

RECEIVED

By Darlene Brady at 11:24 am, Jun 18, 2021

KENT PARK AND RECREATION COMMISSION

AGENDA

Monthly Meeting: Monday, June 21, 2021, 7 p.m.

Topic: Kent Park and Recreation Monthly Meeting
Time: Jun 21, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/88005950390>

Meeting ID: 880 0595 0390
One tap mobile
+13126266799,,88005950390# US (Chicago)
+16465588656,,88005950390# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 880 0595 0390
Find your local number: <https://us02web.zoom.us/u/kdUurvGiex>

1. Call to Order
2. Elevation of alternates
3. Acceptance of Agenda
4. Acceptance of Minutes of June 8, 2021 special meeting
5. Correspondence
6. Public and Invited Guests
7. Old Business-
 - a. P&R director search, job description
 - b. By-laws & Constitution
 - c. Parks: Projects, Pool opening
 - d. Lifeguard Instructor class
 - e. Tennis Clinic
 - f. Summer Baseball
 - g. Fall soccer
 - h. Parks Master Plan
 - i. 2020-21 Budget Monthly Report

- j. Five-Year Capital plan
 - k. 2021 Concert Series
 - i. Volunteers needed
 - l. After-School Program
 - i. Pre-K eligibility
 - ii. Morning program
 - iii. Survey to Parents
 - m. Slamma Jamma Basketball
-
- 8. New Business
 - a. USTA Tennis in the Parks Program
 - b. Halloween Bash 2021
 - 9. Interim Director's Report
 - 10. The next Park and Recreation Commission meeting is Monday, July 19, 2021 at 7:00 p.m.
 - 11. Adjourn

**Town of Kent
Park and Recreation Director**

Position Summary:

Coordinate, promote, supervise and evaluate a comprehensive, year-round recreational program for the Kent community, including but not limited to children, senior, teen, sports and summer programs, winter ice skating, after-school program, bus trips and community and special events.

Reports to:

Park and Recreation Commission.

Direct Reports:

- After-School Program director • Head Lifeguard,
- Lifeguards • Camp Kent director • Ice Skating monitors • Coaches •
- referees and umpires.

Hours of Work:

Full-time salaried position, 40 hours per week, includes some nights and weekends.

Essential Job Functions:

Administrative:

- Establishes and posts office hours, including any changes in hours.
- Attends all regular and special Commission meetings and communicate regularly with the selectmen, the town treasurer and other town officers and board members.
- Prepares with the commission chairman a meeting agenda to be sent with the meeting minutes not less than one week before the next scheduled meeting.
- Takes and records the minutes of Park and Rec Commission meetings; files meeting agendas and minutes with town clerk.
- Reports to the commission chairman and keep selectmen informed as necessary.
- Presents to the Commission a current financial report at its regular meetings.
- Collects and submits revenue to the town treasurer for Park and Rec programs.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget.
- Works with the Commission in the preparation, review and presentation of the Park and Rec's Five-Year Capital Plan.
- Serves on the Town of Kent's Safety Committee. Conduct and document annual safety review of the town-owned parks.

- Opens and responds to daily mail. Types and files correspondence. Answers phones.
- Organizes and keeps file copy of meeting minutes and director's reports in office.
- Contacts sports photographer, creates and distributes schedule for sports' team and individual and sponsor photos. Distributes pictures to team coaches, players and sponsors.
- Identifies and orders office and program supplies.
- Oversees and implements Park and Rec policy on awards.
- Works with Park and Recreation Commission on appointments and reappointments to the commission. Communicate in writing to the Board of Selectmen the recommendations for appointments to the Kent Park and Recreation Commission for the annual town meeting.
- Participates in accident investigations when required, including documenting details of incident on appropriate form, contacting injured employee or program participants' emergency contact, contacting town insurance carrier and providing necessary information as requested.
- Establishes and maintains membership in the Connecticut Recreation and Parks Association (CRPA) and attend conferences and other training classes and seminars as necessary and appropriate.
- Provides information and assistance to public and other departments in a timely fashion.

Communication:

- Establishes and maintains effective working relationships with superiors, subordinates, associates, including area recreation directors, volunteers and the general public.
- Maintains close communications with local schools, businesses, and other community organizations and agencies to coordinate cooperative programs and events.
- Presents a written monthly report of current and planned activities to the Commission at its regular meetings.
- Writes and submits to Board of Finance an annual report for the Annual Town Report.
- Monitors, writes and submits updates for the Kent Park and Recreation website and Face book page.
- Writes and submits information for the monthly town newsletter.
- Contributes to senior newsletter in conjunction with the Social Services director.
- Promotes Kent Park and Recreation activities to both encourage and recognize community participation with timely press releases to the local media and flyers.
- Carries and is available by cell phone during program hours and/or in the event of an emergency.

- Maintains working relationship with the state police. Files police reports where appropriate.
- Maintains working relationship with Park and Recreation Commission.
- Meets and coordinates on league rules and game schedules with regional Rec directors.
- Coordinates with Kent Center School officials on field use and maintenance.

Facilities:

- Schedules and oversees the maintenance and repair of Park and Rec facilities, equipment, program inventories and capital projects with Commission approval where needed.
- Collaborates with Kent Center School officials on building and playing field usage.

Personnel:

- Recruits, interviews, trains and supervises paid and volunteer staff in accordance with Town of Kent and Park and Rec Commission policies and procedures.
- Develops job descriptions for positions as necessary and presents the descriptions to the Commission for approval.
- Provides for staff evaluations at completion of a Park and Rec program and evaluates program directors.
- Articulates or writes, when appropriate and requested, references for employees and volunteers.

Programs:

- Coordinates, supervises, schedules and promotes Park and Rec programs and activities.
- Develops new programs to present to the Park and Rec Commission for consideration.
- Identifies, coordinates, orients and oversees volunteer coaches. Provides coaches with necessary equipment, first aid supplies and related coaching materials, including handbook, schedules, team roster.
- Coordinates the scheduling of Park and Rec programs.
- Creates, distributes and collects program fees, registrations and waivers.
- Inventories orders and distributes equipment, uniforms and first aid supplies.
- Hires and pays referees and umpires.
- Coordinates, supervises and promotes fee programs.
- Coordinates, supervises and promotes special programs, including working collaboratively with community organizations and businesses.
- Maintains records of programs for three years.
- Develops, schedules, organizes, promotes and supervises bus outings, including working with regional recreation directors

Job Qualifications:

- Bachelor's Degree and/or relevant life experience and interest in Park and Recreation.
- Good communication and administrative, organizational skills.
- First aid training.
- CPR certification.
- Certified blood borne pathogens trainer.
- Computer Skills.
- Knowledge of municipal budgeting.
- Valid driver's license and access to personal vehicle.

