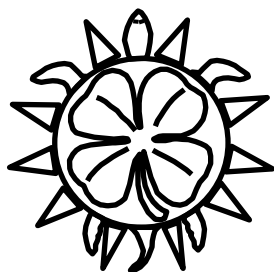


# Berlin Parks and Recreation Department



## Summer Fun at The Creek 2024

Welcome to Summer Fun at The Creek! This program is open to Berlin youth, ages 5-12 years (age as of June 17, 2024). This full day program provides daily activities such as sports, arts & crafts and engaging outdoor games. Registration is limited to 80 participants. We will have field trips and special events. We will have pizza for lunch and visits from the Ice Cream Emergency Truck as well as the Rock & Roll Ice Cream Truck on designated days. Cost for all field trips and special events is included in the weekly fee.

The summer program is scheduled to start on Monday, June 17 and will end on Friday, August 2, (no program on Wednesday, June 19 and Thursday, July 4). 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 or on the covered deck.

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. Hard sided lunch boxes, glass bottles are not allowed. **Containers need to be marked with child's full name.**

Week 1 – June 17, 18, 20, 21	Pizza* and Rock & Roll Ice Cream, Ice Cream Emergency Truck
Week 2 – June 24-June 28	Spare Time Bowling Field Trip – dates TBA, Rock & Roll Ice Cream
Week 3 – July 1, 2, 3, 5	Pizza* and Rock & Roll Ice Cream, Ice Cream Emergency Truck
Week 4 – July 8-July 12	Picture Show movies Field Trip – July 11, Rock & Roll Ice Cream
Week 5 – July 15-July 19	Lessard Lanes Field Trip – dates TBA, Rock & Roll Ice Cream
Week 6 – July 22-July 26	CT Science Center Field Trip - July 25, Rock & Roll Ice Cream
Week 7 – July 29-Aug 2	Pizza* and Rock & Roll Ice Cream, Ice Cream Emergency Truck

\*If your child does not want pizza, please send them with a lunch that day. Details will be sent in the weekly email.

**Cost per week is \$130 (week of June 17 and July 1 is \$115)**

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

**Before/after care will be an additional \$50 per week (\$40 June 17 & July 1 week) with a maximum of \$100 per family (\$80 June 17 & July 1 week).**

Registration will close the Thursday before each week, if there are still openings.

**Junior Counselors** – The Summer Fun at The Creek (Pistol Creek) program, is accepting applications starting May 6 for Berlin residents who are between 13-15 years old by June 17, 2024 who would like to assist program supervisors as a Junior Counselor. If a Junior Counselor turns 16 after June 17, 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 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. All applicants will be interviewed. Application deadline to apply is **Friday, May 24**. Once accepted, you will have to register, **the fee is \$100 per week**. Junior Counselors may also sign up for before and after care, \$50 per week, \$40 week of June 17 and July 1.

**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 & Youth Services Department for approval. Camperships will only be good for up to two weeks, per child. You will be required to pay \$35 per week, per child. Before and after care will not be covered by campership funds. All approvals need to be done by April 25, after that time there will not be any guaranteed spots.

**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.

**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.

### **Summer Program Release Agreement Form**

All parents and guardians will need to fill out the Summer Program Release Agreement form, one per child, and return to the Berlin Parks and Recreation Department. The form will be emailed to everyone. The Summer Program Release Agreement form notifies the program staff who, other than the parents, is able to pick up your child. 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 are not to be left at the program site without staff being present.



## Refund Policy

All requests for refunds will be charged a processing fee of 10% of the amount, minimum of \$5/maximum of \$50. Refunds for the Summer Fun program that are not requested by the Monday before the week that is being cancelled will also have the cost of the field trip/special events deducted (\$35) before the refund is processed. All refunds need to be sent by email or submitted in writing to be processed and must be received no later than the Wednesday before the week you want to cancel. Any request for refunds after that will only be processed if we are able to fill the open spot.

## REGISTRATION

WebTrac – All registrations will be done on-line only for the Summer Fun at The Creek program and begins at 7 a.m. on April 29. We strongly recommend trying to get into WebTrac before that date to make sure you won't have any issues, the site has been updated. 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 during office hours, by Friday, April 26 before 12:00 p.m. so we can try and help you resolve it before registration opens. The office will not open on Monday, April 29 until 8:30 a.m.

You can find the link to WebTrac by going onto the Town website, [www.berlinct.gov](http://www.berlinct.gov) click on Departments and find Parks and Recreation. Click on Register On-Line to get to WebTrac. Once you log into WebTrac, click on the Summer Fun box. It will list The Creek and all of its sections. Pick your selection, add to cart and follow prompts. You can also register for before and after care but you may want to complete the weekly registration part to secure your spot and go back to register for before and after care. Registration in before and after care does not guarantee registration for the week and any refunds will be charged in accordance with the policy above.

**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.

• Please note – you will encounter issues using a smartphone or tablet for registration through WebTrac, so we strongly recommend using a computer.

- We will email you the acknowledgement of risk along with the program release agreement and medical information form. You will need to return all forms to us before the program starts and you will need to complete one set per child. Don't forget - registering for before/after care does not guarantee registration in the program so we recommend signing up for the weeks first and then before and after care.

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 spots may be taken and we can not go over 80 per week.

Please look over your receipt to confirm you have registered for the correct weeks. 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 except where noted above.