

Mayor Carlo DeMaria, Jr. “CityWorks 2008”



“FUN” Summer Day Camp *for Everett children 6-12 years old* **Handbook for 11th year**

Check off requested dates

- First Session: July 7-11**
- Second Session: July 14-18**
- Third Session: July 21-25**
- Fourth Session: July 28–August 1**
- Fifth Session: August 4-8**
- Sixth Session: August 11-15**

**Headquarters for Camp this year is
The George Keverian School – Cherry St. side
Everett, MA**

**Drop off and pick-up times are:
8:00 a.m. to 4:00 p.m. Monday through Friday at
The George Keverian School – Cherry St. side**

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July 7, 2008 – August 15, 2008

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1. General Statement

CityWorks Summer Youth Camp is in its 11th year of operation under the direction of Mayor Carlo DeMaria, Jr. and the CityWorks Commission. CityWorks was designed with the intention of creating a structured, fun and safe environment for children in the City of Everett during their summer school vacation. We are a fun Summer Camp, not a summer school.

2. Dates of Operation

CityWorks Summer Youth Program will be available in (6) six, one-week, sessions commencing Monday, July 7, 2008 and ending Friday, August 15, 2008. Your child may attend one or as many weeks as you would like provided you have secured a spot with a \$15.00 per week deposit and we have openings.

3. Hours of Operation

Hours of operation for camp are **Monday through Friday, 8:00 a.m. until 4:00 p.m.**

4. Ages of Children

CityWorks Summer Youth Program will consist of school age children ranging from ages 6 through 12.

5. Location and Daily Itinerary

The CityWorks Summer Youth Camp will meet each morning at the Keverian School at 8:00 a.m. and will participate in activities at the Everett DCR Pool and sports and games at Glendale Park. On Fridays throughout this camp we take Fantastic Field Trips planned for the children. Pick-up time is promptly at 4:00 p.m. daily.

6. Inclement Weather

In the event of inclement weather, indoor activities will be planned at the Keverian School.

7. Fees

The cost of CityWorks Summer Youth Camp will be as follows:

\$100.00 for 1 week for one child. (Includes 40 hrs. per week No additional costs)

There will be a 20% discount taken off the total fee for each additional child in your family attending this program. (\$80.00)

**Only Money Orders payable to the City of Everett or cash
will be accepted as forms of payment.**

..... personal checks will not be accepted.....

You may register for up to six (6) sessions by checking off the appropriate boxes on your CityWorks Application. First Come, First Served.

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Non-Refundable Registration fee: At the time your completed application is dropped off, a non-refundable fee of \$15.00 per child/per week will be paid in the form of a Money Order payable to the City of Everett or cash payment for each week that the child will be attending.

Example: If your child is attending **all six weeks** a deposit of \$90.00 (\$15.00 x 6) is required along with your completed application.

Weekly payments will be due the Wednesday before the week attending camp and then be \$85.00 to total the \$100.00 per week charge.

8. Refund Policy

If your child leaves the CityWorks Summer Youth Program, is removed or suspended, you will not be entitled to a refund for the remainder of that particular week. However, if you prepay for more than one week, and your child will no longer be participating in the program, you will receive a refund (minus non-refundable deposit) for the additional full weeks that your child will not be attending. A written letter requesting a refund shall be addressed to Stacey Cotto Director, City Hall, Room 39, 484 Broadway, Everett, MA 02149.

9. Registration

Please complete the CityWorks Summer Youth Camp Application in its entirety and forward to CityWorks Summer Youth Program, Room 39, 484 Broadway, Everett, MA 02149

.The following must be attached to your Application at time of drop-off:

<p>Copy of your child's Birth Certificate A recent photo of your child. Recent Physical (within one year) and list of immunizations from child's doctor. Proof of Residency, (copy of any bill sent to your Everett address) \$15.00 per child, per week deposit in the form of a money order or cash to cover each week of registration. (Example deposit of: \$75.00 = 5 weeks of camp @ deposit of \$15.00 per week). \$90.00= 6 weeks of camp @ deposit of \$15.00 per week)</p>

Please collect this information in advance and have it available to be submitted with Application. Arrange to have doctor's information by making a new appointment now if necessary.

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Applications will be date-stamped upon receipt and will be reviewed and accepted on a first-come, first-serve basis. **Applications must include all of the requested information to be accepted.**

The first one hundred **complete** applications submitted per week will be accepted into the camp in an effort to keep the child-counselor ratio to a minimum.

You will receive written notification as to the acceptance of your child to the camp.

