



## Summer Camp 2010

**Mansfield Park & Recreation Department**  
**Six Park Row, Mansfield, MA 02048**  
**Camp Phone: 508-261-7383**  
**Town Hall Phone: 508-261-7384**  
**Fax: 508-261-7425**  
**Email – [recreation@mansfieldma.com](mailto:recreation@mansfieldma.com)**  
**Web Site- [www.mansfieldma.com/parks](http://www.mansfieldma.com/parks)**

### *"Notes to Remember"*

*All forms and receipts will be sent by e-mail*

*Camp runs from July 6 through August 27*

Week:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	<b>7/6</b>	<b>7/12</b>	<b>7/19</b>	<b>7/26</b>	<b>8/2</b>	<b>8/9</b>	<b>8/16</b>	<b>8/23</b>

1. Registration begins:

- **Monday, March 1 - Mansfield residents**
- **Monday, April 12 - Non-residents**

You may register by mail, drop box (located at the corner of Park Row and South Main Street) or in person at the Park & Recreation Department in Town Hall at Six Park Row.

2. Required to register:

- a. completed registration form, one per camper
- b. proof of birth date for a new camper
- c. 10% minimum deposit of total registration fees or a \$10.00 minimum deposit per camper

3. Town Hall office hours:

Monday, Tuesday and Thursday - 8am to 4pm, Wednesday - 8am to 8pm, Friday - 8am to NOON

4. - Friday, April 23 at NOON - Scholarship applications are due.

-Some scholarships are available. Forms must be filled out completely and accompanied with the proper information and proof of income.

- Applications will not be accepted or reviewed unless complete.

- Applicants will be notified at registration time if they qualify.

- Please be aware that field trips, barbecues, etc., are not included in a scholarship. You will be charged if your child chooses to participate.

5. - Friday, May 21 at NOON - Regular registration ends.

- Tuesday, May 25 at 8:00am - Late registration fee begins and any registration changes, after this time are subject to a \$10 service charge.

6. Maximum enrollment is 150 children per week.

7. All registration, full and part time, is on a "first come, first served" basis.

8. A payment plan may be arranged at the time of registration.

**9. Friday, June 4- NOON - All registration fees must be paid in full! NO EXCEPTIONS!**

10. Friday, June 11- NOON - All health & immunization forms are due.

**WELCOME TO MANSFIELD PARK & RECREATION SUMMER CAMP 2010**

We hope you will enjoy your camp experience and have a fun filled summer. Please read through the following rules and regulations. It is everyone's responsibility to help ensure a safe and fun summer. If you have any questions, we are only a phone call away.

***Camp location:***

- MEMORIAL PARK
- QUALTERS MIDDLE SCHOOL on rain days (tentative)

***Camper's ages:***

- Campers are ages 5 through 12. Five years old as of 7/6/10, or 5 on the first day the child enters camp, usually grades K through 6. Proof of age is required for all new campers.
- Camper/counselor ratio for ages 5 and 6 is 5:1. Camper/counselor ratio for ages 7 through 12 is 10:1.

***Camp hours and days:***

- Camp is closed on Monday, July 5 in celebration of Independence Day on July 4. Camp is open for a total of 39 days.
- Camp opens at 9:00am and closes at 3:00pm. The Camp Director is at camp from 8:00am to 4:00pm. Children may enter the camp at 8:00am and must be picked up by 4:00pm. **NO EXCEPTIONS!**
- If you are interested in pre and/or post camp care, before 7:30am or after 4:00pm, please check the appropriate box on the application form. If there is enough interest and need, the counselors will offer this service, independent of the Recreation Department, for an additional fee.
- Full day trips are usually scheduled for Tuesdays, and half-day trips are usually scheduled for Friday afternoons.
- Tuesday field trips are usually scheduled to leave camp at 9:15am and return at 3:00pm. Friday trips leave at 11:30am and return at 3:00pm. Special trips may require early attendance or a late return/pickup. You will be notified if an early leave or late return is scheduled to occur.
- **CHILDREN ARE NEVER LEFT ALONE IN THE PARK AND ARE SUPERVISED BY TRAINED STAFF AT ALL TIMES.**
- Children must be picked up by 4:00pm. If you expect to be late, please call the camp office to make arrangements.
- Beginning at 4:00pm, if you have not informed us that you will be late, you will be charged \$10 per half hour, per child, for "sitting" services.
- If your child is sick or an unexpected vacation arises and he/she will not be attending camp for a day/week, please let us know.

