

## BETHLEHEM PARK & RECREATION POLICY & PROCEDURES

1a. All program attendees must have a registration form and a check submitted on registration day for the programs that have a one registration day. No exceptions.

1b. For all other programs, registration must be completed one week prior to the start of the program. The registration form and a check are required for a complete registration..

2. All returned checks are subject to a \$30 fee.

3. Park and Recreation Director is the only person who can authorize entry into a program and limit the number of participants in any program.

4. All checks must be mailed to or dropped off at Town hall. No checks may be left at the schools.

5. All checks dropped off after the deadline will be returned.

6. It is the responsibility of the parent or guardian to drop off and pick up children at appropriate times. All children left more than 10 minutes after the end of a program will be charged \$15 to re-enter the program.

7. Volunteers for programs, such as summer camp counselors must be registered and trained before entering the program. Junior camp counselors, from 11 to 15 years old need to register and be approved at least two weeks in advance of the programs start date.

8. Appropriate conduct is expected from all participants for all park and recreation programs. The instructors and director will determine appropriate actions for misconduct. ( i.e: expulsion from a program).

9. All children under the age of 12 must be escorted to and from all programs.

10. Anyone requesting usage of the Little League field, Gallop field and Long Meadow Pond field must request usage in writing. All requests will be answered in writing.