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes and sports equipment (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.

| | |
|---|---------|
| Approved by the Board of Selectmen: | 10/4/11 |
| Updated by the Board of Selectmen: | 3/13/12 |
| Revised and approved by the Board of Selectmen: | 7/31/13 |
| Approved by the Board of Selectmen: | 9/1/15 |

**Town of Kent
Park and Recreation**

By-Laws

Amended February 25, 1991
Amended November 15, 1999

Article I: FISCAL YEAR

The fiscal year of the commission shall be governed by the fiscal year adopted by the Town Board of Finance. At present it extends from July 1st to June 30th.

Article II: OPERATING FUNDS

Section 1. The Commission shall make recommendations to the Board of Selectmen to accept gifts, bequests and donations or other personal property to the Town of Kent.

Section 2: A budget of required operating funds for the next fiscal year must be prepared by the Director of Park and Recreation and the Commission to be submitted to the annual town meeting for approval.

Section 3: The operating funds for any fiscal year are obtained from the General Fund by presenting a proposed fiscal expenditure budget through the Board of Selectmen.

Section 4: The Commission shall have the authority to establish fees and charges for any of its programs in order to defray any amount of or the entire cost of any program.

Article III: EXPENDITURES

Section 1: The Director of Park and Recreation shall recommend personnel necessary to implement programs adopted by the Commission.

a. Personnel hired to staff programs will be approved by the Commission prior to beginning the position.

- b. The Board of Selectmen shall act on the commission's recommended hiring of the After-School Program director, Camp Kent director and Emery Park waterfront supervisor.
- c. Employees engaged by the Commission will be furnished in writing a statement outlining job duties, hours of work and rate of pay. One signed copy of this statement will be on file with the Director.
- d. Instructors of fee programs shall be entitled to receive 90% of the registration fees collected.

Section 2. The Director of Park and Recreation shall be given a petty cash fund, the amount to be determined by the Commission, and shall be accountable to the Town Treasurer in order to replenish the fund.

Section 3. All expenditures exceeding \$1,000 for any single purchase shall be determined by competitive bidding. A minimum of three bids should be sought.

Section 4. All proposals for new programs should be made in writing to the Park and Recreation Commission for its review. A personal interview should also be done.

Section 5. The Director of Park and Recreation shall have the authority to contract and authorize payment of bills for supplies, equipment and materials necessary to operate programs approved by the Commission.

Section 6. Registered participants of programs shall be entitled to a 100% refund of the registration fee if they withdraw from the program prior to the start of the program. No refund will be given once a program begins.

Article IV: DIRECTOR OF PARK AND RECREATION - DUTIES

Section 1. The Director of Park and Recreation's duties are to supervise and maintain the recreational activities set forth by the Kent Park and Recreation Commission and to pursue new activities which enhance the general program as directed by the Commission.

- Section 2. This position includes forty (40) working hours a week which includes attendance at the monthly Commission meetings and acting as the Commission Secretary. In addition, the director will be the Kent representative to the CJSA board meetings. The remaining hours are to be used in the manner in which the position demands.
- Section 3. As an ex-officio member of the Executive Committee, it is the responsibility of the Director of Recreation to assist the Commission with the preparation and maintenance of the budget as well as submitting a monthly financial statement to the members of the Commission.
- Section 4. The Director of Park and Recreation is responsible for the general supervision of the scheduled programs including: registration; fee collection; coaching assignments; equipment distribution and collection; awards programs.
- Section 5. The Director of Park and Recreation shall keep a record of the Minutes of the Commission in a book. Following each meeting, the minutes shall be presented to the Town Clerk for the Town Records and copies shall be mailed out to all members of the Commission. The Director of Park and Recreation shall read all official communications to the Commission; write correspondence as directed by the Commission; keep on file all important letters and replies thereto; shall notify by mail all members of the meetings, regular and special, at least one week prior to a scheduled regular meeting and at least 24 hours prior to a special meeting.

Article V: AMENDMENTS

- Section 1. By-Laws may be amended at any regular or special meeting of the Commission by any affirmative majority of the members present and voting, provided the proposed amendment has been given in writing to all the Commission members at least seven (7) days prior to said meeting.

**Town of Kent
Park and Recreation**

Constitution

Amended October 21, 1991
Amended November 15, 1999

Article I: This Board shall be called the Kent Park and Recreation Commission, established by Town Ordinance on July 24, 1963.

Article II: The objective of the Commission is:

- I. To plan a year-round recreation program for residents in the Town of Kent.
2. To provide, conduct and supervise public playgrounds, play facilities, indoor recreation centers and other recreation areas and facilities owned or controlled by the Town with the exception of the Community House.
3. To appoint an effective Director of Recreation to handle administrative matters of the Department and implement policies of the Commission.

Article III: MEMBERSHIP

Section 1. The Park and Recreation Commission of the Town of Kent shall consist of six (6) members and two alternate members, each of whom shall be an electorate of the Town and none of whom shall hold any salaried municipal office.

Section 2: The membership of said Commission shall be appointed by the Board of Selectmen within thirty (30) days of the effective date of the Ordinance.

Section 3: At the annual Town Meeting each year there will be elected two (2) members of said Commission to serve for a term of three (3) years and two (2) alternates to serve for a term of one (1) year or until their successors shall be elected and qualify.

Section 4: Any vacancy that may occur on said Commission shall be filled by the Commission until the next Annual Town Meeting.

- Section 5:** The Commission shall choose a Chairman from its membership and may choose such other officers as it deems necessary.
- Section 6:** The Director of Park and Recreation is an ex officio member.
- Section 7:** The third selectmen on the Board of Selectmen is an ex officio member.
- Section 8:** Three (3) consecutive absences of a member may result in the termination of that member from the Commission.

Article IV: MEETINGS

- Section 1:** The Commission shall meet in Kent Town Hall at 7:30 p.m. on the third Monday of each month.
- Section 2:** A Special Meeting may be called by any member when the need arises. Notice of the meeting must be given to the Town Clerk at least 24 hours prior to the meeting.
- Section 3:** At all Commission meetings each member shall be entitled to cast one (1) vote. Four (4) members shall constitute a quorum at all Commission meetings.
- Section 4:** If a member of the Park and Recreation Commission is absent from any meeting of the commission or is disqualified from acting on a matter before the Commission, such absent or disqualified member may designate an alternate member to his/her seat on the Commission. In the event that an absent or disqualified member fails to so designate an alternate, the majority of the members of the Commission, not absent or disqualified, may designate an alternate to act for such absent or disqualified member.
- Section 5:** When an alternate member is designated to act for a disqualified or absent member of the Commission as provided in Section 4, such alternate member shall be entitled to vote on matters before the Commission; provided, however, that any such alternate member shall not be entitled to vote for any officer of the Commission.
- Section 6:** All meetings are open to the public.

