



Summer Fun 2019

Town of Union

Parks & Recreation

Department

Parent Handbook

July 1st - August 16th



Summer Fun 2019

The Town of Union Parks & Recreation Department provides an exciting Summer Fun Program for youth ages 5-12. Children will be engaged in a variety of activities, building healthy and long lasting friendships with their peers, and, most of all, having fun in a safe and positive environment.

This handbook will hopefully contain helpful information concerning your child's participation in our Summer Fun Program.

7:30 am - 9:00 am Early Drop Off W/ Staff Supervision (\$15.00 Fee) Free breakfast is provided.

9:00 am – 4:00 pm Normal Summer Fun Hours—Free Lunch is provided.

4:00 pm – 5:30 pm late pick up w/Staff supervision. (\$15.00 fee per child) If your child is not picked up by 5:30 you will be billed a \$15.00 late pick up fee. Max Family for early drop off and late pick up is \$90.00.

Dates of Sessions and Payment reminders

Session (week)	Last day of payment
Week 1 July 1-5	June 24, 2019
Week 2 July 8-12	July 1, 2019
Week 3 July 15-19	July 8, 2019
Week 4 July 22-26	July 15, 2019
Wek 5 July 29-August 2	July 22, 2019
Week 6 August 5-9	July 29, 2019
Week 7 August 12-16	August 5, 2019



Important Phone Numbers

Parks & Recreation Main office (607) 786-2970

Highland Park Recreation Office (607) 748-5784

Highland Park Recreation Center (607) 748-5982

Program Coordinator (607) 748-5982

Recreation Director Chris Hinkey (607) 786-2972 or 607-748-5784

Email: summerfun@townofunion.com

Email: chinkey@townofunion.com

Online Registration www.townofunion.com

Just a Few Reminders.....

If you are signed up for early drop off, please don't drop your child off earlier than 7:30am. Our building is not unlocked and our program is not staffed until 7:30am. We are not responsible for any children left in the parking lot unattended.

If you are signed up for late pick up, your child must be picked up no later than 5:30 pm. There is no care after 5:30pm. There is a \$15.00 late fee each day your child is not picked up before 5:30pm.

Please remember that your child must be signed in and out every day at the registration table. You must have a photo ID when picking up your child. We will only allow the person(s) to pick up your child who are authorized on your registration card.

If you are not signed up for early drop off or late pick up and your child arrives before 8:45 am or stays past 4:15 pm, you will be charged \$15.00

There is a \$30.00 late registration fee for anyone who is not registered as per the schedule above. Registrations can be dropped off at our office at 3111 E. Main Street located in the rear of building. Our office hours are from 8-4 Monday-Friday. For your convenience, there is a drop box located on the door. Only checks should be left in the drop box. All Cash and Credit card payments must be done in person. Please note there is a minimum \$1.95 processing fee for all credit card transactions. Please see our summer flier for prices and any other information.



Summer Fun Field Trips 2019



Date	Destination	Departure	Return Time
Friday, July 5	Nathaniel Cole Park, Binghamton	10:00	3:30
Friday, July 12	Rosamond Gifford Zoo, Syracuse	9:30	4:30
Wednesday, July 17	Splash Day NYSEG Stadium	11:00	3:00
Friday, July 26	Cascades Water Park, Cortland	10:00	3:30
Friday, August 2	Animal Adventure	9:30	3:30
Friday, August 9	Cinema Saver	12:00	3:30

****Please note that dates events and times are subject to change.**

Dates and Times may change depending on weather or scheduling.

You will be notified ASAP.

