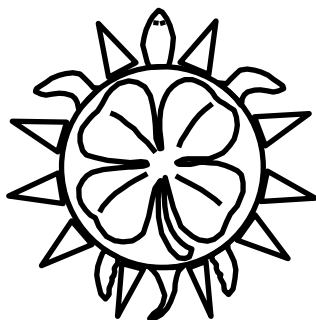


Berlin Parks and Recreation Department



Summer Fun at Clover Hill and The Creek 2019

Welcome to the Summer Fun at Clover Hill and The Creek program. This program is open to Berlin youth, ages 5-12 years (as of June 18). This full day program provides daily activities such as sports, arts & crafts and engaging outdoor games. Weekly field trips and special events will also be part of the program. Registration is limited to 60 participants at **Clover Hill (Percival Park/Berlin Community Center*)** and 80 at **The Creek (Pistol Creek)**. Field trips are listed below and the cost is built into the per week fee for the program. The program will be closed that day to participants that are not attending the field trip.

The summer program is scheduled to start on Tuesday, June 18 and will end on Friday, August 2. (no program on Thursday, July 4). The summer program sites, Clover Hill (Percival Park/Berlin Community Center*) and The Creek (Pistol Creek), will be open Monday through Friday from 9 a.m. - 4 p.m., except as noted. Children should be dropped off between 9 and 9:15 a.m. and picked up between 3:45 and 4 p.m. In case of inclement weather, we will be moving the program indoors at each site so you don't need to worry about picking your children up in the middle of the day or the program being cancelled for the day.

Children should bring a snack, lunch and beverage every day, unless noted. Refrigeration will be provided. Please send your child's snack/lunch in a paper or soft insulated bag. Lunch boxes, glass bottles, are not allowed. **Containers need to be marked with children's full name.**

Week 1 – June 18-June 21	No field trip but the Ice Cream Emergency Truck will come on June 21
Week 2 – June 24-June 28	Field trip – Thursday, June 27 – Flight Trampoline - both sites
Week 3 – July 1-July 5 (no July 4)	Field trip – Tuesday, July 2 – Spare Time – The Creek Wednesday, July 3 – Spare Time – Clover Hill
Week 4 – July 8-July 12	Field trip – Thursday, July 11 – Movies – both sites
Week 5 – July 15-July 19	Field trip – Wednesday, July 17 – Newington carnival – both sites
Week 6 – July 22-July 26	Field trip – Thursday, July 25 – Nomads – The Creek Friday, July 26 – Nomads – Clover Hill
Week 7 – July 29-August 2	Field trip – Tuesday, July 30 – CT Science Center – both sites

Cost per week is \$95 (weeks of June 18 & July 4 is \$85) and includes field trips/special events

We will offer before care (8-9 a.m.) and after care (4-5 p.m.) at both sites

Before/after care will be an additional \$30 per week (\$24 June 18 & July 4 week) with a maximum of \$60 per family (\$48 June 18 & July 4 weeks)**

****If you have more than two children who will be participating in the before/after care portion of our program, please contact the office to register the additional children since the discount cannot be adjusted through the on-line registration process.**

We will be going swimming on Wednesday's, but no swimming on July 17, due to field trip. The Creek participants will go to Demore, Dinda, Bittner Jr. Memorial Pool and Clover Hill participants will go to Percival Pool. If your child is not going to participate in the swimming there will be activities planned at The Creek program site and participants from Clover Hill will be bussed there and back.***

Clover Hill Participants NOT swimming: Will be picked up from Clover Hill between 12:30 p.m. and 12:45 p.m. and will be brought to The Creek and will be participating in water games. They will be returning to Clover Hill (Berlin Community Center) between 3 and 3:30 p.m.

Clover Hill Participants swimming: Will be walking to Percival Pool at 12:45 p.m. They will be returning to the Berlin Community Center between 3 and 3:30 p.m.

Clover Hill will go swimming on Tuesday, July 2 due to the July 3 field trip. Participants not swimming will remain at Clover Hill and will not be bussed to Pistol Creek.

The Creek Participants NOT swimming: Will be staying at The Creek and will be participating in water games.

The Creek Participants swimming: Will be bussed to the Demore, Dinda, Bittner Jr. Memorial Pool between 12:45 p.m. and 1 p.m. They will be returning to The Creek between 3 and 3:30 p.m.

***Swimming participants need to be 9 years old to go to the pool with the Summer Fun Staff. If your child is under the age of 9 they will be able to ride the bus/walk to the pool but they will need adult supervision at the pool, other than the Summer Fun Staff.

Everyone that registers will be given one t-shirt, which will be worn on field trip days. You will be asked to choose a size when you register. Registrations after May 24, 1 p.m. will not be guaranteed a shirt or selected size.

