



Town of Carlisle
Recreation Commission

Carlisle Recreation
E-Mail: rec@carlisle.mec.edu

66 Westford St.
Fax: 978.371.6686

Carlisle, MA 01741
Phone: 978.369.9815

**Welcome Carlisle Recreation Summer Fun - Grades K thru 3
Confirmation and Parent Handbook 2007**

We have received registration for your child/ren for Carlisle Summer Fun and look forward to offering them an exciting experience.

Please review the enclosed invoice and schedule of activities. Let us know of any corrections (978-369-9815) as soon as possible. If you have a balance due, please submit a check payable to the **Town of Carlisle** before the start of the Summer Fun Program – No later than June 22nd. Payments received after this date will incur a late fee of \$25.

There are openings still available in this program.

IMPORTANT TELEPHONE NUMBERS

During Summer Program (Office Hours Only – 8:15 am to 3:00 pm)
Office, Corey Gym Lobby – Phone #: (978-761-1188)
To Leave a Message (before and after hours) - (978-369-9815)

Program Hours are 9:00 am to 3:00 pm. The Main Office is located at the Carlisle Public School-Gym Lobby in the Lower Corey Building. Early Morning Drop Off 8:15 am And Extended Day 3:00 to 6:15 pm Options available for an additional fee – see Brochure.

Drop Off 9:00 am - Pick Up 3:00 pm for the K thru 3 Program is at Carlisle School – Corey Gym. **Please Sign your child/ren In and Out with your Counselor each day.**

Program Forms - Please be sure to fill out all appropriate forms and return before the start of the program. (See Handbook)

Parent Handbook - enclosed. Please Read and **Save** for reference.

Looking forward to a great summer.

Sincerely,

Jan Deyoe / Cindy Nock
Program Co-Directors

PARENT HANDBOOK 2007

K to 3 Summer Fun Program OFFICE: Corey Gym Lobby

Our Summer Office is located at the Carlisle Public School, in the Corey Gym Lobby. Enter building from the lower level parking lot. Office staff is available throughout the day to help you regarding your children and the program. If your question cannot be answered immediately, the information will be taken and the appropriate staff member will call you as soon as possible.

IMPORTANT TELPEHONE NUMBERS:

During Summer Program (Office Hours Only – 8:15 am to 3:00 pm)
Reach us by phone at: 978-761-1188 (Corey Office)
To Leave A Message (before and after hours) – 978-369-9815

PROGRAM HOURS:

Monday thru Friday - 9:00 am to 3:00 pm

Early Drop Off Hours for those registered: 8:15 am Corey Gym – Sign In

Extended Day Option: 3:00 pm to 6:15 pm for those registered – see brochure. Also daily Drop In available at an additional charge – see Office staff for details.

**Children will be bused to Kids' House at 3:00 pm – 142 East Street
Parents responsible for Pick Up @ Kids' House– no later than 6:15 pm**

DROP-OFF AND PICK-UP:

K thru 3 Program - Corey Gym: Park in the lower lot, walk your child to the Corey Gym and **Sign-In each morning** with your child's counselor. Pick up is at 3:00 pm in the same manner as drop off – be sure to **Sign your child out each day** with their counselor. There is a late pick up fee after the first 10 minutes.

Grades 4 thru 10 Program: **Check In and Out each day** with Katie Lynch, Assistant Coordinator for this program in the **Corey Dining Room**.

SAFETY IS IMPORTANT:

NO cars will be allowed in the Upper Parking Lot or along the road in front of the gym area...this is especially important as **Buses** will be parked and children will be in that area. Children leave for off-sight activities by 9:05 am. Promptness is appreciated.

SUPERVISION:

Two counselors are assigned to each group of children and travel with them to their activities. Each activity area is supervised by at least one adult in addition to their Counselors. The Summer Fun Office in the Corey Gym Lobby will have an adult in charge at all times.

FACILITIES FOR ACTIVITIES:

K thru 3 Activities: Held in the Corey Gym, Exercise Room, Craft Room, Tennis Courts next to the school and Spalding Field. Swimmers ride a school bus to lessons at private pools graciously donated by town residents for children's swimming lessons.

4 thru 10 Activities: Held in the Corey Dining Rm. and at off-site locations as designated.

LATE ARRIVAL and EARLY DISMISSAL PROCEDURE:

If you arrive late, please bring your child to the Office located in the Corey Gym Lobby. You will be directed as to where to accompany your child to his/her group activity. If you find it necessary to pick up your child before the end of the day, please bring a note to the Counselor that morning, and advise the office. Please be sure to indicate the time, date and place of pick up (swim, A&C, etc). There is a sheltered area at each pool.

DAILY ACTIVITIES INCLUDE:

Swim – Red Cross Swim Instruction – Five days a week. A School Bus transports children to and from Swim Lessons at private pools in Carlisle. Swim lessons are held rain or shine, with the exception of thunderstorms.

