30-8:45AM:** ARRIVAL ACTIVITY/FREE PLAY
- 8:45AM - 10:00AM:** ORGANIZED GAMES AND/OR CRAFTS
- 10:00AM-10:30AM:** SNACK & PREPARE FOR WATER FUN
- 10:30AM-11:30AM:** WATER PLAY
- 11:30AM – 12:15PM:** CHANGING & LUNCH
- 12:15PM – 12:30PM:** FREE PLAY/PREPARING FOR HOME

Grade 1-4 Program Typical Daily Schedule

- 8:30-9AM: MORNING MEETING**
Monday counselor introductions; counselors will review program rules and the schedule for the week, and give informational updates. Tuesday-Friday staff will acknowledge the camper of the day for the previous day and make announcements as needed.
- 9:00-10:00AM: ORGANIZED GAMES**
Staff will lead campers in active and non active games. Water breaks are encouraged during activities and at each rotation.
- 10:00AM-10:30AM: SNACK**
- 10:30AM-12PM: ACTIVITY BLOCKS 1 & 2**
During this time, staff will lead activities and children have a choice of activity. Two or three stations will be offered during the two 30 minute rotations: organized games, arts and crafts, and reading time. Water breaks are encouraged during activities and at each rotation.
- 12:00PM – 12:45PM: LUNCH and prepare for the beach**
- 12:45PM-1PM: walk to the beach**
- 1:00PM-3:15PM: BEACH TIME *Mondays: swim tests are given.**
For the safety of all children and staff, parents will not be allowed to pick-up children while they are walking back from the beach. Parents, if you want to pick-up your child from the beach you must arrive before 3pm, otherwise please wait for your child at Humiston Park.
- 3:15PM – 3:30PM: 15min walk to Humiston Park**
- 3:30-4:00PM: CAMPERS CHOICE**
Activities will be offered for children to choose from.
- 4:00PM: PARENT PICK-UP AT HUMISTON PARK**

Grade 5-9 Program Typical Daily Schedule

- 8:30-9AM: MORNING MEETING**
Monday counselor introductions; counselors will review program rules and the schedule for the week, and give informational updates. Tuesday-Friday staff will acknowledge the camper of the day for the previous day and make announcements as needed.
- 9:00-10:00AM: MON., TUES., THURS.: ORGANIZED GAMES**
Staff will lead campers in active and non active games. Water breaks are encouraged during activities and at each rotation.
- 9:00-10:00AM: WEDNESDAY: VOLUNTEER SERVICE DAY**
Staff will lead campers in volunteer activities on or off site.
- 9:00-10:00AM: FRIDAY: COUNSELOR IN TRAINING DAY**
During this time campers will work with AIM or MINI counselors and assist with the day's activities.
- 10:00AM-10:30AM: SNACK**
- 10:30AM-12PM: MON, TUES, THURS: ACTIVITY BLOCKS 1 & 2**
During this time, staff will lead activities and children have a choice of activity. Two or three stations will be offered during the two 30 minute rotations: organized games, arts and crafts, and reading time. Water breaks are encouraged during activities and at each rotation.
- 10:30AM-12PM: WEDNESDAY: VOLUNTEER SERVICE**
Staff will lead campers in volunteer activities on or off site.
- 10:30AM-12PM: FRIDAY: COUNSELOR IN TRAINING**
Teens will assist AIM or MINI counselors with the day's activities.
- 12:00PM - 1PM: LUNCH and 15min walk to the beach**
- 1:00PM-3:15PM: BEACH TIME *Mondays: swim tests are given.**
For the safety of all children and staff, parents will not be allowed to pick-up children while they are walking back from the beach. Parents, if you want to pick-up your child from the beach you must arrive before 3pm, otherwise please wait for your child at Humiston Park.
- 3:15PM – 3:30PM: 15min walk to Humiston Park**
- 3:30-4:00PM: CAMPERS CHOICE**
Activities are offered for teens to choose from.
- 4:00PM: PARENT PICK-UP AT HUMISTON PARK**



CONTACT INFORMATION

Jaffrey Parks & Recreation Department
31 Howard Hill Road
Jaffrey, NH 03452

Hours:
Monday - Friday 8am - 1pm
afternoons by appointment

Online:
Jaffrey.recdesk.com

Email:
recreation@townofjaffrey.com
Phone: (603) 532-7863

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.*

REGISTRATION & PAYMENT FOR SUMMER PROGRAMS

Registration period: February 17, 2018 until the Wednesday before the camp week begins.
Online registration: Jaffrey.recdesk.com
Paper registration forms available online: Jaffrey.recdesk.com or at the Recreation Department.

