

# **Mansfield Parks & Recreation** **Summer Camp 2023**

**\* Registration opens Monday, March 6 \***

**Mansfield Parks & Recreation Department  
Six Park Row, Mansfield, MA 02048  
Town Hall Phone: 508.851.6458  
Fax: 508.261.7425  
Summer Camp Office: 774.719.7625  
recreation@mansfieldma.com  
[www.mansfieldma.com/232/Parks-Recreation](http://www.mansfieldma.com/232/Parks-Recreation)**

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>
	6/26	7/05	7/10	7/17	7/24	7/31	8/07	8/14

## **1. Registration:**

You may register by mail or Town Payment Drop Box  
(located at the corner of Park Row and South Main Street)

## **2. Required for registration:**

- a. Completed registration form.
- b. A 25% minimum deposit of total registration fees per camper, non-refundable.
- c. All registration fees are due by June 2, non-refundable.
- d. We accept cash and checks payable to: Town of Mansfield. You may also pay by credit card in the Recreation Office and on the Recreation website, a processing fee will be accessed with all credit card payments.

## **2. Town Hall Office hours:**

Monday/Tuesday/Thursday: 8:00am - 4:00pm, Wednesday: 8:00am - 8:00pm, Friday: 8am – 12:00pm.

## **3. Registration is on a first come, first served basis.**

## **WELCOME TO MANSFIELD PARKS & RECREATION SUMMER CAMP 2023**

We hope your children will enjoy attending the Mansfield Recreation Summer Camp program as we strive to offer your camper a safe, healthy, and positive summer camp experience. A variety of games and activities are offered to encourage adventure, exploration, social growth, free thinking, and community connection. Please read through the following policies and regulations. If you have any questions, please email [recreation@mansfieldma.com](mailto:recreation@mansfieldma.com) or call 508.851.6458.

### ***Camp Location:***

- Memorial Park
- Rain location- Qualters Middle School

### ***Camper's Ages:***

- Campers are ages 5 through 12; must be five years old as of 6/26/23, or 5 on the first day the child enters camp.
- Camper/counselor ratio for ages 5 and 6 is 7:1; Camper/counselor ratio for ages 7 through 12 is 10:1.

### **REGISTRATION FEE SCHEDULE:**

#### **Registration before Friday, June 23:**

Resident Summer Camp Fees- \$210.00 per week 1, 3, 4, 5, 6, 7, 8  
\$130.00 per week 2; prorated for the holiday  
Non-Resident Summer Camp Fees- \$220.00 per week 1, 3, 4, 5, 6, 7, 8  
\$135.00 week 2; prorated for the holiday

#### **Registration beginning Monday, June 19 and after:**

Resident Summer Camp Fees- \$220.00 per week 1, 3, 4, 5, 6, 7, 8,  
\$135.00 week 2; prorated for the holiday  
Non-Resident Summer Camp Fees- \$230.00 per week 1, 3, 4, 5, 6, 7, 8,  
\$140.00 week 2; prorated for the holiday

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

**REGISTER EARLY TO ENSURE A SPOT!**

- All registrations are subject to the availability of weeks.
- Returned checks are subject to a \$25.00 non-refundable service charge. All families with returned checks will be required to pay with cash or money order for the remainder of camp.

### **Registration Policy**

**If fees for registrations/activities from previous years are outstanding, you cannot register for Summer Camp 2023 until your account is paid in full.**

- If a camper extends their number of weeks, *the registration fee must be paid in full at the time of registration.*
- 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.

#### **By Friday, June 2, 12:00 noon:**

- **All registration fees must be paid in full**
- **Health forms are due**
- **A late fee of \$50.00 will be charged for all payments received Saturday, June 3 and later, no exceptions**
- **All registrations after June 2, must be paid in full at the time of registration**

### **Morning Check-In:**

- Each morning, a parent or guardian must bring the camper into camp to be checked in with the staff.
- A staff member will be at the check-in table from 8:00-9:00am.
- After 9:00am, campers must be checked in at the Summer Camp Office.
- Attendance will be taken each day at the opening of camp, 9:00am.
- Once in camp, your child may not leave without parent/guardian permission.
- Campers must stay within camp boundaries and remain in camp until released at check out time at the end of each day.

#### **Refund Policy:**

- There are no refunds once registered, no exceptions. If you miss an "in camp" activity, such as the barbecue or pizza, you will not be refunded.

