

Summer 2019 Registration Packet



Monday through Friday

June 10—August 23

(Closed July 4-5)

*No Care available August 26-30

Prairie Center Building

118 W. 6th St., Monticello, MN

Registration:

» Begins Monday, March 11

» Register by submitting a completed registration packet **for each child** to the Guest Services Counter at MCC or email completed packet **for each child** to:

friendshipisland@ci.monticello.mn.us

» Registration packet must be accompanied with the non-refundable enrollment fee.

» MCC Members: \$26/child

» Non-Members: \$37/child

Open House:

(Mandatory for all New Friendship Islanders; Returning Islanders are Welcome)

Tuesday, June 4 (Prairie Center)

6:00 p.m.—Meet the Staff & Pizza

6:30 p.m.—Orientation & Tours

The "Friendship Island" logo features a green palm tree on the left. The words "Friendship Island" are written in a large, green, stylized font across the middle. Below the text are green and blue wavy lines representing land and water.

Friendship Island

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

Feel free to discuss questions, concerns, or ideas with staff.

Prairie Center on-site staff: 763-314-0810 | friendshipisland@ci.monticello.mn.us

Program Manager: Sara Cahill, 763-271-7124 | sara.cahill@ci.monticello.mn.us

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 active, 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!
- Strong focus on activity and recreation. All children are encouraged to participate in all activities.

General Info

Friendship Island is for children ages 6 to 12 years. Children must have completed Kindergarten. Children will be primarily located at the **Prairie Center building, 118 W. 6th St., Monticello** (kiddie corner from MCC by Caribou Coffee; also known as the FiberNet Monticello Office)

Registration

Space is limited. Registration will be on a first come, first serve basis. This year we have decided to switch our program to a 5 day a week program. This means families will pay for all 5 days whether your child attends or not, with the exception of July 1-5 which will be a 3 day week. We will allow for 2 weeks of vacation time.

Non-Member Rate- \$183/week

Member Rate- \$155/week

Registration and Payment Deadlines:

May 20 for June 10 - June 28

June 20 for July 1 - July 26

July 22 for July 29 - August 23

Registrants will be notified of their acceptance into Friendship Island upon the program manager receiving the application or the week following the registration deadline. If requested dates are unavailable participants can be placed on a waiting list in order of the date the registration packet was received.

Schedule

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

Drop Off and Pick-Up

Children will be dropped off and picked up at the Prairie Center.

Children MUST be signed-out by an authorized adult each day. (picture ID may be required.)

**If your child is going to be late or needing be picked up early please let staff know, so we can be aware of where we are at the time of your drop off or pick up and inform you if the location is different than the Prairie Center.

Late Pick-Up Fees

If you are picking up your child past 6:00 p.m., you will be assessed a late pick-up fee of \$1.00 per minute late after 6:00 p.m. (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 cold lunch with their name on it each day during the program. If you forget to pack a cold lunch, kids meals are available for you to purchase. Kids meals are \$3.50 and must be paid for when you drop off your child. Kids meals include a hot dog, a snack 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 labeled 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. Children should bring a reuseable water bottle labeled with the child's name each day.

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 or participate in water activities each 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 board games, movies, 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 staff are required to participate in ongoing training.

Ratio

The ratio for children to staff is 1:10 for Explorers and 1:12 for Adventurers. When children are swimming and rock climbing, additional lifeguards and trained climbing attendants will be staffed.

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 Manager.

Payment Schedule

Families will be charged fees based on their registration agreement, not actual attendance. 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. The enrollment fee and schedules are due at the time of registration. The enrollment fee is non-refundable: \$26/child for MCC members, \$37/child for non-members.

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 or 24 hours after symptoms cease.

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 signed Medical Release Form 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 for obtaining care for the child.

Staff will:

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

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 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.

Tentative Schedule of Activities

Detailed schedules will be posted for the upcoming week.

