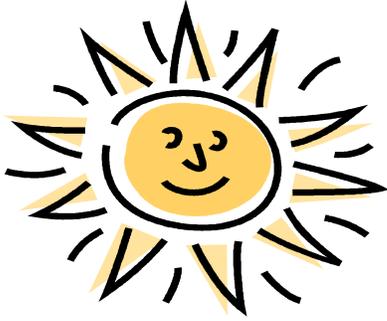


# Newington Parks & Recreation

# Summer Playgrounds 2014



## OUR PROGRAM

is a great opportunity to meet new friends, develop respect, build self-esteem, and participate in activities in a safe and friendly atmosphere.

## OUR COUNSELORS

work to provide a positive experience for all participants. Our counselors are individuals who are selected on the basis of their skills and talents, as well as their enthusiasm.

Approximate Ratios are:

- Grades 1 & 2 — 1 to 12
- Grades 3 & 4 — 1 to 15
- Grades 5, 6 & 7 — 1 to 18

**June 23rd to August 8th - 8:00 a.m. to 4:30 p.m.**

## REGISTRATION INFORMATION

**ELIGIBILITY:** The Summer Playground program is open to children who are Newington residents or attend Newington public schools and have completed grades 1 through 7. Students who are non-residents and are attending other (non-public) Newington schools and have completed grades 1 through 7 may enroll in the Summer Playground program for an additional \$20 fee per week.

**DATES:** The program operates from Monday, June 23rd through Friday, August 8th. There is no program on Friday, July 4th.

**TIME:** Staffed daily, Monday through Friday from 8:00 a.m. until 4:30 p.m.

**PAYMENT:** Payment is due in full at time of registration. Payment in the form of cash, check, or credit card is accepted. Register by June 4th for additional savings! You must enroll in all desired weeks at the time of initial registration to take advantage of multiple-week discounts.

**SWIMMING:** Swim instruction and recreational swim at the pool will be available to all participants and offered at no additional charge.

## PLAYGROUND ASSIGNMENTS

### CHILDREN HAVING COMPLETED GRADES 1 & 2 IN JUNE 2014:

- All students attend the Mortensen Community Center site

### CHILDREN HAVING COMPLETED GRADES 3 & 4 IN JUNE 2014:

- Ruth Chaffee & John Paterson students attend the John Paterson site
- Anna Reynolds & Elizabeth Green students attend the Anna Reynolds site

### CHILDREN HAVING COMPLETED GRADES 5, 6 & 7 IN JUNE 2014:

- John Wallace & Martin Kellogg students attend the John Wallace site  
(No Martin Kellogg site)

## CONTACT INFORMATION

- Newington Parks & Recreation, 131 Cedar Street, Newington, CT 06111
- The office is open Monday through Friday, 8:30 a.m. until 4:30 p.m.
- Phone: 860-665-8666 Fax: 860-665-8739 Web: [www.newingtonct.gov](http://www.newingtonct.gov)
- Pool & Playground Information Line: 860-665-8766

*Register by mail, fax or in person*

# Summer Playgrounds 2014

## Here are answers to many of the questions you may have about our program:

### MEDICATIONS / ALLERGIES AND / OR SPECIAL NEEDS

If your child has any food allergies, medical concerns or special needs, the following forms must be completed and submitted to the Parks & Recreation office at the time of registration. **Registration Forms will not be accepted without required supplemental forms:**

- Medication Administration Policy / Authorization to Assist Program Participants in Self-Medication (must be signed by child's physician)
- Allergy Action Plan (must be signed by child's physician)
- Supplemental Registration Information for Participants with Allergies, Special Needs and/or Disabilities

**Please note that our staff is not authorized to dispense medications of any kind.**

### BEHAVIOR EXPECTATIONS

Participants whose behavior interferes with a positive experience for other children may be subject to dismissal. The discipline procedure is as follows:

*Stage One:* Discussion with parent/guardian regarding behavior. Report is written up.

*Stage Two:* Child will be sent home for the remainder of the day and will be suspended from the program the following day.

*Stage Three:* The child will be sent home for the remainder of the day and suspended for one week's time. A referral to the Newington Human Services Department may be made.

*Stage Four:* Dismissal from the program.

*The Parks & Recreation Department may use discretion in the disciplinary process.*

### ARRIVAL AND DISMISSAL

Children should be dropped off in the designated area at their site at 8:00 a.m. (*no earlier please*) and picked up by 4:30 p.m. **PLEASE BE PROMPT.** A child cannot leave the program early for any reason on a bike or walking unless written permission is granted from the parent or guardian. Children are not allowed to bring guests to the program.