### **Health Information and Emergency Phone Numbers:**

- With each child's registration form, we must have a record of health concerns, emergency phone numbers, as well as emergency contacts, in the event a parent/guardian cannot be reached. Should any of this information change during the summer, it is imperative that you notify the Summer Camp Office.

Immunization records for each child are due in the Recreation Office **BEFORE** a camper can attend camp. **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. The form can be faxed to 508.261.7425 or emailed to [recreation@mansfieldma.com](mailto:recreation@mansfieldma.com).

### ***Sunscreen Policy / Sunblock:***

-Our policy is to do everything possible to protect campers from excessive exposure to the sun while still allowing them the opportunity to get the most out of the outdoor games and activities. Parents/guardians should apply sunscreen prior to camp drop off and provide labeled spray sunscreen for use during the camp day. Counselors are not permitted to apply sunscreen on a camper, but can assist with spray sunscreens. In advance, parents should discuss the importance of reapplying sunscreen, as well as practice application with their children.

### ***Camp Hours and Days:***

- Campers may be dropped off at camp between 8:00-9:00am and picked up between 3:00-4:00pm.
- Camp begins at 9:00am and ends at 3:00pm. Staff is at camp from 8:00am to 4:00pm each day.
- Camp is closed Monday, July 3 and Tuesday, July 4 in celebration of Independence Day.
- If you are interested in Pre and/or Post-Camp, before 8:00am or after 4:00pm, please fill out a Pre/Post Camp registration form.
- **CHILDREN ARE NEVER LEFT ALONE IN THE PARK AND ARE SUPERVISED BY TRAINED STAFF AT ALL TIMES.**
- Camp pick-up and check-out is between 3:00 and 4:00pm. If you expect to be late for pick up, you **MUST** call the camp office. A counselor will stay with your child and you will be charged for "sitting" services. The late pick-up charge will be \$25 per 15 minutes. Late-pick and sitting fees must be paid immediately.
- In regard to Post-Camp Care, you will be charged \$10.00 each 5 minutes you are late to be paid immediately upon pick-up any time after 6:00pm. If your child has not been picked up by 6:05pm AND camp staff cannot reach you or your listed emergency contact(s) to designate pick-up for the camper, camp staff may take additional action to ensure the safety of your camper.
- If your child is sick or an unexpected vacation arises and he/she will not be attending camp for a day/week, please notify Summer Camp of his/her absence; refunds will not be issued for absences.

### ***Poor Weather / Rain Event Camp Days:***

- Camp will be held on rainy days and will meet inside Qualters Middle School Gym for indoor activities. Call the Summer Camp Office if you have any questions regarding camp location.
- Pick-up and drop-off will be at QMS 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 photo identification. Please inform the person picking up your child that an ID will be required. This will help avoid any misunderstanding or embarrassment.
- Check your child out of the Summer Camp Office when dismissing your child out of camp early.
- Campers are permitted to bike and/or walk to camp with a permission note form his/her parent/guardian. Helmets must be worn.

### ***Camp Activities:***

- A varied schedule of activities and events will be offered each day; every child will be encouraged to participate.
- Activities include crafts, sports, games, storytelling, picnics, barbecue, etc.
- Walking Field Trips will be offered throughout the summer. Trips may include; fishing, playgrounds, public library, etc.

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

- The camp store will be open each day. We sell snacks and drinks at lunch time only to be purchased once campers have finished his/her lunch. **Correct change (\$0.25 to \$1.50 per item) is appreciated.**

### ***Lunches and Food:***

- Lunches cannot be refrigerated and will be stored out of the sun in your child's backpack. Please pack lunches and snacks appropriately.
- Mark your child's lunch clearly with his/her first and last name.
- Campers will have a "snack time" break each morning at approximately 10:15am.
- If your child is sent to camp without a lunch, the Camp Office will provide a sandwich and water for a \$5.00 fee.
- Snack is optional; the Camp Office will not provide snacks to children who do not bring a snack.
- We require the use of reusable water bottles to cut down on the trash in our landfills. Please label it with your camper's name. Fill it with cold water, ice or freeze it before coming to camp to ensure a cold drink on the hot summer camp days.

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

- We encourage campers to take tennis lessons held at the Memorial Park Tennis Courts. If interested, we suggest you register for the 8:00am lessons on Wednesdays or Fridays, as it will not conflict with camp hours or field trips. There is also a 9:00am class option; however, he/she will miss the first summer camp activity period. Tennis/camp staff will accompany camper to and from tennis lessons. There is an additional fee and a separate registration form for Tennis Lessons, attached.

