

Wellesley Recreation Scholarship Program

*Recreation scholarships are for
Wellesley Residents ONLY.*

The sole intent of the Scholarship fund is providing recreational opportunities for Wellesley families who are in need.

Summer Camp (Camp Joey, Camp Quest, Camp Odyssey, & Project Extreme)

Camp Scholarship requests must be made through the Wellesley Friendly Aid Association, 219 Washington Street, (781) 235-3960. Friendly Aid procedures must be followed in order to be considered for Friendly Aid & Recreation scholarship money. You are urged to contact Friendly Aid in early December if you are interested in one of our day camps or Project Extreme. You must register for camp at the Recreation office. Please do this at the beginning of the registration period, as we will not hold spots. Registration dates will be in the Winter & Spring Recreation brochure. Also, you are required to pay the camp deposit fee which is not covered by Friendly Aid or scholarship funds. The Recreation Department is willing to work out payment plans for the deposit.

Other Recreation Programs: Scholarship requests for non-camp programs must be made through the Recreation Department. Program scholarships are given based on the following:

Monies available: The greatest need for scholarship money is during the summer months. There is no guarantee that there will be funds available for programs that run during other seasons.

Demonstrated need: Those residents requesting scholarship funds must fill out our scholarship form (available on-line or @ Rec. office). Applicants may be asked for additional proof of need such as tax forms or a letter of reference. Examples of demonstrated need: single parent families with limited income or sudden death or abandonment of the primary provider.

Limited Programs: Applicants may apply for assistance for 1 program per season per child (not including camp). The Recreation Director reserves the right to limit which programs will be available for scholarship funds.

Good Faith Payment: Applicants must pay 20% toward the cost of the program. This amount will not be covered by scholarship funds.

**Download Application Forms at:
www.wellesleyma.gov/recreation**

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Find the brochure online at:

www.wellesleyma.gov/recreation

ONLINE REGISTRATION

www.wellesleyma.gov/recreation

The Wellesley Recreation Department now provides online program registration. Online registration spaces will be limited, which will allow those who do not have access to the system to register using other methods. We HIGHLY recommend that you sign in to the online system a few days before registration to make sure that your account is working properly. **You will need a username and password in order to utilize the online program registration system. Call the Recreation office during regular office hours (M - F, 8:30 am - 4:30 pm) to receive your username and password.**

TRADITIONAL REGISTRATION*: Walk-in, Fax-in, Phone-in and Mail-in

*Faxes and mail received prior to 8:30 am on the advertised registration days will be processed at 3:45 pm on that day.

REGISTRATION DAYS & START TIMES		
ONLINE - Resident	December 8	7:00 am
Non - Resident	December 15	7:00 am
TRADITIONAL - Resident	December 8	8:30 am*
Non - Resident	December 15	8:30 am*



Traditional Registration

BY FAX*

(781) 237 - 3558
Use your VISA or MasterCard



BY MAIL*

To Recreation Dept.
90 Washington St.
Wellesley, MA
02481



WALK IN

Recreation Office
90 Washington St
Monday - Friday
8:30 am - 4:30 pm



BY PHONE

(781) 235 - 2370
8:30 am - 4:30 pm
Use your VISA or MasterCard

*Faxes and mail received prior to 8:30 am on the advertised registration days will be processed at 3:45 pm on that day.

All registrations must now be entered directly into our system.
Should you choose to walk in or phone in, your patience would be appreciated.

	Date	Starting Time	Ending Time
Residents:	December 8	8:30 am	3:45 pm
Non - Residents:	December 15	8:30 am	3:45 pm

REGISTRATION POLICY

- Resident Registration begins on the designated "Resident Registration Date."
- Non residents may register for programs on the "Non-Residents Registration Date"
- Any registrations received before 8:30 am on the advertised date of registration will be processed at the end of the business day, 3:45 pm.
- Non-resident fee is \$10 per class.

REFUND POLICY

FULL REFUND FOR A CANCELLED CLASS.

IF A PROGRAM MEETS MORE THAN 4 TIMES

Refund minus a \$20 administrative fee if you notify the Recreation Department prior to the second class. No refunds/credits anytime after the second class.

