



COLONEL TOWN RECREATION Safe Haven



Program Handbook

<https://coloneltownnh.myrec.com/>

Location:
16 High St.
Lancaster, NH 03584

Contact:
Eli and Megan Vincent
recreation@coloneltown.com
(603) 788-3321

Welcome to Safe Haven, a program provided by Colonel Town Recreation!

Please review, sign, and return the pages that require signatures and keep the pages that do not require signatures to reference as it contains important information.

Safe Haven is a recreation program for children ages 4-11. Fun activities will be planned each week to provide children with opportunities to learn and enjoy themselves. We will be scheduling weekly visits to the library in addition to a variety of other local trips. Each week our crafts and activities will be geared toward the weekly theme. Make this summer a memorable one by joining us!!

In trying to create a fun day camp for children, our program has weekly themes. The daily games, crafts, and various activities usually center on those themes. Campers will be divided into three age groups: blue group (ages 4-5), yellow group (ages 6-8), and the red group (ages 9-11). Children go to the pool each afternoon, weather permitting. We have Safe Haven staff members who remain at the pool with them to ensure each child's safety. The days end with "Camper of the Day" awards for each group. There are many local field trips that we take in the summer. For example, we go to the library each week, attend the free family movies at the Rialto Theatre, enjoy Impact's live performances at the Rialto Theatre, take walking trips, etc.

Morning Drop-Off Information:

Morning drop offs should be made at the community house. The main door is the big brown door between the white pillars on the side of the building. Parking is located on the street in front of the building or off of Summer St., near the basketball and tennis courts. Program hours are between 7:30-5:30. Please do not drop your child off before 7:30!

Afternoon Pick-Up:

All children being picked up must be signed out by a parent or designated pick-up person every day. Please bring an ID as we have new staff that may not know you. In addition, anyone new picking up your child will be asked for an ID before they are granted permission to take your child from the program.

Swimming Lessons:

This is a separate registration. All Safe Haven campers should be registered for the 9:00 slot. Safe Haven staff will walk your child to and from swim lessons. Please make sure your child comes to Safe Haven dressed in their bathing suit and ready to go to lessons.

Free Swim:

Campers will go to the pool daily (weather permitting) for an afternoon of swimming. The typical swim times will be from 1pm to 3pm. If you need to pick your child up during these times, please write a note to the director so that we can have your camper ready for your arrival.

There is a \$35 fee for Lancaster residents, and \$45 fee for non-residents for a pool pass per child. This pass can be used outside of Safe Haven, and throughout the summer, as an individual pool pass.

Safe Haven Fees:

Please make all checks payable to Colonel Town Recreation. Please include the name of the child(ren) and the week(s)/activities for which you are paying on the memo of the check or envelope with cash.

DAILY CHECKLIST:

- Two snacks
- Cold lunch
- Lunches that are sent in with your child should be cold and not require a microwave. Safe Haven staff are not responsible for heating up lunches. Please make sure there is an ice pack in your child's lunchbox to keep the lunch cold and fresh. Refrigeration is not available.
- Water bottle
- Flip flops or sandals are required to go to the pool daily.
- Towel
- Sneakers
- Bathing suit
- One Safe Haven shirt (which is worn whenever your child leaves Colonel Town property or when there are a lot of children on Colonel Town property – as a safety precaution)
- Bottle of sunscreen labeled with your child's name (this is only brought on the first day and is left at Safe Haven – our staff is very good at ensuring each child wears sunscreen throughout the day.)

POLICIES/PROCEDURES:

The Safe Haven Program is a recreation program for children Grades K-6. These policies and procedures are designed to ensure each child's safety and well-being (both physical and emotional). Staff members will use positive reinforcement to encourage good behavior. Fun activities will be planned each week to provide children with opportunities to learn and enjoy themselves. Lou Leaver's saying "*It's Not Me. It's Not You. It's Us!*" rings true. Creating a positive environment in which children can grow is a team effort.

GENERAL INFORMATION

1. Safe Haven will be **open** after school from 3:00 – 5:30 pm during the school year.
2. Safe Haven will **open** at 11:30am on Early Release Days.
3. Safe Haven will be **open** from 7:30 am-5:30 pm on Staff Development Days and during the summer program.
4. Safe Haven will be **closed** on the following holidays/school vacations:
 - a. Columbus Day
 - b. Veteran's Day
 - c. Thanksgiving
 - d. Independence Day
 - e. Christmas Eve/Christmas
 - f. New Year's Day
 - g. Civil Rights Day
 - h. Winter break (Subject to change)

