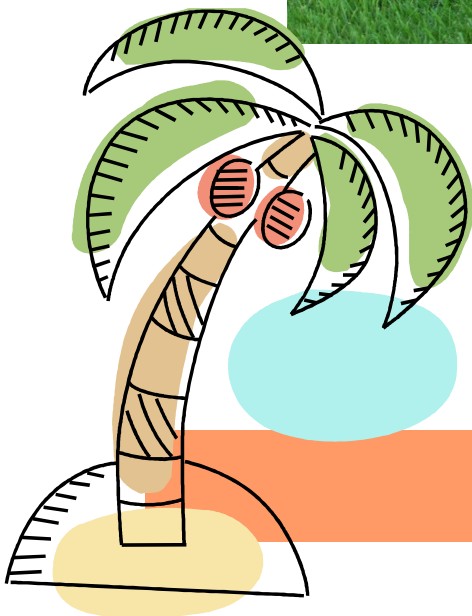


Summer 2011
Registration Packet

Friendship Island

All Day Children's Program at the Monticello Community Center.



Monday through Friday
June 6 through September 1
(Closed on Monday, July 4)

Thank you for selecting Friendship Island summer program for your child.

Feel free to discuss questions, concerns or ideas with Program Coordinator, Sara Cahill, at (763) 271-7124.

Philosophy

Friendship Island is a safe and fun place where your child can escape to a paradise of activity. Your child will participate in a variety of activities which will make their days off from school memorable and enriching.

Goals

- To provide a secure setting staffed with caring, creative, enthusiastic, and committed staff.
- To encourage the development of respect for self and others, responsibility, and feelings of accomplishment in each child.
- To create an environment that is fun, enriching, and orderly.
- To provide a variety of activities that will help develop and enhance a child's social, emotional, physical, and intellectual skills.
- To be a FUN place for children to enjoy their summer vacation!

General Info

Friendship Island is for children ages 5 to 14 years. Children must have completed Kindergarten.

Registration

Space is limited to 24 children per day. Registration will be on a first come first served basis with priority given to those registering for 5 days a week. Registration deadlines: May 20 for June, June 20 for July & July 20 for August. Registrants will be notified of their acceptance into Friendship Island the week following the registration deadline.

Schedule

Friendship Island operates between 6:00am to 6:00pm, Monday through Friday. Children MUST be dropped off by 9:00am. Pick-up should occur after 3:00pm so your child can fully participate in scheduled activities.

Drop Off and Pick-Up

Children will be dropped off and picked up in the Warehouse at the Monticello Community Center. Children MUST be signed-in and out by an authorized adult each day. Children cannot be dropped off or picked up at the door unless

Late Pick-Up Fees

If you are picking up your child past 6:00pm, you will be assessed a late pick-up fee of \$1.00 per every minute late after 6:00pm. (according to our clock) Continued late pick up may result in cancellation of Friendship Island services.

Snacks and Lunches

Your child needs to bring a bag lunch with your child's name on it each day during the program. We cannot heat up a lunch for your child. If you forget to pack a bag lunch, kids meals are available for you to purchase. Kids meals are \$3.25 and must be paid for when you drop off your child. Kids meals include a hot dog or Uncrustables sandwich, chips, fruit snack or graham cracker, and juice box. A light, healthy snack will be provided in the morning and in the afternoon. If your child chooses to bring their own snack, it must be designated as a snack and not part of their lunch. They will not be allowed to share snacks with other children. Water will be provided throughout the day. Breakfast meals are also available to purchase for \$2.50 and must be paid for when you drop off your child.

Personal Belongings

We do not allow children to bring toys, electronics (including but not limited to: iPods, cell phones, game boys, etc.) and personal items from home. Staff will hold any personal items that have been brought from home until the end of the day at pick-up time. Toys or items of a violent nature (including toy guns) will not be permitted. The Monticello Community Center and its staff are not responsible for the loss or damage of personal items.

