

Bethlehem Recreation Department Parent Handbook



Email: recdirector@bethlehemnh.org Website: www.bethlehemrecreation.com

Cell: 603.616.5701 Office: 603.869.3351 ext. 108



BETHLEHEM RECREATION DEPARTMENT

Dear Parent/Guardian,

Welcome to the Bethlehem Recreation Department Youth Programs. We are pleased that your children are joining us. The information provided in this handbook contains policies and procedures that we have established for this department. If any changes are made in the future, they will be noted in writing. If at any time you have questions, suggestions, or comments please contact us.

Sincerely,

Abbie Sawyer
Recreation Director

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BETHLEHEM RECREATION DEPARTMENT

ABOUT US

Our mission is to enrich the lives of children by providing a diverse range of experiences and activities to instill in the children life skills, confidence, and individuality.

Participants

All Bethlehem Recreation Department Programs are for children who are Bethlehem residents and are currently enrolled in kindergarten through sixth grade. We accept non-Bethlehem residents during our Summer Day Camp only.

Location

The Bethlehem Recreation Department After School Program operates at the Bethlehem Elementary School and Summer Day Camp Program operates at the Bethlehem Elementary School and Town Baseball Fields. Our office is located on the third floor of the Town Hall.

Registration

Initial registration for the Bethlehem Recreation Programs can be done online. Registration forms can be found online at www.BethlehemRecreation.com. Registration will be posted about on social media and class dojo 2 weeks prior to opening.

Contact Information

Mailing Address:

PO Box 189
Bethlehem, NH 03574

Our office is located at:

2155 Main Street
Bethlehem, NH 03574

Website:

www.BethlehemRecreation.com
*We are on Facebook and Instagram too!

Recreation Director

Abbie Sawyer
Cell: (603) 616-5701 (call or text)
Office: (603) 869-3351 ext. 108
recdirector@bethlehemnh.org

Staff Qualification and Staff-to-Child Ratio

All staff have been background checked before they are employed and most of our staff are CPR/First Aid Certified. The overall staff-to-child ratio will not exceed 12 children per staff member for the elementary programs. The Bethlehem After School Recreation Program does not provide one-on-one support. Please contact the Director if your child needs special accommodations.

Revised 3/27/25 AAS

BETHLEHEM RECREATION DEPARTMENT

AFTER SCHOOL PROGRAM

Eligibility, Hours and Rates

The Bethlehem After School Program follows the SAU #35 calendar. The program is open Monday-Friday from the time students are released from school until 5:00PM, days that school is in session. The Bethlehem After School Recreation Program does not operate on Holidays, Vacations, Early Dismissal Days, or Staff Development Days.

Full-Time Rate:

\$200/Month

\$150/Month with Vacation Week

Part-Time (3 days/week) Rate:

\$110/Month

\$85/Month with Vacation Week

If the time gets to 5:10PM, staff will begin calling all the phone numbers on your Emergency Information form. If no one can be reached and your child is not picked up by 6:00PM they will be taken directly to the Bethlehem Police Department. Please know – time is based on the facility clock.

Payment

We bill monthly, payment is due by the first of every month. All accounts must be current and in good standing. Any outstanding balance must be paid before enrolling in the Summer Day Camp, After School Program, or any Recreational Sports. If you are late on your payment by two weeks, your child will be withdrawn from the recreation program.

Attendance and Daily Sign In & Out Procedure

Please let the Bethlehem Elementary School know by changing school dismissal manager if your child(ren) will be attending rec. You may sign up for either part-time (3 days/week) or full-time. You will be charged for what you signed up for because that spot is reserved for him or her.

Staff will sign in all participants daily. No child will be released to any person not previously authorized in writing by the parent. All participants must be signed out by the parent/guardian on the forms provided at the site. Please keep the After School Recreation Program up to date with sports that your child may have to attend during After School Recreation Program hours. Written permission needs to be given if you allow your child to walk or bike home at a specific time.

Cancellations

The Bethlehem After School Program will close if SAU #35 cancels after school activities due to inclement weather. Please check with the school to see if activities have been canceled.