**Registration fees and procedures for camp:**

Mansfield residents with multiple children receive a discount if registered for **ALL 8 WEEKS** of camp: 1st child \$858; 2nd child \$792; 3rd child \$675, 4th child \$500 (max. per family \$2,825).

<b>REGISTRATION FEE SCHEDULE:</b>				
<b># OF WEEKS</b>	<b>RESIDENT</b>	<b>LATE FEE</b>	<b>NON-RESIDENT</b>	<b>LATE FEE</b>
7 weeks	\$770	\$840	\$840	\$910
6 weeks	\$660	\$720	\$720	\$780
5 weeks	\$550	\$600	\$600	\$650
4 weeks	\$440	\$480	\$480	\$520
3 weeks	\$330	\$360	\$360	\$390
2 weeks	\$220	\$240	\$240	\$260
1 week	\$110	\$120	\$120	\$130
Week 1** (7/6-7/9)	\$ 88	\$ 96	\$ 96	\$104

\*\* There is a flat registration fee for Week 1 (7/6 to 7/9) according to the schedule. If you are registering for multiple weeks, **including Week 1**, the flat rate is added to the cost of the OTHER weeks. \*\*

**Registration Example:**  
 Registering for 4 weeks, **including Week 1:**  
 \$440 + \$88 = \$528  
 Registering for 4 weeks, **not including Week 1:** \$440

*Please contact the Recreation Office if you have any questions.*

**REGISTER EARLY TO ENSURE A SPOT!**

**Due at the time of registration: Completed registration form (one per child), proof of age for new campers, and a 10% minimum deposit or a minimum of \$10 per child if attending one week. All registration fees must be paid in full by Friday, June 4 at NOON! NO EXCEPTIONS!**

- Registration for Mansfield residents begins on Monday, March 1 at the Park & Recreation Department in Town Hall.
- Registration for non-residents begins on Monday, April 12 at the Park & Recreation Department in Town Hall.
- All registrations are subject to the availability of weeks.
- Regular registration ends on Friday, May 21 at NOON. Registration received after May 21 will be charged a \$10 per week late fee.

- Any date changes in registration after May 21 will be subject to a \$10 service charge. Changes are subject to availability.
- Returned checks are subject to a \$25 non-refundable service charge.
- There is a \$10 non-refundable service charge on all refunds.

**Registration Policy:**

**If fees for registration/activities from previous years or the present year have not been paid in full, you may not register for Summer Camp 2010 until all fees are paid.**

- A late fee will not be charged to campers extending their number of weeks.
- If a camper extends their number of weeks, *the registration fee must be paid in full*, one week prior to their attending.
- A registration waiting list will be kept for each age group, for each week, once maximum enrollment has been reached. Campers will be enrolled from the waiting list when, and if, space becomes available. If placed on the wait list on or after Tuesday, May 25, there will be a late fee charged when and if the camper is enrolled.

**Camp guests:**

- Campers may bring a guest to camp for the day at a \$20 registration charge. A camper may only have one guest per day. To register the guest, the parent/guardian, must fill out all registration forms. Guests at camp are not allowed to attend field trips. Campers may only bring the same guest for a maximum of two days throughout the summer.

**Morning Check-In:**

- Each morning, a parent or family representative must bring the camper into camp to be checked in with the staff.
- A staff member will be at the check-in table until 9:00am.
- After 9:00 the camper must be checked in at the camp office.
- Attendance will be taken each day at the opening of camp, 9:00am SHARP!
- Once in camp, your child may not leave without your permission.
- Campers must stay within camp boundaries and remain in camp until released at check out time at the end of each day.

**Late "PICK UP" Policy:**

- Camp pick up and check out is between 3:00pm and 4:00pm. Children must be picked up no later than 4:00pm.
- If you expect to be late for pick up, please call the camp office. After one hour, if we have not heard from you and cannot contact you, for your child's safety, the program staff will notify the Police Department and, if necessary, will bring the child(ren) to the Police Station for you. A counselor will stay with your child and you will be charged for "sitting" services. Charges are \$10 per half hour of service per child.

