

NORTHBOROUGH RECREATION CLUB ASSABET 2016 GENERAL INFORMATION

Half-Day Drop-Off Program for Children 3-5 Years Old

PROGRAM INFORMATION

PROGRAM SUMMARY

Club Assabet is appropriate for children ages 3, 4 and 5 years old. Children need to be 3 years old by the end of the week they are registered for. Each session of Club Assabet runs 4 days, for 3 hours a day. Club Assabet is a small program with a 20 child maximum. This schedule is a comfortable fit for preschool-aged children and those entering kindergarten in the fall. Also, for kids entering kindergarten in the fall, we suggest considering a combination of Club Assabet at the start of summer and, closer to the start of the school year, the full day/week-long Recreation Summer Camp, which could help ease the transition between a half day and full day schedule.

Your children will be entertained and cared for by well-trained staff that is certified in CPR and First Aid procedures. Children will interact with our staff and children their own age and get lots of outside physical activity while playing on the Assabet Park playground, splashing around in the Splash Pad, playing games on the basketball court, making arts and crafts, exploring the nature trail, and having story time. They will have exclusive use of the Splash Pad every day (weather permitting) before the Splash Pad is open to the public. Children will create wonderful summertime memories in a healthy and safe environment close to home!

PROGRAM DETAILS

Location: In normal weather conditions, the program will run at Assabet Park Playground, Northborough, at the corner of Gale Street and Route 135.

In the event of rain, the program will move to our indoor location, Town Hall Rec Center & Gym located at 63 Main Street. The decision to move will be made either the day before, when possible, or after 8:15am each day. (More info below.)

Staff: Northborough Recreation is known for its exceptional summer staff. All counselors are certified in CPR and First Aid, have passed background checks (CORI/SORI checked), and have undergone several in-depth training sessions before the start of the summer program. Our staff is selected based upon a combination of skills, prior experiences, a demonstrated interest in working with children, enthusiasm, and the ability to be positive role models. Beth McShane is the Club Assabet Director. We will have 1-3 additional staff as necessary, depending upon enrollment.

Drop-Off Procedures

- Please bring your child to the basketball courts at Assabet Park at 9:00 AM.
- Each morning you must sign your child in with the Director by writing the name of the person who will be picking up your child. You may then walk your child over to the playground.
- On the first day, please allow for an extra 10 minutes to double-check contact and medical information.
- Your child will not be allowed to participate in the program until a completed medical form has been received. This form is available at our Rec office and online @ www.northboroughrecreation.com (search Club Assabet).
- Park in the upper or lower parking lot off Gale Street; do not park on side street or by the Splash Pad.

Pick-Up Procedures

- Supervised children will be waiting at the upper parking lot at 12:00pm on the walkway.
- Drive up the hill to the parking lot; we will have staff meet you at your car with your child.
- Please stay in your vehicle. The staff will help your child get into the car and buckle up.
- In the window of your vehicle, display a sign with your child's first and last name on it.
- It's helpful if your child's car seat is situated on the left side of the vehicle.
- Please have a picture ID ready to show the counselor if asked.

Late Pick-Up Fees

Late fees will be charged if children are picked up late. Fees are collected at time of pick up. In the case of a child not being picked up, the Recreation Staff may contact the Police Department or Family & Youth Services to assess the situation in regards to the child's welfare.

- **First Late Pick-Up:** A written reminder will be given. A \$10 fee per child will be charged if over ½ hour late.
- **Second Late Pick-Up:** A written reminder will be given again along with a charge. The fee will be \$5.00 for the first five minutes and \$3.00 for each additional five minutes, per child.
- **Third Late Pick-Up:** A conference will be required between the Camp Director, Recreation Director, and the parent to discuss the situation. A charge will also be assessed. The fee will be \$10.00 for the first five minutes and \$5.00 for each additional five minutes, per child.

Release to Someone Other Than A Parent or Guardian

You may authorize someone other than yourself to pick your child from the program by providing their information on the required First Aid and Emergency Medical Care release form.

What to Bring

- A bag/backpack with a towel and a refillable water bottle, all with your child's name on them.
- Extra swim diapers if wearing one.
- Do not send your child with any other toys or articles.
- Each child must have a pair of water shoes or sandals so he/she can use the Splash Pad.

What to Wear

- A Club Assabet t-shirt will be provided on the first day of the program. Your child must wear this t-shirt every day. If lost, replacement t-shirts can be purchased for \$5.00.
- Sneakers, comfortable clothes, and a hat.
- Please have your child wear a bathing suit under clothes (two piece bathing suits are easier for the girls when it's time to go to the bathroom).