Article V: OFFICERS - ELECTIONS

Section 1: A Chairman shall be elected at an annual organizational meeting in January. Nominations shall be made from the floor and a Chairman elected by ballot. A majority of those present shall constitute an election.

Article VI: OFFICERS - DUTIES

Section 1: The Chairman shall preside at all meetings of the Commission, prepare a written agenda for all meetings, appoint all committees, appoint an acting Chairman in case of absence, represent the Commission at public affairs, present the annual budget request to the Board of Selectmen and shall maintain the dignity and efficiency of the Commission.

Section 2: The Park and Recreation director, with the assistance of the Park and Recreation Commission, shall maintain all the financial records as necessary to reflect the financial position of the Commission in respect to the adopted budget.

Article VII: DIRECTOR OF PARK AND RECREATION - DUTIES

Section 1: The Director of Park and Recreation's duties are to supervise and maintain the recreational activities set forth by the Kent Park and Recreation Commission and to pursue new activities which enhance the general program as directed by the Commission.

Section 2: This position includes a minimum forty (40) working hours a week which includes attendance at the monthly Commission meetings and special meetings as necessary and acting as the Commission secretary. In addition the director will be the Kent representative to the CJSA Soccer Board. The remaining hours are to be used consistently with the job description as set forth by the Commission.

Section 3: An ex-officio member of the Executive Commission, it is the responsibility of the Director of Park and Recreation to assist the Commission and the Treasurer with the preparation and maintenance of the budget as well as submitting a monthly financial statement to the members of the Commission.

Section 4: The Director of Park and Recreation is responsible for the general supervision of the scheduled programs including: registration; fee collection; coaching assignments; equipment distribution and collection; awards programs.

Section 5: The Director of Park and Recreation shall keep a record of the minutes of the Commission in a book. Following each meeting, the minutes shall be presented to the Town Clerk for the Town Records and copies shall be mailed out to members of the Commission. The Director of Park and Recreation shall read all official communications to the Commission; write correspondences as directed by the Commission; keep on file all important letters and replies thereto; shall notify by mail members of the meetings, regular and special, at least one week prior to a scheduled regular meeting and at least 24 hours in advance of a special meeting.

Article VIII: MEMBERS - DUTIES

Section 1: It shall be the duty of each member to take an active role in the direction of the Commission's program and to act in whatever capacity he/she may be called upon, including regular attendance at the Commission's meetings.

Section 2: No member shall at any time receive or be entitled to receive any compensation or pecuniary profit from the operation of the Commission except reasonable compensation for expenses covered in effecting one or more of the Commission's funds necessary to cover the cost of fulfilling his/her duties.

Section 3: Any member is privileged to make at any time an inspection of recreation functions and equipment and report before the Commission.

Article IX: COMMITTEES

Section 1: Special committees shall be appointed by order of the Commission as needs may arise. Such committees shall not necessarily be restricted to members of the Commission. The Chairman of any special committee shall be a member of the Commission. Committees may include such areas as finance, budget, long range planning and special function and facilities. Such committees shall have such powers, except to amend the By-Laws, Constitution or Rules and Regulations and/or to fill the vacancies on the Board, as the Board may determine.

Article X: AMENDMENTS

Section 1: This Constitution shall be amended at any regular or special meeting by a quorum of those members present and voting, providing notice of the proposed amendment has been given in writing to all Commissioners and Director of Park and Recreation at least seven (7) days prior to said meeting.

Section 2: By-Laws may be adopted to support or supplement this Constitution. By-Laws may be adopted or amended at any regular or special meeting of the Commission by a quorum of those members present and voting, providing notice of the proposed amendment has been given in writing to all Commissioners and Director of Park and Recreation at least seven (7) days prior to said meeting.

Article XI: FAIR PRACTICE

Section 1: The Kent Park and Recreation Commission does not discriminate on the basis of race, color, religion, sex, mental or physical handicap, national origin or political affiliation in its admission policies or in the administration of its programs.

Youth Beginner Tennis Clinics at Kent Common Park

Presented by Kent
Park & Recreation

When:

4PM – 5PM

Tuesday July 13

Thursday July 15

Who:

Tennis beginners, ages 6 – 12

Where:

Tennis courts at Kent Common Park

Cost:

\$20 per Child (includes both clinics)

What to Bring:

Hat/Sunscreen/Water Bottle suggested

Tennis racquets can be provided for use during the clinic to those who do not have one

How to Sign Up:

Through Eventbrite:

<https://www.eventbrite.com/e/youth-beginner-tennis-clinics-tickets-158906614963>

*****Signups will be limited to a maximum of 12**

Kent Park and Recreation Commission

Memorandum

Date: June 21, 2021

To: Kent Park and Recreation Commissioners

From: Miranda Lovato, Interim Director

Re: FALL SOCCER

ISSUE

Typically Park and Rec has run a fall soccer program for kindergarteners. See attached flyer for 2019. I have reached out to Michelle Mott, and she said they are running a middle school program, grades 5-8. In addition, there have been regional travel teams for grades 1 - 6. See attached flyer for 2019. For consideration by the commission:

1. Does the commission want to expand the offering to include other grades for the instructional soccer? Maybe kindergarten and 1st?
2. Dates/time
3. Coaches/Volunteers

I have not heard anything regarding a meeting scheduled with the regional directors regarding the travel teams and have not had time to reach out yet, but it is on my list.

Attachments: Kindergarten Instructional Soccer; Fall Travel Soccer

Kent Park and Recreation
860-927-1003

KINDERGARTEN INSTRUCTIONAL SOCCER

The program will consist of drills and skill building, working with volunteer parent coaches.

When: Thursdays, Sept. 12-Oct. 24

Time: 5:15-6 p.m.

Where: Kent Center School playing fields

Cost: \$5/player

Attire: Sneakers or cleats, shin guards, shorts or sweats
(please dress your child for the weather)

Registration forms can be left in the Park and Recreation box in the KCS office or brought to the first practice.

Parents: volunteer helpers are needed to help run the program. Please indicate your interest in helping on the bottom of your child's registration form.

Participants are reminded that parking for programs that meet on the school playing fields is in the KCS parking lot only. Vehicles and dogs are not permitted on the fields.