IF A PROGRAM MEETS 4 OR FEWER or MEETS FOR FIVE CONSECUTIVE DAYS (i.e. CAMPS, VACATION PROGRAMS)

Refund minus \$20 administrative fee if you notify the Recreation Department five business days before the start of the class. No refunds/credits anytime after five business days before the start of the class.

COOKING CLASSES

No refunds for cooking classes if you withdraw 3 business days or less before the first class. Withdrawal from a cooking class 4 business days or more before the 1st class, there will be a \$20 administrative fee.

GENERAL INFORMATION

Register for members of your immediate family only.

PAYMENT

Non Residents add \$10 per course.
By check payable to Town of Wellesley, Cash, VISA or MasterCard

NOTE: There will be a \$25 additional fee for checks returned by the bank.

COURSE CANCELLATION

Classes that do not attain the minimum enrollment will be cancelled 48 hours prior to the scheduled start date. Full tuition will be refunded. We reserve the right to reschedule or change classes. You will be called if your class is cancelled, otherwise, plan on attending.

AGE POLICY

Children must be the proper age on the FIRST DAY of class.

COURSE CONFIRMATION

If you provide your email address you will receive an email confirmation/receipt. If a class has reached its maximum enrollment, you can place your name on the waiting list by using the online registration system. If a class does not meet the minimum participant requirements, it will be cancelled and you will be notified. Otherwise, please plan on attending the course.

MAKE UP CLASSES

All attempts will be made to reschedule classes that have been cancelled due to inclement weather or instructor absence. We are not responsible for making up classes that are missed due to the participants' inability to attend.

SWITCHING/CHANGING CLASSES

Switching sessions/dates constitutes a withdrawal from a class and the cancellation fee applies.

INCLEMENT WEATHER

All classes (day and evening) will be cancelled when Wellesley Public Schools are closed. In the event that we need to cancel evening or weekend events it will be listed on our website and a message will be left on our voice mail (781-235-2370). We will also attempt to call and/or email participants who have registered for these classes.

FILLED CLASSES

You are urged to register as soon as possible. Classes are filled on a first come first served basis. We do not "hold" spots. If your class is filled, you will be placed on a waiting list. We will try to offer additional classes whenever possible.

PARTICIPANT PHOTOGRAPH POLICY

Periodically, the Recreation Department photographs/video tapes program participants for promotional use. Unless the participant/guardian informs us of their desire not to be photographed, the Recreation Department will use photographs/videotapes for their promotional purposes.

TOILET TRAINED

Children must be toilet trained in order to attend any class unaccompanied by an adult.


WE DO NOT PRORATE COURSES – FULL PAYMENT IS DUE WITH REGISTRATION



Wellesley Recreation
Ages 5-7
Warren Recreation Building



Wellesley Recreation
Ages 8-9
Wellesley Middle School



Wellesley Recreation
Ages 10 - 12
Wellesley Middle School

Camp Registration starts January 12th. Please register before it is too late!

CAMP HOURS:

Monday - Friday; 9 am - 4 pm

Drop off begins at 8:15 am and Pick up ends at 4:45 pm

DAILY CAMP INFORMATION

STAFF: All Sr. Counselors are 18 or older and all Jr. Counselors are 16 or older and both attend an orientation session that includes First Aid & CPR training. Each counselor is CORI/SORI checked each year.

RATIOS: A maximum of 70 campers for Camp Joey. Camp Quest has a maximum of 40 campers and Odyssey has a maximum of 20 campers. Camp Joey ratio is no more than one staff person to six campers; Camp Quest and Odyssey ratios are no more than one staff person to 10 campers.

FIELD TRIPS: Field trips are mostly within an hours drive from camp. If you do not want your child to attend a field trip, you must arrange to keep the child out of camp that day. Field trips are a part of the camp experience. Field trips are not booked until May or June.

LUNCH: Each camper should bring a snack, lunch and beverage daily. Refrigeration is provided except for field trips.

MORSES POND: Campers will be bused to Morses Pond to swim and play.

CLOTHING: Each camper will receive a camp T-shirt to wear on field trips. Campers should bring a swim suit & towel and sunscreen everyday.