ADVANCE REGISTRATION REQUIRED. Payment is due at time of registration. Online registration is available at: Jaffrey.recdesk.com. Payments are due at time of registration. Registration and payment for each camp week is due no later than the Wednesday before the camp week begins. Late registrations will be accepted at the discretion of the Recreation Director. Late registration fees will apply for any registrations accepted after the Wednesday before the camp week begins. Payments are accepted online at Jaffrey.recdesk.com or with a paper registration at the Jaffrey Parks and Recreation Office located at 31 Howard Hill Road, Jaffrey NH. A paper registration must accompany all checks. **All payments must be brought to the Recreation Department Office. Counselors are not authorized to accept payments.**

EXTENDED CARE

Morning and afternoon care is an optional service provided to summer program participants. Morning care is available for PreK-K and Gr 1-9 program participants. Afternoon care is available for Gr 1-9 program participants only. **Advance registration is required.** Additional fees apply.

Morning Care: 7:30AM – 8:30AM; located at Humiston Park basketball court
Afternoon Care: 4:00PM – 5:00PM; located at Humiston Park basketball court

MORNING ARRIVAL

Parents must sign their child into the program each morning. *Children dropped off earlier than 8:30am will automatically be enrolled in, and billed for, the extended day option.*

Morning Care: 7:30AM children are to be dropped-off at the Humiston Park basketball court.

PreK-K Program: 8:30AM children are to be dropped-off at Humiston Park basketball court.

Gr. 1-9 Program: 8:30AM children are to be dropped off at the Humiston Field playground.

Speed limit within Humiston Park is 5 MPH. All drivers within Humiston Park are expected to adhere to the speed limit.



END OF DAY PICK-UP

Parents must sign their child out of the program each afternoon. Speed limit within Humiston Park is 5 MPH. All drivers within Humiston Park are expected to adhere to the speed limit.

PreK-K Program: 12:30PM children are to be picked-up at Humiston Park “Warming Hut” program building

Gr. 1-9 Program: 4:00PM children are to be picked-up at the Humiston Field basketball court.

Afternoon Care: 5:00PM children are to be picked-up at the Humiston Park basketball court.

No child is to leave camp early without permission from his/her parent. When a child will be leaving early, parents are to notify the Program Leader in writing at the start of the day. Parents must arrive at the specified time to pick up their 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. Staff will ask for identification prior to allowing any child to be signed-out from the program with someone not known to staff. If a child or parent fail to adhere to this policy, standard disciplinary action will result up to and including dismissal from the program.

LATE PICK UP

PreK-K: All children need to be picked up by 12:30PM. If parents are not there by 1PM our first step is to call the parents and emergency contact. When parents or emergency contact cannot be reached or are unable to come pick-up the child, staff will call Jaffrey Police Department to take responsibility of the child. If pick-up time is not adhered to, discipline action will be taken up to and including suspending the child’s participation in the summer program without refund. Parents will be billed for staff time provided after 1pm at a rate of (\$15 per hour)

Gr 1-9: All children need to be picked up by 4:00PM. If a child is not picked up by 4:00PM, the child will automatically be enrolled in and billed for the extended day option. If parents are not there by 5:30PM our first step is to call the parents and emergency contact. When parents or emergency contact cannot be reached or are unable to come pick-up the child, staff will call Jaffrey Police Department to take responsibility of the child. If pick-up time is not adhered to, discipline action will be taken up to and including suspending the child’s participation in the summer program without refund. Parents will be billed for staff time provided after 5pm at a rate of (\$15 per hour)

ABSENCE FROM PROGRAM

If your child is going to be absent from the program on any given day please 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.

WHAT TO WEAR/BRING

Children should dress in “play” clothes, be it shorts or pants. They will get dirty at the park since they participate in games, sports activities, as well as arts & crafts. We strongly recommend that participants **wear sneakers every day**, though they may pack sandals for when they are at the beach. **Sunscreen is highly recommended.** Please send your child in the morning with sunscreen already applied. Children are out in the sun for much of the day and we want your child to be protected. Please have your child put it on before he/she arrives or bring it with him/her. Children are responsible for their own sunscreen application. Staff will remind children to reapply.

Please send these items with your child every day (in a backpack) they attend:

- Lunch/snacks
- Refillable water bottle
- Bathing Suit



- Towel
- Hat with a visor
- Sunscreen
- Sweatshirt or light jacket

Children should not bring more to camp than they can manage themselves. One backpack is appropriate. Please write your child's last name on all clothing and gear as these items are often left behind.