Questions: call 860-927-1003 or email
parkandrec@townofkentct.org

Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

parkandrec@townofkentct.org

www.kentctparkandrecreation.com

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Kent Park and Recreation will offer the following travel soccer teams in the fall for Kent youngsters, contingent upon sufficient registration numbers. These teams feature one weeknight practice with coaches (Tuesdays, starting Aug. 27) and Saturday games (tentatively Sept. 8-Oct. 27). Interested players must register by July 19 to facilitate league scheduling. Please note that league age is as of Aug. 1, 2019. Note: players registered with Northwest United Soccer Club may not play in the recreation league. *A regional skills development/scrimmage program could be offered at an age level if there isn't sufficient registration in the league to warrant a meaningful experience.*

Under-8 Coed (grades 1& 2) small-sided games w/out a goalie

Under-10 Girls (grades 3-4)

Under-10 Boys (grades 3-4)

Under-12 Girls (grades 5-6)

Under-12 Boys (grades 5-6)

Please contact Park and Recreation (parkandrec@townofkentct.org) to express interest in coaching. Kent Park and Recreation will provide team jerseys that must be returned at season end. Players must provide their own red soccer shorts, cleats, shin guards and soccer socks (they must cover the shin guards).

Registration fee is \$30 per player/\$25 for each additional child in the same family. Checks, payable to the Town of Kent, and completed registration form can be returned to Kent Park and Recreation at the above address, left in the Park and Rec box in the Kent Center School office by June 18 or brought to the Park and Recreation office, Town Hall. Please note the town will charge a \$30 fee for any check returned by the bank.

There will be a soccer parents' meeting Tuesday, August 27, at 5:15 p.m. on the playing field adjacent Kent Center School.

Questions should be directed to 860-927-1003.

This institution is an equal opportunity provider and employer.

TOWN OF KENT
Park and Recreation Actual vs. Budget
July 2020 through May 2021

| | Jul '20 - May 21 | Budget | \$ Over Budget |
|---------------------------------------|------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 132-800 · Park & Recreation | 250.00 | 750.00 | -500.00 |
| 132-810 · Park & Rec Pass | 315.00 | 3,000.00 | -2,685.00 |
| 132-820 · Park & Rec Sports | 0.00 | 3,500.00 | -3,500.00 |
| 132-830 · Park & Rec Classes | 193.00 | 750.00 | -557.00 |
| 132-840 · Park & Rec Enrichment | 4,949.00 | 11,000.00 | -6,051.00 |
| 132-850 · Park & Rec Enrichment Camp | 0.00 | 13,000.00 | -13,000.00 |
| 132-860 · Bus Trips & Programs | 0.00 | 750.00 | -750.00 |
| Total Income | <u>5,707.00</u> | <u>32,750.00</u> | <u>-27,043.00</u> |
| Gross Profit | 5,707.00 | 32,750.00 | -27,043.00 |
| Expense | | | |
| E · Recreation | | | |
| 023-000 · PARK & REC | | | |
| Compensation | | | |
| 023-101 · Salary Director | 57,346.54 | 52,965.00 | 4,381.54 |
| 023-102 · Hourly Employees | 12,054.13 | 46,058.00 | -34,003.87 |
| 023-996 · Health | 13,035.20 | 16,189.00 | -3,153.80 |
| 023-997 · Pension | 2,830.29 | 3,708.00 | -877.71 |
| 023-998 · Social Security | 5,307.35 | 7,575.00 | -2,267.65 |
| Total Compensation | 90,573.51 | 126,495.00 | -35,921.49 |
| Department Operations | | | |
| 023-201 · Supplies | 305.67 | 400.00 | -94.33 |
| 023-202 · Postage | 385.00 | 385.00 | 0.00 |
| 023-204 · Mileage | 0.00 | 700.00 | -700.00 |
| 023-419 · Park Maintenance | 1,391.60 | 16,000.00 | -14,608.40 |
| 023-422 · Fee Programs | 5,856.56 | 14,000.00 | -8,143.44 |
| 023-501 · Telephone | 450.00 | 0.00 | 450.00 |
| 023-502 · Electric | 486.86 | 900.00 | -413.14 |
| 023-504 · Water/Sewer | 0.00 | 1,500.00 | -1,500.00 |
| Total Department Operations | 8,875.69 | 33,885.00 | -25,009.31 |
| Professional Development | | | |
| 023-450 · Dues | 105.00 | 105.00 | 0.00 |
| 023-451 · Conferences | 0.00 | 550.00 | -550.00 |
| 023-452 · Training | 0.00 | 100.00 | -100.00 |
| Total Professional Development | <u>105.00</u> | <u>755.00</u> | <u>-650.00</u> |
| Total 023-000 · PARK & REC | <u>99,554.20</u> | <u>161,135.00</u> | <u>-61,580.80</u> |
| Total E · Recreation | <u>99,554.20</u> | <u>161,135.00</u> | <u>-61,580.80</u> |

TOWN OF KENT
Park and Recreation Actual vs. Budget
July 2020 through May 2021

| | <u>Jul '20 - May 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|---------------------|-------------------------|--------------------|-----------------------|
| Total Expense | 99,554.20 | 161,135.00 | -61,580.80 |
| Net Ordinary Income | -93,847.20 | -128,385.00 | 34,537.80 |
| Net Income | <u>-93,847.20</u> | <u>-128,385.00</u> | <u>34,537.80</u> |

