

NORTHBOROUGH RECREATION KID'S DISCOVERY 2012 GENERAL INFORMATION

*Full Day (8am-4pm), Monday-Friday Camp for Grades K-5
Or Half Day (8am-noon), Monday-Thursday Camp for Grades K-5*

REGISTRATION INFORMATION

Registration begins Saturday, February 11 at 9am, on-line on our website at www.northboroughrecreation.com and in the Recreation Department, ground floor of Town Hall, 63 Main Street. Registration will continue throughout the summer or until the programs are full. Pre-registration is required, we are unable to accept drop-ins. All registrations are handled on a first-come, first-serve basis.

Cost: Half Day Program: The regular cost for the Kid's Discovery Half Day Camp is \$100 per child, per session. An *'Early Bird'* discount is available when paying in full before or on May 30th; the Early Bird cost is *\$90* per child, per session. One week's deposit is required to reserve as many weeks as is needed. (Please see Deposit Information below.) Regular prices will take effect as of May 1st. Extended day is not available for half day campers.

Cost, Full Day Program: The regular cost for the Kid's Discovery Full Day Camp is \$210 per child, per session. An *'Early Bird'* discount is available when paying in full before or on May 30th; the Early Bird cost is *\$190* per child, per session. One week's deposit is required to reserve as many weeks as is needed. (Please see Deposit Information below.) Regular prices will take effect as of May 1st. Extended day must be registered for separately and include additional charges. The cost of field trips is included in this price.

How to Register: For your convenience, we offer three ways to register:

- **On-Line Registration:** Credit card payment is required for on-line registration. You may need to create a household account on our website unless you/your family have participated in recent past programming. We accept the following credit cards: Visa, MasterCard & Discover. A valid email address is required to register on-line. A computer-generated receipt will be emailed to you after registration. If you register online, you must pay in full. Our system cannot do partial payments online.
- **Mail-In:** Registration forms are required for every participating individual. Registration forms are available in this packet and can also be downloaded from our website. Payment must accompany a completed registration form. Please make checks payable to the Town of Northborough. Waivers on registration forms must be signed, otherwise Participation will not be allowed. Incomplete registration forms are subject to being returned. Space will not be held in the program.

- **Walk-In:** Registration forms are required for every individual participating in our programming. Registration forms are available in this information packet, or can also be downloaded from our website, and are available in our office. Payment must accompany a completed registration form. Please make checks payable to the Town of Northborough. We can also accept cash and credit cards. Waivers on registration forms must be signed, otherwise participation in the program will not be allowed. Incomplete registration forms are subject to being returned. In the event the office is closed, you may also leave your registration form in the Town Offices drop off box, which is emptied Monday-Friday at approximately 8am, or in the drop-off box directly outside our office.
- **Please note for Registration of Kindergartners:** Our on-line system 'ages' children one grade higher as of June 1. However, this does not apply to children who are preschool aged. If your child will be in Kindergarten in Fall 2012, we will have to enter your registration in for you manually, as we will be able to override the system.

Deposits & Billing: Until May 30th, a deposit of one week paid in full per child, per program, is required to reserve as many weeks as is needed, with the remaining balance due by June 1. Payment can be made by any of the above methods. Bills will be mailed in advance of the due dates. The Early Bird rate for the Kid's Discovery Half Day Camp, when paying in full before or on May 30th, is \$90 per child, per session; if registering after May 30th, payment in full is required at the regular prices of \$110 per child, per session. The Early Bird rate for the Kid's Discovery Full Day Camp, when paying in full before or on May 30th, is \$190 per child, per session; if registering after May 30th, payment in full is required at the regular prices of \$210 per child, per session. If payment is not received in full by June 1, Northborough Recreation reserves the right to cancel your registrations. See more information below about Sibling Discounts.

Refunds & Withdrawals: **(New Policy)** Refunds can now be issued only if you cancel at least 1 week before the start of your week of camp *minus \$20* for an administration fee. If you call to cancel within the 7 days prior to your week of camp you will not be able to receive a refund or credit. Refunds generally take 14 business days to be issued and are in the form of a Town check.

Sibling Discount: For 2 or more children signed up in the same week, take an additional ***\$30*** off the camp session fee for each child after the first child. Children do not have to be in the same camp to receive the discount, just signed up in the same weeks. Sibling discounts only apply to Club Assabet, Kid's Discovery, Teen Scene camps and CIT.

Non-Resident Participation: Non-residents are welcome and encouraged to participate at no additional fees and can register starting February 11, the same day as residents.

Age Requirement: Please sign your child up according to the grade he/she will be enrolled in for Fall 2012. On June 1, our online system will automatically advance your child's grade to the next grade (grades 1+ only).

PROGRAM INFORMATION

PROGRAM SUMMARIES

Kid's Discovery Program Summary: Kid's Discovery is appropriate for kids entering Kindergarten through 5th grade in Fall 2012. Kids will be grouped as follows: Kindergarten & 1st grade; 2nd grade & 3rd grade; 4th & 5th grade. Low child to counselor ratios, particularly on group outings, ensures personal attention to kids. Our staff helps kids develop friendships with peers and promotes participation in-group co-ed activities within similar age ranges. Each day will involve a variety of activities including gym games, sports games, water activities, playground time, arts and crafts and reading, depending on the age of the child. The day will be spent both inside and outside; there is no air-conditioning at the schools. Kids will participate in age-appropriate field trips each Friday. In short, kids will have fun-filled and action-packed summertime fun in a positive, healthy and safe environment!

Kid's Discovery Half Day Program: Kids in this program will be included with the full day program but will have a shorter day, ending at noontime. This program typically runs Mondays-Thursdays* (see exceptions below). This Half Day program is a great fit for kids entering Kindergarten in the fall, who may be too old for the Club Assabet program (for 3, 4 and 5 year old children), or just a great alternative for kids who need Half Day care. As in the Kid's Discovery full day program, our staff will interact with kids and help develop friendships with peers and promote participating in-group co-ed activities. Activities will include indoor and outdoor sports and activities, gym games, arts and crafts and more. The mornings will be spent both inside and outside; there is no air-conditioning at the schools. Kids will be kept active and stimulated in an upbeat, fun and safe environment! Sorry, kids in the Half Day program are not allowed to sign up for our field trips, only those enrolled in the Full Day program.

** There is no half day camp on the week of July 4th.

PROGRAM DETAILS

LOCATION: For weeks 1-6, both programs will be based at the Melican Middle School on Lincoln St. Northborough. Due to school maintenance schedules, Kid's Discovery programs will move to Lincoln St. School, for the final 2 weeks of the program.

STAFF: NNorthborough Recreation is known for its exceptional summer staff. All counselors are certified in CPR and First Aid, have passed CORI checks, and undergone several in-depth trainings before the start of the summer program. Our staff is selected based upon a combination of skills, prior experiences, and a demonstrated interest in working with children, enthusiasm, and the ability to be positive role models.

DROP-OFF PROCEDURES

Please bring your child into the camp location to sign in. For the Melican Middle School, enter through the cafeteria door on the Right side of the Main entrance. For Lincoln St. Elementary, the entrance is in the cafeteria door of the building.

- Drop-off is from 8:00-9:00 AM. Please try to be on time, as activities will start shortly after 9:00 AM.

- Each morning you must sign your child in at the front desk with Director Alissa Sefton. You will need to write the name of the person who will be picking up your child. You may then walk your child over to their table in the cafeteria.
- On your child's first day of camp, please allow for an extra 10 minutes to double-check contact and medical information. Your child cannot participate in the program until a completed medical form and health immunization form have been received.
- If your child rides his/her bike or walks to the program, please send us a note each day.

