

Town of Chester
Parks and Recreation
203 Middlesex Avenue
Chester Connecticut 06412-1200



telephone: 860-526-0013, extension 223
facsimile: 860-526-0028
web page: chesterct.org
e-mail: parkrec@chesterct.org

Welcome to the **Chester Parks and Recreation Children's Summer Program**. **PLEASE READ** and **SAVE** this letter. It contains **IMPORTANT** information. Your cooperation with these items is appreciated.

-**Traditional Day Camp** is available to students entering grades 1 through 7, the weeks of July 9, 16, 23, 30, August 6, and 13. Camp supervision is from 8:30am until 3:30pm with scheduled programming between 9:00am and 3:00pm. Registration is limited to 50 children per one-week session for a fee of \$95. The camp meets at Chester Elementary School on Mondays and Thursdays and Cedar Lake on Tuesdays and Fridays, with field trips leaving from Chester Elementary on Wednesdays.

-**Introduction to Day Camp** is offered the weeks on July 9, 16, 30, and August 6 for ages 4 through 7. Each 4-day session is \$55 and limited to 16 participants. The program meets from 8:45am until 12:15pm at Chester Elementary School Mondays and Thursdays and Cedar Lake on Tuesdays and Fridays. *There is no Introduction to Day Camp program on Wednesdays.*

-Children are accepted in the order in which the completed registration form and payment are received by the Director of Parks and Recreation. Weekly rates are not prorated for absences. Please place the registration in the Parks and Recreation mailbox, in the second floor lobby of the Town Hall, or mail to:

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If you require a receipt, please indicate this on your registration and provide an e-mail address.

-Refunds, less a \$10 processing fee, per week, will be given by October 1 if a child is withdrawn, by written request, no later than two weeks before the session they are registered for begins. A change in session may be made if space is available. Another child may not be sent in place of the child registered.

-Please do not leave children before the scheduled camp hours. **Children who arrive early, or are not picked up on time, may be withdrawn from the program.**

-Children who are disruptive, or cannot adapt to the program, may be withdrawn.

-**Please bring children to the staff table in the park or at the school to check in.** Check-in will take place **inside Chester Elementary School during inclement weather.**

-A parent or authorized adult must come to the staff table to sign their child out with the program supervisor, including after field trips. Children may not enter the parking lot until they are signed out.

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-If a child arrives late or is picked up early, please notify a staff member.

-Children who walk or ride their bikes home may sign themselves out, with written permission from their parent or guardian.

-Children who are not registered in the program are not permitted at the facilities unless accompanied by an adult, while camp is in session. Adults and children not registered in the program may not use the camp section at Cedar Lake during program hours. Children may not bring guests to the program. Adults not employed by the Town of Chester may not participate in the program, unless approved by the Chester Park and Recreation Commission.

-PLEASE DRESS APPROPRIATELY FOR THE WEATHER. It may be much cooler at Cedar Lake than other areas of Town.

-We seldom change the location of the program, but in the event of forecasted SEVERE WEATHER the program will meet inside Chester Elementary School. Outdoor field trips may be rescheduled, in the event of severe weather. Supervisors will be calling participants by 8:00am for moves from the lake to the school and the information will be on the Parks and Recreation voice mail message at 860-526-0013, extension 223.

-If severe weather occurs while the children are at Cedar Lake we make every attempt to transport them to the school by school bus. In case this is not possible please have an emergency, early pick-up plan. The staff cannot transport children.

-BRING A SNACK, A LUNCH, AND BEVERAGES EVERY DAY.

-Sandals may be worn only on beach days. Shoes that are appropriate for hiking in the woods and playing sports are needed every other day. Please wear play-clothes that may get wet or stained.

-Do not allow children to bring money to the program, including the days at Cedar Lake and field trips. We wish to avoid unpleasant situations with lost money and borrowing or loaning misunderstandings.

-A lunch package may be purchased from the concession the days camp is held at Cedar Lake. Camp supervisors will take orders and collect lunch money at morning check-in on the day of the purchase. Children do not visit the concession, themselves, during the day. Menus will be available the first day of each session.

-Every Wednesday during traditional camp bring a water bottle, beverages, snack, and lunch, in a backpack. The bus leaves Chester Elementary promptly at 8:45am. **DO NOT SEND MONEY** on field trips. The registration fee covers all costs. We do not stop at gift shops or snack bars.

-Children must be able to carry their own belongings on field trips.

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-Children should wear their swimsuits on **July 11, 18, AND 25**, and bring a towel and cover up. We bring our own certified lifeguards on all field trips.

-On **July 18 children must have shoes to wear on the splash pad and a dry pair for other activities**. Nature's Art will NOT allow anyone on the splash pad without footwear.

- **July 25 and August 15 we return at 4:00!**

-Sunscreen may not be sufficient protection for every child. Please provide the camp staff with written instructions if you wish your child to wear a hat or shirt all day, and if you wish them to keep any articles of clothing on while in the water.

-Local newspapers often photograph children in the program. If you do not wish your child's name or photograph to appear in a newspaper, please write this on the top of your registration form.

-The Director of Parks and Recreation is available at 8:30am at the Summer Program, each morning. You may also leave a message regarding your questions or concerns at 860-526-0013, extension 223.

-The phone number for the cell phone at Cedar Lake is 860-790-0124 and 860-790-0133 for Chester Elementary School.

-According to the Connecticut State Statutes your child's physician must complete a medication authorization for each prescription and oral over-the-counter medication that you wish our staff to administer, or you may bring them to our site at the time your child needs them and administer them yourself.

Topical over-the-counter medications do not need a physician's order, but do require a parent or guardian to complete an authorization form. This includes *sunscreen* and *insect repellent*.

Please apply the child's first daily application of a topical medication or sunscreen before they arrive at the program.

Bring the completed authorization form(s), with the medication, to the program the first day it is needed. *Do not mail in advance.*