TOWN OF KENT
Park and Recreation by month

July 2020 through May 2021

| | Jul 20 | Aug 20 | Sep 20 | Oct 20 | Nov 20 | Dec 20 | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | TOTAL |
|---------------------------------------|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|-------------------|
| Ordinary Income/Expense | | | | | | | | | | | | |
| Income | | | | | | | | | | | | |
| 132-800 · Park & Recreation | 0.00 | 0.00 | 0.00 | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| 132-810 · Park & Rec Pass | 175.00 | 70.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 70.00 | 0.00 | 0.00 | 315.00 |
| 132-830 · Park & Rec Classes | 180.00 | 5.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 193.00 |
| 132-840 · Park & Rec Enrichment | 0.00 | 0.00 | 0.00 | 680.00 | 1,541.00 | 924.00 | 579.00 | 787.00 | 438.00 | 0.00 | 0.00 | 4,949.00 |
| Total Income | 355.00 | 75.00 | 8.00 | 930.00 | 1,541.00 | 924.00 | 579.00 | 787.00 | 508.00 | 0.00 | 0.00 | 5,707.00 |
| Gross Profit | 355.00 | 75.00 | 8.00 | 930.00 | 1,541.00 | 924.00 | 579.00 | 787.00 | 508.00 | 0.00 | 0.00 | 5,707.00 |
| Expense | | | | | | | | | | | | |
| E · Recreation | | | | | | | | | | | | |
| 023-000 · PARK & REC | | | | | | | | | | | | |
| Compensation | | | | | | | | | | | | |
| 023-101 · Salary Director | 5,092.80 | 4,074.24 | 4,074.24 | 5,092.80 | 4,074.24 | 5,092.80 | 4,074.24 | 4,074.24 | 4,074.24 | 17,622.70 | 0.00 | 57,346.54 |
| 023-102 · Hourly Employees | 0.00 | 0.00 | 1,170.39 | 2,685.63 | 1,425.63 | 1,491.01 | 720.01 | 556.14 | 1,134.64 | 1,144.53 | 1,726.15 | 12,054.13 |
| 023-996 · Health | 3,120.95 | 1,139.65 | 1,139.65 | 1,120.95 | 1,139.65 | 1,120.95 | 1,979.55 | 1,201.10 | 1,037.80 | 1,182.50 | -1,147.55 | 13,035.20 |
| 023-997 · Pension | 0.00 | 0.00 | 935.16 | 935.16 | 0.00 | 79.57 | 0.00 | 0.00 | 880.40 | 0.00 | 0.00 | 2,830.29 |
| 023-998 · Social Security | 414.73 | 332.48 | 412.74 | 584.04 | 414.72 | 493.95 | 360.76 | 345.41 | 389.67 | 1,426.79 | 132.06 | 5,307.35 |
| Total Compensation | 8,628.48 | 5,546.37 | 7,732.18 | 10,418.58 | 7,054.24 | 8,278.28 | 7,134.56 | 6,176.89 | 7,516.75 | 21,376.52 | 710.66 | 90,573.51 |
| Department Operations | | | | | | | | | | | | |
| 023-201 · Supplies | 36.85 | 17.29 | 0.00 | 0.00 | 0.00 | 0.00 | 63.61 | 0.00 | 0.00 | 36.34 | 151.58 | 305.67 |
| 023-202 · Postage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 385.00 | 0.00 | 0.00 | 0.00 | 385.00 |
| 023-419 · Park Maintenance | 0.00 | 500.00 | 140.93 | 225.80 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 449.87 | 1,391.60 |
| 023-422 · Fee Programs | 525.00 | 773.08 | 132.38 | 2,754.22 | 90.12 | 318.20 | 510.64 | 82.28 | 670.64 | 0.00 | 0.00 | 5,856.56 |
| 023-501 · Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 450.00 | 0.00 | 0.00 | 450.00 |
| 023-502 · Electric | 44.34 | 44.28 | 44.28 | 44.39 | 44.28 | 44.28 | 44.30 | 44.21 | 44.09 | 44.31 | 44.10 | 486.86 |
| Total Department Operations | 606.19 | 1,334.65 | 317.59 | 3,024.41 | 134.40 | 437.48 | 618.55 | 511.49 | 1,164.73 | 80.65 | 645.55 | 8,875.69 |
| Professional Development | | | | | | | | | | | | |
| 023-450 · Dues | 105.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 |
| Total Professional Development | 105.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.00 |
| Total 023-000 · PARK & REC | 9,339.67 | 6,881.02 | 8,049.77 | 13,442.99 | 7,188.64 | 8,715.76 | 7,753.11 | 6,688.38 | 8,681.48 | 21,457.17 | 1,356.21 | 99,554.20 |
| Total E · Recreation | 9,339.67 | 6,881.02 | 8,049.77 | 13,442.99 | 7,188.64 | 8,715.76 | 7,753.11 | 6,688.38 | 8,681.48 | 21,457.17 | 1,356.21 | 99,554.20 |
| Total Expense | 9,339.67 | 6,881.02 | 8,049.77 | 13,442.99 | 7,188.64 | 8,715.76 | 7,753.11 | 6,688.38 | 8,681.48 | 21,457.17 | 1,356.21 | 99,554.20 |
| Net Ordinary Income | -8,984.67 | -6,806.02 | -8,041.77 | -12,512.99 | -5,647.64 | -7,791.76 | -7,174.11 | -5,901.38 | -8,173.48 | -21,457.17 | -1,356.21 | -93,847.20 |
| Net Income | -8,984.67 | -6,806.02 | -8,041.77 | -12,512.99 | -5,647.64 | -7,791.76 | -7,174.11 | -5,901.38 | -8,173.48 | -21,457.17 | -1,356.21 | -93,847.20 |

**KENT PARKS AND RECREATION
IN PARTNERSHIP WITH THE KENT LAND
TRUST, KENT LIONS CLUB, AND MIKE
GAWEL & SONS CONSTRUCTION
PRESENTS**

2021 Summer Concert Series

Thursdays June 24th - August 5th
6-7:30 PM

Parking opens at 5:30 PM

Kent Land Trust field on Route 7

THE LINE UP:

6.24 The Carlson Family Band

7.8 The Regulators

7.15 Algorhythmic

7.22 Kenn Morr

7.29 Wanda Houston

& the HBH Band

8.5 The Joint Chiefs

RAIN CANCELS

NO DOGS PLEASE

**PLEASE SUPPORT KENT'S FOOD BANK
BY BRINGING A NON-PERISHABLE
ITEM FOR COLLECTION AT THE EVENT**

Park and walk in with your blankets, chairs, and picnics. NOTE: No bathrooms or trash.
Please prepare accordingly and pack out what you bring in.

FOR UPDATES AND MORE INFORMATION PLEASE CHECK THE KENT LAND TRUST
FACEBOOK & WEBSITE WWW.KENTLANDTRUST.ORG AND PHONE 860-488-9185

KENT PARKS AND RECREATION
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PRESENTS

2021 Summer Concert Series

Thursday June 24th
6-7:30 PM

Parking opens at 5:30 PM
Kent Land Trust field on Route 7

THE CARLSON FAMILY BAND

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NO DOGS PLEASE

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Park and walk in with your blankets, chairs, and picnics. NOTE: No bathrooms or trash.
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Kent Park and Recreation Commission

Memorandum

Date: June 21, 2021

To: Kent Park and Recreation Commissioners

From: Miranda Lovato, Interim Director

Re: 2021-2022 AFTER SCHOOL PROGRAM

ISSUE

Preschool Eligibility

There has been some vocal support from parents for the commission to consider allowing preschool students to participate in the afterschool program. Currently, Park and Recreation is not consistent in its messaging. The 2020-2021 After School Program handbook states that *youngsters ages 5-12* are eligible. However, the Park and Recreation website states *youngsters in grades kindergarten through six* are eligible. For consideration by the commission:

1. Change language to kindergarten eligible through the sixth grade.
 - a. Implications:
 - i. A few preschool students would be eligible for the After School Program if their parents decided to place them in preschool even though they are eligible (turning 5 on, or before, January 1 of that school year) for kindergarten.
 - ii. To be perfectly clear, if this policy is supported by the commission, this would allow for some 4-year-olds to participate.

