



Parent Handbook

Summer Rec 2018

If you have any questions about this year's program, please contact our Recreation Director, Emy Hoff at ehtownrec@yahoo.com or our Assistant Director, Chris Doherty at chrisdoherty245@comcast.net

3/15/2018

Townsend Recreation
Emy Hoff, Director
Townsend Recreation Commission

DROP-OFF:

8am and Noon , *if you will dropping off your child at a different time, please speak directly with a staff member and send in a note at least 1 day prior.

You may drop your child off at the Spaulding Memorial School at 8am – **no earlier please**. If your child rides his/her bike or walks to the program, please make sure he/she does not arrive prior to 8:00am. ***Doors will not Open until 8am. This is a safety issue as there is no supervision before 8:00am.*** Check in will be at the Turnpike street side entrance of the gym, next to the playground fence. It is at the right side of the school (if you are looking at it with the Townsend Common behind you). **Parking is available in the front of the school or the parking lining the fields. DO NOT park in the semicircle on the side!** If your child is walking/biking from another activity or home, you must send in a note to our staff.

PICK-UP:

Participants will be dismissed at noon and 4pm at Spaulding. *if you will be picking up your child at a different time, please speak directly with a staff member and send in a note at least 1 day prior.

***4pm Dismissal:** Groups will be located in front of the Turnpike side door (Pillars). Pick up lane is located on Turnpike Road in the Bus drop off area (semicircle). **Counselors will bring your child to you, please stay at your car.** *We ask that you do not enter the school to dismiss your child as it is a busy time of the day when important announcements are made and notices are handed out. Thank you for your cooperation.* Please enter the pick up area from the playground end and pull forward to the end of the curve at the front of the school. Counselors will come to your vehicle to confirm ID and bring your child.

*** Noon Dismissal:** Your child will be dismissed at the Gym doors by the playground fence. If someone else other than a parent is picking up a child, a counselor MUST receive a note in the morning with name of pick up person and car description.

LATE PICK-UP Policy: 5 minutes +

Pick up times are set according to each child's registration. Noon, 4pm or other Summer Rec pre-designated time due to activity/fieldtrip. * **4pm pick up:** if your child has not been picked up by 415pm your child will be walked by staff to the Extended Day at the Rec Center, 274 Main St. Townsend MA 01469, you will need to pick them up there.

First late pick up: 5-15 minutes a warning will be emailed to you/15 minutes+ fee structure goes into effect. **Second** time late picking up your child(ren): you will be emailed an invoice for a \$50.00 fee due within 3 business days/ If payment is not made within 3 business days, your child(ren) will be suspended from the program until such time as payment is received. **Third** time late your child(ren) will be removed from the 2018 Summer Rec program.

15 minute + Fee Structure: per child: \$10 @ 10-15 min, \$20 @ 15-20 min , \$30 @ 20-25 min, \$50 @25 min +(exceptions may be made for emergencies/ weather contingencies at the discretion of the Rec Director/ Board)

If habitually late by more than 5 minutes, the Recreation Board reserves the right to charge additional fees, and/or remove your child from the program.

GROUPS:

We will have a minimum Counselor to child ratio of 10/1. Each group will have CITs to assist counselors starting July 9, 2018. Groups will have a weekly schedule that they follow.

SNACK & LUNCH:

As in school, children do not have access to a refrigerator. Full Day Participants should bring a labeled, small-insulated bag or cooler with them every day for their lunch. Due to space constraints, large bags or coolers will not be allowed into camp. Campers will have a 15-minute snack time at approximately 10:00 and 2:00pm every day. Participants are to bring snack/s(Full Day and ½ Day) and one lunch (Full Day) each day.

WATER:

It is **EXTREMELY important** that children come to camp with a COLD water bottle. Many days are extremely warm, and children are very active at camp so they need to drink plenty of fluids to keep hydrated. We recommend freezing a partially filled water bottle overnight so that the ice in the morning will melt gradually during the day. Water bottles will be refilled throughout the day.

FIELD TRIPS:

This summer, we will be going on two field trips as well as taking walking trips around town. Availability/Participant Maximums and Permission slips for these trips will go home with your kids and be available online. Participant's forms with payment will be accepted on a first come first serve basis until space is maxed out. Field Trips will be listed on the Summer Rec calendar. Please note that the field trip dates are subject to change. If it is raining on an outdoor field trip day, we will notify via email/ FB for cancellation/postponement.

