

Dear Parents and Guardians:

Summer is almost here! Once again it is time to think about your child attending the Elba Youth Recreation Program. This year, the program will begin on Monday, July 1st and will end Friday, August 2nd. Elba Park Rec welcomes all children who have completed Kindergarten through 6th grade and will be held at the Elba park daily from 9am - 3pm. All staff at the park will have undergone CPR and first aid training to ensure a safe summer.

What to bring to the park:

- Money the day before field trip days
- Packed lunch with extra water for park days
- Please be mindful of sending electronics to park rec.

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**Please be sure to have your child bring their registration slip the first morning at the park. Please save this packet and calendar for future reference.**

**Please read through the attached information and program policies. Your signature on this registration slip indicates your acknowledgement of disciplinary and other program policies.**

If you have any questions or concerns please contact the **Elba Village office at 585-757-6889**

Looking forward to a great summer!!!!

Sincerely,

Bobby Skrzypek

Recreation Director

## Park Program Information and Policies

### **Times and Locations**

The recreation program will normally run from 9:00am until 3:00pm at the Village Park. Recreation staff and children will be staying at the park for lunch; we do not leave for a lunch break. **However, because of various activities and availability of facilities, the times for departing and returning for field trips may vary.** Please be sure to check the attached calendar for specific times.

### **Activities**

Days at the park will generally consist of recreational activities along with various arts and crafts. We have also invited some special guests to the park.

**Once your child arrives at the park, he or she is not allowed to leave unless written permission is given directly to the park director.**

**In case of rain cancellations, there will be a sign at the park in the morning if necessary.**

### **Permission Slips**

Permission slips for the entire summer will be passed out on the first day of Rec, Monday July 5th. Extra permission slips will be available in advance throughout the summer. Please check each permission slip for special instructions (money required, times and lunch information)

We can only take one bus which limits us to the first 50 children who return a permission slip and trip payment; so please be sure to turn these in the day before the trip.

### **Lunch/Snacks**

Please send your child with a lunch, snack and refillable water bottle each day to the park. Coolers will be available. If you would like your child to walk home for lunch or be picked up, please provide a signed note for them to be dismissed.

**All trips will depart and return at the village park.** Please check the attached calendar that provides all activities and times. The field trips include the bus departure and arrival times from the park. Please have your child at the park at least five minutes prior to the scheduled departure time and have your child picked up promptly upon arrival. If students are repeatedly picked up late, they will no longer be allowed to participate in the program.

## **\*\*Medication\*\***

Please keep in mind that park recreation staff will not hold on to or give medication to a child attending the program. If your child takes medication during park rec hours, a parent or guardian will need to make arrangements accordingly. No exceptions will be made.

## **Field Trip Payment**

Field trip payment along with field trip permission slips are due the day before the trip. Staff will not be able to give change, so please be sure to pay with exact change. Only cash payments will be accepted.

Staff will not be responsible for holding children's spending money. Any extra money you wish to give your child will be the child's responsibility.

## **Important Information**

The Elba Summer Recreation program expects program participants to always exhibit appropriate behavior. Respect yourself and others as well as all playground, sports and craft equipment. To ensure the safety of all children, they will be expected to remain at the park or with Summer Rec staff from the time they arrive until they are dismissed. Children will only be released to persons on their authorized pick-up list. The only exception will be for those children who have permission to walk or ride a bike to and from the park.

As a parent or legal guardian, you are entrusting the Summer Rec staff with the safety and care of your children, therefore, you must notify the Rec director of any medical condition, disability or other situation that may need special consideration from the staff. We will respect your confidentiality and will make every effort to accommodate your situation.

## **Elba Summer Recreation Disciplinary Policy**

1st Violation - Warning

2nd Violation - Time out

3rd Violation - Cannot attend the program the following day

4th Violation - Cannot attend the program for the entire week

\*Should your child ever get to a 3rd violation, you will be notified of the problem.

**Village of Elba**  
**Waiver and Release of Liability**

1. By signing this Waiver and Release of Liability (Agreement), I waive and release Village of Elba, it's agents, servants, employees, insurers, successors and assigns from any and all claims and demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility.

This waiver and release is intended to and does release Village of Elba from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and Village of Elba's negligence. This is not intended to release Village of Elba from any liability resulting from their intentional conduct.

I further covenant and agree not to institute any claims or legal action against Village of Elba for any claim released by this Agreement. I further agree that should any claim be made against Village of Elba in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Village of Elba for any such claim and expenses including attorney's fees and costs incurred by Village of Elba in defending themselves or security indemnity hereunder.

2. I understand that Village of Elba is not responsible for any lost, stolen, or damaged valuables or property.
3. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendment.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue Village of Elba for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and it's terms and conditions, as determined by Village of Elba, will void and terminate this Agreement and may result in loss of the ability to use the facility.

I am signing the Agreement freely, voluntarily and competently and am at least eighteen(18) years of age.

Name (please print):

Sign and Date:

## Elba Recreation Registration Slip

-My child/children: \_\_\_\_\_ -Age(s):

Has/have my permission to attend the Summer Recreation Program. I have read and understand program rules and policies.

Print Parent/Guardian Name:

Signature:

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-Daytime phone number:

-Cell phone number:

-Email Address:

-Would you like to be emailed about updates?      Circle one:    Yes            No

-Emergency contact:

-Emergency phone number:

-Allergies:

**\*\*\*\*Please provide staff with an emergency Epinephrine shot if necessary\*\*\*\***

-My child/children will be (picked-up) or (walking) each day; please circle one.

-Will your child/children go home for lunch? Circle one:    Yes            No

-Is your child allowed to walk in a group without a chaperone on all day field trips?

Circle one:    Yes            No            Depends on the trip

## Authorized Pick-Up List

-Child's Name:

-Child's address:

-Person who will be regularly picking up child:

-Relationship to child:

-Authorizing parent/guardian printed name:

-Authorizing parent/guardian signature:

-Home Phone:

-Work Phone:

-Cell:

Please list below any additional people who have permission to pick up your child from  
Rec:

1) Name: Relationship:

Address: Phone:

2) Name: Relationship:

Address: Phone:

3) Name: Relationship:

Address: Phone:

4) Name: Relationship:

Address: Phone: