

2026 SUMMER PACKET



SUMMER

NRC CLUBHOUSE

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WELCOME LETTER

Welcome to another exciting season at Summer Clubhouse! As we prepare to kick off a new summer full of exploration, adventure, and growth, I want to take a moment to share with you the mission that guides everything we do: creating a safe, joyful, and enriching environment where your children can learn, thrive, and make lasting memories.

Summer is a magical time for children, a season bursting with curiosity, energy, and discovery. At Clubhouse, we embrace this spirit wholeheartedly. Our program is designed to celebrate childhood in all its forms — encouraging hands-on learning, adventurous play, and opportunities for both personal and social growth.

Safety remains our top priority. Our dedicated staff are highly trained and vigilant, ensuring that every environment and activity is conducted with the utmost care. You can trust that your children are in capable, caring hands throughout the summer.

At the same time, we understand that children are active, sometimes that includes a bumpy journey, skinned knees, minor scrapes, and moments of frustration which are natural parts of growing up — and valuable learning opportunities. We see these experiences not as setbacks, but as essential steps toward resilience, confidence, and independence.

The same philosophy applies to social development. Conflicts and misunderstandings between children are inevitable, and we approach them as teachable moments. Our team is committed to guiding your children through these experiences with kindness and care, helping them build critical life skills like empathy, communication, and problem-solving.

We know that as parents, your instinct is to protect your child from every hurt. Our shared goal, however, is to help them grow into capable, compassionate individuals — and that growth often comes through overcoming challenges. With your partnership, we are confident that this summer will be a powerful chapter in your child's journey toward greater confidence, resilience, and joy.

Inside this packet, you will find everything you need to help your family prepare for the summer ahead — schedules, policies, procedures, and helpful tips. Please take a few moments to review the information and don't hesitate to reach out if you have any questions.

Thank you for trusting us with your most precious treasures. We are honored to be a part of their story and look forward to an unforgettable summer filled with discovery, laughter, and growth.

Here's to a safe, fun, and inspiring summer adventure!

Warmly,
Esmeralda Hernandez



PROGRAM OVERVIEW

Dates: Tuesday, May 26th thru Friday, August 7th

Time: 6:30am - 6:00pm

Location: Sunset Elementary Gymnasium (July 27th - Aug 7th @ NRC)

What to bring:

Lunch: Please provide a lunch for your child every day. The Summer Lunch Program will begin June 8th. If your child would like to participate in this program, no lunch is needed. The Summer Lunch Program will end July 24th. After July 24th you will need to be provided a lunch for your child.

Water bottle: Please provide your child with a labeled water bottle for daily use.

Walking shoes: Please provide closed toed shoes that your child can run in.

Daily Schedule:

Our program offers a balance of fun and engaging activities, including crafts, STEM projects, outdoor adventures, and more (see attached summer schedule).

Library/Park: Every Monday, alternating between the library and a new park.

Swim Days: Every Tuesday and Thursday at the Municipal Pool. Any cancellations will be posted on our Clubhouse Facebook page.

Field Trips: Every Wednesday. Some trips require departure at 8:00 a.m. or earlier, so please ensure your child arrives on time. We will not wait for late arrivals.

BEHAVIORAL POLICY

The NRC Clubhouse maintains a consistent discipline approach to ensure a safe and respectful environment. Clear expectations, accountability, and fairness guide how behavior is addressed.

Staff enforce rules professionally and model appropriate behavior, with a focus on safety, respect, and responsibility. Parent involvement is essential, and ongoing communication helps reinforce expectations both at home and within the program.

CORRECTIVE ACTION PLAN C.A.P

When a child displays disruptive, disrespectful, or unsafe behavior, NRC Clubhouse staff will complete a C.A.P. Form. The behavior will be addressed immediately, discussed privately with the child, documented, and the parent/guardian will be notified. Parents must review, sign, and return the form for the child's record.

There are no verbal warnings—all incidents are documented to ensure consistency and accountability.

