

Adopted by the Jackson School Board- April 3, 1996

JACKSON SUMMER READING AND RECREATION PROGRAM POLICIES 1996

The Jackson Summer Reading and Recreation Program was created by the Jackson School Board and the Town of Jackson in the summer of 1979. The primary goal as seen at that time was to provide a medium through which school age children could remain active physically, academically, and socially during the extended summer recess. The creation of a program that could supervise children in a minimally structured setting, maintain school and reading scores, and coordinate summer activities of fun and sport was desired.

After 16 successful years, the program remains well rooted in the initial design. As we prepare for our 17th season, we find that although true to purpose, many technical changes have evolved or are in need of clarification. Each year, new and different circumstances have given cause to reassess how best to meet the needs of children and continue to offer a valuable service to the Town of Jackson.

The purpose of this document is to clarify the guidelines by which the summer staff shall operate and to further define program limits.

I. Duration and Schedule

The Summer Reading and Recreation Program shall run for five (5) weeks, Monday-Thursday, beginning on Monday, July 8, and ending on Thursday, August 8.

The program shall provide supervision beyond these hours ONLY for planned field activities in which pre-notification of parents has been made or, due to unforeseen circumstances, delays have occurred in transportation causing late arrival at school.

The Summer Program staff is in no way responsible for children after the 3:00 p.m. closing, except under the conditions in the above paragraph.

II. Eligibility

Resident children of the Town of Jackson who have completed kindergarten through 12 years of age are eligible for this program. Those children having just completed kindergarten are eligible for a full day. However, should the Director determine that a student is too young or tires too easily, then a half day program will be recommended.

Resident children over the age of 12 are eligible through a partnership/volunteer agreement. Arrangements for this must be made with the Director so that responsibilities can be defined and assigned.

Summer resident children shall be eligible according to the above guidelines and according to supervision limits and ratios.

Nonresident children shall be eligible with the following conditions.

- A. All above guidelines are met except for residency.
- B. A tuition charge of \$40.00 per week or \$10.00 per day be paid in advance. Second child pays at \$25.00 per week or \$6.25 per day. Third child pays \$15.00 per week or \$3.75 per day.

- C. The number of tuition children will be based on a first come, first serve basis and limited by the discretion of the Director according to supervision limits and program impact.

Visiting relatives or friends may participate in the program as guests for up to five (5) days. The standard tuition fee will be applied unless the visitation qualifies them as summer residents. (Associated with a resident taxpayer and staying for two or more weeks.)

Children of vacationing families not associated with resident taxpayers shall be charged a full tuition.

No child shall participate in the program or any of the activities unless the appropriate registration form and emergency information card is on file with the Director.

III. Supervision

Supervision of children shall take place between the hours of 9:00 a.m. and 3:00 p.m. except as noted in Section I and except in the following circumstances.

Any child given the discretion of leaving the supervised area by their guardian as declared on the registration form becomes the responsibility of the home once they have left the supervised area.

Unless written permission is received for the child to leave the supervised area, they will be restricted to remain within the defined boundaries.

In cases of field trips, ALL children shall be required to remain under supervision. Those children who have just completed kindergarten and attending for a half day must be accompanied by a parent on all field trips.

IV. Transportation

Transportation of children to and from the program is the responsibility of the home.

Transportation of the children to and from field trips will be provided by the program or arranged by the program. Transportation for field trips shall be from and to the school only.

V. Conduct

Children are expected to exhibit safe conduct at all times.

Children showing unsafe conduct may be restricted from those activities or from the use of certain equipment.

The home shall be financially responsible for any damaged or destroyed equipment which may result from misuse or abuse.

Children demonstrating chronic, unsafe behaviors may be dismissed from the program by the Director under the following conditions:

A reasonable attempt has been made to correct the situation by the staff.

A conference has been called for with the home clarifying the situation and stating the consequences of nonimprovement.

Written notification is received by the home.

Parents have the right to appeal any decision made by the Director directly to the Principal.

VI. Overnight Camping and Hiking

For the protection of all parties involved, camping activities and certain extensive hikes will require the restriction of participants based on age, condition, and behavior.

Parents will be notified in advance of the activities as to what restrictions shall be made.

Children shall not be allowed to participate without proper equipment listed in advance of the trip. (We are more than willing to help locate equipment that may be borrowed. No child should miss an activity because they do not own the needed equipment.)

VII. Emergencies and Injury

All children MUST have an Emergency Permission Card on file with the program.

Minor injuries (small cuts, scratches, bumps) shall be cleaned and dressed by the staff and parents notified at day's end.

Serious injury (requiring definitive medical care) shall seek the home and be contacted immediately for further action. If parents and the emergency call person cannot be reached, the child will be transported to the nearest medical facility for treatment. Attempts to contact the home will be continued until notification has taken place.

Children sustaining life-threatening injuries shall be transported without delay to the nearest medical facility for treatment. Parents will be notified as soon as possible.

The staff may give no medications to children without permission in written form from the home.

Medications and permission to administer should be kept with the staff in cases of known allergic reactions with children. All medications from home should be clearly marked with name, date, and directions.

VIII. Communications

Due to the high incidence of lost notices, regular notices and reminders will be posted on the front door of the school so that parents can obtain information after hours. This is in addition to sending notices via the children.

Contacts for personal situations shall be made by telephone or in writing.

IX. Lost and Missing Items

The Recreation Program is in NO way responsible for lost or damaged items brought by children. Discretion should be used before allowing certain items to be brought by the children.

A lost and found area will be designated to help facilitate the recovery of any items that should be lost.

Any item brought to the program which is seen as dangerous or inappropriate shall be taken from the child and returned directly to the parents.

SUMMER PROGRAM STAFF

_____	Program Director
_____	Asst. Director
_____	Activities Coordinator

PROGRAM DATES/TIMES

Monday – Thursday 9:00 a.m. to 3:00 p.m.
Starting Time – Monday, July 8
Closing Date – Thursday, August 8
Registration – Friday, June 28 and Monday July 8

DAILY ACTIVITIES

Reading Maintenance
Playground Games
Group Games/Sports
Arts and Crafts

FIELD TRIPS AND HIKES

Once a week – Calendar of specific events/dates to be developed.

RAIN DAYS

Indoor Games
Movies/Videos
Arts and Crafts