PICK-UP PROCEDURES

- Please pick up your child in the school cafeteria, at the same location as drop-off.
- Pick-up for the Half Day program is no later than noontime. Pick-up for the Full Day program is from 3:45 – 4 PM. A fee will be charged for any child picked up after those times if they are not on the extended day list (Full Day campers only), so please be on time.
- Please allow for time to sign your child out with both the Director and Group Leader.
- The person who drops the child off must list the person who will pick the child up that day. The child will not be released to any other person other than the person listed, with the exception of those listed on the medical form. Persons unknown to the staff will be asked to show photo identification.
- Please call the Recreation Office before 4pm if there is a change in the person picking up your child, they will relay the message to the staff. Please note the office closes at 4pm.
- Children allowed to ride their bike home or walk will be dismissed at 4pm (or noon for Half Day kids).
- If there is an emergency and you need to get a message to the Director, please call the Recreation Office before 4:00 PM at 508-393-5034. The Recreation Office closes at 4 PM.
- Don't forget to check the sign out desk at camp for notices about any special events!

LATE PICK-UP/EXTENDED DAY

- For kids in the Full Day program only, late pick-up is available from 4:00 – 6:00 p.m. for an extra fee per week. It is not available on a day-to-day basis. Availability for late pick-up is limited so we suggest early registration.
- Fees: The fee for Extended Day is \$50 per child, per session.
- Children are allowed to choose between sports, games and art activities during this time.
- The school closes at 6:00 PM, so you must be on time to pick up your child.
- In the event that a child is not picked up by 6pm, the Recreation Staff may contact the Northborough Police Department or Family & Youth Services to assess the situation with regard to the child's welfare.

RELEASE TO SOMEONE OTHER THAN A PARENT/GUARDIAN

You may authorize people to pick your child from the program by completing the information on the First Aid and Emergency Medical Care release form.

PARKING

- At both locations, you can park in any parking space, but not along the sidewalks.

WHAT TO BRING & WEAR

Please note that we have a peanut-free area! Please use caution in what you send along with your child. (If your child does not have to eat peanuts, please try not to pack them or have them in a snack.)

- Bring sunscreen, a bagged lunch, two snacks (morning and afternoon), and a water bottle each day. Refrigeration is not available so please plan accordingly.

- Please write your student's name on the lunch and on the water bottle. Water bottles are especially important because, weather permitting, we will be playing outside.
- Children are to wear sneakers everyday and clothing that is comfortable for running around, being outside in the sun and playing indoors.
- For field trips, kids will need to wear the Kid's Discovery shirt provided earlier in the week.

WHAT NOT TO BRING

- Children must not bring video games, trading cards, or other toys, games or objects that may be harmful to others.
- Children should not wear loose jewelry or restrictive clothing.
- Children should not bring food that needs to be refrigerated or heated. Do not pack glass bottles (unless medically necessary).
- Do not pack medication of any kind in your child's bag. **All medication must be given to Program Director, Alissa Sefton, at the beginning of each day.** Although your child may be able to administer medication without assistance, medication must be kept with the Director in order to ensure the safety of all other children.

SUNSCREEN

Due to health precautions, staff will not be able to apply sunscreen to your child. Please instruct your child on applying sunscreen and provide your child with sunscreen. Staff will remind children to reapply sunscreen after lunchtime and during water activities, and will monitor the little ones during application. Helpful hint: spray sunscreen is handy for the little ones!

KID'S DISCOVERY STORE

Every Thursday, children are invited to bring money to purchase snacks (\$2.00 maximum) at the store at the school. The store will be run by the kids from Teen Scene (grades 6-8 program). All snacks at the store will be peanut-free.

RAINY DAYS

Kid's Discovery will not be cancelled due to rain. Rainy days will be spent inside, where we will have access to the gym, a cafeteria, and three classrooms. If outdoor field trips have been rained out, then an alternate indoor trip will be planned.