Payments for weeks will be due by the Wednesday of the preceding week by 12:00 p.m. as follows:

Payment Schedule WEDNESDAY Due Dates

Week 1 due: July 2	Week 2 due: July 9	Week 3 due: July 16
Week 4 due: July 23	Week 5 due: July 30	Week 6 due: Aug. 6

Only money orders made payable to the City of Everett or cash may be accepted as forms of payment

Be sure to include your child's name, Week # on Money Order and keep receipt

You may register for various sessions by checking off the appropriate box on your CityWorks Application, include deposit fee, and make payments as stated above on a weekly basis.

Non-Refundable Registration Fee: At the time the completed application is dropped off, a non-refundable fee of \$15.00 will be paid in the form of a Money Order or cash for each week that the child will be attending.

10. Waiting List for Program

CityWorks Summer Youth Program will be filled on a first-come, first-serve basis. Applications for those who were not one of the first to register for the program will remain on file. If a vacancy becomes available, the next applicant from the waiting list will be contacted.

11. Statement of Confidentiality

All medical information provided in the CityWorks Summer Youth Program Application, except for information provided on the Emergency Card or consent forms, will be considered privileged and confidential.

12. Program Operation

Please note, this is a self-sustaining program. In the event we are unable to fill the program, it may be necessary to make staffing or group adjustments as deemed appropriate by the CityWorks Committee without prior notification to the parents.

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Cancellation of weeks, or the entire program, will be subject to the Commission's discretion. Parents will be notified accordingly. This has not happened in nine years.

13. **Staff** The CityWorks Committee and its Director will oversee the day-to-day operation of the CityWorks Summer Youth Program

14. Statement of Non-Discrimination

CityWorks Summer Youth Program is a multi-cultural program that does not discriminate.

15. Swimming at Pool

Children will have the opportunity to enjoy a private swim at the pool Mondays through Thursdays mornings. Lifeguards and Certified Swim Instructors will be available at the pool. Children will follow the pool guidelines and instructions of the lifeguards and CityWorks Counselors.

Counselors will be an additional source of supervision at the pool; however, they are not certified swim instructors.

Please stress to your child that he/she must obey counselors instructions for safety reasons.

16. Community Service

Community Service may be incorporated into the schedules on Tuesdays in an effort to enable the children to give back to their community. Projects may include painting fire hydrants, washing police or fire vehicles, painting park fences, painting park benches, and more.

17. Sports and Games

Non-competitive, low impact sports and games will be incorporated into the program on Monday through Thursday. Games vary from softball, kick-ball, volleyball, horseshoes, croquet, etc.

18. Field Trips

To add diversity to the program, every Friday a field trip will be scheduled. *All* children present at the program on Fridays will be required to attend field trips. If you wish to not allow your child to attend the field trip, you will be asked to keep your child home for that day as all counselors and nurses will accompany children during field trips.

Children will bring bag lunches, snacks, and a water bottle every Friday. A notice regarding the location of the field trip will go home on a weekly basis on Thursday. The Permission to attend Field Trips form in the application packet will serve as a universal permission slip and will grant permission for each child to attend all field trips unless otherwise indicated by the parent or guardian.

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If your child is on routine medication or testing, the parent/guardian, or their designee, will be required to attend the field trip, at their own expense, to supervise or administer the medication or testing.

19. Photography and Videotaping

Children may occasionally be photographed and videotaped throughout the six one-week sessions. Photographs may be placed in local newspapers for advertising purposes. Videotaping may be aired on local cable access television and may be shown to children and staff members.

20. Clothing

Children will be provided with a T-shirt upon acceptance into the program and for safety purposes are required to wear their T-shirt on a daily basis. Two T-shirts will be given to your child if attending two weeks. Additional t-shirts will be available at the cost of \$5.00 each. **FOR GROUP SAFETY REASONS T-SHIRTS MUST BE WORN.** There will not be any exceptions. (One T shirt to wear, one to wash)

Children are required to bring a swimsuit, towel, rubber thongs, hat, sunscreen and a water bottle on Monday through Thursday. It is recommended that children take a plastic bag to place their wet swimsuit and towel and, if necessary, an extra change of clothes.

It is also recommended that children bring an old shirt that they would be allowed to paint with during Arts & Crafts and Community Service projects.

On days that softball games are anticipated, it would be necessary to take a baseball glove. Parents will be notified of such requirements.

Please clearly mark all your child's personal belongings with their full name and telephone number, including his or her backpack, and CityWorks T-shirts, using permanent marker.

CityWorks Summer Youth Program is not responsible for any lost, misplaced, damaged or stolen items.

21. Bicycles

Children will not be allowed to ride their bicycles to or from the program.

22. Pick-up

All children must be picked up **PROMPTLY at 4:00 p.m. at** the George Keverian School, Cherry St. side. Hours of operation are 8:00 a.m. until 4:00 p.m. only.

