



Landmark Summer Recreation Participant Registration and Release Form

Landmark is offering a 7-week summer recreation program at a nominal cost to families. The goal of this program is to ensure that children have the developmental experiences that they need, at the time that they need them, to build their self-sufficiency and to help them grow socially, emotionally, physically and intellectually. This program will offer a variety of activities for youth from 1st grade through 5th grade.

Registration and Refunds:

Registration and payment for the Landmark Summer Recreation must be completed by Friday, May 22nd, 2026 and submitted to the City of Halstad by mail, or by contacting Halstad Municipal Utilities at 218-456-2128. Full payment is required at the time of registration to reserve the child's space. Participants may sign up for any or all of the weeks. There will be no proration of fees for any days a child participant cannot attend. Contact Alli or Jeff at 218-456-2128 for more information, or contact Program Director Michael Bare at 218-206-6465.

Age Guidelines:

The Landmark Summer Recreation is for children who have completed 1st grade through 5th grade during the past school year, and no exceptions will be made.

Hours of Operation:

The hours are Monday-Thursday 1:00 pm-4:00 pm. Dates for the program are June 8th to June 25th, and July 13th to August 6th.

Pick-up and Drop-Off Procedures:

Children need to arrive between 12:50 to 1:00 pm, and must be picked up between 4:00 to 4:05 pm. The check-in area for the program will be in the Landmark Community Room. Please do not drop off your child prior to the set time listed in this section. If your child is not able to attend on a certain day, please notify staff about their absence. If notice is not given and your child is not in attendance, the parent/guardian listed will be contacted.

Late Pick-Up Policy:

There will be a late-fee assessed for children who are picked up after 4:20 pm. The late fee is \$5.00. Repeated late pick-ups may result in the removal of the participant from the program, with no refund for prepaid programs.

Medical Needs/Allergies:

Landmark coordinators and volunteers are not permitted to administer medication to program participants. In the event of a medical emergency, Landmark will administer first aid, CPR, and rescue in the best interest of the child. Parents will be contacted if care is administered. Allergy medications may be administered if directed in writing by the child's parent/guardian.

Special Circumstances:

Parents and guardians are required to inform the Program Coordinator in writing of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including, but not limited to, any serious behavioral problems or special circumstances regarding psychological, medical, or physical conditions. Once the notice is submitted, a conference may be scheduled with the parent/guardian to discuss the special circumstances and whether the program can accommodate the circumstances.

Dress Code:

Children should dress appropriately for the activities scheduled. Landmark recommends shorts and a light weight shirt or top, and some type of athletic shoe or sneaker in order to participate in recreational or athletic activities. Landmark recommends a sweatshirt or jacket for indoor activities. Sandals, flip-flops, rubber "croc"-style shoes, and other open-toed shoes are not recommended as acceptable attire for active recreation activities.

Personal Belongings:

Water bottles with the child's name are encouraged. Please put the child's name on all articles of clothing, snack bags, bags, etc. Children should not bring toys, mobile phones, electronic devices, jewelry, money, or any possession of value with them to any of the programs. Children will be responsible for their belongings.

Sunscreen/Insect Repellent:

Please apply sunscreen and insect repellent prior to the start of each session. Children may bring sunscreen and insect repellent but must be able to reapply with staff supervision. Spray or mist sunscreen and/or insect repellent are recommended. Sunscreen and/or insect repellent must be labeled with child's name.

Nutrition/Snacks:

Light snacks will be provided such as water, crackers, fruit snacks and granola bars.

Behavior Management/Discipline Policy:

Landmark staff will create a fun and safe environment for participants in the program. Praise and positive reinforcement are used as effective methods of behavior management. Children who do not respond to these methods or who are destructive to others or to property will be dealt with in a professional, positive, and timely manner to correct the behavior. The following procedures will be followed for behavior management. All incident reports will be discussed privately with parents/guardians.

1. In the event a child's behavior is a repeated behavior and cannot be corrected by the Landmark staff with a verbal warning or other form of behavior modification, a first incident report will be written to document and correct behavior. A copy of the report will be given to the parent/guardian the same day as the incident.
2. A second incident report will be written if the behavior is repeated by or new behavior problems occur with the same child. This report will follow the same process as the first, but a one or two- day suspension could accompany this report, and no refund will be provided for suspended days. A copy of the report will be given to the parent/guardian the same day as the second incident.
3. A third incident report will be completed using the same process as the first two. Staff will provide this report to the parent/guardian. Incident reports will be discussed privately with a parent/guardian and the program Director. Dismissal from the program can occur at this time.

NOTE: Immediate dismissal from the program can occur at any time given severe circumstances. Refunds for missed days due to a discipline dismissal will not be granted.

Landmark Summer Recreation Participant Registration Form

Participant #1 Information:

Full Name: _____ Nickname: _____ Male _____ Female _____

Participant Date of Birth: _____ Grade (prior school year): _____ Age during program: _____ T-Shirt Size: _____

Parent/Guardian Name: _____ Phone number: _____

Address: _____ City: _____ State: _____ Zip: _____

Alternative Phone number: _____ Guardian Email: _____

Alternate Parent/Guardian Name _____ Phone# _____

Is this child allergic to anything? _____ If yes, explain: _____

Is this child currently taking medication? _____ If yes, explain: _____

Does this child have special needs*? _____ If yes, explain: _____

Check below what week(s) this child would like to participate in the Landmark Summer Recreation

___ June -1 ___ June 1 -1 ___ June 2 -2 ___ July 1 -1

___ July 2 -2 ___ July 2 -3 ___ August -

Number of Weeks: _____ x \$ _____ per week = Amount Due: _____

Participant #2 Information:

Full Name: _____ Nickname: _____ Male _____ Female _____

Participant Date of Birth: _____ Grade (prior school year) _____ Age during program: _____ T-Shirt Size _____

Is this child allergic to anything? _____ If yes, explain: _____

Is this child currently taking medication? _____ If yes, explain: _____

Does this child have special needs*? _____ If yes, explain: _____

Check below what week(s) this child would like to participate in the Landmark Summer Recreation

___ June -1 ___ June 1 -1 ___ June 2 -2 ___ July 1 -1

___ July 2 -2 ___ July 2 -3 ___ August -

Number of Weeks: _____ x \$ _____ per week = Amount Due: _____

Total Amount Due (all participants): _____ Date Paid: _____

*Programs are provided for people of all abilities. If there is need for reasonable modification, please answer YES above and speak to the Program Director prior to the start of the program. Each request will be assessed in compliance with the ADA.