### ***Movies Under the Stars and Concerts on the Common:***

- We invite campers and their families to join us on Wednesday evenings for our free weekly Summer Entertainment series. Information will be included on our weekly camp newsletters. The full schedule can be found on the Parks & Recreation website ([www.mansfieldma.com/232/Parks-Recreation](http://www.mansfieldma.com/232/Parks-Recreation)) and in the Summer Camp Office.

### ***T-Shirts:***

- Each camper will receive one camp t-shirt with his/her registration at the beginning of camp.  
- Campers who are attending a trip outside of camp MUST wear his/her camp t-shirt.  
- You may order additional t-shirts for \$15 per shirt.

### ***Toys and Clothes:***

- Closed toe sneakers must be worn every day.  
- No high heel sneakers or shoes/sandals are allowed.  
- Please label all clothes that your child brings to camp.  
- Water pistols and guns are not allowed.  
- No TOYS, games, trading cards or electronics from home are allowed at camp or on fieldtrips.  
- Cell phones must be kept in a camper's bag AT ALL TIMES. If a camper's cell phone is taken out during camp hours, the phone will be held in the office to be returned to the parent/guardian upon pickup at the end of the camp day.  
- We are not responsible for lost or stolen property; we advise campers not to bring any valuable items to camp.

### ***Camp Behavior:***

- The rules and regulations established for camp will be strictly enforced without exception. All campers will be made aware of camp behavior expectations and are expected to follow the rules.  
- There is 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. A copy of the discipline policy is available in the Summer Camp Office and the Parks and Recreation Office at the Town Hall.  
- Parents will be notified if a camper has lost privileges due to behavior.  
- 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 Schedule***

8:00am - Campers may be checked into camp; supervised free time is offered until 9:00am

9:00am - Camp opening and group attendance; mandatory for all campers

9:15 - 10:15am - Scheduled camp activities with specific activities scheduled each day; counselors will rotate activities during the day to offer all campers the opportunity to participate in each activity 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 - 2:00pm - Scheduled camp activities

2:00 - 3:00pm – All-Camp games

3:00pm - Camp activities end for the day; supervised free choice playtime until 4:00pm

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

**Additional/Optional Camp Activities/Trips- (extra fees apply)**

Tuesday- Field Trip  
Wednesday- BBQ (hot dog/hamburger)  
Thursday- Swimming at the Brown Billone Club Outdoor Pool  
Ice Cream Truck- 2:00pm  
Friday- Pizza

**CLAIM CAMP ON YOUR TAXES**  
**Town of Mansfield Tax ID#- 04.6001209**

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.

Page 31

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) "This camp must comply with regulations of the MA Dept. of Public Health and be licensed by the local board of health."  
(D) "At the time that you apply, you may request copies of background checks, health care and discipline policies as well as procedures for filing grievances."

***Summer Camp Newsletter:***

Each Friday, you will receive a weekly Summer Camp Newsletter through email that will highlight the camp schedule of activities, special events, pertinent information, for the following week. The Summer Camp Newsletter must be signed for activity participation. Paper copies of the Week Newsletter will also be available in the Summer Camp Office each Friday afternoon and Monday morning. **The Summer Camp Newsletter/participation fees are required to be dropped off with your camper on Monday morning by 10:00am for enrollment, no exceptions.**

**TOWN HALL OFFICE: 508.851.6458**  
**TOWN HALL FAX: 508.261.7425**  
**SUMMER CAMP OFFICE: 774.719.7625**





MANSFIELD PARKS & RECREATION DEPARTMENT
Summer Camp 2023 Registration Form

Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

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

If your child celebrates a summer birthday, please indicate age group enrollment: 5/6 [ ] 7/8 [ ] 9/10 [ ] 11/12 [ ]

Parent's Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Primary/Cell Phone \_\_\_\_\_

Parent's Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Primary/Cell Phone \_\_\_\_\_

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

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

The Town of Mansfield is committed to giving all citizens equal access to recreation opportunities. The Town's Parks and Recreation Department is committed to providing accommodations (access) to all programs, services, and activities in accordance with Title II of the Americans with Disabilities Act (ADA). In keeping with that policy, reasonable accommodations are provided to participants with disabilities in all Town programs, services, and facilities. Every effort will made to provide reasonable accommodations required for participation. We will make every attempt to provide reasonable accommodations; however, failure to request an accommodation with the specified time frame may limit our ability to complete this request. Contact the ADA Coordinator at least 10 days in advance of the registration deadline at 508-261-7480 for additional information.

