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SUMMER PROGRAM 2019

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Welcome all to our 2019 Summer Program! ☺

Thank you for choosing the Ashburnham-Westminster Extended Day Summer Program. This guide provides all of the information you need to know, however, please feel free to contact us with any questions you may have!

The program is open to children entering kindergarten through grade 6 from Ashburnham and Westminster, and if space allows, surrounding towns. Any incoming kindergarten students must be completely registered for school before attending. We do not accept children for only field trip days.

Calendar: Our calendar outlines the weekly themes, along with the optional weekly field trip locations. Please keep the calendar as a reference. The scheduling form is for you to indicate the exact days and times your child will attend. **Please submit this schedule no later than May 17th.** This schedule will be used to generate a full program schedule and to create an invoice for payment.

WESTMINSTER PARENTS: If your child attends the Parks & Rec. program, both drop-off and pick-up from Ext. Day will be handled exclusively by the Parks & Rec. staff.

Here is a **sample** of our daily schedule:

7:00 – 8:30 a.m.	Arrival/Early Birds/ Free-time
8:30 – 9:15 a.m.	Morning Meeting/ Snack/ Transition Time
9:15 – 11:30 a.m.	Group Activities - Mon, Tues, Wed – specific theme activities/lessons
11:30 –12:30 p.m.	Clean-up/ Transition Time/ Lunch/ D.E.A.R.
12:30 – 4:30 p.m.	Swimming at Dunn State Park - Tues for WES – Wed for JRB **TBD
12:30 – 4:00 p.m.	Playground/ Large Group Activities/ Snack
4:00 – 5:30 p.m.	Clean-up/Free-time

RATES FOR CARE (per child)

Daily Hours (8:30-4:00 p.m.) = \$35.00 per day

Extended Hours (7-8:30 and / or 4-5:30) = \$5.00 each session, per day

Maximum \$180 per week – does not include activity fees

10% discount for 2nd child 15% discount for 3rd child

5% discount off of your total invoice **IF** paid in full by June 21st

Please note – Absolutely NO CREDIT given for cancellations after June 21, 2019. Full payment due for all times reserved. Payments are to be paid weekly, bi-weekly, monthly or all at once. If payment is not made in a timely manner, you will be asked to find alternative care options and remain responsible for your balance. Full payment policy will remain in effect throughout the Summer Program.

Attendance: Children are expected to attend all reserved days. If your child will not be attending for whatever reason, **please give us a call. Please remember that you are still responsible for payment for non-attendance.**

Activity fees: Field trip fees vary based on admission fees, transportation costs, and additional staffing needed. Fees must be paid before attending any trips. If you cancel your child from a reserved field trip spot, you will still be responsible for the activity fee. **Accounts must be current in order to participate in field trips.**

Drop-off/ Pick-up: For the safety of all, CHILDREN MUST BE ESCORTED INTO THE BUILDING by an adult each morning to sign in. **Please do not just drop off your child!** A parent/adult must sign-out their child each evening on our log sheets. This procedure allows us the opportunity to speak with you, letting you know of any schedule changes, events, concerns, or best yet, something good!



**NO PARKING IN THE FIRE LANE –
RESERVED FOR EMERGENCY SERVICES ONLY**
Please be respectful of this request. Thank you. ☺

Sick Children: We all want our children to have a healthy summer. **We do NOT have a nurse on duty during the summer.** If your child is not feeling well, meaning not up to *fully participating* in our activities, then please make alternate arrangements. A child should be **fever-free, without** the assistance of medication, for **24 hours**, before returning to the program. Any child with a contagious condition, stomach/ bathroom sicknesses or other illness must stay home until the risk of spreading to others has passed. If you give your child any kind of medication in the morning before bringing them to us, please let us know. If a child becomes ill while in our care, (**including while out on field trips**) you or someone listed on your forms will be contacted to come pick them up. Anyone called to pick up a sick child must be able to arrive within one hour of the call. Our local 911 will be called for emergencies.