Any child who is picked up late on more than 2 days will be subject to review by the CityWorks Committee. Continuous abuse of late pick-up may result in the child's termination from the program. Please understand that the counselors would like to leave on time after their busy day. One counselor will remain with any children not picked up at 4:00 but again child will be asked to leave if late pick-up is more than 2 days.

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If your child is age 12, you may indicate on your Authorization to Release Child Consent form that your child has permission to leave the program without a parent or guardian. We strongly encourage parents/guardians of these children to make arrangements for their child to walk home in a group with other children.

It is the responsibility of the parent or guardian to insure that his or her child has arrived at the program safely and has arrived home safely.

23. Sickness or Vacation

Please call Stacey Cotto at 617-394-2245 between the hours of 8:00 - 8:15 a.m. to inform the Nurse, or Head Counselor, that your child will be absent that day. Attendance will be promptly taken, on a daily basis, at 8:15 a.m. sharp.

It is the responsibility of the parent to keep their child home if their child has any of the following ailments: temperature, diarrhea, vomiting, impetigo, conjunctivitis, strep throat, scarlet fever, chicken pox, ear infections, respiratory infections, head lice, scabies, hand-foot-mouth disease or any other contagious medical conditions.

No refund will be provided if your child is absent from the program.

24. Health Care Policies

If a child becomes ill during the course of the day, a staff member will contact the parent or guardian to ask that the child be picked up. The child will be monitored by the Nurse or Head Counselor until such parent or guardian or designee, arrives to pick up the child. Be sure your emergency pick-up information is on file with your application.

25. Administering Medications

No staff member will be allowed to administer medication, whether prescription or over-the-counter, to any child. If your child is on routine medications, you will be contacted by the Program Nurse to make all necessary accommodations.

26. Physical Exams

Every child shall furnish CityWorks Summer Youth Program with the following prepared and signed by a doctor, or nurse practitioner;

- Physical examination conducted during the preceding 12 months.**
- Copy of up-to-date list of immunizations received from child's doctor.**

27. Emergency First Aid

The Head Counselor, or staff member, may perform simple first aid in the event of injury or illness to a child.

In case of a major accident, injury or illness requiring immediate medical or surgical care, the Program Nurse and/or staff member will contact 911 and have the child transported to a medical facility in order to secure any necessary medical treatment for the child. The Program Nurse and/or Head Counselor will obtain the necessary

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information and attempt to notify the parent or guardian. The child's parent or guardian shall incur all costs associated with any medical treatment.

28. Emergency Pager Number, Hotline Number

In the event you need to remove your child from the program earlier than 4:00 p.m., you may call Stacey Cotto at 617-394-2245.

29. Fire Alarm Evacuation Drills

In order for an evacuation procedure to be effective in the event of an emergency, each student will need to be familiar with the location of the exits while at camp. Emergency evacuation exercises will be conducted to insure the safety of the children.

30. Behavior Management and Discipline Policy

Children are encouraged to practice social skills that will allow them to resolve conflicts and have their needs met without the use of harmful or destructive behaviors. This is seen as a means of preventing behavioral difficulties between children and lessening the need for disciplinary action on the part of the staff.

When disciplinary situations occur which require intervention, counselors provide the child with clear explanations as to why specific behavior is inappropriate and help them to find alternative behavior that fits within the camp guideline of behavior. These guidelines revolve around concerns for the safety of all children. If a child is unable to manage his or her behavior on a particular occasion, a counselor may ask him or her to sit out for a few minutes in order to regain control.

After sitting out for a few minutes, and if further conversation does not remedy the situation, the child's parent or guardian will be contacted and the child will be removed from the program for the remainder of the day.

If a child continues to demonstrate unruly behavior, the Head Counselor will inform the CityWorks Committee, and disciplinary action will be discussed ranging in action from short-term suspension to termination from the program.

31. Conclusion

It is the desire of the CityWorks Committee to create a structurally safe summer program that is both socially educational and fun for the children residing in Everett. *This is a summer fun camp not a summer school!*

We hope to encourage a sense of self-worth in children as they volunteer their time to assisting others during their community service assignments, two hours each week, and a sense of pride as they contribute their time and effort by making Everett a great place to call home.

If you have any questions, please do not hesitate to contact Stacey Cotto at the CityWorks Summer Youth Program at 617-394-2245.

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Thank you for your interest in this fantastic camp and we look forward to the 11^h successful year of CityWorks summer camp and to a great summer!

CityWorks 2008 Summer Youth Program Committee Members

Stacey Cotto, Director

Deb O'Neill RN, Board of Health Director

Dina McCarron, RN, Everett Board of Health