**Refund policy:**

- Registration fees are not refundable once camp has begun.
- If you miss camp for any reason, you will not receive a refund.
- Additional fees are charged for field trips, barbecues, etc. if your child chooses to participate.

- If a trip is cancelled for a lack of registration, you will receive a full credit or refund.
- If you are registered for a trip and cannot attend, **ONLY** the entrance fee will be refunded. You will be charged for the cost of transportation.
- If you miss an "in camp" activity, such as the barbecue, you will not be refunded.
- A running tab of activity credits will be kept in the camp office, with a final refund issued at the end of camp.

**Health information and emergency phone numbers:**

- On each child's registration form, we must have a record of health concerns, emergency phone numbers, as well as emergency contacts, in case parents cannot be reached. Should any of this information change during the summer, it is imperative that you let the summer camp office know.

- Immunization records for each child are due in the Recreation Office by Friday, June 11 at NOON. **NO EXCEPTIONS!** Your child(ren) will not be admitted to camp without complete and up to date health forms. Health forms from previous years cannot be accepted, as the form is only valid for one year. The forms may be obtained from your doctor's office and must be signed. They can be faxed to us at 508-261-7425.

### ***Rain days:***

- Camp will be held on rainy days. Campers will meet inside one of the public schools (tentatively Qualters Middle School) for indoor activities. Please call the summer camp office if you have any questions.
- Pick up and drop off will be at the indoor location if camp moves indoors during the day.

### ***Leaving camp:***

- Only people listed on your registration form will be allowed to pick up your child. Any person picking up your child, if unknown to the Director and/or Counselors will be asked to provide identification. Please inform the person picking up your child that a picture ID will be required. This will help avoid any misunderstanding or embarrassment.
- EACH CHILD MUST BE CHECKED OUT OF CAMP EACH DAY. A staff member will be at the checkout table between 3:00 and 4:00. Please remember to check out with the office if you are taking your child out of camp early.

### ***Camp activities:***

- A varied schedule of activities and events will be offered each day. Each child will be encouraged to participate and "join the group".
- Activities offered include, but are not limited to, live entertainment, arts & crafts, sports, games, storytelling, nature walks, field trips, picnics, barbecues and so on.

### ***Out of camp activities:***

- All campers that choose to attend out of camp activities must use camp sponsored busses for transportation.
- Attendance will be taken immediately before and after campers board the bus.

### ***Field trips:***

- Different trips will be offered throughout summer. Usually one full and one half-day trip are scheduled per week.
- Trip/activity fees are not included in your registration fee.
- Not all campers choose to attend all trips. Those campers not attending a trip will remain in camp with a counselor for regular in camp activities.
- Trips are a "break even" activity. There is a minimum and maximum that must/can attend. If the minimum is not reached, the trip will be cancelled. If the maximum is reached, a "waiting list" will be started. Register early. Registration is on a "first come, first served" basis. Registration is accepted each Monday for that week's trip/activity.
- TRIP RESERVATIONS WILL NOT BE ACCEPTED THE DAY OF THE TRIP UNLESS YOU HAVE MADE VERBAL RESERVATIONS AT LEAST 24 HOURS IN ADVANCE AND SPACE IS AVAILABLE. **NO EXCEPTIONS!** CALL THE CAMP OFFICE AT 508-261-7383.

### ***Volunteers:***

- Volunteers are needed to help chaperone field trips. We encourage you to take part and spend the day with your child.
  - There is no charge to the volunteers. Call the office to register for a trip, to instruct a class, or to volunteer.
- VOLUNTEER TODAY!**

- Due to new State laws, every person who works with or volunteers with children is subject to a criminal background (CORI) and sexual offender (SORI) check. CORI and SORI checks are required annually. Those who chaperone day trips are required to fill out a CORI and SORI check also. These checks remain confidential and are only used to protect the children. Please notify us as early as possible of your intent to volunteer to ensure your check is completed. (CORI and SORI checks are good for one program and one year.)

