

# Registration Packet

**REGISTRATION DEADLINE: June 15<sup>th</sup>**

**June 28 - August 20<sup>rd</sup>**

**8:00 a.m. to 4:00 p.m., Monday – Friday  
at Shatford Park Pavilion, Old Post Road, New Lebanon, NY**

Open to:

Children registered for Kindergarten through and including age 13

## Registration Fees:

Fees are determined by residency and the number of children per family participating in the program. There is a 20% discount given to all families that pay **IN FULL** before June 15<sup>th</sup>. All payments are due **IN FULL** before July 1<sup>st</sup>.

Please see the attached document for all registration fees!

## Activities

Crafts	Board games	Cards	Puzzles	Legos
Tennis	Basketball	Soccer	Playground	Bike Day
Softball	Volleyball	Ping Pong	Kickball	Art
Football	Golf			
Capture the Flag	On-Site Presentations	Team Building Activities		

# REGISTRATION DEADLINE: June 15<sup>th</sup>

## HOW TO REGISTER:

1. Complete one **registration form** for each child;
2. Obtain a copy of your child/children's **immunization records**;
3. Review *Program Policies & Procedures* and **sign acknowledgement on page 3** (one per family);
4. Make **registration fee** payable to *Town of New Lebanon*; and
5. Submit all **4 items** (registration form, registration fee, immunization record, and signed *Program Policies & Procedures* acknowledgement) **on or before June 15<sup>th</sup>** to:

New Lebanon Summer Youth Program  
P.O. Box 328  
New Lebanon, N.Y. 12125

If you would like to make payment arrangements and pay monthly or weekly

in advance of the program, please contact Michelle @ 788-1150.

You may pay the registration fee as late at July 1<sup>st</sup> but will not get the discounted rate – you still MUST have the other 3 items in by June 15<sup>th</sup>.

### What to bring:

- Bag Lunch
- Hat with a brim
- Sunscreen/Sun block
- Sneakers & Socks (children wearing inappropriate footwear will not be allowed to participate in daily sports activities/games)
- Water bottle

\*\*Please leave all electronic devices and cell phones home \*\*

If you have questions, please contact Michelle Bienes, Camp Director @ 518-788-1150 or [syp@townofnewlebanon.com](mailto:syp@townofnewlebanon.com).

**Have you completed all necessary forms?**

**Have you submitted immunizations records?**

**Have you submitted the appropriate fees?**

**Incomplete applications will not be accepted!!!!!!**

## New Rates Summer 2021

### ***SUMMER YOUTH PROGRAM FEES***

#### **Early Registration Fees (*discounted 20% if final payment is received by June 15<sup>th</sup>*):**

##### Resident (Town taxes paid to New Lebanon):

1 child	\$480/season
2 children	\$720/season
3 children	\$882/season
4+ children	\$1002/season

##### Local Non-resident (Town taxes not paid to New Lebanon. School taxes paid to NLCSD):

1 child	\$810/season
2 children	\$1,200/season
3 children	\$1,620/season
4+ children	\$1,920/season

##### Non-resident (Town taxes not paid to New Lebanon: School taxes not paid to NLCSD):

Per child	\$1,620/season
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#### **Registration Fees (*if any or all payment is received after June 15<sup>th</sup>*):**

##### Resident (Town taxes paid to New Lebanon):

1 child	\$600/season
2 children	\$900/season
3 children	\$1,102/season
4+ children	\$1,252/season

##### Local Non-resident (Town taxes not paid to New Lebanon. School taxes paid to NLCSD):

1 child	\$1,013/season
2 children	\$1,500/season
3 children	\$2,025/season
4+ children	\$2,400/season

##### Non-resident (Town taxes not paid to New Lebanon: School taxes not paid to NLCSD):

Per child	\$2,025/season
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**\*\*\*\*\*To receive the early registration rate, payment IN FULL is due no later than 6/15/2021. If you register and pay for your child after 6/15/2021, you will be responsible to pay the regular registration rate. All payments are due IN FULL no later than 7/1/2021.\*\*\*\*\***

**\*\*\*\*\*All registrants are expected to pay full tuition regardless of the amount of time or days that they attend. No discounted rates are available.\*\*\*\*\***

**\*\*\*\*\*Payment arrangements can be made and are encouraged, but all payments are due in full before the start of the program.\*\*\*\*\***



**REGISTRATION FORM**

Please complete one Registration Form per child.  
Please PRINT neatly and complete ALL sections.