### SIGN IN / SIGN OUT

You will be asked to sign your child in and out daily. Please have a photo ID ready to ensure a quick and easy sign-out. Take the time to meet and talk to your child's counselor. **A child cannot be released to anyone other than those listed on the Registration Form.** Any changes must be made in person by the registering parent or guardian (with proper identification) in the Parks & Recreation office.

### WHAT TO BRING

All participants should bring a water bottle, bathing suit, towel, sunscreen, hat, lunch and a snack every day. Be sure to label all of your child's belongings. We are not responsible for lost or stolen items. For safety reasons, all bags are subject to search.

### LUNCH

You must provide your child's lunch and a daily snack. Please include an ice pack. There is no refrigeration available. Also, please send a water bottle. We ask that you **do not send your child with nuts or nut products** of any kind due to the prevalence of allergies.

### DAILY SCHEDULE (TYPICAL)

Following arrival and opening announcements, the day consists of planned activities, swim instruction, sports, games, arts & crafts, lunch and recreational swim.

### SWIM INSTRUCTION

Swim instruction and recreational swim are offered to all participants. All children must participate in swim instruction unless a parent or guardian gives written permission otherwise.

### SPECIAL EVENTS & TRIPS

Participants enjoy special events, entertainment and trips at the Summer Playground program. Trips are offered using school bus transportation at no additional fee. Events may include cookouts, talent shows, playground olympics, bowling, movies, magicians, special guests, theme weeks and much more!

### RAINY DAY PROCEDURES

The Summer Playground program is held rain or shine. We make every attempt to hold the program outdoors in marginal weather. Please dress children for muddy conditions and pack a change of clothes.

### NOTICES AND FLYERS

If your child leaves early or will be away from the program for an extended period of time, check with your child's counselor for information about upcoming trips and other events or activities your child may not want to miss. A newsletter is distributed at the end of every week. You may also call the information line for more details.

### STAFF TRAINING

The Newington Parks and Recreation Department requires all staff to attend an extensive Orientation and Training program to prepare them for the needs and demands of the program.

### LATE PICK-UP FEE

An additional fee may be assessed for any participant who is repeatedly picked up late at the end of the day.

### REFUNDS

No refunds will be given once you have registered unless participants cannot attend due to illness or injury that prevents participation in the remainder of the Summer Playground program. All refunds must be requested in writing to the Parks & Recreation Department and require a doctor's note.



Newington Parks & Recreation  
860-665-8666  
[www.newingtonct.gov](http://www.newingtonct.gov)

### Playground Info Line:

For information on specific playground sites, please call  
860-665-8766

# Summer Playgrounds 2014 Registration Form

## REGISTRATION INFORMATION (Please complete all areas of this form)

Child's **FIRST** Name: \_\_\_\_\_ **LAST** Name: \_\_\_\_\_ Male / Female Age: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Parent 1 Name: \_\_\_\_\_ Parent 1 Cell: \_\_\_\_\_ Parent 1 Work Phone: \_\_\_\_\_  
 Parent 2 Name: \_\_\_\_\_ Parent 2 Cell: \_\_\_\_\_ Parent 2 Work Phone: \_\_\_\_\_  
 Emergency Contact Information: please provide an additional contact (not residing with you) that we can contact in case a parent/guardian cannot be reached.  
 Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## PICK-UP AUTHORIZATION

I hereby authorize the following person(s) to pick up my child from the Newington Parks & Recreation Department's Summer Playground program. If there are any changes in these arrangements, I will give written notice in person (with proper identification) in the Parks & Recreation office. Parent/guardian must be included on this pick-up authorization. Only people listed here are authorized to pick up child.

- Parent/Guardian Name: (1) \_\_\_\_\_ (2) \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please check if applicable: My child is allowed to \_\_\_\_\_ WALK \_\_\_\_\_ BIKE to and from the program **(3rd through 7th grade only)**.

**CURRENT SCHOOL:** \_\_\_\_\_ **GRADE COMPLETED JUNE 2014:** \_\_\_\_\_

Please check appropriate box(es)		Week 1 June 23 - 27	Week 2* June 30-July 3 (no July 4)	Week 3 July 7 - 11	Week 4 July 14- 18	Week 5 July 21 - 25	Week 6 July 28-August 1	Week 7 August 4-8
Grades 1 & 2	<b>Grade 1</b> Mortensen Community Center	<input type="checkbox"/> ID: 9907	<input type="checkbox"/> ID: 9908	<input type="checkbox"/> ID: 9909	<input type="checkbox"/> ID: 9910	<input type="checkbox"/> ID: 9911	<input type="checkbox"/> ID: 9912	<input type="checkbox"/> ID: 9913
	<b>Grade 2</b> Mortensen Community Center	<input type="checkbox"/> ID: 9914	<input type="checkbox"/> ID: 9915	<input type="checkbox"/> ID: 9916	<input type="checkbox"/> ID: 9917	<input type="checkbox"/> ID: 9918	<input type="checkbox"/> ID: 9919	<input type="checkbox"/> ID: 9920
Grades 3 & 4	<b>E. Green &amp; Reynolds</b> Attend Anna Reynolds site	<input type="checkbox"/> ID: 9921	<input type="checkbox"/> ID: 9922	<input type="checkbox"/> ID: 9923	<input type="checkbox"/> ID: 9924	<input type="checkbox"/> ID: 9925	<input type="checkbox"/> ID: 9926	<input type="checkbox"/> ID: 9927
	<b>Chaffee &amp; Paterson</b> Attend John Paterson site	<input type="checkbox"/> ID: 9928	<input type="checkbox"/> ID: 9929	<input type="checkbox"/> ID: 9930	<input type="checkbox"/> ID: 9931	<input type="checkbox"/> ID: 9932	<input type="checkbox"/> ID: 9933	<input type="checkbox"/> ID: 9934
Grades 5-7	<b>Kellogg &amp; Wallace</b> Attend John Wallace site (Martin Kellogg School will not be used)	<input type="checkbox"/> ID: 9935	<input type="checkbox"/> ID: 9936	<input type="checkbox"/> ID: 9937	<input type="checkbox"/> ID: 9938	<input type="checkbox"/> ID: 9939	<input type="checkbox"/> ID: 9940	<input type="checkbox"/> ID: 9941

## FEES

**Total Amount Due:** \_\_\_\_\_

To be eligible for the discounted rates for multiple weeks, you must register and pay for all 4 or 7 weeks at the same time. If weeks are not purchased at the same time, individual weekly rates apply.

Total cost for 7 weeks purchased individually by June 4th is \$920. Total cost for 7 weeks purchased individually after June 4 is \$1,025.

	By June 4	After June 4
<b>ALL 7 WEEKS:</b>	\$580	\$615
<b>ANY 4 WEEKS:</b>	\$450	\$475
<b>ANY 1 WEEK:</b>	\$135	\$150
<b>WEEK 2*:</b>	\$110	\$125

(No program July 4th)

Register by mail, fax (860-665-8739) or in person

**Please Circle Payment Method:** Cash Check Visa Mastercard Discover

Checks Payable To: Newington Parks & Recreation (131 Cedar Street, Newington, CT 06111)

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Security Code # \_\_\_\_\_

Signature for Credit Card Use: \_\_\_\_\_ Date: \_\_\_\_\_

~ Signature(s) required on the back of this form ~

Please Note: The person(s) signing this form is/are the only person(s) authorized to make changes on this registration form. All changes must be made in the Parks & Recreation Office with proper identification. Changes cannot be made at individual playground sites.

**Terms and Conditions of Registration**

**CHILD'S NAME:** \_\_\_\_\_

**Incomplete forms will not be accepted.** My son/daughter has permission to participate in the Newington Parks & Recreation Summer Playground program. I hereby agree to release, discharge and hold harmless, the Town of Newington, its employees, contracted instructors and volunteers from any liabilities which may occur while participating in the Summer Playground program, including field trips. I understand that participation in any recreational activity involves risk. I further understand that the Town of Newington does not provide accident/medical insurance for program participants.