FIRST AID

- All staff are trained in First Aid and certified in CPR procedures. In the event of an emergency, the staff will contact the parents. If the parents are not available, the emergency contacts will be called next in the order listed on the medical form.
- In the event you cannot be reached and in case of emergency, the staff will call 911 and ask for assistance from the Northborough Fire Department. In the event that your child must be taken to a hospital, a staff member will go with your child.
- Please refer to the First Aid and Medical Procedures form for more information.

FIRST AID AND EMERGENCY MEDICAL CARE AUTHORIZATION AND CONSENT FORM

- A completed First Aid and Emergency Medical Care Authorization and Consent Form for your child is due in our office by June 1. Participation will not be allowed in this program until this form has been received. This form is available on our website and in our office. Parents are responsible to make sure their emergency contact numbers are up to date and accurate.
- A separate form is required for each child for each camp.
- One form is included in this packet; please make additional copies as is necessary or go to our website to download more copies.

IMMUNIZATION FORMS

We are required to have a current immunization form from your child’s doctor in order to attend our program. Immunization forms can be mailed to our office at 63 Main Street, Northborough, MA 01532, or faxed attention Recreation Department at 508/393-6996. Participation will not be allowed in this program until this form has been received. Please submit these forms by June 1.

SPECIAL ACCOMMODATIONS

If your child requires an aide in school, please notify the Recreation Director before **April 1st** to fill out the appropriate paperwork.

CODE OF CONDUCT & RESPECT POLICY

We ask all participants to respect the staff, other participants, facility, and equipment. Children must refrain from causing bodily or emotional harm to others and using foul language. Failure to cooperate with these rules and in accordance with the Recreation Staff could result in suspension of activities with no money refunded. Rules will be posted and reviewed each week with the children. Each child is responsible for his/her own actions.

FIELD TRIPS (Full Day Program Only)

- Field trips are typically held on Fridays, the schedule is shown below. If you do not wish for your child to attend, they must stay home. No discounts will be given. Children will be transported by bus (First Student) and accompanied by the Director, Group Leaders and Counselors. Two lifeguards will accompany any field trip that involves swimming.
- Children must wear their Kid’s Discovery t-shirts on field trip days. These will be given out on Thursdays before the trip. Each child only gets one T-Shirt for the summer. Replacement shirts can be purchased for \$5 each (subject to availability).
- Ratios (chaperones to children) are 1:4 for kids in grades K-2 and 1:5 for all other grades.
- Notices with specific information for each week’s field trip will be provided at the beginning of each week.

KID’S DISCOVERY 2012 WEEKLY THEMES & FIELD TRIP SCHEDULE

<u>Dates</u>	<u>Field Trips</u>
Session #1: June 25 – June 29	Southwick Zoo, Mendon, MA
Session #2: July 2 - July 6*	Douglas State Park, Douglas, MA
Session #3: July 9 - July 13	Canabie Lake Park, Salem, NH
Session #4: July 16 - July 20	Jump On In, Lowell, MA
Session #5: July 23 - July 27	Hopkinton State Park Beach, Hopkinton, MA
Session #6: July 30 - August 3	Water Wizz, East Wareham, MA
Session #7: August 6 – August 10	Bonkers Funhouse, Peabody, MA**
Session #8: August 13 – August 17	One Stop Fun, Westford, MA

**Session 2 runs Monday, Tuesday, Thursday and Friday, due to the holiday. See the registration form for pricing.*

Thank you for your interest in Northborough Recreation’s Kid’s Discovery Camps!
If you have any questions, please contact us:

Phone: (508) 393-5034 **Fax:** (508) 393-6996
Email: recreation@town.northborough.ma.us
Web: www.northboroughrecreation.com
Mail: Northborough Recreation, 63 Main St., Northborough, MA 01532
Office Hours: Spring (until June 24): Monday - Thursday 8am-4pm; Friday 7am-noon
Summer (as of June 27): Monday- Friday 8:00 AM to 4:00 PM