Field Trip tips and Information

- ✓ The cost of field trips are INCLUDED in your weekly registration fee.
- ✓ Don't forget to have your child wear their summer fun t-shirt on field trip days.
- ✓ Children must bring their lunches, water and Sunscreen!!!!
- ✓ There will be NO care provided for those children who do not go on the trip or are not allowed to attend due to behavior. We are not responsible for any children dropped off after the buses departure due to NO Staff being at the park.
- ✓ 48 hour advance notice is required for free lunches.
- ✓ On Monday of the week of the trip, you will get a letter regarding more details of the trip. You must have a blue permission card filled out and on file in order for your child to attend field trips. These cards are located at the Parks and Recreation Main office at 3111 E. Main Street or the Recreation Center at Highland Park.
- ✓ Going on trips is dependent upon behavior. If your child has lost the privilege to go on a trip due to documented misbehavior, there is NO care provided during the time of the trip. (All staff is needed to support participants on the trip.)
- ✓ NO REFUND WILL BE GIVEN IF CHILD'S PRIVILEGE IS REVOKED DUE TO BEHAVIOR.

LAST DAY OF SUMMER FUN IS August 16th.

Most commonly asked Questions and Answers!

Q- What should you send daily with your children?

Do Send:

- Water Bottle with your child's name on it
- Bathing suit-we swim every afternoon at Highland Park
- An extra outfit if you feel it is needed.
- Sunscreen-Your child's counselor will not put sunscreen on your child unless you have filled out the permission part of the registration form. PLEASE REMIND YOUR CHILD THE IMPORTANCE OF SUNSCREEN AND HOW TO APPLY IT PROPERLY!
- Your child should wear sneakers due to the fact that they will be doing many physical activities. For safety reasons your child should refrain from wearing sandals or flip flops or any open toed shoes.
- Your child can leave snack money with our head counselor ahead of time for them to hold on to either for the day or week. We don't recommend more than \$20.00 per week. This is not mandatory and is only if you choose to. We don't encourage participants to carry money on them. We are not responsible for lost or stolen money that is not in the possession of a town employee.

Do not send:

- Valuable items (jewelry clothing etc.)
- Electronic game devices (i.e.: Phones, D.S. , I-pods, I-pads, Tablets, Smart watches)
- Large amounts of money
- Personal toys
- Medications-We are not allowed to administer any type of medicine including over the counter drugs. We are allowed to HELP administer Epi-Pens and inhalers. If your child has either of these there must be a prescription from a Doctor on file along with a medical card.

If such items are brought in, they will be put in the Recreation Center Office for safe keeping until a parent can come and pick them up. Epi-pens and inhalers will be kept in the group first aid kit with the counselor in charge. Please make sure all medications are clearly labeled.

IMPORTANT!

- ❖ It is the responsibility of your child to keep track of their personal items such as towels, clothing, bathing suits, glasses, etc.
- ❖ The Town of Union Parks and Recreation Department is **NOT RESPONSIBLE** for lost, broken, or stolen items. A lost and found is located in the lobby of the Recreation Center. Items will be kept for two weeks and then discarded.

Emergency Procedures

In the event of an emergency occurring during Summer Fun, an alert and code will be sent to our staff. The Recreation Director or Program Coordinator will decide if the children should be a shelter in place or lockdown. Staff will be instructed where to go during an emergency depending on the location of the emergency in the park.

If an evacuation of the park is required, the children will exit to the lower part of the park or to the Weis Plaza on Hooper Road (across from Highland Park). If the situation is still not resolved, the children will be sent to the Maine Endwell High School.

Attendance will be taken to ensure the children's safety, and counselors will begin making phone calls to the parents/Guardians.

Summer Fun Rules and Expectations

- Respect yourself, all staff and each other.
- No verbal or physical harassment of any kind.
- No Stealing, lying, cheating or any acts of dishonesty.
- No use of profanity, abusive language or any words that degrade or are harmful to another person.
- Listen to all Staff.

- Walk safely in the park and do not go anywhere unless with a counselor.
- Treat equipment, materials, furniture, etc. properly and safely.
- NO food is allowed in the gymnasium. Snack is to be eaten in the park or pavilion. Lunch is served in Shelter 1 unless otherwise noted.
- Electronic devices including, but not limited to, cell phones, I-pods, and Smart watches are not to be out during the program. You are strongly encouraged to keep these items at home. Taking any pictures is prohibited.
- Parents are asked to watch their language and conversations while in the park and Recreation Center. There should be no swearing or inappropriate conversations while in the park or around children and staff.
- Parents must report to the Recreation Center when picking up your child early. A written note must be given if you are picking up your child early.