- i. Spring break (Subject to change)
 - j. Memorial Day
5. If school is cancelled for the day due to bad weather, Safe Haven will be closed.
 6. Several field trips are planned throughout the summer. Regular Safe Haven programming will be closed on those days as staff will be used for the trips.
 7. There is a Safe Haven bus from the Lancaster School to Colonel Town. A \$5 fee will be assessed if a child misses the bus and a Safe Haven staff member needs to go to school to get him/her.
 8. Closing time is 5:30. If a child has not been picked up by closing time, a \$10 fee for every 10 minutes will be assessed. This will help ensure that Colonel Town staff members can go home on time.
 9. All necessary registration paperwork must be completed before any child will be allowed to attend Safe Haven.
 10. All items must be labeled (i.e. backpacks, lunch boxes, extra clothing, coats, etc.).
 11. Children may bring toys and books from home. Please be sure they're labeled. Colonel Town is not responsible for loss or damage to items brought from home.
 12. Children are not permitted to trade or give away their toys, cards, etc.
 13. Children are not permitted to bring cell phones or other electronics.
 14. To ensure children's safety, children must arrive with an adult/teenager or on the school bus and must also be picked up by an adult/teenager. Therefore, children will not be permitted to ride their bikes to or from Safe Haven.
 15. At the time of drop off or pick up, parents/chaperones must sign the daily attendance sheet.
 16. Please keep in mind that Safe Haven is a Recreation Program – our goal is to provide children with stimulating activities and fun opportunities for children.
 17. The daily schedule of activities, events, etc. may vary as determined by Safe Haven.
 18. To ensure fairness to all children, Safe Haven will determine when children are allowed to bring money to special events, field trips, snack bar/food court, etc.
 19. Please Note: Safe Haven is NOT responsible for any child until he/she arrives at Colonel Town by bus or with an adult.

TUITION

1. Tuition payments will be prepaid by Friday for the following week.
2. A \$25 fee will be assessed for each returned check.
3. If for some reason the bill is not paid, the parent must send payment with the child on Monday, otherwise the parent will need to take the child home until payment is made.
4. If a child is scheduled to attend Safe Haven, the parent will be billed for that time slot. If the child is absent when scheduled to attend, the parent will still be responsible for that day's tuition.

- You must notify Colonel Town of a change in your child's schedule for the following week in writing to avoid being billed when your child isn't here. Notification must be given no later than Friday for the following week. You can email recreation@colonektown.com.

POLICIES REGARDING TUITION:

- Tuition payments will be prepaid. Payment is due by Friday for the following week.
- Parents pay for each contracted day that their child is enrolled, even if the child is absent due to illness.
- If a child is going to be absent on a contracted day, notification must be given in writing to Safe Haven by the previous Friday to avoid having to pay for that day.
- Parents will not be charged for the days Safe Haven is closed due to holidays.
- Parents will not be charged for any days a child misses due to suspension from Safe Haven.
- Additional charges such as late pickups and overdraft fees must be paid at the end of each week.
- Overdue tuition will result in your child being withdrawn from the program. He/she can only be reinstated when the balance is paid in full.

**SUMMER TUITION RATES:
(Lancaster residents get a \$5 discount per day)**

# OF CHILDREN	FULL-TIME (4-5 DAYS)	PART-TIME (HALF DAY- 4 HRS MAX)	PART-TIME (FULL DAY)
1	\$160	\$26	\$40
2	\$296	\$46	\$74
3	\$408	\$60	\$102

DAILY TUITION RATES FOR SCHOOL YEAR:

# Of Children	After School (3:00-5:30)	Early- Release (11:30-5:30)	Staff Development (7:30-5:30)
1	\$10	\$26	\$40
2	\$16	\$46	\$74
3	\$19	\$60	\$102

MISCELLANEOUS FEES:

Parent picks a child up from Safe Haven after the 5:30 closing time	\$10 (for every 10 minutes)
Returned Check	\$25
Safe Haven Shirt	\$10 per shirt
Summer Pool Pass	\$35/Resident, \$45 Non-Resident
Field Trips	TBD

OTHER:

- Safe Haven is not responsible for any child until he/she arrives with an adult.
- Parents must sign the daily attendance sheet.
- Please call if someone is going to pick up your child other than yourself to ensure your child's safety.
- Children must be toilet trained. If you child has an accident 1 or 2 times per week consistently, they are not considered "potty trained" yet. Staff will assist a child who has had an accident, but we are not equipped to change or help a child with toilet paper on a regular basis. Children must be independent with cleaning themselves.
- Safe Haven field trips are an additional cost. The cost covers their admission into the park and the cost of the bus transportation to the location.

BEHAVIOR:

1. Each child must show respect to themselves, others and the property around them.
2. Staff members will treat each child fairly, with respect and understanding.
3. Staff members will issue a write-up when a child misbehaves (i.e. swearing, willfully destructive, consistently disobedient, aggressive, etc.).
4. If a child receives three write-ups in a 30-day period, they will be suspended for 2 days.

5. After two suspensions, a mandatory meeting will take place with the parent to determine whether the child should remain in the program.
6. An automatic suspension will be given if a child engages in a physical fight.
7. If a child willfully destroys property, the parent will be responsible for the damages.
8. The Colonel Town Recreation Directors have the discretion to suspend or expel a child for behavior or safety reasons.

PARENTS:

1. Parents must show respect to staff members at all times.
2. If a parent is rude or disrespectful to a staff member, the child could be expelled.
3. If a child is absent from Safe Haven for two or more weeks without any contact from the parent, the child will be placed on the inactive list. The parent must complete the application and all other necessary paperwork to begin the re-enrollment process. This DOES NOT guarantee the child will be accepted into the program again.

I have read and I understand the Safe Haven program manual and policies. I agree to all the terms listed in the Safe Haven manual and policies.

Parent/Guardian Signature

Date