Medications: Following school district policy, only a nurse may give medication. A nurse is **NOT** on duty for the Ext. Day Summer Program. Please administer medications at home or a parent or responsible adult may come in to administer medication during our program. No child will be allowed to self-medicate (exceptions: inhalers & EPI pens with doctor's order) If a child is found in possession of medicine, parents/ guardians will be contacted. The medicine will be collected and need to be picked up by an adult. Children requiring an EPI pen or inhaler must have a **current doctor's order** and provide the EPI pen and inhaler while at Ext. Day. Staff are **NOT** allowed to give medication to children.

GENERAL INFORMATION

Breakfast and Snacks: Since the cafeteria is closed, breakfast and snacks will not be available during the summer program. Children are welcome to bring in their own breakfast to have before we start our activities. **Please keep in mind that we cannot cook or microwave any food.** Please make sure your child has enough snacks to last them through their time with us. A refillable water bottle is always a good thing to have here as well.



Lunch: Everyone must bring a lunch with a drink, each day. Please **do not send** any glass containers or **food that needs to be microwaved.** We do not have the capacity to refrigerate everyone's lunch so please be sure to pack everything in an insulated container. Extra snacks & drinks are a great idea for everyone.

Donations: We love to accept donations of all kinds. For the summer, we are most in need of freeze pops, lemonade, juice, bottled water, paper goods and healthy snacks of any kind to share. We also accept donations of craft items and gently used toys. If you want to donate something, please speak to a Site Coordinator. ☺



D.E.A.R. – Drop Everything And Read: In an effort to help maintain reading skills over the summer, we do incorporate a daily reading time into our routine. Children are encouraged to bring their own books from school reading lists or personal favorites! Electronic devices with e-books are allowed for D.E.A.R. time. We also have a small selection of books that children can choose from.

Friday Flicks: An all-time favorite! Each Friday we will set up our “Extended Day Movie Theater” and watch a movie together. Movies shown will be rated G or PG. Children take an active role in setting up and “working” at the theater and concession stand. Our concession stands features go-to movie goodies such as, popcorn, drinks and various special snacks. There are no additional charges for Friday Flicks!



Friday Pizza Lunch (optional): Let us plan lunch for you on Fridays! Pizza lunch will include 2 slices of pizza (cheese or pepperoni), bottomless drinks and a special dessert for only \$3.00. In order to pay for the pizza and/or delivery charges and tips, pizza lunch must be **paid in cash on Fridays** to sign up.

Parent Communication: If anything comes up over the course of the summer, we will post it on our parent information board. **Don't forget to check it each time you come in.** All notices will also be sent out via email – please be sure that we have the email address you most frequently use.

FIELD TRIP INFORMATION



Extended Day T-Shirts MUST be worn on ALL field trips!

Please look over the trips carefully. We have tried to provide a variety of trips to appeal to everyone. Please be sure that your child is comfortable traveling by bus off site and is interested in attending the trip. **Some trips may include swimming, please make sure your child can swim and be comfortable in the water before signing them up.** Occasionally we will have a problem when a child realizes that their friend is not going on the trip and wants to stay back at the last minute. In these cases, if you cancel your child from the trip, you will still be responsible for the activity fee.

Field trips are a privilege and only those students who exhibit **appropriate behavior** are allowed to attend. We reserve the right to keep a child back at school for inappropriate behavior, right up to the time the bus leaves the school. **If a child does not attend a trip due to inappropriate behavior, you will forfeit the activity fee.**

Activities are provided for those children who do not attend field trips. We need a minimum of 12 students to offer care at school, otherwise we will either ask parents to make alternate arrangements or combine students at one site.



Spending money: Some parents send extra money with their children for field trips, including Dunn State Park, to purchase snacks or souvenirs. If you choose to do so, the amount is at your discretion. We will gladly hold onto the money for your children to prevent it from being lost or forgotten. Staff do the best they can in guiding children to make good spending choices with their money.

Field trips require an extra activity fee, **in addition to the cost of care for the day**, to defray the cost of admission, transportation and additional staff required for trips. Parents attending field trips will need to pay the activity fee but will not need to pay for childcare as long as your child remains with you and not staff throughout the day. Please speak to your Site Coordinator for more information.