Please do not send the following items with your child unless it is for a specific program we are offering:

- Cell phones
- Electronic gaming devices
- Electronic music players

****Please note: All Jaffrey Parks and Recreation Department programs, including summer day programs, extended care, and field trips are electronics free.****

LUNCHES AND SNACKS

Each child must bring a lunch and snack from home each day. In our programs, we try to promote healthy eating for the children and staff. Please refrain from sending children with candy and soda. Please do not send any glass in your child's lunch bags. Microwaves and refrigerators are not available and lunches must not require this type of equipment. Please put your child's last name on packs and coolers. If your child is enrolled in extended care, please pack your child with **extra snacks**.

*A free breakfast and lunch program **MAY** be available to ALL children. This is a grant funded program through the ConVal school district and is a service to the Jaffrey community. This program is not overseen by the Recreation Department. We will not know this information until the start of summer programs. If free breakfast and lunch program is available at the Recreation Department, parents will be notified. It is the responsibility of the parent to inform the Recreation Department if they would like their child to participate in the free breakfast and/or lunch program.*

BOUNDARIES

Counselors supervise their assigned group and others when engaged in activities.

During program hours **NO ONE** is allowed to play:

- Behind buildings
- In the parking lot
- Out of sight from counselors

BEACH AND SWIMMING

Gr 1-9 take a daily trip to Contoocook Beach to go swimming. Children will be swim tested on Mondays by a certified lifeguard. All program participants are expected to walk to Contoocook Beach using the sidewalk and may not walk through the parking lot at Contoocook Beach. Children are expected to keep their belongings with them on the beach. Belongings are not allowed to be left 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 outlined by program staff. 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. Children may go beyond this depth only after successfully completing a swim test administered by a certified lifeguard.

Ocean Swimming:

For all summer program participants, the maximum allowed water depth will be waist level.

LOCAL FIELD TRIPS

During the course of the summer program we may venture beyond Humiston Field and Contoocook Beach by walking or taking a 15 minute bus ride to a local place such as the Jaffrey Civic Center, Thorndike Pond, Community Field, Children's Woods, Converse Meadows Conservation Area, Shieling Forest or other locations in the Jaffrey area for a program activity. Children must have a "Walking Field Trip" permission slip completed and on file to participate in these local in program field trips.

Please complete the attached local field trip permission form if you give your child permission to participate in these local off-site "walking" field trips. Your child will not be allowed to participate in these local excursions without a completed permission slip on file.

Children are expected to wear the summer program t-shirt on designated field trip days.

Participation in field trips are a privilege and participation in field trips will be limited for discipline issues.

WEDNESDAY OPTIONAL FIELD TRIPS

On Wednesdays, summer program participants have the option of paying an additional fee and attending an all-day field trip. Fees and departure/pick-up times for these field trips vary. Wednesday field trips are optional and the normal day program will continue to run for those not participating in the weekly field trip.

Children are expected to wear the summer program t-shirt on designated field trip days.

Participation in field trips are a privilege and participation in field trips will be limited for discipline issues.

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 a child's cell phone.

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.

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 administer are inhalers with a prescription and Epi-Pens with a prescription. Please discuss inhalers and Epi-Pens with the Recreation Director and Program Leader prior to the start of camp.

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 in an effort 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 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.

CHILDREN WITH SPECIAL NEEDS

Jaffrey Parks and Recreation Department strives to meet the individual needs of all the children in our programs. Parents are requested to discuss with the Recreation Director and Program Leader, prior to the start of the program, the best methods for working with their child's special physical, emotional, behavioral, mental, or medical needs. If we find that we cannot adequately meet the health needs of a child within our program setting, a child may be removed from the program.

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 course of 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.



Local Field Trip Permission Slip

Date: June 25, 2018 – August 17, 2018 during Adventure in Movement Summer Programs

With: Jaffrey Parks and Recreation Department Staff

Location: Various local places in the Jaffrey area that are within walking distance and/or a 20 minute bus ride away.

My child(ren) _____

has my permission to go with Jaffrey Parks and Recreation Summer Programs to various local places in the Jaffrey area that are within walking distance and/or a 15 minute bus ride away, including but not limited to Jaffrey Civic Center, Community Field, Children’s Woods, Thorndike Pond, Monadnock State Park, Converse Meadows Conservation Area, Rindge Recreation Department, and/or Shieling Forest.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Address

Phone

Email

COMPLETE AND RETURN

APPROVED PICK-UP LIST

Child Name:

Child Name:

Child Name:

Parent 1 Name:

Home Ph:

Cell Ph:

Work Ph:

E-mail address:

Parent 2 Name:

Home Ph:

Cell Ph:

Work Ph:

E-mail address:

APPROVED Pick-up– These people have my permission to pick my child up:

Name:

Address:

Phone:

NOT ALLOWED to Pick-up– These people do MAY NOT pick my child up:

COMPLETE AND RETURN