CLOTHING, PERSONAL BELONGINGS, & OTHER INFO:

Participants should **ALWAYS** have a change of clothes with them. Please label clothes, as lost & found items are discarded on Fridays. We recommend that children bring a backpack to camp every day. Children **must wear sneakers to camp** – & can bring flip-flops/ sandals . Children should have **a hat, sunscreen, rain poncho, towel, swimsuit in their backpack.**- EVERYDAY! Groups will play water games during the week and days activities may include water or “messy” activities. We may still play outside in the rain, unless thunder and lightning is present. For girls: Please have shorts on under skirts. We are very active and don't want any embarrassment for your daughter with an accidental skirt flip.

Children **SHOULD NOT** bring any important or expensive personal belongings with them to the program including portable game players and iPods. The summer program is **not responsible** for any lost items.

Cell Phones: Program participants and counselors-in-training are not allowed to use cell phones during program hours unless given permission by the director or assistant director. Cell phones **MUST** be turned off and kept in the child's backpack. Cell phones/Handheld Games/ Tablets/IPads are not allowed to be in a child's pocket/on their person during the day. Staff will confiscate such items and return at pick up if they are out of backpack/in use.

Card Games: We have specific days for Card Games, please do not send Magick, Pokemon, Yu Gi Oh etc.. cards in with your child unless the staff has notified you of a Card game schedule. Staff will confiscate such items and return at pick up if they are out of backpack/in use.

FIRST AID/ Medical:

ALL STAFF ARE CPR/FIRST AID CERTIFIED. WE DO NOT HAVE A REGISTERED NURSE ON LOCATION.

If your child has daily medical issues, please be aware we do NOT HAVE A NURSE ON DUTY and your child should have the ability to monitor themselves with minimal input from our staff. Medications can be left with us for use- must be in original packaging and with a Parent note with signature. Prescriptions must be in packaging with Doctors information.

INJURY: Any seriously injured child will be taken care of by a senior staff member on duty. If it is necessary to call a parent, we will call immediately. In the case of an emergency, if a parent is unreachable, the first emergency contact will be called. If the first emergency contact is unreachable, we will try the second contact. Please note that we will NOT call emergency contacts for mild sicknesses. If a parent/emergency contact is not reachable, the child will remain at Rec until we receive a returned phone call from a parent. In the case of an immediate emergency, 911 will be called FIRST, and then a parent will be notified.

DISCIPLINE PROCEDURE:

Townsend Recreation endorses fair and age appropriate Rec rules, which ensure a safe and orderly environment. Rec staff, parents and guardians working together, can teach respect for others, the necessity for group rules and the need for peaceful resolution of differences. We want all participants to have a safe and enjoyable experience here at the Townsend Summer Recreation Program.

Rec Rules are presented each morning at the Morning Round up and displayed on posters throughout the program areas.

All minor discipline issues will be dealt with by the head counselors for each group. If any participant is verbally/physically disruptive to his/her peers, CITs, or counselors, he/she will be sent to the Rec Director, Assistant Director or the Junior Operations Assistant. **The Townsend Summer Recreation Program does not tolerate disrespect, teasing, poor sportsmanship, or aggressive physical contact of any kind.** For major incidents an incident report form will be filled out.

When a child's behavior departs from the program's standards of acceptable behavior, any of the following may take place as determined by the Rec Director, Assistant Director:

1. Conference with the child and staff member
2. Loss of program privileges
3. Removal from group
4. Parents notified

5. Loss of field trip/special event privileges
6. Removal/Suspension from the Program

If a serious problem arises, a parent will be called to pick up the child and additional action may be taken, including but not limited to actions listed above. If there is a continuous/ repeat problem with a child, he/she will be sent home and not be allowed to return to the program.

REFUND POLICY: Full Day, ½ Day, 5 Day pass (may be shared between siblings only) and Extended Day purchases are non-refundable and non-transferable. The Recreation Board reserves the right to consider refunds or issuing credits on a case by case basis. An Administrative fee of \$50 will be charged in the event a refund/credit is granted.

Extended Day ADDITIONAL INFO:

* Extended Day will be a much more unstructured atmosphere.

We will have movies, craft supplies, board games.

*Your child(ren) can bring Game Cards and personal play items. Lockers will be provided, so children can leave items.

* Counselors and children will WALK to/from the Rec Center from Spaulding.

* In the event of severe/ unsafe weather, extended day will be cancelled.

Parents must **provide a designated local contact** on the registration form who will be notified of cancellation & be required to pick up your child at Spaulding at 4pm.

* Additional snack/bev must be sent with your child

* Personal electronics may be used at the Rec Center, at the discretion of the Rec Staff.

* Extended Day ends at 6pm, Late policy goes into effect at that time if your child has not been picked up.

For up to date info please visit our web site at <https://www.townsend.ma.us> &/or join our FB group at <https://www.facebook.com/groups/TownsendRecreation/>

Our primary form of communication/ notification will be via email.