Jr. Counselors – The Parks and Recreation Summer Fun program, held at Clover Hill (Percival Park/Berlin Community Center*) and The Creek (Pistol Creek), is accepting applications starting May 6 for Berlin residents who are between 13-15 years old by June 18, 2019 who would like to assist program supervisors as a Junior Counselor. If a Junior Counselor turns 16 after June 18, they can only be a Junior Counselor up until they turn 16. All previous Junior Counselors must reapply, if you are still interested. **A limited number of Junior Counselors will be accepted at each site, each week and will not be guaranteed a spot every week all summer.** Preference will be given to applicants who can commit to a full week at a time. The summer program will run from June 18 until August 2. All applicants will be interviewed. Deadline to apply is **Friday, May 24**. Once accepted, you will have to register, **the fee is \$65 per week and includes field trips/special events.** Junior Counselors may also sign up for before and after care, \$30 per week, \$24 weeks of June 18 & July 4.

*Participants must be dropped off and picked up at the Community Center where we will refrigerate lunches. We will be using the fields and playground at Percival Park for outdoor activities.

Financial assistance – for those who are applying for financial assistance through the Berlin Children's Fund, you must complete the campership form and return it to the Social and Youth Services Department for approval. Camperships will only be good for up to two weeks, per child. You will be required to pay \$20 per week, per child. Funds will cover the cost for the week, field trip and special events. Before and after care will not be covered by campership funds. You can only register **in person** for weeks you are applying for campership funds. In person registration starts on **Saturday, May 4**. We strongly recommend, if you are planning to register for more than those two weeks that you consider registering through WebTrac, the on-line program, so you don't miss out on other weeks.

Summer Program Release Agreement Form

All parents and guardians will need to fill out the Summer Program Release Agreement form and return to the Berlin Parks and Recreation Department. Those who register on-line will have the form emailed to them or they will be available on the Town website. The Summer Program Release Agreement form is requested to formally notify the program staff of whether or not your child is able to leave the program at the end of the day or if they may only leave when you or listed individuals pick them up. Photo identification will be required to pick up children. Children dropped off by parents are not allowed to leave until they are picked up by parents or designated person on pick up list. Children who are not dropped off by parents and instead walk or ride bikes, can only leave the program if the parents indicate that on the form. Children are not to be left at the program sites without staff being present.

WebTrac – Registration on-line for the Summer Fun at Clover Hill and The Creek programs begins at 7 a.m. on April 29. We strongly recommend trying to get into WebTrac before April 29 to make sure you won't have any issues. If you don't remember your username or password, click on the link "Forgot your password" to have two emails sent to you, one with your username and one with a link to reset your password. You will need to enter a new password (don't wait too long, the link will expire). If you have issues, please contact us by Friday, April 26 before 1 p.m. so we can try and resolve it before registration on Monday.

You can find the link to WebTrac by going onto the Town website, www.town.berlin.ct.us click on Government and find Parks and Recreation. Click on Register On-Line to get to WebTrac. Once you are on WebTrac, go to Summer Fun, under Activity type. It will list The Creek and all of its sections, to get information on Clover Hill, you also need to select Berlin Community Center under location! Be careful to make sure you register for the correct site (we will not be able to move you if the other site is full)!

Only Visa and Master Card accepted for payment on-line!

We will be opening a limited number of spots for on-line registration. Clover Hill will have 40 (out of 60) spots available for on-line registration and The Creek will have 60 (out of 80). We will have a special registration on Saturday, May 4 from 9-11 a.m. at the Parks and Recreation Department when the remaining spots will be available for in-person registration. On-line registration will stop at 8:30 a.m. on May 4 and will not be available during that time. Any remaining spots will be available on-line after 12 p.m.

A few tips

- Do not sign into WebTrac too early, if you are in there too long or have inactivity for too long, it will lock you out for at least 25 minutes and there is no way to override that time.
- Your transaction is not complete until you pay so even if you have selected an activity, you will not secure the spot until you finish on the payment screen.
- When you close out of WebTrac, make sure you hit the logout (next to the shopping cart), on the top right hand corner of the page. Do not just close the tab without logging out, it won't let you back in and will lock you out.
- You may have a message pop up that says "You currently have a session in progress. Please check for an open browser or wait 25 minutes before logging in again". If that happens you can try shutting down your computer and restarting it or contact the office for assistance, during normal working hours (we will not be available until 8:30 a.m. on April 29).
- Please note – you may encounter issues using a smartphone or tablet for registration through WebTrac. We upgraded our system but a few people have indicated they are still having issues.
- We are charging one fee for the program, which now includes field trips/special events so you do not have to register separately for them. For on-line registration, the first day, we have also eliminated the t-shirt selection and acknowledgement of risk, to speed up the process. You will be contacted for sizes and we will need that information by May 24 for you to be guaranteed a t-shirt and the correct size. We will email you the acknowledgement of risk along with the program release agreement and you will need to return it to us before the program starts. We also recommend signing up for before/after care once you are already confirmed in the program.

If you experience issues Monday morning, please contact the Department after 8:30 a.m. at 860-828-7009 and 860-828-7056. We will do our best to resolve any issues as quickly as possible but realize most spots may be taken.

Please look over your receipt to confirm you have registered for the correct weeks and program site. Contact the office with any issues, office opens at 8:30 a.m. All refunds will be charged a processing fee of 10% of the amount, minimum of \$5/maximum of \$50.
Check our summer brochure for complete refund policy.