Child's  
Name: \_\_\_\_\_

M / E

Age \_\_\_\_\_

Date of Birth: /\_\_ /\_\_

Grade \_\_\_\_\_

(In Sept.)

Parent/Guardian's name(s): \_\_\_\_\_

Address: (physical): \_\_\_\_\_

(mailing, if different): \_\_\_\_\_

Town to which property taxes are paid on residence: \_\_\_\_\_

Telephone #'s: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Telephone number where Parent/Guardian can be reached from 8:00 am to 4:00 pm (during program) ~ if there are different telephone numbers for different days of the week and/or times of day, please specify: \_\_\_\_\_

**EMERGENCY CONTACTS**

Morning Emergency Closing Telephone Contact:

If lightning storms are predicted for the day, the program will be closed. Please list the name(s) and telephone number(s) for the person we should contact between 6:00 a.m. and 7:00 a.m. if we are closing the program for the day. If different contacts and/or numbers apply to different days of the week, please specify:

Day(s): \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Day(s): \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Day(s): \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please provide the names & telephone numbers (during program hours) of at **least two (2) Emergency Contacts** that can be called if your child needs to be picked up or there is an emergency and we are unable to reach you. Please list them in the order you want them to be called.

1<sup>st</sup> Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If unavailable,

2<sup>nd</sup> Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**MEDICAL AUTHORIZATION:**

In case of illness or accident, I request that the Program Director contact me. If unable to reach me, I authorize the Program Director to contact the Doctor listed below and follow his/her instructions. If the doctor cannot be contacted or in the case of an emergency, I authorize the Program Director to make whatever arrangements are deemed necessary. *(continued on next page)*

REGISTRATION FORM

Phone:

Doctor's name: \_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address

\*Does your child take any medications?  no  yes

If yes, please list the medication(s) and dosage(s):

*\*If your child needs to take his/her medication during program hours, you **MUST** provide a written doctor's order.*

Does your child have any allergies we need to be aware of (foods, medications, insect bites, etc.)?

no  yes

If yes, please list allergen, reaction, and medical response required (*you may attach another sheet of paper if needed*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any medical conditions or special needs that we need to be aware of?

no  yes

If yes, please explain (*you may attach another sheet of paper if needed*):

*Please note, the more information you can provide us about your child, the more positive their experience with our youth program will be.*

Signature of Parent or Guardian

Date

**IMPORTANT PROGRAM POLICIES & PROCEDURES**

Please review the following policies and procedures. Keep these for future reference, sign the signature portion on page 3, detach and submit with your child's registration packet. Please note these policies and procedures are for your child's safety and to ensure that his/her experience with our Summer Youth Program is a good one. If you are registering more than one child, it is not necessary to sign more than one form, however, please list the names of all of the children you are registering. Thank you.

When your child is brought to the program in the morning, they need to be signed in. If someone else will be dropping your child off, make sure they are aware of this policy. Children **cannot** be signed in before 8:00 am. When your child is picked up, they **must** be signed out. If someone other than you is to pick up your child (whether on a regular basis or just once), we must have **written authorization** from you. The program runs from 8:00 am to 4:00 pm and children must be picked up promptly at 4:00. If you are late, there is a charge of \$1.00 per minute (if you pick your child up at 4:16, you will be charged \$16.00 and this fee is to be paid at the time of pick up). The late charges are intentionally set very high to discourage late pick-ups. The Summer Youth Program is a recreation program for the children. We do not offer child care or a babysitting service.

Please make sure your child comes to the program dressed appropriately for the weather and activities. There are many sports activities during the day and, for the safety of the children, they must be wearing appropriate shoes in order to participate in these activities. **Sandals, flip-flops, clogs, etc. are not appropriate for sports activities.**

A **hat with a brim** is strongly recommended to provide some protection from the sun. We recommend that you **apply sunscreen** before coming to the program and that you send sunscreen with them for **reapplication**.

If special gear is recommended or required for specific activities, you will be notified ahead of time.

**We ask that all parents/guardians make at least one (1) donation toward snack - juice, cookies, pretzels, paper cups, napkins, etc. Donations are how we provide snacks for the children daily. We appreciate your donations!!**

We do not provide lunch. Children need to bring their own lunches. Lunches are stored in the refrigerators in the Pavilion until lunch time.