Parents will be contacted or talked to about any problems that we may have in effort to help each other with the development of their children. If a child is written up a parent will get a copy of the write up form when they are picked up that day.

Please feel free to talk with your child's Head or Assistant Head Counselor, Program Director or Recreation Director.

- If your child is sick, has vomited, or has a fever, they may not return until 24 hours has passed without symptoms.
- Please let us know if your child has contracted any contagious illness or diseases.
- We don't have the staff or facility to house sick children. If your child vomits, has a fever, or shows any signs of anything that may be contagious, you will be notified, and expected to make arrangements for your child to be picked-up as soon as possible.
- For safety and health reasons, we cannot stress enough that your child should not share clothing, hats, food or any other items. For safety reasons, it is recommended that girls or boys with shoulder length hair should use a hair tie to hold their hair back.

Dress Code

All children and staff in Summer Fun must adhere to the following dress code.

- ✓ Extremely brief or see through garments, short shorts or bare midriffs are not appropriate.
- ✓ Ensure that all under garments are completely covered with outer clothing.
- ✓ Wear footwear at all times. It is strongly recommended that sneakers are worn for safety and health reasons.
- ✓ Swimsuits must be modest and well fitting. Children should be able to put their own swimsuit on without assistance. Swimsuits should only be worn in the pool area and changed back to regular clothing when leaving this area.
- ✓ NO items should be worn containing vulgar, obscene, libelous, or that denigrate others on the account of race, color, religion, ancestry, national origin, sex, sexual orientation, or disability.
- ✓ NO attire promoting the use of alcohol, tobacco, illegal drugs, gangs and/or other illegal or violent material.

Discipline Policy

Children in our Summer Fun program are expected to adhere to the rules and expectations of the Summer Fun Program. Failure to do so may result in consequences. This discipline policy was discussed and revised by our head and assistant counselors along with the Program Coordinator and Recreation Director.

It is our first priority to maintain the safety of all children enrolled in our program. It is with this in mind that we have instituted the following policy regarding discipline: Violent behavior, sexually inappropriate behavior, bullying, theft or insubordination WILL NOT be tolerated.

These infractions are defined as follows:

Bullying: Intimidation of another camper, threatening another camper in order to obtain something from them, constant belittling, slander, and comments or expressions regarding race/gender/sexual orientation and related slurs. This includes in person or on any type of social media that is occurring and shown to our staff.

Physical Violence: Pushing, shoving, biting, kicking, slapping, pinching, ANY punch that is thrown, whether or not it connects or other acts of aggression, as determined by camp director or coordinator.

Theft: taking, or being in possession of any item that does not belong to you without the owner's consent and knowledge.

Insubordination: disrespectful language or swearing at a counselor or camper, refusal to follow instructions that are reasonable and appropriate.

Inappropriate touching: touching of another camper or staff member on the parts of the body that are intimate and private, or covered by a bathing suit. Situations involving inappropriate touching will be determined by camp director or coordinator, based on age of the camper and circumstances of each situation.

We reserve the right to ask you to pick up your child early if the camper exhibits any of the above listed misbehaviors, with the possibility of an additional period of suspension.

We reserve the right to schedule a meeting at any time to discuss whether we will be able to continue to serve your child (ren) following any of these incidents.

We will do our best to work with you to schedule such a meeting but reserve the right to exclude any participant for behavioral reasons until this meeting takes place.

Any parent conference could result in the termination of your child's enrollment in our program. Refunds will NOT be issued if your child's enrollment is terminated.

Your child's Group _____

Your child's Head Counselor _____

Your child's Assistant Head _____

Your Childs Senior Counselor _____