

CREATE * ENGAGE * HAVE FUN



Ashland Parks & Recreation

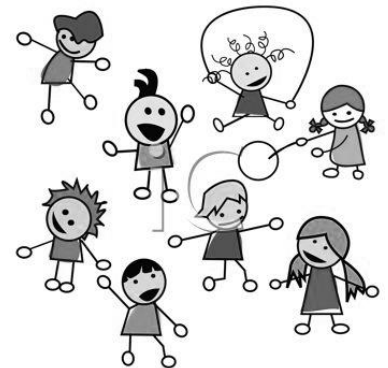
99 Main St

PO Box 517

Ashland NH 03217

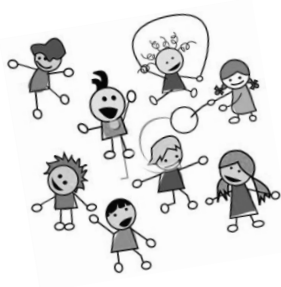
APR Director

Ann Barney



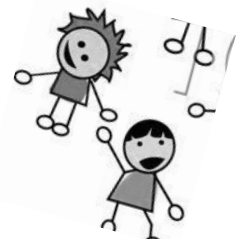
Ashland Summer Day Camp Advisor

Barbi Sharrow



(603) 968-9209

recreation@ashland.nh.gov



Welcome to the

2016 Ashland Summer Day Camp

(Ashland Parks & Recreation)

This Manual is designed to help you to know what to expect with our program for children in Grades K-8.

Please take time to review this with your child and anyone else who will be responsible in dropping off and or picking up your child. Please do not hesitate to call us if you have any comments or questions. We here at APR only want the BEST summer experience for your child and for you.



GENERAL INFORMATION

STAFF:

APR is now under the direction of 1 Director with 2 Assistance. 1 Assistant is in charge of the Summer Day Camp Program and the other Assistant is in charge of the After School Program.

Our staff is CPR and First Aid certified. We have 7-1 ratio which helps maintain a safe environment with the proper supervision.

FACILITIES INFORMATION

HOURS:

Monday -Friday, 8:00 am to 4:30 pm

Early Drop off available from 7:30 am to 8:00 am for an additional cost of \$5.00 per child.

LOCATIONS:

Ashland Booster Club Building: 99 Main Street L.W. Packard Field

Gazebo: L.W. Packard Field

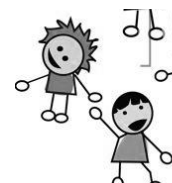
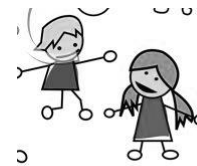
Ashland Town Beach (Ed Doggett Beach): River Street

Ashland Gymnasium (William Tirone Gymnasium): Highland Street

PICK UP & DROP OFF:

ALL DAY PARK DAYS: Sign in & out on the gazebo at the L.W. Packard Field

ALL VEHICLES ARE TO DRIVE & PARK ON THE RIGHT SIDE OF THE GAZEBO.



ALL DAY BEACH DAYS: Sign in & out through the beach gate at the Snack Shack

RAINY DAYS: Sign in & out at the Booster Building or Gymnasium.

There will be signs to direct you. When in question, please call.

SIGNING IN LATE: Please sign in your child daily with the Summer Day Camp Advisor even when late. If no one is at the Gazebo, please find your child's Day Camp Counselor.

PHOTO ID AUTHORIZATION: In order to ensure the safety of your child we ask you to give us a list of who is authorized to pick up your child. We will ask for a Photo ID at the time of pick up. This will continue until all who are authorized are known by our staff.

NOTE AUTHORIZATION: No child is to leave with another child from Day Camp unless authorized with a note of permission from you.



All walkers or bike riders **MUST** be at least 10 years old. No child is to walk home or ride a bike home unless we have a note from you and we will keep that note on file giving us the permission to allow your child to leave without an adult. All walkers & bike riders are not to leave until 4:40 p.m. to ensure their safety from the traffic, at pick up. At that time they will be escorted by one of our staff when crossing the street from the L.W. Packard Field.



Bikes can be stored downstairs in the Booster building during Day Camp.

All Parent/Guardians are to wait to sign out your child until the bus has left the L.W. Packard Field on field trip days.