Discipline Steps

1. First Write-Up: Parent notified; incident documented on a C.A.P. Form.
2. Second Write-Up: Parent contacted; incident documented with possible additional consequences, including suspension.
3. Third Write-Up: Automatic suspension; length determined by administration.
4. Repeated or Severe Incidents: May result in termination (see Immediate Suspension or Termination).

See Parent Handbook pages 7–9 for additional information.

FIELD TRIPS

Field trips are an exciting part of our summer program. Our goal is to fully experience each destination, arrive on time, and have fun together. To help make this possible, we will depart as scheduled and will not wait for participants who are “on the way” or arrive late.

All participants must be registered through the online Google Form to attend field trips. Registration will be available each Friday via a QR code posted and shared with families and will close Monday morning at 8:00 AM. To register, parents or guardians can simply scan the QR code or use the provided link to complete the form.

To participate, children must attend the program consistently for at least 5 days prior to the trip (5 full days or 5 half days). This helps our staff build relationships with each child and ensures a safe and successful outing.

Families will be notified Monday afternoon if their child is not eligible to attend.

No spending money is permitted on field trips. For safety reasons, if a child leaves or runs away from the group during a field trip, they will be suspended from future field trips.

We understand that vacations, illnesses and doctor appointments happen. If your child will miss a day, please communicate with the Clubhouse Coordinator so we can discuss the situation.



MONEY (for swim days)

We want to give students the opportunity to enjoy the pool experience, including purchasing concessions. With this opportunity comes responsibility, and clear expectations help ensure the process runs smoothly for everyone.

Students may bring spending money only for concessions at the Municipal Pool. We ask that you send no more than \$10 per swim day. All money must be turned in to a Clubhouse staff member upon arrival. Staff will place the money in a labeled Ziploc bag with the child's name and secure it in the designated money bag until concession time.

After purchasing items, the child is responsible for returning the Ziploc bag with any remaining money to the staff member in charge. Students are not allowed to buy concessions for friends, as this often creates conflict among peers and can lead to unfair situations within the group.



If stealing money or food occurs, the child will receive a C.A.P. (Corrective Action Plan) Form, which documents the incident and notifies parents or guardians.

Clubhouse is not responsible for money that is not turned in to staff, and we are not responsible for how money is spent. Please note, we cannot guarantee that students will have the opportunity to use concession money every week.

GUIDELINES FOR PERSONAL ITEMS

SIZE LIMITATION:

Any personal items brought by your child must fit comfortably into a standard size backpack.

(As well as swimming gear)

NRC CLUBHOUSE Staff is NOT responsible for personal items!

RESTRICTIONS:

Due to having many disruptions and conflicts **NO POKEMON CARDS! NO BOARD GAMES! NO BAKUGAN! NO MAKEUP! NO ELECTROINCS! NO SLIME! NO BEYBLADES!**

If your child decides to bring any personal items, it is important to remind them of their responsibility for these belongings. While summer Clubhouse staff will make every effort to assist in locating lost or broken items and addressing any related situation, it's important to understand that bringing personal items carries inherent risk. We will not guarantee the recovery of lost, stolen or broken items. Thank you for your understanding and cooperation in enduring a safe and enjoyable experience for all participants.

PAYMENTS

We use Procure, an online billing system for your convenience. Payments can be made anytime using a card through the Procure app or website.

Cash and check payments can be made at the Newton Recreation Commission front desk.

Card payments are also accepted in person at the front desk or by phone at (316) 283-7330, Monday–Friday, 8:00 a.m. – 4:00 p.m.

If you are using DCF child care funds, please transfer no more than one month's payment to Procure at a time.

Failure to make payments may result in suspension from the program until the balance is settled or a payment arrangement has been made.

CONTACT

If you have any questions before or during the program, please don't hesitate to contact:

ESMERALDA HERNANDEZ

Please note, Esmeralda Hernandez will do her best to respond as quickly as possible during Clubhouse hours. If you reach out after hours, a response will be provided the next business day during program hours.

Email: ehernandez@newtonrec.org

NRC Clubhouse Summer Phone Number: 316-617-7305



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