### ***Tennis Lessons:***

- We encourage campers to take tennis lessons, which are held at the Memorial Park tennis courts. We suggest you register for the 8:00am lessons on Wednesdays, Thursdays or Fridays, so it will not interrupt camp hours or field trips. There is an additional fee and a separate registration is through the Park and Recreation Office.

### ***Lunches and food:***

- Lunches should be placed in your child's counselor's basket at the start of each day. Lunches cannot be refrigerated but they will be stored out of the sun. Please pack lunches and snacks appropriately.
- **Please mark your child's lunch clearly with his/her name.**
- Only lunches are stored. Pack them separately from backpacks and other camp articles.

- Campers ages 5 and 6 will have a "snack time" break each morning at approximately 10:15am. Other age groups may also choose to partake in a snack time. Please pack all snacks separately from lunches with your child's name clearly marked.
- There will be a snack basket with the lunch baskets. Snacks may be put in the basket as you arrive in the morning.

### ***Camp Store:***

- The camp store will be open each day and will sell candy, snacks, juice and soda, **AT LUNCH TIME ONLY**. Correct change (\$.25 to \$.75 per item) will be appreciated.

### ***T-shirts:***

- Each camper will receive a camp T-shirt at the beginning of camp.
- Campers who are attending a trip outside of camp **MUST** wear the camp T-shirts.
- You may order additional T-shirts at \$7 per shirt. This must be done at time of registration.

### ***Toys and clothes:***

- **Closed toe sneakers must be worn every day.**
- **No high heel sneakers or shoes/sandals are allowed.**
- Please label all toys and clothes that your child brings to camp.
- Toys are allowed in camp. Water pistols and guns are not allowed.
- **No CD players, BOOM boxes, portable video games, iPods, collectible cards, or trading games will be allowed in camp or on bus trips.** They will be taken away and returned at the end of camp to parents.
- Skateboards and roller blades are allowed in camp only when skating is a planned activity. **Proper safety equipment is required.**
- If bicycles are ridden to camp, **a bicycle helmet must be worn. This is state law!** Also, bicycles must be locked securely to the bike rack.
- We are not responsible for lost or stolen articles. We advise campers not to bring any valuable items to camp.

### ***Camp behavior:***

- The rules and regulations set down for the camp will be strictly enforced without exception. All campers will be made aware of camp behavior rules, and will be required to follow the rules.
- We want camp to be fun and enjoyable for all. This includes no swearing, teasing, bullying, fighting, name calling, stealing, etc.
- Counselors and camp staff will handle discipline problems on an individual basis, according to camp policies. Our discipline policy will be handed out at the parents' meeting in June.
- If a camper has lost privileges due to a behavior problem, parents will be notified.
- In extreme cases, campers may be asked to leave camp for a day or part of a day; such cases will include meeting with the parent/guardian.
- **Camp rules, as well as the rules of the bus company, will be in effect during all bus trips.**

## **CLAIM CAMP ON YOUR TAXES**

When choosing a day camp for your child, keep in mind the IRS ruling on childcare tax credits. The IRS considers day camp to be childcare when its program offers informal recreational activities. The full cost of such a camp can be included when calculating the tax credit.

However, you cannot include the full cost of the camp if any of the activities are educational. The IRS defines educational "activities" as highly structured learning experiences, such as coaching in a particular sport or classes in the morning and informal recreation in the afternoon, you can claim as day care only the cost of the afternoon hours. If you choose a sports-skill camp, such as a baseball camp, check with your accountant to see if you can claim any of the fees.

As of the 1989 tax year, you must provide the camp's federal identification number when claiming a childcare credit. Also, the qualifying age limit has dropped from 14 to 12. You now can claim childcare expenses only for children 12 and younger.

M.W.

"Working Mother" May, 1990

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From the MASS Regulation for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV-105 CMR 430.000:

430.190: General Program Requirements

(C) The operator shall print on any promotional literature or brochure the following, "This camp must comply with regulations of the MA Dept. of Public Health and be licensed by the local board of health."

(D) The operator shall inform parents at the time application forms are provided that they may request copies of background checks, health care and discipline policies as well as procedures for filing grievances.

**SUMMER CAMP TELEPHONE: 508-261-7383**  
**TOWN HALL OFFICE: 508-851-6458**  
**TOWN HALL FAX: 508-261-7425**

### *Tentative Camp Schedule*

8:00am - Campers may be checked into camp.