Unless the Summer Playground program is restricted by a written order directed expressly to the Newington Parks & Recreation Department (1) the Summer Playground program staff is hereby authorized to release the child to either parent (or persons authorized by either parent) at any time during the day or arrangements for pick-up of the child have been made in writing in advance with the Parks & Recreation Office even if both parents do not live at the same address, and (2) both parents are permitted to visit the child at the program. Disputes between parents which involve the Summer Playground program in any way must be resolved immediately by the parents. The Newington Parks & Recreation staff shall have the right to terminate enrollment in the Summer Playground program and dismiss the child if issues are not resolved. Should such action be taken, no refund will be made and the person(s) who signs this Registration Form will, nevertheless, be responsible for all amounts due to the Newington Parks & Recreation Department as if the child had not been dismissed unless otherwise noted in writing by the Department. The parent irrevocably authorizes and gives consent to the Newington Parks & Recreation Department's use of the child's name, photograph, portrait or image in connection with the Summer Playground program's brochure, flyers or other promotional or advertising publication. The parent releases the Town of Newington and shall indemnify and hold the Town of Newington harmless from and against any and all claims, liabilities and expenses (including reasonable attorney's fees) arising from such use.

The Summer Playground program staff shall have the right to make all decisions regarding the participant's fitness to participate in particular activities or the entire Summer Playground program. At any time before the Summer Playground program begins, the Summer Playground program staff shall have the right to cancel enrollment if it determines, in its sole judgment; (1) that the physical, mental or emotional condition of the child would prevent him/her from participating safely and satisfactorily in the Summer Playground program or interacting positively with other children at the Summer Playground program or (2) the child's parent(s)/guardian(s) make an unreasonable demand on the Summer Playground program. Once the program has begun, the Summer Playground program staff shall have the right to terminate enrollment and dismiss the child, if it determines in its sole judgment that the child's: (1) behavior proves detrimental to himself/herself, other participants or staff or property, or (2) behavior displays bigotry, bullying or inappropriate sexual acts, or (3) parent(s)/guardian(s) make an unreasonable demand upon the Summer Playground program, or (4) program fee has not been paid in full prior to the start of the program unless prior arrangements have been made with the Department. The Newington Parks & Recreation Department's Refund Policy states: No refunds will be given once you have registered unless participants cannot attend due to illness or injury that prevents participation in the remainder of the Summer Playground program. All refunds must be requested in writing to the Parks & Recreation Department and require a doctor's note.

**Emergency Medical and Surgical Treatment Release**

**Release:** The information contained herein is accurate to the best of my/our knowledge. By my/our signature below, I/we consent to the following:  
A. Release any and all medical, insurance and/or other records to third party, which are in the possession of the Town of Newington or any other party referred to herein.  
B. For the Town of Newington to acquire medical insurance, and/or other data from third parties to be added to this record, and for those third parties to release such information to the Town of Newington.

I/we authorize duly-licensed physicians, nurses and allied health professionals to provide such necessary medical care and to administer such routine diagnostic tests and procedures in the judgment of the authorized personnel as deemed necessary or advisable for the care of the individual person herein. If the information contained herein refers to an individual other than ourselves, I/we am/are their authorized legal representative and/or guardian(s) and am/are hereby authorized to submit this material and execute this release form.

**Participants with Medications / Special Needs**

**You must complete and submit Supplemental Forms for children with special needs and/or if medications need to be taken during Summer Playground program hours. Supplemental Forms MUST be submitted at the time of registration. Forms are available at the Parks & Recreation Office or online at www.newingtonct.gov.**

**Parent(s)/guardian(s) represent to the Summer Playground program that written in the space below is his/her/their child's history of medical conditions or surgical procedures, special needs, therapy programs and/or regularly taken prescription medications:**

\_\_\_\_\_

\_\_\_\_\_ **No Medical Concerns**  
Initials

\_\_\_\_\_ **No Special Needs**  
Initials

Parent(s)/guardian(s) represent to the Summer Playground program that the participant is in sound physical and mental health and fully able to participate in all program activities without need of individual or specialized attention or medical regimen and that the child's health will not impinge or impact negatively on other participants or the Summer Playground program. Parent(s)/guardian(s) agree(s) to advise the Parks & Recreation Department promptly in writing of any change in the child's physical or mental health between the date of enrollment and the start of the Summer Playground program season as well as throughout the dates of the program. The parent(s)/guardian(s) who signs this contract will be responsible for payment of all fees charged by the Summer Playground program.

**I/we have read, understand and agree to the above terms and conditions.**

_____ SIGNATURE OF PARENT/GUARDIAN 1	_____ PRINTED NAME	_____ DATE
_____ SIGNATURE OF PARENT/GUARDIAN 2	_____ PRINTED NAME	_____ DATE

**Only the individual(s) signing this form is/are authorized to make additions or revisions. All changes must be made in person (with proper identification) in the Parks & Recreation office.**