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BETHLEHEM RECREATION DEPARTMENT

SUMMER DAY CAMP

Eligibility, Hours and Rates

The Summer Day Camp will run from June 26th - August 18th. Our hours for our younger kid program are 7:30AM - 5PM. Our hours for our older kid program are 8AM-4PM with the option of early drop off 7:30am and late pickup 5pm at an additional cost. The daily activities will begin at 9AM sharp! **Please note that we will be closed July 4th to honor Independence Day.**

YOUNGER KID SUMMER PROGRAM

Early Bird Special	\$820	Monday through Friday, 8 weeks, 7:30AM-5PM (Includes Swim Lessons, Reading Summer Program, Colonial Theater) Must be paid by June 3rd, plus an additional \$175 is due by the start of the Summer Camp for field trips. We will not accept deposits. The Early Bird Special must be paid in full before the deadline of June 2 nd , we have a waitlist so be sure to pay on time. *BRD will only accept the first 30 children who register and pay in full. Any child that is registered over 30 will be put on a waiting list.
Two Week Session Rate	\$280	Monday through Friday 7:30AM-5PM for two weeks (Includes Swim Lessons, Reading Summer Program, Colonial Theater) An additional \$65 will be due at the beginning of the session for the Friday Field Trips Session 1: June 26 th -July 7 th Session 2: July 10 th -21 st Session 3: July 24 th - Aug 4 th Session 4: Aug 7 th -Aug 18 th

OLDER SUMMER PROGRAM

Early Bird Special	\$820	Monday through Friday, 8 weeks, 8AM-4PM Must be paid by June 4th, plus an additional \$250 is due by the start of the Summer Camp for field trips. We will not accept deposits. The Early Bird Special must be paid in full before the deadline of June 2 nd .
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		*BRD will only accept the first 20 children who register and pay in full. Any child that is registered over 20 will be put on a waiting list.
Two Week Session Rate	\$280	Monday through Friday 8AM-4PM for two weeks An additional \$90 will be due at the beginning of the session for the Field Trips. Session 1: June 26 th -July 7 th Session 2: July 10 th -21 st Session 3: July 24 th - Aug 4 th Session 4: Aug 7 th -Aug 18 th
Early Drop-Off	\$--/Week \$--/ Summer	Your child(ren) can be dropped off at 7:30am at the elementary school and an older kid's camp staff member will walk up and get them at 8am.
Late Pick-Up	\$--/ Week \$--/Summer	You child(ren) will be walked up to the elementary school at 3:50pm and can stay there until 5pm.

Fees for late pick up are as follows:

0-15 minutes \$5.00

16-25 minutes \$10.00

26 minutes & up \$15.00

If the time gets to 5:10PM for the younger kids or 4:10PM for the older kids, staff will begin calling all the phone numbers on your Emergency Information form. If no one can be reached and your child is not picked up by 6:00PM for the younger kids or 5PM for the older kids, they will be taken directly to the Bethlehem Police Department. Please know – time is based on the facility clock.

Payment

You are responsible to pay the balance one week prior to the start of the new week or session. All accounts must be current and in good standing. Any outstanding balance must be paid before enrolling in the Summer Day Camp, After School Program or any Recreational Sports. If you are late on your tuition payment by two weeks, your child will be withdrawn from the recreation program.

Activities and Programs

To name a few activities and programs, there will be Reading, Wilderness, Exploring, Musicals, Swimming, and much, much more...

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Most activities will take place at the Bethlehem Elementary School. However, we are very active and limited on space. We may move an activity to the Town Hall, baseball field on Elm Street or the Town Playground. We will also be walking to activities at the Colonial Theatre, The Bethlehem Public Library, The Bethlehem Country Club, and Bethlehem Town Pool.

Field Trips

Please familiarize yourself with our field trip schedule. Field trips are available if you have enrolled in either camp program. Participants must come with plenty of water and food. Bethlehem Camp T-shirts must be worn on all field trips. Children will not be permitted to go without a BRD T-shirt. If your child does not arrive with a T-shirt for the field trip, or you lose it, one will need to be purchased at the cost of \$10. This will be billed to you.

Frequently Asked Questions

Q. Who can attend?

A. Children that have **completed** Pre-K and are going into kindergarten can attend. Campers should also be able to function in group settings. Families that carry a good standing balance.

Q: Do you have a scholarship program?

A: We currently do not have any scholarships available. You may also speak to the Director to see if a payment plan can be arranged.

Q: What should my camper bring?

