

Coventry Parks and Recreation

Permission Slip Procedure

- If you have provided us with your e-mail, we will e-mail you permission slips and weekly flyers the weekend prior. These forms will also be available beginning Monday and everyday of each week at all camp sign-out locations. You may pay starting on Monday of each week for the following week. Weekly deadline is Friday at NOON.

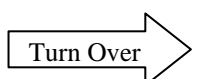


If you choose not to allow your child to attend a particular field trip, you have the choice to send your child to camp for alternate games and activities at no charge. Make sure you check the appropriate box on the permission slip.

- Complete all sections and SIGN the Permission Slip. Do Not Cut the permission slip in any way.
- You may only pay for field trips one week in advance. Return the entire permission slip weekly. Do not copy slips for future weeks as changes may occur.
- Money **MUST** be exact change. **CASH ONLY!** We will no longer make change. **NO EXCEPTIONS!** We do not give refunds.
- If your child does not want to attend the trip but still come to camp, you must check the box stating he/she will be coming to camp that day for a full day of activities.
- You may **NOT** apply prepayment of trips to the late fee assessment or to future trips if you miss an event or your child is suspended.
- Money must be in a sealed envelope with the child's name, camp name, group number, and week number you are paying for.
- Some trips are limited. Refer to your calendar for trips and dates. We take money on a first-come, first serve basis on a group rotation schedule.
- If you are late (Paying after 12pm on Friday), you must come to the office starting at 3pm on Friday. At this point space is available on a first come first serve basis for all trips.
- We ask children every morning if they have field trip money and to double check their backpacks. You can **only** give field trip money/slips to the Special Events Supervisor (in the light blue shirt) at your child's camp site.

Changes

- If you want to add or delete a pick-up person to your child's list you must come to the office. The only person that can make the change is the person who originally signed the registration form. The office is open from 8:30-4:30 Monday thru Friday. ID is required. Changes take effect 24 hours later. Notes from parents are not acceptable.



Parking/Speeding

- All vehicles must be in designated parking spaces when picking up/dropping off your child. Repeat offenders may be reported to the police department. Travel lanes must remain open for emergency vehicles, other patrons and service equipment.

Cell Phones

- Cell phones are not needed in camp. There are always problems with campers using cell phones in inappropriate ways. We would like the campers to leave cell phones at home and to have all communication between parents and children go through the Parks and Recreation office. If your child is sick or injured, they should not be calling you without informing us.

Late Fees

The person picking up the child late will be expected to pay the late fee.

**The first \$5.00 late fee assessment will be applied beginning at 4:30pm or fifteen minutes after the time the program is scheduled to end (refer to your flyer regarding program times). The fee is payable to the Recreation Staff that night. An additional \$5.00 late fee assessment will be applied every (10) ten minutes there after. If a child is left in the care of the Parks & Recreation Staff for more than one hour, then the Coventry Police Department will be notified.

**If payment is not received that night upon picking up late, then you must make payment at the Recreation office ONLY before your child takes part in Recreation activities the next day.

**All fees are based on a per child basis.

**Parents who are habitually late will be assessed double the fee beginning with the 3rd incidence.

Discipline Policy

- The Recreation Department operates using a progressive 3-strike policy. Group supervisors will handle the first few issues with your child in camp. If problems persist then you will receive a warning for you to speak to your child about changing his/her behavior. If there is no change in behavior, then your child will be suspended from 1-3 days effective the very next program that your child is scheduled to be with us. At that point, any money that you have pre-paid for trips will be lost. The next suspension will last longer. If your child still exhibits poor behavior then he/she will no longer be allowed to return to our programs. The severity of each issue is handled on an individual basis. Some issues deserve immediate attention and may result in an immediate suspension. Discretion is left up to the Recreation Department's administrative staff, not counselors.

- *CD players, iPods, MP3 players, and electronic hand held devices are not allowed in our programs. Participants will be told to secure these items and not display them in the future.

*Cell phone use is frowned upon. Children are expected to ask permission before they use their cell phone. Constant use of cell phones will not be tolerated and will be addressed under this policy. Children should report illness, injury, bullying or any problem to staff who will call parents accordingly. Parents should not be summoned to camp by the children.