For our program to be a safe and enjoyable experience for every child, each child is expected to:

- To show respect to other people and their property;
- Respond to directions given by program staff in a respectful, positive manner;
- To behave in a manner that is safe for oneself and others;
- Seek adult help if a problem arises with another child;
- Be familiar with and abide by the rules of the program;
- Accept responsibility for their actions.

The following behaviors will not be allowed:

- Leaving an activity area without the consent of the counselor in charge;
- Excessive horseplay, pushing/shoving, or behavior that endangers the health or safety of another individual (Throwing objects, swinging objects, etc. unless a regular and normal part of an activity such as during a ball game);

## **IMPORTANT PROGRAM POLICIES & PROCEDURES**

Disrespect towards or disregard for program staff including failure to follow reasonable and appropriate directions;

Inappropriate language or gestures (obscene, profane, vulgar, abusive, hateful);

Bullying, harassing, intimidating, teasing or taunting others (using words or actions that cause others to feel threatened or fearful; are intended hurt another individual; or are intended to annoy another individual);

Taking or using someone else's property without their express permission;

Making false or misleading statements;

Destruction of property (parents will be responsible for the cost of replacement of town, staff or another child's property that is intentionally defaced, damaged or destroyed);

Possession on what appears to be a weapon (knives of any kind are not allowed including pocketknives);

Any displays of unacceptable behavior will be handled with the following procedure:

**First offense:** The Program Director will discuss the behavior with the child and a warning will be given.

**Second offense:** A "time out" from 5 to 15 minutes depending on the age of the child and the severity of the offense.<sup>1</sup>

**Third offense:** A "time out" from 10 to 30 minutes depending on the age of the child and the significance of the offense.<sup>1</sup> In addition, a 3 day "vacation" from the program will be required and participation in field trips may be revoked at the Program Director's discretion.

**Fourth offense:** The child will be removed from the program activities and placed under the immediate supervision of the Program Director until the parent/guardian can be notified. The parent/guardian will provide for the child to be picked up immediately and the child will no longer be allowed to attend the program.

Any behavior resulting in disciplinary action will be documented including a description of the incident, the disciplinary action used, and the offense number (first, second, third, or fourth). The report will be signed by and a copy will be given to the person picking up the child the day of the incident.

*Physical discipline is not an acceptable form of discipline and at no time will physical discipline be applied.*

<sup>1</sup>Children ages 5 to 7 initially will not be given a time out that exceeds 5 minutes unless the offense was such that it endangered the safety of the child committing the offense or other children or staff. Children ages 8 – 12 initially will receive a time out that is proportional to the offense.

The Pavilion is the only shelter we have available at the Summer Youth Program and it is not sufficient protection during an electrical storm. Therefore, whenever we believe an electrical storm is imminent or hits, the children will be evacuated to the Town Hall. (You will be advised during morning sign-in if the forecast calls for possible electrical storms.) Once at the Town Hall, parents/guardians or emergency contacts will be notified that the program is being closed and that all children need to be picked up. No child will be allowed to leave, *even with a parent/guardian, in the middle* of an emergency evacuation. During an emergency evacuation of the Park, all children need to be safely moved to the Town Hall before the *sign-out* process can be set up. Please advise any individuals that will be picking up your child/children of the sign-out process. Please understand that our primary concern is the safety of the children.

### **DROPPING OFF AND PICKING UP CHILDREN/VEHICLE SAFETY**

**PLEASE**, remember that there are many children around the Pavilion. Parents, guardians or other individuals dropping off or picking up children are expected to **use caution** when entering the Park roadway including entering and exiting within the **posted speed limit**. Caution also needs to be used when backing up or turning around.

# PARENT CHECKLIST:

1. Full payment or deposit (Full payment due by June 15<sup>th</sup> for discounted rate – Full payment due by July 1<sup>st</sup> for non-discounted rate)
2. Registration Forms
3. Policy & Procedure Sign off form (below) (you keep the policies for your records)
4. Immunization Record

## Policies & Procedure Sign Off:

I have read the policies and procedures provided and I have reviewed the expected behavior as well as the behaviors that are not allowed with my child/children.

I understand that I assume all responsibility for my child's/children's behavior while he/she is attending the program.

Child's First & Last Name

Child's First & Last Name

Child's First & Last Name

Child's First & Last Name

Parent/Guardians Signature

Date