Morning Program

There may be a need for before school care for children in the community. I reached out to [Kent Education Center & Nursery School](#) (KECNS) to see what they would be offering this year, but have not heard back. If they are running a limited program, we might consider the implications of starting a morning program and if we think we would have the numbers to support that program.

Survey to Parents

It would be prudent to organize and distribute a survey to the KCS community regarding the After School Program. In doing so, we can gauge the rough number of students we anticipate having on a regular basis for next school year. In addition, evaluating our program and connecting with the participants every year will better prepare us to meet the needs of the children and parents. I have organized a list of questions that I think are a good starting point, see below:

1. Do you have children? How old are they? Do they participate in the afterschool program?
2. How often do they participate in the afterschool program?
3. Do you anticipate your children participating in the afterschool program next school year?
4. Why do your children participate in the afterschool program? Why not?
5. I have a clear understanding of the program's goals and objectives.
6. The Program is a safe place for my child to work, learn and have fun.
7. The hours of the program meet my needs.
8. The registration process for daily attendance is easy to use and understand.
9. The Program staff maintains open communication with me. They provide me with adequate information about my child and program activities.
10. The program rules and policies have been clearly communicated to me.
11. The program leader helps my child understand his/her homework.
12. There is adequate supervision provided in the program.
13. I am satisfied with the instruction and activities provided to my child by the program.
14. My child usually enjoys the time he/she spend in the program.
15. I would recommend the program to other parents for their children.

Attachments: ASP monthly report, ASP Handbook with recommended edits

2020-2021 After-School Program

| Week of | Mon | Tues | Wed | Thurs | Fri | wk/mth total | 2019-20 | IGA bill | cost pp |
|--------------|-----------|-----------|-----------|-----------|-----------|--------------|------------|------------------|----------------|
| 9/7-9/11 | H | ED | 6 | 7 | 6 | 19 | | | |
| 9/14-9/18 | 7 | 7 | 7 | 8 | 6 | 35 | | | |
| 9/21-9/25 | 7 | 7 | ED | 6 | 5 | 25 | | | |
| 9/28-10/2 | 5 | 7 | 6 | 7 | 5 | 30 | | | |
| Total | 19 | 21 | 13 | 28 | 22 | 109 | 215 | \$ 50.49 | \$ 0.46 |
| 10/5-10/9 | 7 | 8 | 6 | 8 | 7 | 36 | | | |
| 10/12-10/16 | H | 6 | 7 | 9 | 4 | 26 | | | |
| 10/19-10/23 | 8 | 8 | 5 | 9 | 5 | 35 | | | |
| 10/26-10/30 | 7 | 8 | ED | ED | 8 | 23 | | | |
| Total | 22 | 30 | 18 | 26 | 24 | 120 | 184 | \$ 36.77 | \$ 0.31 |
| 11/2-11/6 | 8 | 6 | 9 | 8 | 9 | 40 | | | |
| 11/9-11/13 | 6 | 7 | ED | 9 | 7 | 29 | | | |
| 11/16-11/20 | 8 | 7 | 5 | 6 | 6 | 32 | | | |
| 11/23-11/27 | 6 | 6 | NS | NS | NS | 12 | | | |
| Total | 28 | 26 | 14 | 23 | 22 | 113 | 205 | \$ 54.49 | \$ 0.48 |
| 11/30-12/4 | 5 | 6 | 5 | 5 | 5 | 26 | | | |
| 12/7-12/11 | 4 | 4 | ED | I | I | 8 | | | |
| 12/14-12/18 | I | I | I | I | I | 0 | | | |
| 12/21-12/25 | I | I | NS | NS | NS | 0 | | | |
| 12/28-1/1 | NS | NS | NS | NS | NS | 0 | | | |
| Total | 9 | 10 | 5 | 5 | 5 | 34 | 154 | \$ 20.39 | \$ 0.60 |
| 1/4-1/8 | NS | 7 | 5 | 7 | 4 | 23 | | | |
| 1/11-1/15 | 4 | 6 | 3 | 4 | 5 | 22 | | | |
| 1/18-1/22 | H | 6 | ED | 5 | 4 | 15 | | | |
| 1/25-1/29 | 7 | WD | 3 | 5 | 5 | 20 | | | |
| Total | 11 | 19 | 11 | 21 | 18 | 80 | 170 | \$ 68.92 | \$ 0.86 |
| 2/1-2/5 | SD | RL | 4 | 4 | 4 | 12 | | | |
| 2/8-2/12 | 5 | SD | 4 | 6 | 4 | 19 | | | |
| 2/15-2/19 | NS | NS | ED | RL | RL | 0 | | | |
| 2/22-2/26 | RL | 9 | 6 | 6 | 5 | 26 | | | |
| Total | 5 | 9 | 14 | 16 | 13 | 57 | 173 | \$ 26.13 | \$ 0.46 |
| 3/1-3/5 | 7 | 5 | 4 | 4 | 5 | 25 | | | |
| 3/8-3/12 | 7 | 9 | ED | 6 | 5 | 27 | | | |
| 3/15-3/19 | 8 | 11 | 5 | 9 | 7 | 40 | | | |
| 3/21-3/26 | 7 | 10 | ED | ED | 8 | 25 | | | |
| Total | 29 | 35 | 9 | 19 | 25 | 117 | 102 | | |
| 3/29-4/2 | 7 | 9 | 6 | 9 | H | 31 | | | |
| 4/5-4/9 | 8 | 8 | 6 | 8 | 9 | 39 | | | |
| 4/12-4/16 | NS | NS | NS | NS | NS | 0 | | | |
| 4/19-4/23 | 6 | 8 | 8 | 6 | 7 | 35 | | | |
| 4/26-4/30 | 6 | 8 | 8 | 6 | 7 | 35 | | | |
| Total | 27 | 33 | 28 | 29 | 23 | 140 | 0 | | |
| 5/3-5/7 | 5 | 9 | 6 | 6 | 10 | 36 | | | |
| 5/10-5/14 | 6 | 8 | ED | 7 | 8 | 29 | | | |
| 5/17-5/21 | 6 | 12 | 6 | 11 | 6 | 41 | | | |
| 5/24-5/28 | 8 | 10 | 7 | 9 | 10 | 44 | | | |
| Total | 25 | 39 | 19 | 33 | 34 | 150 | 0 | \$ 213.08 | \$ 1.42 |
| 5/31-6/4 | H | 9 | 5 | 6 | 6 | 26 | | | |
| 6/7-6/11 | 5 | 10 | 3 | 6 | 8 | 32 | | | |
| 6/14-6/18 | 6 | 7 | 5 | NS | NS | 18 | | | |
| Total | | 19 | 8 | 12 | | 76 | 0 | \$ 35.00 | \$ 0.46 |