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

Allergies: [ ] No known allergies. [ ] This camper is allergic to: [ ] Food [ ] Medicine [ ] Environmental [ ] Other
(Please describe below what the camper is allergic to and the reaction seen)

Diet, Nutrition: [ ] This camper eats a regular diet [ ] This camper eats a regular vegetarian diet
[ ] This camper is lactose intolerant [ ] This camper is gluten intolerant [ ] Other, please explain in space

Restrictions: [ ] I have reviewed the program and activities of the camp and feel the camper can participate without restrictions.
[ ] I have reviewed the program and activities of the camp and feel the camper can participate with the following restrictions or adaptations.
(Please describe below)

Pl eased 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 with their registration. Extra T-shirts \$15.00 per shirt. # \_\_\_\_\_

I understand there are additional charges for field trips, barbecue, & pizza. Yes \_\_\_ No \_\_\_

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

I give my permission to have my child photographed for publicity and advertising purposes. Yes \_\_\_ No \_\_\_

Please circle which weeks you would like to attend: 1 2 3 4 5 6 7 8
6/26 7/05 7/10 7/17 7/24 7/31 8/7 8/14

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: \_\_\_\_\_

\*\*\*\*\*

OFFICE USE ONLY: Immunization records received and complete by June 2 Yes \_\_\_ No \_\_\_
Number of weeks attending: \_\_\_ Weeks: 1 2 3 4 5 6 7 8
6/26 7/05 7/10 7/17 7/24 7/31 8/07 8/14

# COMBINE TENNIS LESSONS WITH SUMMER CAMP

**If your child signs up for tennis lessons, tennis and/or camp staff members will escort them from the tennis courts to the camp office where campers will be signed in and then re-join their groups for camp activities.**

## YOUTH TENNIS LESSONS

**WHO:** Youth ages 5-13

Beginner, Advanced Beginner, and Intermediate

**WHERE:** Memorial Park Tennis Courts

**WHEN:** Summer: June 27 to August 18 (8-week session)  
Wednesday and Friday

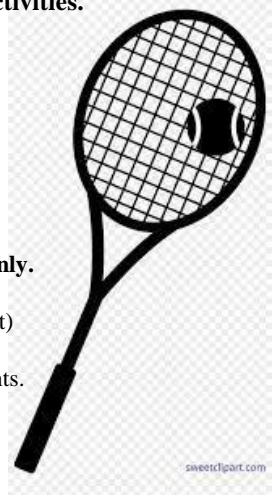
All make-up classes are held on Mondays at the regularly scheduled lesson time for **weather cancellations only**.

**TIME:** 8am or 9:00am

(We recommend you sign up for the 8:00am lesson so your child can be at camp for the 9:00 start)

**FEE:** \$130 Residents, \$140 Non-Residents

- Lessons are 50 minutes, once per week; minimum size per class is 2 students with a maximum of 5 students.



## SUMMER Lessons

**Wednesdays: June 28 through August 16**

Mornings: 100308 – 8:00am      100309 – 9:00am

**Fridays: June 30 through August 18**

Mornings: 100508 – 8:00am      100509 – 9:00am

## MANSFIELD PARKS & RECREATION DEPARTMENT TENNIS REGISTRATION FORM

Please complete a separate form for each family member.

Following each program description is a bold-type number code.

To register for a program, enter the corresponding code onto the registration form.

Participant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary/Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Medical Conditions (allergies, medications, etc.) \_\_\_\_\_

**Please circle tennis ability:    Beginner      Advanced Beginner      Intermediate**

Program Name	Program Code	Day	Time	Fee
Summer Tennis				

As parent/guardian of the above listed child, (or adult participant named above) I certify that said child has my permission to attend and participate in the above listed activities. In signing this form, I hereby waive and release all other participants, the sponsors and the Town of Mansfield and all other officials and volunteers. I also hereby grant the unconditional right to use the name, voice and photographic likeness of the child in connection with any audio/video productions, articles, or press releases, but not as an endorsement.

I, the undersigned, will not hold the Town of Mansfield, Mansfield School Department, or any of its employees, sponsors, volunteers, Recreation Commission, Park & Recreation Director, liable in the event of a mishap, personal injury, damage or loss of property during the listed event.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_