Summer field trips tend to fill up quickly. If you would like your child to attend a trip, please fill out the form and return it with a check for the activity fee as soon as possible. Checks may not be deposited until the day of the trip, feel free to post-date as needed. Please note, that accounts must be current for your child to participate in field trips. You will be notified if a trip is full and a waitlist will be generated on a first-come, first-served basis. **Additionally, there are no credits for activity fees if you cancel your child from a reserved spot on a trip.**

Plan "B" trips: Occasionally we may decide to alter our plans if the weather is not cooperating, or even just for fun. We usually will know this first thing in the morning, so please come in with your child to check our notice board.

THINGS TO BRING

Please provide your child with their own storage container to keep their personal items in. This can be kept at school throughout the week. A milk crate or plastic storage container works well. **All personal items, including clothing, must be LABELED with FIRST and LAST NAME.**



Food and Drink: Children will need snacks, lunch and drinks, daily! Please note that children are often hungry in the afternoon and looking for more snacks. **Please make sure that your child has an appropriate amount of food to last them the entire time they are with us.** We encourage all kids to eat but won't force them to. If you have particular concerns regarding your child and food, please speak to us. We also encourage the children to drink a lot of water, especially on those hot days! Please make sure that your child has a water bottle that they can refill throughout the day. (Please do not send glass bottles!)

Water Play Clothing: We provide water activities most days, with sprinklers, splash pools and water tables. Even if the weather seems like it may be gray and cloudy in the morning, it often turns hot for the afternoon. Children should have a **bathing suit and towel with them every day.** Water shoes or flip-flops are a great idea for transitioning through the school to outside.



**Sneakers are an absolute must for the gym and outside equipment.
NO SNEAKERS = NO GYM!**

Sunscreen & Bug Spray: With your permission, we will assist children with applying sunscreen and/or bug spray. We ask that you apply it to them in the morning before they come in. We will take the time to reapply mid-day or as often as necessary throughout the day. With the exception of siblings, we do not allow children to share sunscreen or bug spray. **Please make sure your child's first and last name are clearly written on the bottle you send in with them.**

Personal Items: Children are welcome to bring items from home to play with but please be advised that we will not be held responsible for any personal items. Please speak with your child about no trading, borrowing or selling of any items. **Please label all personal items with your child's first and last name.** Children are welcome to bring bicycles, scooters or skateboards, as long as they are brought home at the end of each day. All appropriate safety gear is needed to ride and sharing safety gear or bikes, scooters or skateboards is not allowed. **For everyone's safety, please do not send in motorized bikes, scooters or boards.**





Electronics: Time for electronic devices is **very limited** so that children are not spending too much time alone and not participating in our activities. Music with a parental warning will not be allowed. If staff feel that either music or a game that a child is playing is inappropriate, we will ask them to switch to something different or put the device away. **Those who continuously have inappropriate games or music will be asked to leave their devices at home.**

Please be aware of what your child brings in and home each day. If something should come home that doesn't belong to your child, please return it. If at any time, you have any questions, please just give us a call.

We all look forward to a wonderful summer and again, THANK YOU for choosing Extended Day!

Ashburnham-Westminster Extended Day Summer Program 2019
SAVE FOR REFERENCE

Themes listed at the beginning of each week, field trips on Thursdays (Bravehearts on Wednesday)

Monday	Tuesday	Wednesday	Thursday	Friday
June 24 Summerfest 2019	25	26	27	28 Friday Flicks
July 1 Party in the USA	2	3	4 CLOSED 	5 CLOSED 
July 8 All Ball	9 **	10 Worcester Bravehearts Game 8:45-2-2:30?	11 **	12 Friday Flicks
July 15 Ext. Day Survivor	16 **	17 **	18 One Stop Fun 10:00-2:30-3	19 Friday Flicks
July 22 Under The Sea	23 **	24 **	25 Mystic Aquarium 9:00-5:00	26 Friday Flicks
July 29 Unity Week	30 **	31 **	Aug 1 Breezy Water Slides 9:15-4-4:30	2 Friday Flicks
Aug 5 Adventureland	6 **	7 ** Rain Date for Canobie	8 Canobie Lake Park Salem, NH for ALL 9:15-5-5:30 ☺	9 CLOSED
Aug 12 Closed	13 for 2 weeks	14 cleaning of	15 building	16 CLOSED
Aug 19 CLOSED	20 CLOSED	21 CLOSED	22 CLOSED	23 CLOSED

