

Friday Night Club Parent & Participant Handbook

ON-SITE LOCATION

Academy Building
2143 Main Street
Glastonbury, CT 06033

PROGRAM CONTACTS

Name	Position	Phone	Email
Anna Park	Recreation Supervisor	(860)652-7683	anna.park@glastonbury-ct.gov
Mandee Morris	Program Director	(860)652-78338	mandee.morris@glastonbury-ct.gov

DROP-OFF/PICK-UP PROCEDURE

Please make sure to consult the FNC schedule and your registration receipt for drop off and pick up times and locations. Generally, a confirmation email is sent a couple days before the activity to confirm this information. A parent/guardian should plan to walk the program participant into the building and check in with a staff member at drop off and pick up.

REFUND POLICY

Please review your registrations carefully. To avoid classes being canceled at the last minute due to insufficient enrollment and in order to accommodate waiting lists in a timely fashion, refund requests must be made no later than five (5) business days before the program begins. Refund requests will not be considered after this time unless accompanied by a doctor's note.

Registrations processed by credit card will be credited to the card used. All other refunds generally take 2-4 weeks to process.

PROGRAM LIMITS

Generally, on-site activities do not have a registration limit. Off-site activities often have limits due to availability of tickets, number of seats available or other factors. Early registration is advised, especially for off-site activities.

MENTORS/AIDES/VOLUNTEERS

We always encourage the participation of mentors or aides! Please note that mentors or aides must register and pay for all off-site activities. It is not necessary for on-site activities.

While Friday Night Club is intended to be an independent social opportunity, we do encourage parent volunteers for some activities. If you are interested in volunteering for a particular activity, please let us know.

ALLERGIES & MEDICATIONS

Please make us aware of any allergies by updating that information in your MyRec account.

APPROPRIATE CONTACT

Friday Night Club is intended to be a safe and inclusive social group for all participants. Although many program participants are adults, we ask that you review these guidelines in order to maintain a positive and safe environment for all involved.

- In relation to celebrating or showing excitement and comradery we encourage our participants to high five one another. To ensure a safe environment we do not permit full contact hugs, hand holding, kissing or other forms of long-term physical contact.
- We encourage our participants to have fun and dance! Dancing suitable for Friday Night Club includes:
 - Group dancing
 - Waving arms
 - Tapping feet
 - The following is not permitted:
 - Grinding
 - Physical Contact
 - Slow dancing that Involves Close Physical Contact
 - Break Dancing
- In the context of Friday Night Club, couples that may be in a relationship are asked to refrain from public displays of affection and maintain an appropriate distance. This includes refraining from kissing, full contact hugging, snuggling, holding hands or close personal contact.

BEHAVIOR GUIDELINES

Safety, respect of others, and a positive experience are our most important priorities. One of the criteria for attendance in this program is that behavior must be manageable by recreational staff and should not hinder or interfere with other participants' recreational opportunities and/or experiences. Examples include (but are not limited to) inability to transition from one activity to another in a timely manner; inability to consistently comply with direction without dedicated assistance from staff; physical aggression to self or others; lengthy amount of time spent in the restroom/excessive assistance required in the restroom on a daily basis; inability to adhere to program rules.

We will attempt to redirect inappropriate behavior; however, situations may still occur. If a problem continues, staff will discuss the situation with you and attempt to come to a solution. **BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER PARTICIPANTS AND/OR STAFF WILL NOT BE TOLERATED.**

COMMUNICATION

We highly encourage Parents/Guardians and Program Participants to review these guidelines together. If you have questions or any issues arise during any of the Friday Night Club activities, please reach out to the program contacts listed as soon as possible.