Haverhill Area Recreation Program

HARP

2020 Summer Program

Summer 2020

Welcome to the Haverhill Area Recreation Program (**HARP**) summer day-camp program which is operated out of the **Robert E. Clifford Building, 65 South Court Street, Woodsville, NH**. Our camp is geared for children **Kindergarten - 6th grade** but other ages may be considered on a case by case basis.

HARP is a structured program which offers an ever-changing array of daily activities which may include arts & crafts, soccer, line dancing, community service, music fun, basketball, volleyball, knitting, cooking classes, jump rope & sack races, scooter fun, theater/drama, balloon art, gardening, team-building skills and more! NEW for 2020 is extended regular hours!!

We have put together the following manual in hopes of answering your questions about our program and why you should choose our HARP summer camp for your child or grandchild. I hope you will look it over and contact me with any questions you might have!

Sincerely,

Sherri Sargent

Sherri Sargent, Director
Haverhill Parks & Recreation Department

(603) 787-6096 Directors office
(603) 747-2839 Clifford Memorial Building
(603) 243-0235 A.P. Hill Community Pool
(603) 728-7133 for emergency use only
(603) 787-2226 fax *rec@haverhill-nh.com*

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Summer hours:

- **Monday-Friday** beginning **Monday, June 15** - **Friday, August 7th.**
- **Hours of operation**. Summer day camp runs from 8:00AM -5:00 PM. The facility will close promptly after the 5:00 PM pick-up time. Your children must be picked up in a timely manner and, barring an emergency, there will be an additional fee of $5.00 per child for every 15 minutes you are late. This additional charge will be strictly enforced and will need to be paid before your child can return to the program.

Notes of importance:

- Please understand that the Haverhill Parks & Recreation Department reserves the right to recommend that your child not attend camp if serious problems occurs. <u>We reserve the right to remove any child at any time if we feel we cannot adequately handle their behavioral or other needs.</u>
- If your child has an aide while in school, they will need one during ANY hours spent at HARP. The cost of the aide will not be paid by Haverhill Parks & Recreation. This includes time campers are off campus on excursions including, but not limited to field trips, outdoor time, walks and daily visits to the A.P. Hill Pool. There will be no exceptions.
- No fee for any reason will be refunded after the program begins. This policy is strictly enforced. Also, if you child has been asked to leave this program due to misbehavior or other issues, no refunds will be issued.
- Scholarships opportunities may be available on a need-only basis. No full scholarships will be offered. Please inquire with the Director for further information and to fill out an application. Incomplete applications will not be considered.
- HARP counselors have had local and criminal record background checks.

2020 HARP FEE SCHEDULE

Field Trip Costs: $17.00 per trip (not included in drop-in or daily rates)

DROP IN RATE (8AM-5PM)*	**$40.00**

*** Daily fees must be paid at the time of drop off and do not include the cost of field trips**

DAILY RATES (8AM-5PM)**

# of Kids	Rate
1	$30.00
2	$48.00
3	$63.00

WEEKLY RATES (8AM-5PM)**

# of Kids	Rate
1	$137.00
2	$226.00
3	$303.00

***In order to received the discounted Daily and Weekly Rates, all fees must be paid in full one week prior to your child(ren) attending camp. Otherwise Drop-In Rates will be charged.**

8 WEEK PROGRAM (8AM-5PM)***

Prior to 05/29/2020	
# of Kids	Rate
1	$1,000.00
2	$1,654.00
3	$2,222.00

05/30/2020 - 06/15/2020	
# of Kids	Residents
1	$1,048.00
2	$1,731.00
3	$2,323.00

***** In order to receive the additional discount for the entire 8 week program, fees must be paid in full by the date indicated**

What are your needs?

( ) Full 8-week of HARP June 15 - August 7

( ) Specific week(s) needed:

_____

_____

_____

( ) Specific days per week. List which day(s) you child will be dropped off.

_____

_____

_____

( ) Other needs:

_____

_____

_____

_____

( ) Do you wish to purchase a camp T-shirt at $8.00 per shirt while supplies last?

For staff only – Do not write below this line

_____

Reviewed by: _____ **Full Time?** _____ **Part Time?** _____ **Shirt ordered?** _____ **Paid?** _____

Notes: _____

Scholarship form filled out? _____ **Date?** _____ **Scholarship reviewed?** _____ **Missing Information?** _____

Terms:_____

_____

(1) Name: _____ School attended_____
Grade Completed: _____ Age: _____ Entering grade: _____

(2) Name: _____ School attended_____
Grade Completed: _____ Age: _____ Entering grade: _____

(3) Name: _____ School attended_____
Grade Completed: _____ Age: _____ Entering grade: _____

Mailing address: _____Town: _____ Zip: _____

Physical address: _____ Town: _____ Zip: _____

Mother's Name: _____ Place of work: _____ Phone: _____
Mother's email: _____ Cell Phone: _____ Text? Yes or No

Father's Name: _____ Place of work: _____ Phone: _____
Father's email: _____ Cell Phone: _____ Text? Yes or No

Person to contact if neither parent can be reached: _____Phone: _____

Allergies, disabilities or illness that would affect "normal" participation:
_____
_____

Are your child's immunizations up to date? Yes No

Has your child ever been stung by a bee? Yes No Reaction? _____

Does your child take any medications we should be aware of? Yes No

Does the medication need to be taken during the program? Yes No

Please list medications
_____
_____
_____

- The Haverhill Recreation Department has my permission to use images in which my child appears. Circle: Yes or No **Please initial ____.**