**Dunn State Park TBD



**Ashburnham-Westminster Extended Day
Summer Program 2019**

Checklist

Student
Name _____

Grade Entering _____

Keep for Reference:

*Handbook

*“Save for Reference” Calendar

Return to Extended Day:

(with this form)

*Registration Form _____

*Registration Fee _____

*Field Trip Permission _____

*Swimming Permission _____

*Attendance Schedule** _____

**Filling out the Attendance Schedule – simply write the times your child will arrive and depart on each of the days they will attend. Keep in mind the billing system (see page 2 of the handbook)

Dunn State Park info TBD



**Ashburnham-Westminster Extended Day SUMMER PROGRAM 2019
Summer Registration Form**

Student Name _____
(Last) (First) (Middle)

____ Male ____ Female Birthdate ____/ ____ / ____ Grade Entering 19/20 _____ T Shirt Size _____

Hair Color _____ Eye Color _____ Height _____ Weight _____ Identifying Marks _____

Home Address – Street and PO Box if applicable Town

Parent Email – all communication via email Home Phone #

Parent/Guardian Information:

Parent Cell Phone

Parent Employer – Town Work #

Parent Cell Phone

Parent Employer – Town Work #

Child's Health Information:

Primary Care: _____ Tel: _____

Address: _____ Fax: _____

Significant Illness/surgeries _____

Allergies (food/medication/bees/ etc.) _____

Medication taken on a regular basis: _____

Please note that we cannot dispense medication during the summer program – see handbook for further information.

***If your child is new to this school/program, you must have all appropriate documentation returned to the school nurse and secretaries before attending the program.**

Health Insurance Provider:	Policy #:
Person Responsible for Health Insurance:	

I authorize the staff of the Ashburnham-Westminster Extended Day Program to give my child basic first aid when appropriate. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. If I cannot be reached, I hereby authorize to have my child transported to the nearest medical care facility to secure necessary treatment for my child.

Parent Signature: _____

Date: _____

Child's Name:

Other emergency contacts: (must be available to pick up within one hour of call)

Name _____ CELL OR
Daytime Phone _____

Address: _____ Relationship to child _____

Name _____ CELL OR
Daytime Phone _____

Address: _____ Relationship to child _____

Additional Information: If you have any information regarding your child that you feel would be helpful to us in providing the best care possible, please feel free to attach a separate sheet.

***Please note that we cannot restrict your child's release without legal documentation.**

Please initial each section:

_____ Occasionally the newspaper may photograph activities to publish. I authorize permission for my child's photo to be used.

_____ I give permission for Extended Day staff to apply sunscreen and/or bug spray to my child which I will provide at the beginning of the summer program to keep at Ext. Day.

_____ My child has permission to be transported by school van or private staff vehicle if he/she becomes ill or if any problem arises while away from the school, back to school or to another designated place.

_____ My child has permission to participate in the daily activities of Ext. Day, whether on site, within walking distance, or field trips.

_____ T-Shirts are required on all field trips. **Shirts are free if registration received by May 17st, \$15 after.**

_____ My child may watch any G or PG movie while at Ext. Day.

_____ I understand the medication policy and if my child requires an inhaler or epi-pen, I will provide it along with a doctor's order, before my child starts the Summer Program.

_____ I have read the payment policy for Ext. Day and agree to those terms. Payments are due in advance and no credit is issued for non-attendance.

I hereby request that my child, _____ be enrolled in the Ashburnham-Westminster Extended Day Summer Program. I acknowledge that neither the Program, towns of Ashburnham and Westminster, the elementary schools, nor anyone associated with the Program are liable or assume responsibility for any injuries incurred as a result of participation in the Program. I hereby authorize the staff of the Program to act on my behalf in case of a medical emergency. My child is physically fit to participate in all Program activities. My signature also confirms that I have received, read and accepted the Ashburnham-Westminster Extended Day Summer Program 2019 handbook in its entirety.