Theatre/Skits/Dance – Performing Arts 5 times/week with Karrie Stang & Jamie Burgess.

Tennis – Two to four times/ week. Tennis lessons are held at the town Tennis Courts. In case of rain, tennis is held in the Corey Gym.

Outdoor Games - Twice a week. Spalding Field and School Plaza. In case of rain, indoor board games are played inside.

Arts and Crafts - Four days a week which includes a painting class once or a week. This activity is held in the Craft Classroom. **Please bring an old long sleeve shirt.**

Playground & Snack - Five days a week. School plaza or Carlisle Castle. In case of rain, activities and snack are indoors in the Corey Bldg.

Reading Time – 3 days a week at the Gleason Library – ½ hr. of read-aloud by counselor or individual reading time.

Wacky Wednesdays – Special Theme Games held once a week in A&C classroom.

Fun Fridays - A special activity is planned each week.

WHAT TO BRING:

REMEMBER: Label every item with your child's name

***Items brought should be limited to the following ***

Lunch - **Children must bring a lunch.** A mid-morning snack is provided and bottled water is available in the Program Office area in the Corey Bldg.

- **Food Allergies:** If your child has a life threatening food allergy, please let us know. However, it is the parent's responsibility to pack all snacks and lunches for the safety of the child with life-threatening food allergies.

Old long sleeve shirt for Arts & Craft and Painting Projects.

Bathing Suit, Towel, Sweatshirt and Sneakers – Children should not wear flip-flops – They are dangerous when children are active – sneakers are a must. Please have children wear bathing suits under clothes, if possible, especially if they swim early in the day. Often the day looks bad but turns out great, so always be prepared to swim rain or shine. Remember to **bring a sweatshirt everyday** as children are chilly after they come out of the water.

Tennis Racket – **Please bring an inexpensive racket on the 1st day of camp.**

Be sure to put your child's name on the handle with masking tape, using a permanent marker – rackets often become misplaced. Carlisle Recreation cannot be responsible for lost rackets.

Sun Screen, Insect Spray – Please apply sun screen at home before leaving. Staff will re-apply when needed.

Bag or Backpack – To carry belongings.

WHAT TO LEAVE AT HOME

- Candy and gum
- Any kind of knife (pen, Swiss army, toy or otherwise), or any weapon - including squirt guns
- Expensive toys (CDs, radio/walkman, game boy, electronic pets, money etc)
- Items of great personal value (i.e. expensive tennis racket)

3.

PERSONAL POSSESSIONS and LOST AND FOUND

To help minimize lost and found items, **please mark your child/ren's name on all articles** including: backpacks, clothing, lunch boxes, thermos, swimsuits, towels, sweatshirts, tennis racket etc. (Sharpie permanent markers work well for this task). Items that children leave around camp are collected daily and brought to **Lost & Found** at the Office in the Corey Gym area. **Please check on a daily basis.** At the end of each session, donations will be made to charity.

CONDUCT and EXPECTATIONS

All children are entitled to a pleasant and harmonious environment. Throughout the summer, staff work to develop values, emphasizing:

Responsibility – Friendship – Respect - Teamwork

- Children and staff treat others with courtesy and respect.
- Children should always stay with their group.
- Children need to follow all safety rules and listen to the staff.

DISCIPLINE PROCEDURE

The Program operates under a “3 strikes” policy for behavior that would be detrimental to the safety of all concerned:

1. Verbal warning to child and parent notification
2. Written warning to parent
3. Dismissal from Program

PROGRAM FORMS

Please fill out and return all forms asap before the start of the Summer Fun Program.

- Up to date Emergency Numbers and Authorized Pick-Up Form
- Horse Riding Release Form, if applicable
- Canoe/Kayak Release Form, if applicable
- Change Form – any change in class schedule must be done in writing.
- Walk/Bike Waiver – Anyone NOT dismissed directly to a parent or “Authorized” individual (form included) must have a signed Waiver Form on file in the office (this is for 4-10 program only). **Note:** No child in the K-3 Program will be released unless met by an “authorized” adult.

MEDICAL NOTES

- All medications will be kept in a locked container and dispensed by the Health Supervisor. Please speak directly to the Health Supervisor about any medication.
- Children must never keep any medication, (prescription or over-the-counter), in their possession. **Exception: Epi-pen and Inhalers**
- Be sure all medical information is submitted and up to date, including Emergency Cell Phone #'s etc.
- We ask that you screen your child for things such as head lice & poison ivy. Any child with lice or nits will not be allowed to attend until totally gone.
- If your child feels sick in the morning, it is recommended that you keep them at home. Experience has shown that children who feel ill in the morning generally feel worse as the day progresses. **Please call the Program Office to report any absence.**
- The Office Staff person will contact parents/guardians regarding illness and/or medical issues which may occur during program hours.

4.