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 a.m.- 9:00 a.m.	Check-in Quiet Time/Games/ Activities 9:00– Snack	Check-in Quiet Time/Games/ Activities 9:00– Snack	Check-in Quiet Time/Games/ Activities 9:00– Snack	Check-in Quiet Time/Games/ Activities 9:00– Snack	Check-in Quiet Time/Games/ Activities 9:00– Snack
9:15-9:30 a.m.	MORNING MEETING	MORNING MEETING	MORNING MEETING	MORNING MEETING	MORNING MEETING
9:30 a.m.- 11:30 a.m.	Group Activities Group Games	Group Activities Group Games	Group Activities Group Games	Group Activities Group Games	Group Activities Group Games
11:30 a.m.- 12:00 p.m.	LUNCH AFTERNOON MEETING	LUNCH AFTERNOON MEETING	LUNCH AFTERNOON MEETING	LUNCH AFTERNOON MEETING	LUNCH AFTERNOON MEETING
12:00 p.m.- 1:00 p.m.	Swimming	Swimming	Swimming	Swimming	Swimming
1:00 p.m.- 2:30 p.m.	Group Activities Group Games	Group Activities Group Games	Group Activities Group Games	Group Activities Group Games	Group Activities Group Games
2:30 p.m.- 3:00 p.m.	Quiet Time	Quiet Time	Quiet Time	Quiet Time	Quiet Time
3:00 p.m.- 6:00 p.m.	3:00-Snack Check-out Games/Activities	3:00-Snack Check-out Games/Activities	3:00-Snack Check-out Games/Activities	3:00-Snack Check-out Games/Activities	3:00-Snack Check-out Games/Activities

Morning and Afternoon Meetings are Friendship Islands way of getting everyone, staff and children, on the same page for remainder of the Morning/Afternoon. All activities are subject to change due to weather, staffing, and group preference.

Drop-off is by 9:00 a.m. at the Prairie Center.
Please notify staff if your child will be arriving after 9:00 a.m.
Call: 763-314-0810

It is important for you (or the person authorized to drop-off and pick-up your child) to check your child out each day.

Pick-up will be after 3:00 p.m. at the Prairie Center.

For Pick-up be prepared to show your photo ID.

Remember to send the appropriate clothing/supplies: closed toe athletic shoes w/socks, swim suits, towels, ice arena gear, skates & helmets when appropriate)

Also remember to send a bagged lunch or money for them to purchase a hot dog kids meal. Kids Meals are \$3.50.

This is a tentative schedule and may be adjusted as needed due to weather or group preferences.

Off-Site Field Trips

Children will have the opportunity to take short field trips within the Monticello and surrounding areas.

Transportation via Trailblazer Transit or a City of Monticello van will be included in tuition.

Additional charges will apply for ice skate rentals and admission if needed.

Trip possibilities include:

- Moose Sherritt Ice Arena
- Monticello Public Parks
- Bertram Chain of Lakes Regional Park
- Bowling
- Movie Theater
- 3-2-1 Jump

Swimming Lessons

The Monticello Community Center is known for its exceptional swimming lesson program. Swimming lessons are offered to our members and the public year round. We offer American Red Cross swimming lessons taught by certified and experienced Water Safety Instructors. Swimming lessons are offered throughout the summer and Friendship Island staff may escort your child to lessons. If you would like to register your child for swimming lessons you **must contact the Program Manager by April 26.**

Lesson cost per session: \$48/MCC Members, \$58/non-members. **Dates and Times to be announced.**

Registration & Emergency Information

Child's Name: _____ **Grade completed in Spring 2019:** _____

Gender: M F **T-shirt size:** (youth) _____ or (adult) _____ **Age:** _____ **Birthday:** ___ / ___ / ___

A bright green Friendship Island T-Shirt will be included in the Administrative Fee and will be required during field trips.

Address: _____

City: _____ **State:** _____ **Zip:** _____

Parent/Guardian: _____ **Cell Phone:** _____

Phone #2: _____

Parent/Guardian: _____ **Cell Phone:** _____

Phone #2: _____

Contact emails for weekly communication: _____

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

(The following will also be authorized to pick-up my child)

1st Contact: _____ **Phone #:** _____

2nd Contact: _____ **Phone #:** _____

Other people authorized to pick-up my child:

Any one NOT authorized to pick-up my child:

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 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:** _____

Child's Responsibilities and Disruptive Child Policy

Child's Responsibilities

1. Show respect to others, including staff and other children.
2. Show respect to property of the MCC, Friendship Island and other children.
3. Use kind, uplifting words – no foul or negative language.
4. Put away personal items in designated space.
5. Participate in activities at Friendship Island.
6. Clean up area before moving on to another activity.
7. Use equipment in an appropriate and safe manner.
8. Walk quietly and orderly with the group.
9. Use appropriate voice levels.
10. Respectfully follow staff's directions.
11. Do not leave an area without a staff member's permission.
12. Have FUN!