Kent Park and Recreation After-School Program

Revised 6/18/21

Welcome to Kent Park and Recreation's After-School Program. The program is designed to meet the needs of Kent Center School youngsters children, ages 5-12 kindergarten eligible through the sixth grade, who need a structured, supervised environment at the end of the school day. We welcome your participation and suggestions and look forward to working with you and your child(ren).

Miranda Covato, Interim Park and Recreation director

I. Overview

Kent Park and Recreation's After-School Program is open currently to Kent Center School youngsters children kindergarten eligible through the sixth grade, ages 5-12 and meets Monday through Friday from 3 to 5:30 p.m. in the Kent Center School cafeteria. The ~~2021-22~~ program is limited to ~~16-20~~ youngsters children/day and will adhere to the State of Connecticut Office of Early Childhood guidance and the state's executive Orders related to COVID-19 as well as Kent Center School's Reopening Plan ~~2020~~2021. Staff and youngsters are required to wear a protective face covering or mask that completely covers the nose and mouth, adhere to social distancing and enhanced hand washing procedures. The program features snack and homework time, indoor and outdoor activities.

II. Registration

Advanced registration will be required through Eventbrite: <https://www.eventbrite.com/e/kent-park-and-recreation-after-school-program-tickets-117788864665>. Families must sign-up their child(ren) ~~at least~~ by 7 a.m. the day they wish to attend. You may register your child(ren) for up to 4 months in advance. The registration program ~~would~~ will not allow you to register for a particular day if it is full. Park and Recreation will adhere to KCS policy that a child's plans may not be changed during the school day.

Participating youngsters must be registered before attending the program. **A new registration form, including the Informed Consent form, is required each school year.** Parents/guardians should update these forms if changes occur during the school year. Download registration form and fill-in using Adobe Acrobat and email to parkandrec@townofkentct.org. The registration forms are online at <https://s3.amazonaws.com/files.leagueathletics.com/Texas/Documents/5899/74796.pdf>. Forms also are available from Park and Recreation by calling 860-927-1003.

III. Schedule

The After-School Program follows the Kent Center School calendar, starting August 30, 2021. The program does not meet on school vacation days,

snow days, half days or early dismissal days. Please be sure you have alternate arrangements in place in the event of an early (or emergency) dismissal and that your child knows these plans. Please note the program may cancel without notice in the event of suspicion or diagnosis of COVID-19 in a staff member or child(ren) who attended the program. The program meets Monday to Friday from 3 to 5:30 p.m. in the school cafeteria. The afternoon includes homework time and snack time, which is provided by the program. ~~Youngsters-Children~~ are not permitted to eat food from their backpacks unless there are dietary or allergy concerns. Other activities may include indoor or outdoor play (weather permitting), games and/or arts and crafts, adhering to COVID-19 protocols. Youngsters will be given their own supplies for projects and activities. Youngsters should bring appropriate clothing and footwear for outdoor activities and the weather.

The program will not accept ~~youngsters-children~~ who have left school during the day.

I . Cost/Payment/Payment policy

The daily fee for the After-School Program is \$11 per child, which includes snack. The Kent Park and Recreation Commission reserves the right to charge a late fee of \$5 for each 15 minutes a parent/guardian is late picking up his/her child. Payment is appreciated on a weekly basis and is due

monthly when bills are mailed. The Town of Kent, Kent Park and Recreation, will charge a \$30 fee for checks returned by the bank. Accounts must be paid in full by June 26~~7~~, 202~~1~~.

Financial assistance, sponsored by the Kent Community Fund, is available to families in need speak with the Park and Recreation director (email parkandrec@townofkentct.org or call 860-927-1003). Such inquiries are confidential. **Kent Park and Recreation does not participate in the Care4Kids Program.** It shall be a policy of the Kent Park and Recreation Commission to deny participation in the After-School Program to families who have a past due balance of \$300 or more and/or who have not made a payment in three consecutive months for participation in the After-School Program.

V. Parents' Responsibilities/Pick-Up Procedure

Parents/guardians must email KCS (robbsm@kentcenter.com or coxsm@kentcenter.com) by 10 a.m. to notify the school that their child is attending the program. Parents should drive up to the cafeteria doors (the first set of the cafeteria's double glass doors as you make the loop around the school parking lot) and staff will send out their child(ren) (Kent Center School currently is not allowing parents to enter the school building). There would be a note on the cafeteria door if the program is outside, and parents could pick-up outdoors.

Parents/guardians must notify the program in writing if someone other than themselves or a person listed on the emergency information sheet is picking up their child. Parents/guardians should check homework assignments for accuracy and completeness. By signing the registration form, parents/guardians agree to abide by the guidelines stated in this handbook. The Kent Park and Recreation Commission may amend these guidelines.

VI. Attendance

~~Youngsters-Children~~ may attend the program as needed, depending on availability. The program is allowed to accept up to ~~16-20~~ youngsters/day, ~~effective Aug. 24, 2020, per the State of Connecticut Office of Early Childhood.~~

VII. Staff

The After-School Program leadership team is responsible for the daily operation of the program under the supervision of the Park and Recreation director. Concerns about the program should be brought to the Park and Rec director. The ratio of staff to participants is 1:~~8~~10.

VIII. Illness/Injuries

A leadership team member would contact parents/guardians should their child become ill or injured while attending the program. A child who becomes ill while at the program would be isolated in a sick room, (the Teacher's lounge adjacent

the cafeteria) in accordance with State of Connecticut Office of Early Childhood COE-19 protocols. A member of the leadership team would fill out an emergency pick-up form that the parent/guardian should sign. If the parent/guardian is not available, a leadership team member would then contact persons listed on the emergency information sheet. Should a child require immediate/emergency medical treatment, a member of the leadership team would call 911. The child's information sheet would be given to the emergency services personnel, and the child would be transported to the hospital listed on the sheet, if possible, or the nearest hospital.