CAMP SCHEDULE 2010

Session 1	June 28 - July 2	\$230
Session 2	July 6 - July 9 (No 7/5)	\$200
Session 3	July 12 - July 16	\$230
Session 4	July 19 - July 23	\$230
Session 5	July 26 - July 30	\$230
Session 6	August 2 - August 6	\$230
Session 7	August 9 - August 13	\$230
Session 8	August 16 - August 20	\$230

EXTENDED DAY: Extended afternoon are from 4:45 pm - 6:15 pm. The cost for extended day is \$10 per day or \$50 a week. There is a separate registration form for extended day that can be filled out on the first morning of camp. You may sign up for extended day with the Camp Director.

FORMS TO BE FILLED OUT

1. **Health Form**
 - a. The health form is due immediately for all weeks of camp. If we do not receive your child's health form by April 5th at 4:30pm your spot for camp will be given away. Each health form must be filled out completely and must have an attached a copy of the child's immunizations with dates, and signed by a physician.
2. **Authorization to Administer Medication to a Camper Form**
 - a. Due the Monday before your child is to begin camp (by 4:30 pm)
3. **Parent Packet**
 - a. Due the first morning of camp. (Would prefer them be sent into the office earlier)
 - b. The Parent Packet must be filled out completely, signed and given to the Recreation Office or Camp Director before the child can be left at camp. The Parent Packet includes information about camp as well as a field trip permission slip, pick up policy and sunscreen policy. The child CAN NOT be left at camp without this packet signed and turned in. This packet will not be available until May 2010.

All of these forms can be found on our website.

www.wellesleyma.gov/recreation

PAYMENT

Deposit

A \$50/per week deposit is due with registration.

Full payment:

Full payment for all sessions is due June 11, 2010. All registrations after May 14, 2010 are paid in full at time of registration.

How can I pay:

Master Card, VISA, Check (to Town of Wellesley) or Cash

REFUND POLICY

Cancellation: There is a \$25 fee for a withdrawal from a single week.

Switching Sessions:

Switching weeks constitutes a withdrawal and the Cancellation Policy applies.

Dismissal from Program:

Removal of a camper by the administrative staff is considered a cancellation and the Cancellation Policy applies.



PROJECT **EXTREME**
LEADERSHIP RESPONSIBILITY FRIENDSHIP

Each session is a three week commitment. The program is designed to give the CIT's enough time for training, work & fun.

Session One
July 12 - 30
\$450

Session Two
August 2 - 20
\$450

PROJECT EXTREME is designed for teenagers aged 13-15. The CIT program is a work-oriented experience, which gives our participants the opportunity to work under qualified counselors to begin to learn and understand the demands and responsibility of a counselor's job.

In addition, CIT's will have a series of training workshops where they will have the opportunity to learn more about the different aspects of being a camp counselor, become first aid and CPR certified and learn first hand how to work with children.

Although CIT participants will have priority into the Summer Camp Jr. Counselor program, enrollment in the CIT program does not guarantee a position as a Jr. Counselor or Counselor position.

DETAILS

- Age: 13-15
- Days: Monday-Friday
- Hours: 9 am - 4 pm
- Maximum: 20 CIT's per session.
- CIT's will get 2 tee shirts. They must wear one everyday.
- After full completion of the session CIT's will receive a Red Cross certification for: Infant CPR, Child CPR and First Aid training.

For the leaders of tomorrow...
Application Acceptance Begins
January 4, 2010

APPLICATIONS

How to apply:
Fill out the CIT application form which is available at the Recreation Office or on the Recreation website. We will begin accepting applications January 4th 2010. Acceptance is on a first come first served basis. A non-redundable deposit of \$150 is due with the application. (\$150 will be returned in the event your child is not accepted in the program)

LOCATION

Warren Building

The CIT's will have their own space in the Warren Building close to Camp Joey. There they can have CIT meetings, training sessions and time to do activities as a CIT group. Occasionally the CIT's will go on their own field trips to promote team building and to just have fun.

PAYMENT

Deposit
A deposit of \$150 is due with the application.

Full payment:
Full payment is due May 31st 2010.

How can I pay:
Master Card, VISA, Check or Cash.

REFUND POLICY

Cancellation: If you cancel before June 1st you will be refunded everything except your \$150. If you cancel after May 31st there is no refund.

Switching Sessions:
There is a \$50 fee to switch sessions once you have been accepted.

Dismissal from Program:
If a participant is dismissed from the program there is no refund.