



Town of Bolton Recreation Department



PARENT HANDBOOK **EVERYTHING YOU NEED TO KNOW ABOUT** **The Bolton Recreation Center**

DEAR PARENTS,

Welcome to Recreation Center! We are so thrilled you and your child have decided to spend time with us! In this booklet, you'll find information about policies, schedules and special events. The Recreation Center is open to children who are in grades four-twelve. Younger students are welcome to attend as long as an adult accompanies them. "Happenings," the Recreation Center, is located in the basement of the Town Hall. This is a free drop in program and no sign-ups are required, but an emergency contact information sheet (last page) must be completed and returned on the first day you attend.

We offer age-appropriate activities in a safe, fun, and supervised environment.

Wii	Movies/Music/Television
Play Station II	Foosball
X Box 1	Air Hockey
Jump Rope	Bowling
Billiards	Craft Projects
Basketball	Drawing/Painting/Crafts
Floor Hockey	Field Trips (check the schedule)

There is a homework area if children want to do homework, but there is not a designated homework time.

Operating Hours- check www.boltonnewyork.com for the monthly calendar

Monday-Friday from 3:00pm—6:00pm

Most Saturday's 11:00-5:00 PM

Recreation Director: Michelle Huck boltonrec@yahoo.com or
518-928-3176 or 518-644-9310

Recreation Center Attendant (Monday-Friday): Kelli Street 518-644-9310

Recreation Center Attendant (Saturday): Elaine Chivarou-Brown 518-644-9310

We follow the school calendar, and we are closed on school holidays/vacations, and other breaks during the year. If the school is closed due to inclimate weather the Recreation Center will also be closed. The monthly calendar is available through school, the Town Hall, & Recreation Center. Bolton Recreation Department programs/activities may from time to time be canceled or rescheduled. Before leaving a child at the Town Hall, a parent shall confirm that the recreation program has not been canceled or rescheduled. Parents are responsible for making sure their child is not dropped off and left unattended or unsupervised at the Town Hall in the event of a program cancellation.



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Arrival and Dismissal

- Students may walk or take a bus from school
- Transportation to the Recreation Center from BCS is available at regular dismissal and 4:00 dismissal.
- Students will SIGN IN AND SIGN OUT OF THE RECREATION CENTER.
- Elementary students (grades 4-6) will get picked up at the door by a parent or guardian when they leave for the day. Older students are permitted to sign themselves in and out unless you provide staff with a written note stating otherwise.

Requests for Parents

During the cold and flu season, the staff at the Recreation Center kindly request that any child who is exhibiting signs or symptoms of any illness please not attend the program. Furthermore, if any child does attend the Recreation Center with signs or symptoms of illness they will be required to leave the facility. A parent will be called and must pick their child up within twenty minutes of notification.

Bolton Recreation Scholarship Opportunities

The Bolton Recreation Commission would like to inform Bolton residents that it is the intention of the Commission to see all children participate in any program which they have an interest in. If your child(ren) is unable to participate due to financial hardships, please know that the Commission has scholarship money available to assist/sponsor children whether it be to attend a field trip or to assist with enrollment fees for a program, including but not limited to, Gore Regional Ski Program, Recreation Center Field Trips, Adventure Wednesday in the Summer etc.

Snack Policy

We provide only water as a beverage and occasionally we have popcorn or pretzels to offer participants as well. We no longer have snack machines at our facility and as a "drop in" center we do not provide snacks for the participants. It is important for you to pack an extra snack for your child each day if they will be staying from open to close at the Recreation Center.

LOST & FOUND

At the end of each day any items that are left behind will be placed in the lost and found. Items will be displayed at sign in - you are encouraged to check daily for any items that may belong to your child.

**The RECREATION CENTER is not responsible
for any lost, stolen or damaged items.**



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Town of Bolton Landing Recreation Commission Policy Statement Happening's Youth Center

The mission of the Recreation Commission is to provide a safe, respectful and fun environment, in which the children of the Bolton community can grow by participating in positive activities. This is a youth center, and as such it is our policy that when a student reaches 18 years of age the center will no longer be available for their use.

IN order to achieve this SAFE environment, the Commission has a no Tolerance Policy towards smoking, alcohol, theft, vandalism, drugs, and violence.

No student will be allowed to remain on Happening's premises or at a Recreation sponsored activity under the influence of alcohol or drugs or if found to be in possession of drugs or alcohol.

HAPPENINGS Youth Center Rules & Code of Conduct

1. Students must sign in and sign out each time they enter/exit the facility.
2. Students must inform the Director/Attendant if they leave the premises. Elementary students (grades 4-6) will get picked up at the door by a parent or guardian when they leave for the day. No elementary students (grades 4-6) are allowed to sign themselves out of the facility without written parental permission.
3. The upstairs Town Hall facility is off limits at all times. Any student found upstairs will be asked to leave.
4. No drinking or eating food except at the designated tables.
5. Students must ask permission to use the phone. When a student is ready to leave, for any reason, a parent is expected to pick their child up promptly (within 30 minutes).
6. A parent must be accessible at all times.
7. Music and Air Hockey table will be allowed after 4:00 PM. No music with profanity, sex, or drugs inferred will be played
8. No inappropriate language, verbal abuse, harassment, disrespect, rough housing, or violence (pushing, kicking, hitting etc.) Students should show respect to staff, students, and facility.