MEDICAL / SICK POLICY: Just like the spread of lice, being sick from a cold or virus can also be a health problem that can spread. For the wellbeing of all, we ask you to please bring your child back to ASDC on recovery. If your child gets sick at Day Camp, we will ask you to pick up your child.

If in the event of a minor injury, our staff will administer basic first aid which will be documented and your child's counselor will notify you/guardian that picks up your child at the end of the day. Otherwise if in the event of a major injury we will call 911 and will contact you as soon as possible.

Duck itch is also a summer problem due to people feeding the ducks. Our town beach has a Do Not Feed the Ducks Policy that is enforced by our staff and the life guards on duty. We hope that you will support us in this policy reinforcing with your child to never feed the ducks.

The ASDC Registration Form has a space for you to inform our staff of any medications your child takes. However, your child's Summer Day Camp Counselor is NOT permitted to administer ANY medications (including aspirin/Tylenol) to your child. Prescribed Epi-Pens and inhalers are the ONLY medication that can be administered by the ASSISTANCE of our staff to your child.

Please sign below to indicate that we may admit your child to the hospital for medical procedures if needed.

I authorize the Ashland Summer Day Camp to admit my child for any medical care.

Child's Name _____

Signature Parent /Guardian _____

Date _____



SUMMER DAY CAMP DAILY EXPECTATIONS: Please label all of your child's belongings. Each child should be prepared for all types of summer weather. Each day your child should bring with them the following items.

- Sneakers or toe covered sandals with heel straps
- Light weight sweater, sweatshirt, or jacket
- Backpack large enough to carry all belongings
- Lunch box with cold pack
- Lunch & drink
- Morning & afternoon snack
- 2 bottles of water
- Beach towel
- Bathing suit
- Sunscreen & bug spray
- ASDC field trip shirt on field trip days



Your child May bring sunglasses, hat, or extra clothing as long as they are labeled and their backpack has enough room to carry the expected items each day. Your child may bring tong sandals and money for the snack shack on beach days. Also a \$10 max to spend on any field trip.



We ask that your child will Not bring the following to ASDC

- Lunches that need to be heated
- Carbonated beverages
- Candy
- Glass containers
- Inappropriate clothing (suggestive advertising & provocative outfits)
- Bikini or briefs
- Personal toys or electronic devices

ASDC BEHAVIOR/DISCIPLINE POLICIES

Your child will be encouraged to practice appropriate behavior and to make appropriate choices. Each child will be treated with respect and encouraged to treat others in the same manner. In the event that any child is behaving inappropriately, the Ashland Summer Day Camp Staff will take the following steps as needed:

- FIRST OFFENSE IN A DAY
 - Verbal warning
 - Verbal warning with reminder of the rules & consequence
 - Supervised break from activity
 - A written or verbal warning given to Parent/Guardian
- SECOND OFFENSE IN A DAY
 - Verbal warning
 - Verbal warning with reminder of the rules & consequence
 - Supervised break from all activities for the rest of the day
 - A written or verbal warning given to Parent/Guardian
- THIRD OFFENSE IN A DAY
 - Parent/Guardian contacted to pick up their child
- SECOND OFFENSE IN A WEEK
 - Verbal warning
 - Verbal warning with reminder of the rules & consequence
 - Parent/Guardian contacted to pick up their child
- THIRD OFFENSE IN A WEEK
 - Parent/Guardian contacted to pick up their child
 - Automatic suspension for the remainder of the session
- ANY OFFENSE ON THE RETURN TO THE NEXT SESSION
 - Automatic suspension for the remainder of the summer

ASDC BEHAVIOR/DISCIPLINE POLICIES (continued)

Behaviors that result in injury or intent to injure another participant or counselor (hitting, pushing, biting)

Intentional theft of personal or public property

Intentional destruction of or vandalizing of personal or public property

Consequences might include one or all of the following

- A call to Parent/Guardian to remove their child for the
 - Rest of the day
 - Rest of the session
 - Rest of the Summer

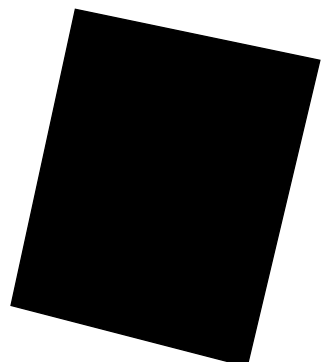
❖ **No tuition refunds are given on dismissals or suspensions.**

Ashland Summer Day Camp under the direction of the Ashland Parks & Recreation reserves the right to dismiss any participants with extreme discipline behaviors from this Day Camp using every effort to work with the child to rectify the situation.