Signed _____ Date _____
(parent or guardian signature)

Print Name _____

Non-Refundable Registration Fee of \$30.00 per child required. \$15 registration fee for 2nd child. (\$45.00 max per family)

If registration & payment is returned by May 17st, you will receive a free t-shirt, otherwise t-shirt cost will be added to your invoice.

Ashburnham-Westminster Extended Day SUMMER PROGRAM 2019

**Summer Registration
Additional Child Form**

If you have more than one child from the same family enrolled in Ext Day, please fill out this form.

Your Name _____

Street Address _____ Town _____

Email: _____

Cell Phone: _____ Work Number: _____

Child #2 Name _____

(Last)

(First)

(Middle)

____ Male ____ Female Birthdate ____ / ____ / ____ Grade Entering 19/20 ____ T Shirt Size _____

Hair Color _____ Eye Color _____ Height _____ Weight _____ Identifying Marks _____

Significant Illness/surgeries _____

Allergies (food/medication/bees/ etc.) _____

Medication taken on a regular basis: _____

Please note that we cannot dispense medication during the summer program – see handbook for further information.

Additional Information: If you have any information regarding your child that you feel would be helpful to us in providing the best care possible, please feel free to attach a separate sheet. ***Please note that we cannot restrict your child's release without legal documentation.**

Child #3 Name _____

(Last)

(First)

(Middle)

____ Male ____ Female Birthdate ____ / ____ / ____ Grade Entering 19/20 ____ T Shirt Size _____

Hair Color _____ Eye Color _____ Height _____ Weight _____ Identifying Marks _____

Significant Illness/surgeries _____

Allergies (food/medication/bees/ etc.) _____

Medication taken on a regular basis: _____

Please note that we cannot dispense medication during the summer program – see handbook for further information.

Additional Information: If you have any information regarding your child that you feel would be helpful to us in providing the best care possible, please feel free to attach a separate sheet. ***Please note that we cannot restrict your child's release without legal documentation.**

I hereby request that my child(ren), _____ be enrolled in the Ashburnham-Westminster Extended Day Summer Program. I acknowledge that neither the Program, towns of Ashburnham and Westminster, the elementary schools, nor anyone associated with the Program are liable or assume responsibility for any injuries incurred as a result of participation in the Program. I hereby authorize the staff of the Program to act on my behalf in case of a medical emergency. My child is physically fit to participate in all Program activities. My signature also confirms that I have received, read and accepted the Ashburnham-Westminster Extended Day Summer Program 2019 handbook in its entirety.

Signed _____ Date _____ (parent or guardian signature)

Ashburnham-Westminster Extended Day SUMMER PROGRAM 2019
Field Trip Forms

Child's Name: _____

Below is a brief outline of all the field trips this summer. More detailed information available (just ask) and will be posted each week. Websites for each trip are listed and we encourage you to take a look at them to make sure your child is interested before signing them up. First Student school buses are used for most trips and Wilson Bus Lines are used for trips that are further away.

- **Accounts must be current to participate in field trips.**
- **Activity fees must be paid before attending a field trip. Checks payable to AWRSD**
- **No activity fee refunds for cancellations.**

Please initial below if your child will attend or just cross out the trip if not attending.



Wednesday July 10

Worcester Bravehearts Baseball Game, Worcester MA

Website: www.worcesterbravehearts.com Activity Fee: \$28.00

Depart JRB: 8:45 Return time: 2-2:30 depending on the end of the game

Details: Camp Day at Hanover Park includes a "Bullpen Buffet" for lunch! Hotdogs, hamburgers, chicken sandwiches, drinks, potato salad, chips and a baseball cap valued at \$15 in addition to our reserved seats!