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9. No abuse of the equipment (throwing basketballs, pillows, cue sticks or pool balls).
10. A record will be maintained and after three offences a student may be denied the privilege of program participation for one month. Parent will be notified.
11. Students who are caught smoking, drinking alcohol, or using drugs on Town property will lose their recreation center privileges. The police will be contacted first followed by parents.
12. Only students 12 years and older may use cue sticks and billiard tables.
13. Two out of Town guests will be allowed at all activities with permission from the Director. Students will be responsible for their guest's actions and behaviors.
14. There is no sleeping permitted in the Recreation Center.
15. If a student accidentally breaks equipment, it will be their responsibility to pay for or replace the item.
16. Students are not permitted to remain at the recreation Center for more than three hours each day, unless there is a special event/activity/trip that is occurring which is appropriate for them to attend.

Students will demonstrate respect for property and equipment. They will:

- Use equipment for what it is meant for only. (For example, do not throw pillows, stand on tables, or sword fight with pool cues.)
- Treat equipment like you want it to last a long time. Take good care of it!
- Tell a staff member when something spills or breaks. (If you break something because of misuse or abuse, you will pay to replace the item.)
- Return equipment to its proper place when finished with it.
- Students will clean up after themselves.

The Recreation Center Staff reserves the right to ask any student to leave who chooses not to follow these rules or who demonstrates other inappropriate behavior. Repeated "offenses" may result in long-term loss of Recreation Center use. Participation in the Recreation Center Program is at the sole discretion of the Recreation Director.



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Disciplinary Procedures

When a student does not follow the Code of Conduct, we may take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the Recreation Center Rules in the form of a discussion.
3. If the behavior persists, the Recreation Director will be notified of the problem and will meet with the child.
4. If the behavior persists, a parent will be notified.
5. If a problem persists and a child continues to be disruptive, the Recreation Center staff reserves the right to suspend or remove the child from the program.

Fighting is grounds for immediate dismissal and long-term removal from Rec Center. In every case parental/guardian notification will occur. The document will briefly explain the situation, and the length of time the child will be banned from the Recreation Center.

Please complete the emergency contact information and release on the following pages.



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Recreation Department Medical Information

Child's Last Name: _____ First Name: _____

DOB _____ Grade _____ Age _____

This release shall be effective for any recreation department program in which my child participates through 2018-2019. I understand that it will remain on file with the recreation director until that date.

Should my child require emergency medical care at any time during the recreation department trips/programs/events and /or activities, and if I am unable to be reached, I give the recreation department staff and/or chaperones permission to act on my behalf (en loco parentis) regarding medical and surgical emergencies for my son or daughter, named and signed below. I understand I am responsible for any expenses incurred as a result of medical treatment.

Student Name: _____

Parent/Guardian Name: _____

Home Telephone # _____

Mother's Cell Phone # _____

Father's Cell Phone # _____

Emergency Contact Person Name _____

Emergency Contact Person # _____

Emergency Contact Person Name _____

Emergency Contact Person # _____

Physician's Name and Address: _____

Medical Insurance Company _____

ID # _____ Group# _____

Please indicate any special health considerations (Allergies, Medications, Health Conditions, etc.)

I have read and understand this form and will abide by the information pertaining to student participation in Bolton Recreation Department activities. I understand the assumption of risk in regard to the possibility of injury due to the nature of activity associated with the events/trips/activities offered during the Recreation Department Season, and I fully release the above information contained in the medical release.

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature: _____

Date: _____



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Happenings Youth Center (Recreation Center) rules state:

Elementary students (grades 4-6) will get picked up at the door by a parent or guardian when they leave for the day.

No elementary students (grades 4-6) are allowed to sign themselves out of the facility without written parental permission.

Once a student signs out and leaves the Recreation Center, the Recreation Department Staff and the Town of Bolton are no longer responsible for that individual student's whereabouts, actions, or behavior.

Students must inform the director and/or Recreation Center Attendant if they leave the premises.

By signing this form you and your child are acknowledging that you have read the entire handbook and agree to the rules stated above.

Student Signature _____ Print Name _____

Parent Signature _____ Phone # _____

Print Name _____

Date _____

If you would like for your elementary aged student to have permission to sign him/herself OUT of the Recreation Center please sign and fill out form below.

I (parent name) _____, give permission for my son/daughter (Child Name) _____ to leave/sign-out of Happenings Youth Center at their choosing. I understand that once they have signed out they will no longer be supervised or the responsibility of the Town of Bolton Recreation Department staff.

Parent Signature _____ Date _____

Notes: _____

Photo Policy

Your child may be photographed while at the **Recreation Center**. Please understand the photos will be used to create a scrap book and/or for promotional purposes including flyers, brochures, newspaper and on the internet. Please know that although your child's photograph may be used for advertising, his or her identity will not be disclosed.

Custody

The Town of Bolton Staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the Primary Parent/Guardian information listed on this document.

Parent's/Guardian's Initials _____

The Town of Bolton and the Recreation Center are not responsible for lost or damaged personal property. All scheduled events are subject to change. In case of an emergency, and if a family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First Responder, and/or Physician).

I have received the Bolton Recreation Center Parent Handbook and have read the information, policies, and procedures therein. I understand that participation in the Recreation Center Program is at the sole discretion of the Recreation Director. I have reviewed the Code of Conduct with my child(ren).

Parent/Guardian

Signature: _____ Date: _____



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Printed Name of Parent/Guardian: _____