In the Event of Rain

- This program will not be cancelled in the event of rain!
- In the event of rain, the program will move to an indoor location (see below). The decision to move will be made either the day before, when possible, or after 8:15am each day.
- An 'email blast' will be sent by 8:15am to every household that has provided an email on their Northborough Recreation Household Account. We can't promise that we will be able to make phone calls due the heavy volume of our programming.
- **Rain location:** Town Hall Rec Center & Gym, 63 Main Street
- If it is clear out and then starts to rain during the program, please **come back** to pick up your child. We will have children waiting near or inside the Splash Pad garage to the left of the Splash Pad.
- We will not send your child home with another parent unless we have received your permission.
- Please be aware of the weather. There are no make-ups or refunds due to rain.

Snacks

Snacks and drinks will be provided. We are a **peanut free camp** so please do not send your child with snacks.

Bathrooms

- Club Assabet uses portable toilets for bathroom facilities.
- We suggest that girls wear two piece bathing suits to make bathroom trips easier.
- Children do not have to be potty-trained. Please provide swim diapers, and a change of clothing in case of accidents.

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 Consent Form

A completed First Aid and Emergency Medical Care Authorization and Consent Form for your child is due in our office by June 20th. 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.
- Participation in the program will not be permitted unless this form has been received prior to camp attendance.

SPECIAL ACCOMMODATIONS

Special accommodations can be made if given sufficient notice. Please contact the Recreation Director, Allison Lane, at 508/393-5034 or email alane@town.northborough.ma.us.

Sunscreen

Staff members will not be allowed to put sunscreen on your child. Please put sunscreen on your child before you arrive. If they need it to be reapplied, please teach your child how to do this and we will remind your child to put it on before any water activities. (Helpful hint: spray on sunscreen is great for the little ones!)

2016 Club Assabet Dates

Sessions run Mondays-Thursdays. Exception: Wk#2 will run Tuesday-Friday.

Week #1: June 27-30

Week #2: July 5-8

Week #3: July 11-July 14

Week #4: July 18-July 21

Week #5: July 25-July 28

Week #6: August 1-August 4

Week #7: August 8-August 11

Week #8: August 15-August 18

REGISTRATION INFORMATION

Registration opened in February 9th, 2016 on-line at www.northboroughrecreation.com and in the Recreation Department Office, ground floor of Town Hall, 63 Main Street. Registration will continue until sessions 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: \$125 per child, per week. Sibling discounts of \$20 applicable for siblings registered in the same week of Club Assabet.

A deposit of only one week paid in full per child, per session, is required to reserve as many weeks as is needed, with the remaining balance due by May 30. Payment can be made with cash, check, or credit card (MasterCard, Visa, and Discover). If payment is not received in full by May 30, Northborough Recreation reserves the right to cancel your registrations.

More information follows regarding withdrawals and refunds.

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

- **On-Line Registration:** We highly recommend on-line registration, particularly for the first day of registration, so as to avoid long lines. 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 Visa, MasterCard & Discover, with no additional fees. If paying on-line, all fees will need to be paid in full at the time of registration. A valid email address is required to register on-line. A computer-generated receipt will be emailed to you after registration.
- **Mail-In:** Registration forms are required for every participating individual. Registration forms are available in our office 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 with incomplete registration forms.
- **Walk-In:** Registration forms are required for every individual participating in our programming. Registration forms are available in this current brochure, 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 either leave your registration form in the Town Offices drop off box, which is emptied at approximately Monday- Friday at 7am, or in the drop-off box directly outside our office. Please be prepared for long lines if coming to our office to register.

Refunds and Withdrawals: Refunds can be issued only until June 10th. Refunds generally take 14 business days to be issued and are in the form of a Town check. Credits for future programming can be issued after June 10, however, no credits will be issued when cancelling within the 7 days before a camp session begins.

Sibling Discount: For 2 or more children signed up in the same week of Club Assabet, take an additional \$20 off each child after the first child.

Non-Resident Participation: Non-residents are welcome and encouraged to participate at no additional fees.

Age Requirement: Children need to be at least 3 years old by the end of the week they are registered for, maximum age is 5yrs. Children 5yrs that will be entering Kindergarten in the fall are also welcome to sign up for our full day Recreation Summer Camp.

**Thank you for your interest in Northborough Recreation's Club Assabet program!
Please contact our office if you have any questions.**

Phone:	(508) 393-5034
Fax:	(508) 393-6996
Email:	recreation@town.northborough.ma.us
Mail:	Northborough Recreation, 63 Main St., Northborough, MA 01532
Web:	www.northboroughrecreation.com
Office Hours:	Mondays—Thursdays, 8am-4pm; Fridays, 8am-noon