- **Snacks and Lunch:** Please send your camper with a lunch, plenty of snacks, and water/juice **every day**. Please make sure your camper's lunch box travels easily, as we are off-site much of the time and lunch will need to be carried.
- **Water Bottles:** A refillable water bottle is **REQUIRED** so your camper can stay hydrated in the summer heat. **NO GLASS.**
- **Sunscreen:** Our camp policy asks that you apply sunscreen to your camper **BEFORE** they come to camp. It is **REQUIRED** to pack a bottle of sunscreen with your child's name on it in their backpack. We will require campers to apply sunscreen multiple times throughout the day.
- **Bug Repellent:** Our camp policy asks that you apply bug repellent to your child **BEFORE** they come to camp. Please pack a bottle with your child's name on it in their backpack.
- **Bathing Suit and Towel:** **REQUIRED EVERYDAY.** All campers need to have a bathing suit and towel every day in case we do a water activity or go swimming.
- **Hats and T-shirts:** We recommend hats and T-shirts to help keep your child safe from sunburn. Campers must wear their Rec t-shirt to field trips.
- **Extra Clothing/Rain Gear:** The weather is ever changing in our neck-of-the-woods, and we are active rain or shine, warm or cold. Extra clothing is a **MUST**. Some recommended items are a sweatshirt, rain jacket, and an extra set of clothing.

****Please label your campers clothing and supplies!

Q. What should my camper NOT bring to Camp?

- **Electronics/Toys.** Please do not send your child with electronics (i.e. Tablets, phones, etc.). We ask that your child(ren) does not bring toys. We will provide any supplies for program activities and there is no need for these devices. Cell phone use is not allowed during the program. If you need to reach your child,

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please call Abbie Sawyer's phone (603-616-5701), or message us on class dojo. If electronics/toys are brought to camp, we are not responsible for lost, stolen, or damaged items. Any item brought to the program that is deemed dangerous, inappropriate, or is used in an inappropriate manner will be held by the Site Director and returned to the parent/guardian at pick up.

Q. Can my camper bring money?

- Your camper will NOT need money; on field trip days you may send your camper with a little bit of spending money if you choose. BRD is not responsible for money lost if you choose to send money with your child. If you are allowing your child to make purchases while we are on a field trip, please let a counselors know.

Attendance and Daily Sign In & Out Procedure
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Younger Kids. Your child can be dropped off any time between 7:30AM and 9:00AM as our daily activities will start at 9AM. Please do not drop-off your child before 7:30am and make sure you check in with a counselor upon drop-off. Your child can be picked up anytime between 3:30PM and 5:00PM. Please be sure to pick up before 5pm or you will be charged for a late pickup fee. Pick-up and drop-off will happen at the back of the elementary school. Please don't drive down back as there will be kids playing. It is easiest to park in the main parking lot and then walk down to the playground or back door of the school. All participants must be signed out by the parent/guardian on the forms provided at the site.

Older Kids. Your child can be dropped off any time between 8AM and 9AM as our daily activities will start right at 9AM. Please do not drop-off your child before 8am and make sure you check in with a counselor upon drop-off. Your child can be picked up anytime between 3:30PM and 4PM. Please be sure to pick up before 5pm or you will be charged for a late pickup fee. Drop-off will almost always happen at the baseball field at the end of elm street; the only exception is if it's raining hard, we may be at town hall (this will be communicated through class dojo). Pick-up will be one of three locations; baseball fields, town pool, or town hall (again this will be communicated) All participants must be signed out by the parent/guardian on the forms provided at the site.

Bikers and Walkers

If you want your child to consistently walk or bike home from our summer camp, we need to have a written note. All bikers must wear properly fitting helmets. *All bikers should know their safe biking rules and should always abide by these rules.*

Rainy Day Policy

Camp is in session rain or shine! Any outdoor field trips may be postponed or canceled due to rainy days. However, every attempt will be made to continue all events regardless of weather. Your camper may get wet! **Please send extra, labeled clothing on such questionable days as well as rain gear.**

Illness or Injury

If your child becomes ill or injured while at our program, the staff will first attempt to contact the parent/guardian(s). If we cannot reach the parent/guardian, Emergency Contact #1 will be contacted immediately. If we are unable to reach Contact #1, then contact #2 will be notified and so on until we are able to reach someone. Please inform your Emergency Contact people of their responsibilities and be sure that they are readily available. If your child is sick, please keep him/her home. Please report any communicable diseases promptly (i.e. COVID-19, Chicken Pox, Head Lice, Pink Eye, etc.) to the Director of your site. Refunds or credits are not given for missed days.

BETHLEHEM RECREATION DEPARTMENT

YOUTH SPORTS

At this time, we may or may not have a coach for your child's team. We are always looking for coaches and volunteers to assist in coaching. If you are interested in coaching or know of someone who may be, please don't hesitate to contact us. Anyone can make a great coach.

