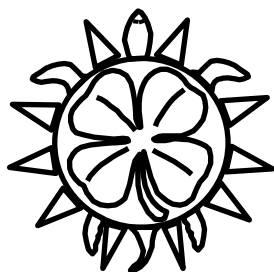


# Berlin Parks and Recreation Department



## Summer Fun at Clover Hill and The Creek 2021

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 22, 2021). This full day program provides daily activities such as sports, arts & crafts and engaging outdoor games. **Due to COVID, we will be following guidelines and requirements from federal, state and local governments including the Center for Disease Control (CDC), Connecticut Office of Early Childhood (OEC), and the State Department of Public Health.** Registration is limited to 30 participants at ***Clover Hill (Percival Park/Berlin Community Center\*)*** and 40 at ***The Creek (Pistol Creek)***. We will not have any field trips or swimming this year but we will have pizza for lunch one day a week and the Ice Cream Emergency Truck will come every Thursday (see below).

The summer program is scheduled to start on Tuesday, June 22 and will end on Friday, August 6, (no program on Monday, July 5). 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. 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 22-June 25	June 23 – Pizza**, June 24 - Ice Cream Emergency Truck
Week 2 – June 28-July 2	June 29 – Pizza**, July 1 – Ice Cream Emergency Truck
Week 3 – July 6-July 9	July 7 – Pizza**, July 8 - Ice Cream Emergency Truck
Week 4 – July 12-July 16	July 13 – Pizza**, July 15 - Ice Cream Emergency Truck
Week 5 – July 19-July 23	July 20 – Pizza**, July 22 - Ice Cream Emergency Truck
Week 6 – July 26-July 30	July 27 – Pizza**, July 29 - Ice Cream Emergency Truck
Week 7 – August 2-August 6	August 3 – Pizza**, August 5 - Ice Cream Emergency Truck

\*\*if your child does not want pizza, please send them with a lunch that day.

**Cost per week is \$105 (week of June 22 & July 6 is \$95)**

**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 \$35 per week (\$28 June 22 & July 6 week) with a maximum of \$70 per family (\$56 June 29 & July 6 week) We will not activate registration for before/after care until after 8:30 a.m. on May 10.**

**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 10 for Berlin residents who are between 13-15 years old by June 22, 2021 who would like to assist program supervisors as a Junior Counselor. If a Junior Counselor turns 16 after June 22, 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 22 until August 6. All applicants will be interviewed. Deadline to apply is **Thursday, May 27**. Once accepted, you will have to register; **the fee is \$75 per week.** Junior Counselors may also sign up for before and after care, \$35 per week, \$28 week of June 22 & July 6.

\*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 \$25 per week, per child. Before and after care will not be covered by campership funds. You must contact us by May 6 so we can confirm the weeks you will get in through the campership. If you are planning to register for more than those two weeks, you can register once we open up registration on May 10. We will hold a small number of campership spots until June 6 and starting June 7, any remaining spots will be open to the public.

**Vacation/Travel** - Our staff will be following guidelines from the CDC and State of CT DPH as far as travel goes. We ask if your family travels this summer that you also follow the CDC and State of CT DPH guidelines and do not register your child for the week following your vacation, for the safety of your child, the staff and other children.

**Sick** – If your child is not feeling well, please do not send them to the program that day. We all need to be extra cautious so as not to get others sick.

**Masks** – Program participants and staff will wear masks in accordance with the guidelines that are in place at the time the program is being held. Participants will be given a container to store their mask in while eating. We strongly encourage you to send several back-ups masks with your child as we will be doing many activities outdoors and masks could get damaged.

**Sanitizing/washing hands** – Washing hands with soap and water will be stressed throughout the day. When soap and water are not available, hand sanitizers will be used. Equipment will be sanitized in between uses and sharing of equipment will be at a minimum.

### **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. 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. Pick-up and drop-offs at both sites will be conducted outside this year.

**WebTrac** – All registrations will be done on-line only for the Summer Fun at Clover Hill and The Creek programs and begins at 7 a.m. on May 10. We **strongly recommend** trying to get into WebTrac before that date 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 the information sent to you. 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, May 7 before 1 p.m. so we can try and resolve it before registration on Monday. The office will not open on Monday until 8:30 a.m.

You can find the link to WebTrac by going onto the Town website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us) click on Departments 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**! Or for either program, go to additional search criteria and put in 250101 for The Creek and 250102 for Clover Hill. 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)! Pick your selection, add to cart and follow prompts.

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

### 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 May 10).

- 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.
- For on-line registration, the first day up until 8:30 a.m., we have eliminated the acknowledgement of risk, to speed up the process. 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 will activate registration for before/after care until after 8:30 a.m. on May 10. Registering for before/after care does not guarantee registration 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.**