Activities

A variety of activities promoting physical fitness and fun will be planned each day. The community center offers a pool, waterslide, gymnasium, and a rock climbing wall. Children will swim and climb every day. Children should be prepared with clothes and shoes appropriate for physical activity including a swimsuit and towel. In addition, Friendship Island curriculum will include time for arts and crafts, reading, interactive video and board games, field trips to the library, free play time and quiet time.

Staff

Friendship Island staff are carefully screened and chosen for their enjoyment of children, enthusiasm, creativity, and sense of responsibility. The safety and well-being of your children is our number one concern. All Program Instructors, Assistants, and Helpers are required to participate in ongoing training in addition to being current in CPR and First Aid certification.

Ratio

The ratio for children to staff is 1:10 for kids ages 5-9 years and 1:12 for kids ages 10-14 years. When children are swimming and rock climbing, additional lifeguards and trained climbing attendants will be staffed in addition to Program Instructors and Assistants.

Accommodations

Friendship Island is not designed to provide long term 1:1 assistance for children. If a child needs 1:1 assistance, a meeting with the family must be arranged prior to the start date to determine how accommodations can be made. Meetings should be scheduled with the Program Coordinator.

Payment Schedule

Families will be charged fees based on their registration agreement, not actual attendance. Switching days is not permitted. Parents are responsible for all charges incurred. Payments are required when a child is not in attendance during a registered day. This may include illness, personal reasons, or inclement weather. Payments and schedules are due at the time of registration.

Children with Illness

Children with the following symptoms should not be sent to Friendship Island. If children attend the program with any of the following symptoms, parents will be contacted immediately to pick up the child.

- Temperature registering above 99°. Temperature must be a normal 98.6F before returning.
- Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eyes, ears or profuse nasal discharge, severe cold symptoms, & lice.
- Exposure to communicable diseases (whooping cough, measles, pink eye, ring worm, fifth's disease, mumps, chicken pox, diphtheria, scarlet fever, strep throat, H1N1) should be reported to staff. If your child is contagious, he/she may not attend Friendship Island until 24 hours after medication begins.

If parents are unable to pick up the sick child within 30 minutes of being contacted, they are expected to contact an authorized person to pick up the child. In cases where the parent/guardian is unable to be reached, the person identified as the responsible adult in an emergency situation will be contacted. When isolation of a child is necessary, due to communicable illness, the child will rest in a space away from the other children until a parent or guardian arrives for pick-up. Children attending should be healthy enough to engage in all planned activities.

Friendship Island staff is not trained to make a medical diagnosis but only to observe and inform the parents of any sign of illness. If the staff observes signs of illness, parents will be contacted.

Medication

We can only administer prescribed medication that is in the original prescription bottle with the child's name on it. A Medication Release Form must be completed and signed in order for staff to administer medication. Please send the correct measurement device for liquid medication. Over the counter medication will only be administered with a written doctor's notice showing dosage and timeline. Parents must administer first dosage at home. Children may not transport or store medication in their belongings.

Recording and Reporting Accidents

In the event of a medical emergency, Friendship Island staff will take the necessary steps in obtaining care for the child. Staff is First Aid and CPR Certified and will take the following steps:

1. Administer first aid deemed appropriate by staff.
2. Completion of a Monticello Community Center Incident Report to be kept on file at MCC.
3. Parents will be informed of accident and first aid applied. If appropriate, a parent may be asked to pick up child.

Severe Medical Emergency

1. Staff will contact 911 immediately.
2. Staff will contact the parent/guardian. If a parent cannot be reached, staff will attempt to contact an authorized person from the emergency information form.
3. In the event that a child will need to be transported to a medical facility, staff reserves the right, with assistance of paramedics, to determine if the child will be transported by an emergency vehicle.
4. The staff person who handled the emergency will fill out an incident report. Parents will be required to sign the completed incident report that will remain on file at MCC.

Staff has the child's best interest in mind. Because accidents can happen to all children, it is important that staff has current phone numbers where parents can be reached during the day, as well as the numbers for authorized persons listed on forms. Families will be responsible for any expenses incurred due to a child's injury.