IX. Late Pick-Up Policy

A member of the leadership team and/or the Park and Recreation director will notify the state police at Troop if a parent/guardian fails to pick-up his/her child by 6 p.m., and the parent and/or a listed emergency contact cannot be reached. A member of the leadership team and/or Park and Recreation director will stay with the child(ren) until the parent/guardian or emergency contact picks up the child(ren).

X. Emergency Evacuation

The Kent Town Hall, 41 Kent Green Boulevard, is the evacuation site in the event the program has to leave Kent Center School due to an emergency. Notice would be posted on the outside cafeteria

door at KCS. Parents/guardians would pick-up their child(ren) at the Kent Town Hall.

XI. Restrictions

~~Youngsters~~ Children may not use or share personal items brought from home while at the program, including cell phones, Pok mon cards or hand-held video games. Participants who have laptop computers may use the computers for homework purposes only after which time the laptops must be kept in the ASP closet for safety purposes.

XII. Removal

The Kent Park and Recreation Commission reserves the right to suspend or terminate a child from the After-School Program for inappropriate behavior, delinquency in payment of fees or inability of the child and parent to adjust to the program. This will be determined by the Park and Recreation director in consultation with the After-School Program leadership team, parent/guardian of the child in question and the Kent Park and Recreation Commission Chairman.

XIII. COVID-19 Reporting

In February 2020, COVID-19 was added to the list of Reportable Diseases. Kent Park and Recreation director would work with Kent Center School and Torrington Area Health District should there be suspicion or confirmation of COVID-19 in a staff

member or child who attended the program. Parents/guardians should contact the Park and

Recreation director (860-488-4126) should their child(ren) be diagnosed with COVID-19 and had attended the program.

XIV. Public Act 11-93

The Kent Park and Recreation director and program staff are obligated to report any suspicion or reports of alleged child abuse and neglect to the Department of Children and Families, 505 Hudson Street, Hartford, CT to comply with Public Act 11-93. This process is in place to safeguard the welfare of the children under the care of Kent Park and Recreation.

XV. Public Act 19a-77

Per Connecticut General Statute 19a-77, Kent Park and Recreation is required to disclose that its services and programs are not licensed by the State Office of Early Childhood.

XVI. Phone Numbers

The Park and Recreation Office phone number is 860-927-1003. **In an emergency, the Park and Recreation director may be reached by calling or texting 773-683-1124.**

Kent Park and Recreation Commission

Memorandum

Date: June 21, 2021

To: Kent Park and Recreation Commissioners

From: Miranda Lovato, Interim Director

Re: SLAMMA JAMMA BASKETBALL

ISSUE

Location, gym fee and dates

Kent Park and Recreation has run this camp multiple years, but it has either run at Kent Center School or South Kent School. Art Leary, the director of [Slamma Jamma](#) basketball camps would like to run a week-long camp from 9 a.m.-2 p.m. Due to projects that Kent Center School will be completing this summer, their gym will not be available. I contacted South Kent School and their gym is also unavailable. I contacted Kent School and their gym is available. For consideration by the commission:

1. Fee
 - a. 50/hr for gym rental
 - b. Art stated he needs, ideally, 20 kids to run the camp and it would be capped at about 32 kids. His fee is \$175 per camper.
 - c. The price range per camper is then anywhere from \$214.06 - \$237.50 based on the number of kids that register.
2. Dates
 - a. July 26-30 or August 2-6

Kent Park and Recreation Commission

Memorandum

Date: June 21, 2021

To: Kent Park and Recreation Commissioners

From: Julia Jeff, Commissioner; Miranda Lovato, Interim Director

Re: STATE VISIT PARK

U

Julia Jeff has been talking with the STA about potentially starting a [Tennis in the Park](#) program in Kent in the fall.

Youth Program:

It would likely be an hour, 1 day a week after school for 6 weeks starting after Labor Day. For example: Monday from 3:30- 4:30 pm for 6 weeks.

The cost to participate is \$55, which would be paid to the STA. This does not include the amount charged by Kent Park and Rec for fee programs. This cost would include a racket, balls and a t-shirt.

The lessons would be beginner group lessons broken down by age. If we have more than 1 age group signed up, we could run 2 hours or 2 days.

Adult Program:

This could be offered for 1 hour on a weekend day for 6 weeks starting after Labor Day. e.g. every Saturday from 10am-11am for 6 weeks. These lessons would be beginner group lessons.

The cost to participate is \$65, which would be paid to the STA. This does not include the amount charged by Kent Park and Rec for fee programs. The cost would include a racket.

The STA would pay the coach 25/hr and would provide them curriculum and equipment for lessons. All coaches would need to complete *Safe Play* training and pass a background screening.

rom e e e

Tennis in the Parks: The program where you play while you learn!

USTA New England partners with local parks and recreation departments to offer *Tennis in the Parks*, Presented by [Wilson](#). It's our affordable and accessible tennis program for first-time and beginner players. We offer youth sessions for players in grades 1-8 as well as adult sessions.

Youth Programs

Led by approved USTA tennis coaches, with the help of any volunteers, this program uses [modified tennis balls, age-appropriate racquets, court sizes](#), and the latest fun and engaging activities that help players successfully learn and play the game quicker!

All players in their first session receive and keep a new age-appropriate racquet, ball, and program t-shirt!

Adult Programs

Led by an approved USTA coach, participants will have fun developing the skills to serve, rally, and play tennis while getting great exercise.

All players in their first session receive and keep a new tennis racquet!

ISSUE

In order to run this program in the fall, Kent Park and Recreation would need to be onboarded by July 31, 2021.

Though the STA will help find a coach, it is mainly our responsibility.

Kent Park and Recreation Commission

Memorandum

Date: June 21, 2021

To: Kent Park and Recreation Commissioners

From: Miranda Lovato, Interim Director

Re: INTERIM DIRECTOR'S REPORT

AFTER-SCHOOL PROGRAM

I am finishing up the billing and there are several families who are behind. When I send out the final bill, I will ask that all balances be paid by June 25. Per our policy, children will not be allowed to participate next school year until their balance has been paid.

I posted a job advertisement for the After School Program for the leadership position (18+). I will post another job advertisement for the counselor position (16+). We will need to hire at least one director and one counselor for the 2021-22 school year.

BUDGETS

Park and Rec has not received a monthly budget report. I have attached the last budget report received.

PARKS

I sent the contract for the fence repair at Emery Park and Kent Commons back to Connecticut Fence and Gate. I am waiting for them to tell me their intended start date.

LOOKING AHEAD

I will be out of the office June 23-25