My child has permission to attend the Worcester Bravehearts Baseball Game trip _____



Thursday July 18

One Stop Fun, Westford, MA

Website: www.onestopfun.com Activity Fee: \$30.00

Depart JRB: 10:00 Return time: 2:30-3

Details: The return of a fun filled trip that the kids absolutely love! Everyone will get time in the multi-level Gym Mania playground, outdoor interactive pool and indoor gymnasium! The gymnasium offers a lot of fun activities for the kids to get active, including a foam pit! ****ALL children must bring SOCKS!****

My child has permission to attend the One Stop Fun trip _____



Thursday July 25

Mystic Aquarium, Mystic, CT

Website: mysticaquarium.org Activity Fee: \$35.00

Depart (via Wilson Bus) JRB: 9:00 Return time: 5:00

Details: Another favorite trip making a return this summer! The last time we visited, the aquarium was going through some changes, we are very excited to go back! Penguins, frogs, turtles, stingrays, sharks, jellies and more! Plenty to see on our all day trip! Children will get to explore the aquarium and all it has to offer. Extra money for the gift shop is not required but ultimately your choice.

My child has permission to attend the Mystic Aquarium trip _____



**Thursday August 1
Breezy Picnic Grounds & Waterslides, Douglas, MA**

Website: www.breezysummer.com Activity Fee: \$28.00

Depart JRB: 9:15 Return time: 4-4:30

Details: **This is a swimming/ water trip! Please make sure your child is comfortable on water slides and swimming in a lake, before signing them up!** Three, 300ft water slides, beautiful picnic grounds, lifeguard monitored lake front all equal a wonderful day out! Don't forget your lunch! Extra money (snack bar and *limited* arcade games) is allowed for this trip.

My child **loves swimming and water slides** and has my permission to attend the Breezy trip_____

***Rain date for this trip is Friday August 2.**



**Thursday August 8 LAST DAY OF SUMMER PROGRAM
NO CARE AT SCHOOL**

Canobie Lake Park, Salem, NH

Website: www.canobie.com Activity Fee: \$40.00

Depart JRB: 9:15 Return time: 5-5:30

Details: The ultimate end-of-the-summer party! Canobie lets us in a little early, doesn't limit how long we can stay *and* lets us bring lunch and food in to the park! We even get discounted tickets for "guests" if you'd like to get your family together for a fun day! (Talk to a Site Coordinator for more info!) It's a great day full of fun for all! ****Please keep in mind most rides have a 42"-48" height minimum.** Disposable lunches strongly encouraged to limit the amount of things children need to carry with them for the day. Extra spending money is not required, but may be sent at your discretion.

My child has permission to attend the LAST DAY OF SUMMER PROGRAM Canobie trip_____

***Rain date for this trip is Wednesday August 7**

* * * * *

Please print clearly:

Child's Name _____ Grade Entering _____




Parent's Name _____ Daytime Phone _____

My initials above indicate my permission for my child to attend the above field trips.

Parent Signature _____ Date _____



Ashburnham-Westminster Extended Day Summer Program 2019

Child's Name				19-20 grade		Date	
ok to use one calendar for family if everyone's schedule is the same							
Please indicate drop off times AND pick up times						Field Trip	
	MON	TUES	WED	THURS	FRI	Yes/ No	Office Use
WEEK: 1	24-Jun	25-Jun	26-Jun	27-Jun	28-Jun		
drop off							
pick up							
WEEK: 2	1-Jul	2-Jul	3-Jul	4-Jul	5-Jul		
drop off							
pick up							
WEEK: 3	8-Jul	9-Jul	10-Jul	11-Jul	12-Jul	Bravehearts	
drop off						\$28	
pick up							
WEEK: 4	15-Jul	16-Jul	17-Jul	18-Jul	19-Jul	One Stop	
drop off						\$30	
pick up							
WEEK: 5	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	Mystic	
drop off						\$35	
pick up							
WEEK: 6	29-Jul	30-Jul	31-Jul	1-Aug	2-Aug	Breezy	
drop off						\$28	
pick up							
WEEK: 7	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	Canobie	
drop off						\$40	
pick up							
Summer Program 2019 Rates (per child)							
Full Day Hours (8:30-4:00) \$35 per day							
Extended Hours (7:00-8:30 & 4:00-5:30) \$5 each session per day							
Maximum \$180 per week - does not include activity fees							
10% discount for 2nd child 15% discount for 3rd child							
5% discount off total invoice IF paid in full by June 21, 2019							
**No credit given for daily care or field trip cancelations							
Checks to be made payable to AWRSD - student's name in memo section							