Eligibility, Registration & Fees

Kindergarten through 2nd grade registration fee is \$40.

3rd grade through 6th grade registration fee is \$50.

Balances for all Recreation Programs must be in good standing before you can register your child into a sport.

If your child stays home from school due to illness or unexcused absence, they will not be allowed to attend practices or games until they return to school. If they show up, they will be asked to leave.

If an older team is short players but the younger age group has extra players, players might be asked to move up in order of date of birth. If you don't believe your child is ready to play at an older level, you may reject.

Baseball is currently split up by age rather than grade, if a parent feels that their child is posing a safety or skill development concern due to having a birthday past the current May 1st date a parent may request for their child to play up. The rec director will give the child a 2-week trial period and then it will be at the coaches' discretion whether they think the child has the skill and maturity to play on the team, if not they will be placed on the age-appropriate team.

In the event two teams are needed for one age group, an online randomizer will be used to create those two teams. Coaches kids will be with their parent.

Philosophy and Goals

- To provide an equal opportunity for all.
- To teach fundamental skills.
- To promote teamwork.
- To show enjoyment and desire to play the game.
- To show commitment and responsibility.
- To provide positive role models.
- Equal opportunity does not translate into equal playing time as many factors are considered in each situation.

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- Dedication and hard work get rewarded more than skill level.
- A successful team is one in which every member improves as a player and person.
- Winning is important; however, it is not the most important part of success; it is only part of the journey.

All coaches are encouraged to practice the philosophy by providing each child the full right to play. There is a quote, “I’d rather play and lose than sit on the bench and win.” Participants have clearly demonstrated that playing is more important than winning. **Sitting on the bench does not meet our objectives.**

Goal #1: Safety First

Nothing is more important than providing a safe playing environment for players both physically and psychologically.

Goal #2: Fun

This is Recreation!

Goal #3: Skill Development

Learning new skills gives players more opportunity for success.

Goal #4: Everyone Plays*

The reason children sign up for organized sports is to **play!** Research shows that 90% of children would rather play on a losing team than sit on the bench for a winning team. *Remember that it is vital your child attend practices. Players will have to sit out during a game if a number of practices have been missed.

Goal #5: Positive Coaching

The way to coach a winning team is by building players up, not down. Coaches have the greatest influence on the players. Coaches and parents strengthen the youth programs and serve the players best by putting aside the attitude of “winning at all costs” and emphasizing skill development, confidence, sportsmanship, friendly competition and FUN.

<h2 style="margin: 0;">Parent, Player, and Team Member Responsibilities</h2>
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- Attend all scheduled practices and games or notify the Coach and director in advance that they will not be able to attend.
- Register for the program prior to the deadline.
- Be courteous and respectful to your coach, the other team’s coaches, players, and the officials. You are a representative of your town and The Bethlehem Recreation Department. You should behave accordingly.
- Exhibit team spirit and loyalty always. Encourage your teammates and don’t “put down” the other team.
- Report all injuries to your coach.
- Report directly to the facility where the practices or games are to be held. Leave immediately after the practice session or game with the team. Do not leave the gym, field, or other facility without the specific approval of the coach.
- Respect the property of others when the team travels to other towns or facilities.

- Stay with your team whenever you travel out of town. The coach is responsible for your well-being.
- Return all equipment or uniforms that are issued to you as directed by the coach at the end of the season.

No Tolerance Policy

The Bethlehem Recreation Department has adopted a NO TOLERANCE POLICY towards unsportsmanlike behavior. Any player, coach or spectator who verbally disagrees, abuses, or loudly expresses oneself may be ejected, penalized, or removed from the premises. This may be done without warning and will be strictly enforced. Most of the officials and workers are volunteering their time. Please respect their efforts in putting on a quality program for the children.

Transportation

Players are responsible for their own transportation to and from practice and games. Be aware that coaches are advised not to transport participants.

Foul Weather

If school is canceled, all sporting events **will be** canceled. If the SAU cancels after school activities, the Bethlehem Recreation Department will do so as well. Team coaches may also choose to cancel. Please check our Facebook and class dojo for updates.

Alcohol, Smoking and Other Drugs

School buildings, grounds and vehicles are Drug Free Zones. Therefore, the possession, use, transfer, or sale of such substances is prohibited from being on school property, at school activities or at Recreation Programs while under the influence of such substances. Smoking and the use of smokeless tobacco products is prohibited on all school property including school vehicles and private vehicles while being used in place of school vehicles to transport students to and from school activities and Recreation Programs. Smoking is also prohibited in private vehicles when on school property for any purpose.