Disruptive Child Policy

Disruptive behavior is defined as verbal or physical activity, which may include, but is not limited to, such behavior that requires excessive attention from staff or ignores or disobeys rules, which guide behavior during the program time.

In order to minimize disruptive or unacceptable behavior, staff will use a variety of techniques such as preventative measures, redirection, verbal intervention and consequences.

In accordance with the Friendship Island goal of providing a secure setting that encourages the development of respect for self and others, we have adopted a zero tolerance policy towards violence.

Behavior MCC does not accept includes but is limited to: hitting, biting, kicking, spitting, throwing toys, swearing, not listening, leaving without permission or without a staff person, mistreating Monticello Community Center property, continually not following directions, disrupting activities, or making the environment unsafe for the children and/or the staff.

If a child's behavior materially or substantially violates the rights of others, is substantially disruptive, endangers self, other children or staff, does damage to City of Monticello or Monticello Community Center's property, suspension may be a consequence. If so, the following guideline will be utilized:

1st Offense-1 day suspension

2nd Offense-3 day suspension

3rd Offense-suspension for the rest of summer.

I have read and understand the information stated above AND

I have reviewed this information with my child:

Parent/Guardian Signature: _____ **Date:** _____

My Parent/Guardian has reviewed the Disruptive Child Policy with me and I understand that there will be consequences to my disruptive behavior.

Child's Signature: _____ **Date:** _____

Releases & Permissions

STATEMENT OF RELEASE:

Permission granted for participant to be included in pictures and publicity, (i.e. brochures, flyers, Facebook, etc), connected with the MCC with no compensation to me. All pictures and video remain the property of MCC.

I have read and understand the information stated above.

Parent/Guardian Printed Name: _____

Parent/ Guardian Signature: _____ Date: _____

Please initial and sign the following information:

_____ I give permission for my child to leave the MCC premises with FI/MCC Staff supervision for group activities such as neighborhood walks, nature walks, or walking field trips to area parks and local events.

_____ On special "wheel days" at Friendship Island, my child may ride their item with wheels, including but not limited to scooter, bike, rollerblades, roller skates or skateboard while wearing a helmet. Item with wheels and helmets are provided by individual families for their children.

_____ I give permission for my child to leave the MCC premises with FI/MCC Staff supervision for group activities while using their item with wheels, including but not limited to scooter, bike, rollerblades, roller skates or skateboard while wearing a helmet, for riding field trips to area parks and local events.

_____ I give permission for my child to participate in the following:

_____ Face Painting

_____ Nail Polish

_____ Hair Styling (braids, ponytails, etc)

_____ Temporary Tattoos

I have read and understand the information stated above.

Parent/Guardian Printed Name: _____

Parent/ Guardian Signature: _____ Date: _____

MEDICATION RELEASE

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, 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 manager 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: _____

Climbing Wall Waiver

Climber's Name _____
Please Print

Climber's Age _____ DOB _____ Initial Climbing Date 6/10/19

Climbing is only allowed when MCC climbing wall is open and staff is on duty.

1. All climbers will comply with the judgment and decisions of the staff on duty.
2. Climbing and general wall use is only allowed during open hours and when staff is on duty.
3. All climbers must have on file a signed waiver of liability.
4. Parents- children under the age of 10 must be accompanied by an adult unless other arrangements or lessons are scheduled. Parents must sign the waiver of liability of child is under 18 years of age.
5. No swinging, flipping or general reckless behavior will be allowed. To ensure rope integrity, don't hang or step on the ropes.
6. No hard-soled footwear, cowboy boots or bare feet will be allowed on the climbing wall. Rock climbing shoes or athletic shoes are required.
7. Chalk balls only (no loose powder or block chalk).
8. No climbing will be allowed while under the influence of intoxicating substances.
9. Packs, shoes, coats, etc. must be stored in the lockers in the locker room. MCC is not responsible for lost or stolen articles.
10. Harnesses must be removed after climbing. Climbers will not be allowed to leave the climbing wall area with a harness on.
11. Use of the automatic hydraulic belay system will require review and approval by the on staff person before ascending the wall.

I have read and understand the above items and by signing this form I indicate that I agree to follow the above rules. I understand and acknowledge that the activity I am about to voluntarily engage in as a participant bears certain known risks and unanticipated risks which could result in injury, death, illness or disease, physical or mental damage to my self, my property or to spectators or other third parties. I agree to hold harmless and to indemnify the City of Monticello, the Monticello Community Center, its employees, sponsors or agents.