RED CROSS SWIM INSTRUCTION

Children are evaluated during the first class of each session in order to place them in the appropriate swim level. This determination is based on their swimming history and the skills they currently display. (Often children who swim infrequently during the “off-season” need additional practice to regain former skills). When children are placed in a lower level, it is for their own comfort and safety. They can rapidly rebuild their strength; assessment is done on an ongoing basis and when ready, children are placed in a more challenging level. Each pool is Supervised by two qualified Red Cross Trained Swim Staff.

EARLY DROP OFF: 8:15 – 9:00 am – Corey Gym

Children are able to choose quiet activities during this time.

LATE PICK UP & REGISTRATION FEES

Children often undergo stress when the designated pickup person is late, therefore it is important that you arrive on time at the end of the day. Late pickup fees will be charged as follows:

- less than 10 min.	No Fee
- 10 to 20 min.	\$15
- 20 to 30 min.	\$25

Late Registration Fee – Registrations will close at Noon on the Thursday before each Session begins (if space available). Registrations and changes made after this date will incur an additional processing fee of \$25. All changes must be made in writing. Change Form available at Office.

REFUNDS and CANCELLATIONS

- The Recreation Department reserves the right to cancel classes due to insufficient enrollment, with a full refund.
- A Recreation Credit may be requested up to 3 weeks before the session begins with a \$25 processing fee. After this time, and up to June 27, all cancellations will result in a 50% credit. After this date, no other credit or refunds apply.

REGISTRATION

Register for programs, on-line at: www.carlislema.gov , in person at Town Hall (2nd floor) or by mail. Make checks payable to: **Town of Carlisle**

- Use a Separate Form for K to 3 and 4 to 10 Programs.
- Classes must be paid in full before the start of Program – June 22nd.
- Registration is on a first come, first serve basis.

No One-Week Registrations Available At This Time - Call the week prior to the time you are interested in to see if space is available.

GRIEVANCE PROCEDURE

- All grievances must be made in writing (form available at Office) and given to the Program Office Staff. If your grievance cannot be answered immediately, the appropriate staff member will contact you as soon as possible.

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***Please Note:** In order for your child/ren to attend Carlisle Summer Fun, it is mandatory that these forms be filled out and returned to Carlisle Recreation before the start of the Program. Mail to the address listed above. Thank you,

Child's Name: _____ Entering Grade: _____

Child's Name: _____ Entering Grade: _____

Child's Name: _____ Entering Grade: _____

Address: _____ Town: _____

Emergency Phone Numbers

We know phone numbers occasionally change during the year. Please keep us updated on the following information so that we know how to reach you in case of an emergency.

Parent or Guardian

Name _____

Home # _____

Work # _____

Cell # _____

Parent or Guardian

Name _____

Home# _____

Work# _____

Cell# _____

If one of the above cannot be contacted, please call:

Name: _____ Phone: _____ Cell# _____
(please print)

Name: _____ Phone: _____ Cell# _____
(please print)

Authorized Pick-Up

We authorize the following people to pick-up our children

Name _____ Phone _____
(please print)

Name _____ Phone _____
(please print)

Signature Parent/Guardian: _____ Date: _____

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Child's Name: _____ Entering Grade: _____

Child's Name: _____ Entering Grade: _____

Child's Name: _____ Entering Grade: _____

Photo and Video Release Form – (All Participants K thru 10)

I give permission for my child/ren to be Video taped and/or Photographed as part of the Summer Fun Program. Photos may be published in the Carlisle Mosquito and a film will be placed on file at the Gleason Library for residence to sign out and view.

I do hereby waive, release, absolve and agree to hold harmless the Town of Carlisle, Carlisle Recreation Dept. Directors, sponsors, supervisors, coaches, participants, volunteers, and counselors.

Signature Parent/Guardian: _____ Date _____

Walk/Bike Waiver (Gr. 4 to 7 only)

I give permission for my child/ren to ride their Bike or Walk to and from Carlisle Summer Fun Program. Please print child's name above. Please circle: **BIKE** **WALK**

I do hereby waive, release, absolve and agree to hold harmless the Town of Carlisle, Carlisle Recreation Dept. Directors, sponsors, supervisors, coaches, participants, volunteers, and counselors.

Note: No child in the K-3 Prog. Will be released unless met by an "authorized" adult.

Signature Parent/Guardian: _____ Date _____

Canoe/Kayak/Rock Climbing Release Form (Gr. 4 to 7 only)

I give permission for my child/ren to participate in the Canoe/Kayak Program.

I do hereby waive, release, absolve and agree to hold harmless the Town of Carlisle, Carlisle Recreation Dept. Directors, sponsors, supervisors, coaches, participants, volunteers, counselors and any person transporting my child/ren to or from activities, for any claim arising out of an injury to my child while participating in this program. I give permission for medical treatment to be given if the need arises. Please print child/ren's name above.

Signature Parent/Guardian: _____ Date _____