Program Feedback

The Bethlehem Recreation Department appreciates feedback from parents and coaches about all programs. As always, if something can be improved or is an asset to the Department, please don't hesitate to call.

BETHLEHEM RECREATION DEPARTMENT

TOWN POOL INFORMATION

Eligibility, Hours and Rates

Day Pass (Free to Residents) Youth..... \$ Adult..... \$ Senior..... \$ Season Pass Family** - Resident..... FREE Adult - Resident.....FREE Youth - Resident..... FREE Senior - Resident..... FREE Family** - Non-Resident... \$ Adult - Non-Resident..... \$ Youth - Non-Resident..... \$ Senior - Non-Resident..... \$ **Family Season Pass includes four passes. Any additional pass is \$8 each. Children under 3 FREE	Open Swim Hours of Operation: Monday - Thursday: 10:30-6:00 Friday-Sunday: 1:00-6:00 The town pool will open around Father's Day The full schedule can be found on the Rec Department website, www.bethlehemrecreation.com
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Swim Lessons

We offer swimming lessons during the summer. Contact our pool coordinator, Lisa Jacobs pool@bethlehemnh.org for more info on our rates. Lessons may be cancelled because of inclement weather. We will try to contact you in this event. Also, refunds will not be given after two lessons are taken. Late enrollments will be accepted for two lessons after start at a discounted rate. You can find more information about our Swim Lessons on our Website.

Rules

- Shower before entering the pool
- Bathing suits only- no cut off shorts or t-shirts
- Infants are required to wear swim diapers in pool
- Only plastic water bottles allowed
- No animals, bikes, skateboards, or roller blades
- No foul language or horseplay
- School ID or 6th Grade Report Card may be required to enter the pool without guardian
- Kiddie pool for use by patrons 6 years of age. Supervision is required

<h3>Program Rules & Guidelines</h3>

Children will be responsible for following the following rules.

- Children must abide by all rules and policies established by the Recreation Department.
- Children must always remain in designated program areas.
- Children must always stay with their specific staff members.
- No running in school halls, rooms or in the building.
- Children must always use appropriate language.
- Children must always be respectful to other children, staff, and facilities.
- Children must refrain from any horseplay and or engaging in any dangerous activities.
- No weapons, objects used as weapons, projectiles, alcohol, drugs, or illegal substances will be allowed. Possession will result in immediate expulsion from all programs.
- Children should be aware of the daily schedule and wear clothing appropriately according to each day's agenda and weather.
- Children must abide by all rules and procedures added to the program.

All children are expected to behave in a proper and respectful manner. Behaviors including but not limited to hitting, name calling, foul language, missing or being constantly late to sports practice without notifying the coach, destruction of property, vandalism of property, leaving the group or premises without permission or any other behavior deemed inappropriate by the staff will result in disciplinary action. No refunds will be given.

Program staff will focus on the positive reinforcement and prevention of negative behavior. We will praise the positive and attempt to downplay the negative to bring out the best in every child. When discipline is needed, we believe discipline takes many forms and should vary according to age, individuality and the developmental level of each child. Concern is focused on the action/behavior rather than the child. Our staff will follow the guidelines. Each disciplinary action will be based on review of individual situations.

Infractions depending on the severity may result in time outs, loss of participation in an activity and up to dismissal on day of infraction which may increase to a one- to three-day suspension or in some situations expulsion from the program depending on the severity of the incident. No refunds will be given. Incidents that result in a call to the parent will be documented and kept in a confidential file with the Recreation Director. All suspensions will be at the discretion of the Recreation Director after consultation with the parent/guardian. All expulsions will be reviewed with the Select Board Liaison.

Disciplinary actions will not be cumulative from actions during the school day. However, behaviors will be reviewed across the activities within the Recreation Program during the same year.

Personal Property

Our staff does not assume responsibility for the personal property of any participant. For the protection of your child's personal property, if you allow your child to bring anything of value to the program, please mark the item with your child's name. We do not allow electronics or any "toys" from home to be used at the program. Items left out carelessly, not put safely away or shown to other participants will have greater tendency to disappear. Any child caught stealing will be dealt with by an immediate conference with parents and the Recreation Director to determine appropriate discipline.

Publicity

Staff from time to time will take pictures of the children in the program during regular activity hours. These pictures may be used for our social media. If you wouldn't like your child photo taken please let us know. The liability waiver must be signed.