Club FRIDAY

MONTGOMERY COUNTY Recreation

Jane E. Lawton Community Center
4301 Willow Lane, Chevy Chase, MD 20815
240-777-6855

Dear Club Friday Parents:

Welcome to our first year of fun at Club Friday at the Jane E. Lawton Community Center! We are pleased that you and your child have decided to join us for our first year of operation.

Please read over the following information carefully. Your cooperation is essential in ensuring the success of our program.

DURATION/HOURS OF PROGRAM: October 17, 2014 through April 18, 2015.
Program hours will run from **7:00pm - 9:00pm**.
Club Friday will not meet on days when schools close early due to inclement weather.
The Recreation Department's inclement weather number is 240-777-6889.

VOLUNTEERS: Thank you for selecting your volunteer date when you registered for Club Friday. We need your help and commitment to ensure that our program continues to be a success. **Each parent must volunteer at least one time (or more) at a Club Friday event during the year.** Without parental support, we will not be able to continue to operate this program.
We need your help for the safety and enjoyment of all of the children who participate.

If for some reason you can't volunteer on your chosen evening, please try to find a replacement. In the extreme case that you cannot find one, please call us at 240-777-6855 to notify us. Please understand that without enough volunteers each evening we may be forced to cancel future weeks.

CONTENT OF PROGRAM: Various sporting games will be played in the gym (basketball, gym hockey, soccer, etc.). Our game room provides for free play and tournaments in billiards, ping-pong, fooseball, etc. Special craft projects will be done in the Arts & Crafts room. Our snack bar will sell pizza, snacks, sodas, and candy. Prices will range between $.50 cents up to $3. There will be a D.J. in the Social Hall. Other Special Events and activities will be posted at the Center or flyers will be sent home.

RULES & REGULATIONS: Please see the **Club Friday Rules Document**.
These rules are to be read and understood by both parents and members. Please explain to your child that if they do not abide by these rules, their membership will be revoked. Behavior problems will be dealt with accordingly.
Parental contact will be made if necessary.

IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO COME PICK-UP THEIR CHILD IMMEDIATELY WHEN REQUESTED TO DO SO BY RECREATION DEPARTMENT STAFF.

PICK-UP & DROP OFF PROCEDURES: These countywide procedures were designed to ensure the safety of all of our Club Friday participants.
Please see the Check In/Out Procedures Document.

GUESTS: Club Friday members are allowed to bring guests to the program. Each guest will be issued two guest passes for the year. We reserve the right to limit the number of guests to be admitted, as we must first accommodate our members.
NO GUEST WILL BE ADMITTED THE FIRST NIGHT OF THE PROGRAM.

1. Guest passes are $5 per guest per night.

2. All guests will be asked to have a registration form on file. The form, located on the back of this sheet, should be filled out and returned prior to the date of attendance.

3. All guests will be asked to abide by all the rules of Club Friday. Use of the Community Center is a privilege. Members and their guests are expected to follow the rules. Any misconduct will result in immediate notification of parents.

4. **ALL GUESTS MUST BE ACCOMPANIED BY A MEMBER.** Make arrangements to arrive with your guest or to meet them in front of the community center before entering. No one will be allowed to enter the building who is not a member of the Club Friday program unless they are a guest accompanied by a member. **ALL GUESTS MUST ALSO BE IN GRADES 3 – 6.**

Remember; please do not drop off your child and guest until you are sure they have been admitted to the building. Please see the Check In/Out Procedures Document about how to check your guests in and out of Club Friday.
No Exceptions: we will call you to come back to Lawton County Community Center to sign in your child or carpool.

ACCESS CARD & FORMS. Now that your child is a Lawton County Community Center Club Friday member, you must return three mandatory documents before your child can attend the program: please download the Health & Information form, Club Friday rules form, and General Volunteer Registration Form from the MCRD website. We require all participants to have a Montgomery County Recreation Department Access Card. You can get your Access Card at the center at any time. We must receive the documents before the member attends their first Club Friday. (Note: please be sure MCRD has your current address. You may need to update it when you register for Club Friday.)

Lawton Club Friday staff will let you know if we haven't received your forms by the deadline. If this should be the case, you will need to bring the forms in person to the Lawton during regular business hours and wait for the membership card.

If you have any questions, please feel free to call the center or
leave a message for the center director.
We hope that you had a nice summer and look forward to seeing you in October!

Sincerely,

Jordan Henson, Director
Jane E. Lawton Community Center