

CLINTON PARKS AND RECREATION

School Break Program Guidelines and Information

General Purpose and Program Structure:

Clinton Parks and Recreation's School Break Program will focus on quality programs to educate and entertain our participants. Participants will experience a well-rounded program that offers a variety of activities including crafts, recreational games, swimming, bowling and other creative means of expression and recreation. The program is for students in kindergarten through sixth grade and will be conducted on designated school breaks. Pre-camp drop-off begins at 7:30 a.m., scheduled activities are from 8:30 a.m. to 4:30 p.m. and post camp pick-up ends at 5:30 p.m. Participants must be picked up by 5:30 p.m.

Supervision:

All campers will be under the direct supervision of Parks and Recreation Department staff at all times. Participants may be checked out only by a parent/guardian or any individual that has prior written permission. Individuals having parental permission to pick up a child will be asked to show picture identification at the time of pick-up. We reserve the right to ask for photo identification for individuals, including parents, picking up children.

Program Payment Policy:

There is a weekly fee of \$50 per week per child for Clinton residents and \$60 per week per child for non-Clinton residents. There will also be a registration fee of \$15 for each participant. Both fees will be due the day the registration form is turned in. These fees must be paid for the participants to be enrolled in camp. In addition to those fees any activities that are conducted away from the Community Center may also have a cost and that fee will be due on the day of the activity.

Check-In and Pick-Up:

Children will be checked-in upon arrival to the Community Center. If your child will not attend then please notify the program at 259-1165. If any person other than the parent/guardian of a child is to pick them up, staff must have been informed by parent(s)/guardian(s) in writing no later than the day before they are to be picked up. We reserve the right to ask for photo identification for individuals picking up children. The participants must be picked up by 5:30 p.m. each day.

Lunch & Snacks:

Participants must bring their lunch each day. Participants may bring a snack or bring their own money, and be responsible for it, to purchase a snack at the vending machines.

Medications:

Any medication to be administered must be in a Prescription-labeled bottle and have a physician-signed note stating the type of medication, frequency of dosage and amount to be given. No exceptions will be accepted to this rule. It is in the best interest of your child to have any medication properly administered.

Emergency Calls:

In emergency situations you can call the community center, 259-1165, or 457-0642 and speak with the Program Coordinator, program participants will not be allowed to use the phone. Campers should not bring their own cell phone!

Discipline:

Discipline problems will not be tolerated. We strive to provide an atmosphere that is conducive to safety and appropriate behavior while attending the Program. Maintaining proper conduct while in the program is the joint responsibility of the child, parents, and program staff. The nature or severity of the discipline procedure is explained below. The Program Coordinator is informed of all discipline matters and handles those that warrant more than 5-minutes in time-out as punishment. Please make sure you go over the following with your child (children) before the program begins:

- Proper behavior will be expected at all times.
- We treat others as we would like to be treated, with kindness and courtesy.
- We communicate with words and do not hit each other.
- We do not use inappropriate language or gestures.
- We clean up after ourselves.
- We take turns.
- We respect and listen to our counselors.
- We put things back where we found them.
- We do not throw rocks or any other debris outside.
- Do not abuse the rights or property of others.
- Participants are not allowed in the equipment room.
- We keep each other's safety in mind at all times.

The Program Coordinator will handle inappropriate behavior. The first time a child acts inappropriately in words or action he/she will be put in time out away from the activity of the day and other campers for an age appropriate time limit. The second offense, the child will again be put in time out after the Program Coordinator speaks to the child, and his or her parent will be informed. The third time an offense occurs, the Program Coordinator will ask the parent to remove the child from the program for the remainder of the session; a refund will not be issued. Biting and bringing of weapons to the program will result in immediate removal from the program; a refund will not be issued.

Sincerely,

Amanda Pope - Program Director