I have gone over the ASDC BEHAVIOR/DISIPLICE POLICIES with my child/children.

(Child's Name)

(Parent/Guardian)



Participant Agreement

I, _____ have read and reviewed
(Parent/Guardian)
this Manual with my child/children and agree to comply with all the rules and
responsibilities on my part.

(Child's Name)

DATE: _____

Photo Participation Agreement



I, _____ hereby authorize the Ashland
(Parent/Guardian)
Summer Day Camp and or parties designed by the Ashland Park & Recreation to
use my child's photograph for any reproduction in any medium that the Ashland
Summer Day Camp or designees see fit for purposes of advertising, display,
exhibition or editorial use.

(Child's Name)

DATE: _____



ASHLAND SUMMER DAY CAMP 6 WEEK SCHEDULE

SESSION 1 JUNE 27-JULY 8 Wk #1 Under the Big Top

Wk #2 Red*White*Blue

SESSION 2 JULY 11-JULY 22 Wk #3 NH Naturally

Wk #4 Olympics, Ashland Style

SESSION 3 JULY 25-AUGUST 5 Wk #5 Time Travelers

Wk #6 That's Entertainment

JUNE

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------|----------|-----------|----------|--------|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 Park | 28 Beach | 29 Park | 30 Beach | |

JULY

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------|----------|-----------|----------|---------------|
| | | | | 1 Field Trip |
| 4 | 5 Beach | 6 Park | 7 Beach | 8 Field Trip |
| 11 Park | 12 Beach | 13 Park | 14 Beach | 15 Field Trip |
| 18 Park | 19 Beach | 20 Park | 21 Beach | 22 Field Trip |
| 25 Park | 26 Beach | 27 Park | 28 Beach | 29 Field Trip |

AUGUST

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|---------|-----------|----------|--------------|
| 1 Park | 2 Beach | 3 Park | 4 Beach | 5 Field Trip |

SUMMER DAY CAMP DAILY SCHEDULE



Drop off 8:00 am

- Early drop off provided from 7:30 - 8:00 am for an additional fee of \$5.00

Pick up 4:30 pm

- An additional charge of \$1.00 per minute will be charged after 4:30 pm

PARK DAYS

8:00 - 8:45 Sign in- Group Time - Morning Meeting

8:45 - 9:30 Snack - Bathroom Breaks - Sunscreen/Bug Spray

9:30 - 11:30 Rotating Activities

11:30 - 12:15 Lunch - Bathroom Breaks - Sunscreen/Bug Spray

12:15 - 2:00 Whole Group Activities

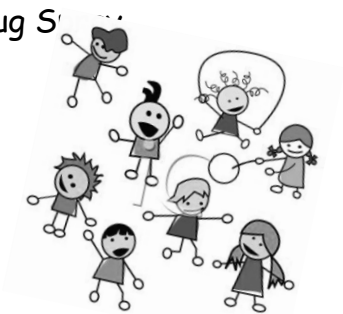
2:00 - 2:30 Snack - Bathroom Breaks - Sunscreen/Bug S



2:30 - 4:00 Free Play/Clean up

4:00 - 4:15 Return to Gazebo for Pick up

4:15 - 4:30 Sign out - Pick up



BEACH DAYS



8:00 - 8:45 Sign in - Group Time - Morning Meeting

8:45 - 9:30 Snack - Bathroom Breaks - Sunscreen/Bug Spray

9:30 - 11:30 Beach Activities

11:30 - 12:15 Lunch - Snack Shack - Bathroom Breaks - Sunscreen/Bug Spray

12:15 - 2:00 Beach Activities

2:00 - 2:30 Snack/Snack Shack - Bathroom Breaks - Sunscreen/Bug Spray

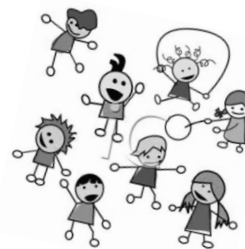
2:30 - 3:45 Beach Activities

3:45 - 4:15 Clean up Beach/Dress to go home

4:15 - 4:30 Sign out - Pick up

SUMMER DAY CAMP FIELD TRIP SCHEDULE & THEME WEEKS

(FIELD TRIPS EVERY FRIDAY)