Registration & Emergency Information

Child's Name: _____

Gender: Male Female Birthday: ___/___/___ Grade in Fall of 2010: _____

Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian:

1st Parent: _____ Phone #1: _____

Phone #2: _____

2nd Parent: _____ Phone #1: _____

Phone #2: _____

In case of emergency and parents cannot be reached, Friendship Island Staff will contact:

1st Contact: _____ Phone #1: _____

Phone #2: _____

2nd Contact: _____ Phone #1: _____

Phone #2: _____

Medical Information: (attach additional sheet if necessary)

Allergies: Yes / No (if yes, explain): _____

Medical Condition: Yes / No (if yes, explain): _____

Read and initial below:

_____ I give permission to the Friendship Island program staff to take whatever emergency measures are judged necessary for the care and protection of my child while under their supervision. In case of emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment, if the local emergency resources deem it necessary. It is understood that in some medical situations the Friendship Island staff will need to contact the local emergency resources before the parent, the child's physician, and/or the other adults acting on the parents behalf are notified. I understand that any expenses incurred will be the responsibility of the child's family.

WAIVER FOR PARTICIPATION BY PARENT: In consideration of your accepting my child's entry and participation, I hereby, for myself, my child, my heirs, executors and administrators, waive and release any and all rights and claims for damages I or my child may have against the City of Monticello or its representatives, successors, and assigns for any and all injuries suffered by myself or my child at any activity sponsored by these groups.

I have read and understand the information stated above:

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

MEDICAL INFORMATION

MEDICATION RELEASE FORM

In order to administer medications, the Monticello Community Center adheres to the following guidelines:

- All medication shall be administered only on the written approval of a parent or guardian.
- Prescription medications shall be administered only as directed on the label or by written authorization of a physician.
- MEDICATIONS MUST BE IN THEIR ORIGINAL CONTAINER. The container must have the patient's name, amount to be administered, and date of expiration and instrument for dosage.

Please provide the following information:

Child's Name: _____

Medical Condition: _____

Name of Medication: _____

Dosage: _____

Method of Administration: _____

(Friendship Island Staff will not administer shots, speak to coordinator about epi-pens)

Times/Frequency: _____

Amount: _____

Dates of Administration: _____

Is this problem chronic or ongoing? (circle one) Yes / No

Comments or Specific Instructions: _____

I authorize Monticello Community Center staff to administer the above medication.

Printed name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Printed name of Physician: _____

Signature of Physician: _____

NON-MEMBER REGISTRATION

Child's Name: _____ Today's Date: _____

SESSION	5 Days \$145 M T W R F	4 Days \$120 M T W R F	3 Days \$93 M T W R F	2 Days \$64 M T W R F	4-Half Days \$66 (am or pm) M T W R F	1 Day \$35 M T W R F
June 6-10						
June 13-17						
June 20-24						
June 27-July1						
July 5-8	Closed July 4					
July 11-15						
July 18-22						
July 25-29						
August 1-5						
August 8-12						
August 15-19						
August 22-26						
August 29-Sept.1	Closed Sept. 2					
Total						
Program Registration Forms and Payment for each month must be submitted and made by the 20th of the month prior to participation. <i>Additional monthly forms will be available throughout the summer if you are unsure of attendance in future months.</i>				TOTAL		
				Adminis- trative Fee	\$25.00 (One time fee)	
				GRAND TOTAL		

MEMBER REGISTRATION

Child's Name: _____ Today's Date: _____

SESSION	5 Days \$130 M T W R F	4 Days \$108 M T W R F	3 Days \$84 M T W R F	2 Days \$58 M T W R F	1 Day \$35 M T W R F	
June 6-10						
June 13-17						
June 20-24						
June 27-July1						
July 5-8	Closed July 4					
July 11-15						
July 18-22						
July 25-29						
August 1-5						
August 8-12						
August 15-19						
August 22-26						
August 29- Sept.1	Closed Sept. 2					
Total						
Program Registration Forms and Payment for each month must be submitted and made by the 20th of the month prior to participation.* <i>Additional monthly forms will be available throughout the summer if you are unsure of attendance in future months.</i>				TOTAL		
				Adminis- trative Fee	\$10.00 (One time fee)	
				GRAND TOTAL		