Do you know of, or have you been advised, of any medical condition that would prevent you from safely participating in the activities of rock climbing.?

YES **NO** **(Circle One)**

If yes, briefly explain:

Parent Signature _____ Print Name _____

NON-MEMBER REGISTRATION

Tuition each week is \$183

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

Please indicate with a "X" if your child WILL be in attendance	Monday	Tuesday	Wednesday	Thursday	Friday	Total tuition cost for the week.
June 10-14	10	11	12	13	14	
June 17-21	17	18	19	20	21	
June 24-28	24	25	26	27	28	
Total tuition cost for June Due by May 20						
July 1-5 <small>*Tuition will be \$116.50 this week</small>	1	2	3	4 CLOSED Enjoy your Holiday	5 CLOSED Enjoy your Holiday	
July 8-12	8	9	10	11	12	
July 15-19	15	16	17	18	19	
July 22-26	22	23	24	25	26	
Total tuition cost for July Due by June 20						
July 29-Aug. 2	29	30	31	1	2	
Aug. 5-9	5	6	7	8	9	
August 12-16	12	13	14	15	16	
August 19-23	19	20	21	22	23	
August 26-30	26 Friendship	27 Island	28 Is	29 Closed!	30 See you Next Year!	
Total tuition cost for August Due by July 22						

One time \$37 Administration Fee is due at the time Registration Forms are submitted.

Program Registration Forms and Payment for each month must be submitted to secure participation.
Additional monthly forms will be available throughout the summer if you are unsure of attendance.

MCC MEMBER REGISTRATION

Tuition each week is \$155

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

Please indicate with a "X" if your child WILL be in attendance	Monday	Tuesday	Wednesday	Thursday	Friday	Total tuition cost for the week.
June 10-14	10	11	12	13	14	
June 17-21	17	18	19	20	21	
June 24-28	24	25	26	27	28	
Total tuition cost for June Due by May 20						
July 1-5 <small>*Tuition will be \$101.50 this week</small>	1	2	3	4 CLOSED Enjoy your Holiday	5 CLOSED Enjoy your Holiday	
July 8-12	8	9	10	11	12	
July 15-19	15	16	17	18	19	
July 22-26	22	23	24	25	26	
Total tuition cost for July Due by June 20						
July 29-Aug. 2	29	30	31	1	2	
Aug. 5-9	5	6	7	8	9	
August 12-16	12	13	14	15	16	
August 19-23	19	20	21	22	23	
August 26-30	26 Friendship	27 Island	28 Is	29 Closed!	30 See you Next Year!	
Total tuition cost for August Due by July 22						

One time \$26 Administration Fee is due at the time Registration Forms are submitted.

****Program Registration Forms and Payment for each month must be submitted to secure participation.**
Additional monthly forms will be available throughout the summer if you are unsure of attendance .**

PAYMENT AUTHORIZATION

Credit Card on File:

The Monticello Community Center requires each family to have a credit card on file while attending Friendship Island, NO EXCEPTIONS. If your payment is late or your account is past due, the credit card on file will be charged the full amount due.

Account # _____ - _____ - _____ - _____

Expiration date: ____/____/____

Name on Card (please print) _____

Signature: _____ Date: _____

Administration Fees:

Administration fees are due when Friendship Island paperwork is completed and turned into MCC. Administration fees are NON-Refundable. Fees are per child, \$37 for non-members and \$26 for MCC members.

Fee Information:

Fees are due the month prior to your child attending the program. A minimum of one month must be paid in advance. The preferred method of payment is by Credit Card. We accept MasterCard, Visa, American Express & Discover. For your convenience, MCC can charge your credit card monthly. Cash and check are also acceptable forms of payment, but a credit card is strongly recommended. If paying by credit card, please complete the form below. This information is to be submitted with your registration. All forms will be kept confidential.

Automatic Payment Request

I, _____, request that Monticello Community Center
(credit card holder's name)

charge my credit card the monthly tuition amount for Friendship Island for my child/children on the date tuition is due.

I understand this request will be active unless I provide a written notice of cancellation.

Account # _____ - _____ - _____ - _____

Expiration date: ____/____/____

Name on Card (please print) _____

Signature: _____ Date: _____