WEEK 1 UNDER THE BIG TOP



JULY 1 CLARK'S TRADING POST / NORTH WOODSTOCK



WEEK 2 RED * WHITE * BLUE



JULY 8 WHALES TALE / LINCOLN



WEEK 3 NH NATURALLY



JULY 15 LOST RIVER / NORTH WOODSTOCK



WEEK 4 OLYMPICS-ASHLAND STYLE



JULY 22 FORT JEFFERSON THEME PARK /JEFFERSON



WEEK 5 TIME TRAVELERS



JULY 29 DR REMICK MUSEUM & FARM /TAMWORTH



WEEK 6 THAT'S ENTERTAINMENT!



AUGUST 5 MOVIES /TILTON





CREATE * ENGAGE * HAVE FUN

ASHLAND 2016 SUMMER DAY CAMP FEES



RESIDENCE

| | <u>1 WEEK</u> | <u>1 SESSION</u> |
|--------------|---------------|------------------|
| FIRST CHILD | \$120.00 | \$210.00 |
| SECOND CHILD | \$100.00 | \$200.00 |
| THIRD CHILD | \$90.00 | \$190.00 |



NON-RESIDENCE

| | <u>1 WEEK</u> | <u>1 SESSION</u> |
|--------------|---------------|------------------|
| FIRST CHILD | \$130.00 | \$230.00 |
| SECOND CHILD | \$110.00 | \$220.00 |
| THIRD CHILD | \$100.00 | \$210.00 |



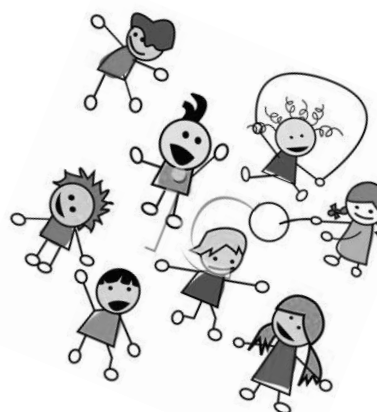
ADDITIONAL FEES

EARLY DROP OFF 7:30-8:00 AM \$5.00 DAILY



CAMP DATES/SESSIONS

| | |
|-----------|-----------------|
| SESSION 1 | JUNE 27-JULY 8 |
| SESSION 2 | JULY 10-JULY 22 |
| SESSION 3 | JULY 24-AUGUS |



PAYMENT IS EXPECTED ON MONDAYS ONLY

BY WEEKLY * BY SESSION * ENTIRE SEASON

*A MINIMUM OF 2 DAY ATTENDANCE EXPECTED WEEKLY TO BE ENROLLED
CAMPER SCHOLARSHIPS, FOR RESIDENCE, ARE AVAILABLE TO THOSE WHO
QUALIFY. PLEASE ASK!

ASHLAND SUMMER DAY CAMP

ACKNOWLEDGEMENT OF WARNING AND CONSENT AGREEMENT

Instructions:

1. Please read the entire form. If there is anything about this form or the described activity that you do not understand, do not sign the form until you are satisfied that you have obtained a complete explanation.
2. Fill in all blanks.
3. If you have more than one child participating, complete one form per child.

As the parent/guardian of _____, a minor
who wishes to participate in the following

ASDC off-campus activity: _____



I acknowledge that I have been informed as to the nature of the activity and that this activity has certain associated risks of injury for all those who participate. The ASDC cannot ensure the safety of my child and cannot assume the responsibility for spontaneous, unforeseeable injuries that could not have been prevented by reasonable care.

I acknowledge that I must provide the ASDC staff with medical or other important information that I feel the ASDC should know about my son/daughter. This information must be kept confidential.

I acknowledge that my son/daughter must adhere to all the rules, regulations, and instructions pertaining to the safety and protection of the participants, and that failure to comply could exclude my child from participation in this activity.



I give my consent for my child to participate.

Parent(s)/Guardians_____

Home phone_____

Business phone_____

Cell phone_____