9:00am - The opening of camp and attendance in groups. MANDATORY!

9:15 to 10:15am - Scheduled camp activities.

Specific activities will be scheduled each day. Counselors will rotate activities during the day to offer all campers the opportunity to participate in all activities appropriate for their age group.

10:15 – 10:30am - Snack time.

10:30 - 11:30am - Scheduled camp activities.

11:30am - 1:00pm - Lunch and supervised, free choice playtime.

1:00 - 2:30pm - Scheduled camp activities.

2:30 - 3:00pm – All-Camp game or group area cleanup.

3:00pm - Camp activities end for the day. Supervised playtime until 4:00.

4:00pm - All campers must be picked up by 4:00pm.

You will receive a weekly schedule of activities, which includes trips, special events, camp information and the appropriate registration form. The "parental consent" form must be signed for each activity each week or children will not be allowed to participate in that/those activity (ies).

If you are signed up for a series of weeks, for example weeks \*2, 4 and 5, your weekly activities schedule will be mailed to you the week before you are scheduled to attend. Or, you may pick up the schedule at camp the Thursday afternoon before you are attending.

\* We will mail week 2 during week 1, week 4 during week 3 and give you week 5 during week 4 at camp.



**MANSFIELD PARK & RECREATION DEPARTMENT**

**Summer Camp 2010 Registration Form**

Web site: [www.mansfieldma.com/park](http://www.mansfieldma.com/park) Email: [recreation@mansfieldma.com](mailto:recreation@mansfieldma.com)

Name \_\_\_\_\_ Age \_\_\_\_ Sex \_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Present Grade \_\_\_\_\_

Address \_\_\_\_\_  
# Street Town/City State Zip Code Phone #

Mother's Name \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Names and phone numbers of adults to be contacted if parents cannot be reached:

Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

Names and phone numbers of adults allowed to pick up your child from camp if different from above.

Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

List any health, medical or emergency information that we need to know:

Physician's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Insurance Plan \_\_\_\_\_

Emergency Information: \_\_\_\_\_

Allergies: \_\_\_\_\_ Daily Medication: \_\_\_\_\_

Attended in 2009? Yes \_\_\_\_ No \_\_\_\_

We are interested in care before and/or after camp. Yes \_\_\_\_ No \_\_\_\_

Pleased circle T-shirt size: Youth S(6 - 8) M(10 - 12) L(14 - 16) Adult S(34 - 36) M(38 - 40) L(42 - 44)

Campers receive one shirt included in their registration. Fill out to order extra T-shirts at \$7.00 per shirt # \_\_\_\_\_

I understand that there are additional charges for some programs, i.e. field trips, barbecue, etc. Yes \_\_\_\_ No \_\_\_\_

I understand that it is my responsibility to transport my child(ren) to and from camp. Yes \_\_\_\_ No \_\_\_\_

Total number of weeks you would like to attend: \_\_\_\_

Please circle which weeks you would like to attend: 1 2 3 4 5 6 7 8

My child has permission to participate in all regular recreation programs offered during summer camp.

EXCEPTIONS: \_\_\_\_\_

I, the undersigned, will not hold the Town of Mansfield, Mansfield School Department or any of its employees, volunteers, Director of Parks & Recreation, Recreation Commission, Camp Director or Counselors liable in the event of mishap, personal injury, damage or loss of property during the activities of summer camp.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Email: \_\_\_\_\_

(2/9/10) Please help us save on postage. Use email! Thank you.

\*\*\*\*\*

**OFFICE USE ONLY:**

Immunization records received and complete by June 11 Yes \_\_\_\_ No \_\_\_\_

Number of weeks attending: \_\_\_\_ Specific weeks: 1 2 3 4 5 6 7  
8

7/6 7/12 7/19 7/26 8/2 8/9 8/16 8/23

**Camp Fees:**      **Registration:** \_\_\_\_\_      **Family Total:** \_\_\_\_\_  
**Extra T-shirts:** \_\_\_\_\_      **Deposit:** \_\_\_\_\_  
**Late Fee:** \_\_\_\_\_      **Balance:** \_\_\_\_\_      **Date** \_\_\_\_\_  
**Total** \_\_\_\_\_