- Field trips are to area attractions and events will be taken primarily on Friday's. The cost of the field trip is included for campers paying for the week and full summer. If your child is attending as a drop-in camper, the payment for the trip is due the Thursday morning before the trip. Children must sign up for the trip by Thursday morning so we can adequately arrange groups and notify our field trip location. Camper t-shirts must be worn on all field trips. This is for the safety of the campers and helps us keep our group together. **If you child is suspended from a field trip or chooses not to attend the trip, you will have to make other arrangements for care as the building will be closed.** Inappropriate behavior on field trips could result in the loss of field trip privileges for the following field trip. Continuous bad behavior will result in the permanent loss of field trip privileges or removal from the program. **Please initial ____.**

- I hereby pledge myself, my heirs, executors or administrators to waive and release all rights and claims for damages I may have against the Haverhill Recreation Department, Haverhill Recreation Commission, A.P. Hill Pool and Town of Haverhill. I also release the organization's staff, volunteers or officials from responsibility for any and all injuries suffered by my child. **Please initial ____.**

- Should my child(ren) be taken to the hospital for emergency purposes, I hereby grant permission to the attending physician and staff to treat my child(ren) as deemed necessary or advisable. I understand that in an emergency an attempt will be made to communicate with me prior to the use of this waiver. **Please initial ____.**

Is there anything that you would like us to know about your child(ren) that might be helpful to the staff? Please use the back of this form if more room is needed.

_____

_____

_____

Our Doctor's Name: _____ Telephone #: _____

Medical Insurance number: _____

Parent/Guardian Signature: _____ Date: _____

We have implemented a code system which will allow you to choose a secret 5-digit number and if someone arrives to pick up your child who is not on your list and who does not know the code, the staff will not allow your child to leave with that person. Also, please be prepared to show identification until the staff is familiar with you. **Please initial ____.**

Code __ __ __ __ __

Please list all persons you will permit to pick your child up in your absence:

_____

_____

Bikers & Walkers

- We encourage our campers to get as much exercise as possible and encourage them to ride to camp if possible. If you prefer your child to walk or bike to and from HARP, we will need written permission. We encourage the use of helmets and will not be responsible one the child has left the property. **Please initial ____.**

Prescription Medication

- The HARP staff is unable to dispense prescription medication without **written consent** from a parent or guardian. If your child requires prescription medication during the day, please make arrangements with the director or assistant director. **Please initial ____.**

Non-prescription Medication:

The following medication can be given with written parental consent, only at the dose recommended and only for the duration and method of administration recommended on the manufacturer's label.

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Anti-itching ointment or lotion (specifically for itch relief only).
- Decongestant

A physician's written authorization is required to dispense non-prescription medication not listed above. **Please initial ____.**

Sunscreen:

YOUR CHILD MUST ARRIVE WITH SUNSCREEN ALREADY APPLIED. For reapplication purposes, please provide spray sunblock clearly labeled with the child's name and please be aware that Haverhill Recreation will not provide sunscreen. Indicate circle if you wish the HARP staff to reapply sunblock to your child.
Circle: Yes or No **Please initial ____.**

Sick Child Policy:

If your child is sick at camp, you will be responsible to pick your child up or send someone else transport them home. We do not have a place for sick children at camp. If you child is not feeling well the day of a field trip, please keep them home.
Please initial ____.

Lice Policy:

If your child is determined to have head lice, we ask that they be treated before they can return to HARP. If you determine that you child has lice, we ask that you notify us as soon as possible so we can get notification out to all families who participate in our program. **Please initial ____.**

Drop-Off Instruction:

It is mandatory that parents or guardians walk campers inside the building each day to check in with staff. Often times we have questions, paperwork and/or notices to hand out. **Please initial ____.**

Discipline Policy:

Summer Programs are offered so that children can have fun in a safe environment. With that in mind, we expect your child and all children to respect our staff, facility, and each other. Good camper behavior allows all campers to have a positive summer program experience. **We use a 3-warning system** as our discipline policy.

- **1st warning**: If after a verbal warning the behavior does not change, a Behavior Incident Report will be filled out and sent home. This form will need to be signed by a parent before the camper can return to camp.
- **2nd warning**: If the same behavior occurs after the first written warning, a second written warning will be sent home which will also need to be signed before the camper may return to camp. The camper will also be asked to stay home the next day of camp after the incident.
- **3rd warning**: If the same behavior occurs after the first and second written warnings, the child will be asked to leave camp for the summer.

Please initial ____.

Unacceptable Behavior: includes but is not limited to:

- Pushing or swearing
- Bullying
- Fighting***
- Verbal abuse of another camper or staff
- Stealing or destruction of property
- Difficulty following directions
- Misbehavior on a field trip (see field trip policies)
- Any other issued that detracts from a safe environment for all campers.

****** Fighting will not be tolerated. If fighting occurs, the child will be given a 2nd warning immediately and will be asked to stay home the following day. This includes siblings.*** **Please initial ____.**

Camper contract:

AS A CAMPER I UNDERSTAND:

- I must treat counselors, peers and other's property with respect.
- No electronics and cell phones will be allowed at HARP.
- We not be held responsible for any items that are lost, stolen or broken.
- Campers must always stay on property, unless permitted to leave by a parent.
- All attendees of HARP treat counselors, peers and other's property with respect.
- Campers must always wear Haverhill Recreation T-shirt while on field trips and stay with their assigned counselor while on field trips.

AS A PARENT I AGREE TO:

- Work with the program staff to give my child the best possible experience.
- Sign up for all field trips or understand that they may not be able to attend.

_____	_____
Parent / Guardian Signature	**Camper Signature**
Date: _____	**Date: _____**

For staff only – Do not write below this line

_____

Application complete? _____ If incomplete, what is needed?_____

Allergies: _____ Daily medications: _____

Physician note needed? _____ Reviewed by: _____