

Shrewsbury Recreation

100 Maple Ave

Shrewsbury, MA 01545

Summer Playground Parent & Participant Handbook

Eligibility: Playground Program is open to Shrewsbury residents only. Addresses given on registration forms are subject to verification. Those not listed in the town census should bring proof of residency. A limited number of spots may be available for non-residents based on age groups TBD.

Summer Contact Information

Our preferred method of contact is by email or text. You may contact us at parkrec@shrewsburyma.gov if your child is absent or drop off/pick up options have changed for the day.

If you need to contact us directly at the program our cell phone is 774-415-6708 (texting preferred).

If you need to reach out to the Recreation Department Main Office (located at Town Hall) the number is 508-841-8503.

Check-In and Check-Out Procedures

- Full Day Playground hours-8:30am-4:30pm
- Half Day Playground hours-8:30am-12:00pm
- Extended AM 7:30-8:30am and PM 4:30-5:30pm are available for an additional weekly fee.
- **Check-in and check-out** each participant every day with a staff member.
- **Check-in and check-out** will be recorded on the official Sign In/Out attendance sheet for the current day.
- **When checked-in** participants must remain on-site at ALL times.
- **Drop-off and Pick-up-** Parents are responsible for signing in and signing out their child at each location. A note from the parent is required if the child will be leaving without parental supervision (walking, riding bike home, or leaving with another adult).
- **Family/Friends/Car Pooling-** A note from the parent is required indicating changes to the daily sign-in or sign-out.

Early Drop-off & Late Pick-up Policy: It is the parent's responsibility to drop-off and pick-up children on time from each program. A \$10.00 late fee will be initially charged for early drop-off/late pick-up for the first 15 minutes, thereafter a \$1 a minute policy will be implemented. The second infraction will result in a suspension from the program and late/early fee. The child is not allowed to return to the program

unless the late/early fee has been paid in full. Please note that if a parent has not picked up their child after a certain period of time the police will be called for safety reasons.

Safety/First Aid/Medication

- The SAFETY of your children enrolled in the Playground Summer Program is our PRIMARY CONCERN.
- Emergency contact information, allergy or other necessary health information needs to be up to date. Inform the staff of any changes that are listed when arriving at the program.
- We will hold all Epi-Pens in a safe and secure location at the program's home base school and at Sunset Beach.
- We are equipped with a first aid kit for minor accidents. For all other accidents, the Playground Director determines if the Shrewsbury Fire Departments needs to be contacted.
- Parks and Recreation staff cannot administer medication. An epi-pen may be kept on site in case of emergency. If a child requires midday medication, parents must make arrangements for someone to come and dispense the medication if necessary.
- Injury reports to be completed by the Playground Director and presented to the parent depending on the severity.
- Staff will inform a parent with the participant if basic first aid is administered (i.e.: Band-Aid for scrapes and cuts).
- If a child reports that they are feeling ill, the Playground Director will reach out to a parent for pickup options.
- Sun Protection - Participants should apply sun block 20 minutes prior to leaving the house. Full day participants need to bring additional self-apply sunscreen to reapply before going to the beach. Additional layers may be added throughout the day if needed. Spray sunscreen is easier for kids as staff do not assist with applying sunscreen.

Clothing and Footwear

- Participants should wear comfortable clothing suitable for recreational activities such as sports, games, and arts & crafts. Closed toed shoes required, sneakers preferred.
- Full Day participants should also bring a towel, bathing suit, change of clothes, sandals, extra snacks and water.
- Hats, visors, or baseball caps are allowed for extra sun protection.

Food and Drink

- Pack a FILLED WATER BOTTLE daily (labeled with child's name) **Extra water is encouraged!**
- Pack a snack and lunch (extra is recommended). Lunch and snack bags should include an ice pack (to keep proper temperature as refrigeration and food services are not available) and be labeled with the child's name. Please provide extra drinks and snacks if necessary.

We are a nut-free program!

- Please do not pack any snack foods or lunch items that contain peanuts or tree nuts of any kind. Alternatives to peanut butter include Cookie Butter, Wowbutter or Sunflower Butter. We like to err on the side of caution as we do not want to have any medical emergencies regarding nut allergies.

Valuables

The Recreation Department is not responsible for any lost or stolen items. Valuables, including money, jewelry and electronics, should not be brought to the program.

Inclement Weather

- We do not cancel on rainy days! The playground program moves inside the school building accessing the gym, cafeteria and media center. Enter the front door of the school location for drop-off or sign-out. A staff member will be available to assist with your child's belongings and ensure they get to their morning activity.

Electronics

- Use of smartphones, cameras or digital devices is prohibited.
- If a participant is expecting an important phone call, or uses an electronic device for other purposes, please inform the staff.

Code of Conduct

- Please take the time to review these guidelines with your child prior to arrival.
- Be respectful, positive and an active listener.
- Good sportsmanship and consideration towards others! Play as a team, play fair and take turns.
- Hands to yourself. No pushing, shoving, or putting your hands on one another.
- Respect your counselors, listen and cooperate with them at all times.
- Participants are expected to respect the personal space and beliefs of others. Disrespect, harassment in any form, inappropriate comments and teasing will not be tolerated.
- Safety first! Make good choices.
- Throw trash away and pick up after yourself.
- Communicate in an appropriate manner and refraining from using foul language.
- Be respectful of all facilities, playgrounds and equipment/supplies. Respect the property of others.
- No secret organizations. Participants cannot create a club or group within the camp.
- No Bullying or Stealing, if a participant is found to be participating in such activity it may result in removal from the program. The Playground Director will write up an incident report and inform the

parent. If these behaviors continue to occur, participants may be suspended or dismissed from our program. We need the cooperation of everyone to maintain a safe environment for all.

Discipline Policy

Any participant who engages in discriminatory, harassing, physical harm to self or others, property destruction, failure to follow directions, continuously disrupting the camp day, teasing, bullying and/or foul language will not be tolerated and will be grounds for suspension/dismissal from the program without refund or program credit.

The Recreation Department may use discretion in the disciplinary process.

- First occurrence: participant sits for a time out, explains why the actions were inappropriate and discusses with the parent/guardian regarding behavior and why their actions were inappropriate. Verbal or written warning depending on severity.
- Second Occurrence: participant sits for time out, explaining why the actions were inappropriate. Participants may be sent home for the remainder of the day and may be suspended from the program for the following day without reimbursement (written documentation).
- Third Occurrence: Participants will be sent home for the remainder of the day and suspended for one week's time without reimbursement (written documentation).
- Fourth Occurrence: Termination from Playground Program NOTE: If a participant's action is of a violent nature against another child, staff or property, the participant may be suspended or terminated immediately without reimbursement. Our staff will work with the parent/ guardian and child to make every effort to promote positive behaviors. Those who engage in behavior that is deemed to be unsafe to themselves or others may be asked to leave the camp program (written documentation).
- Parents are required to pick up the child in the event of a behavior incident that puts the camp/child at risk.

Swimming at Sunset Beach

In accordance of Christian's Law, all program participants are required to take a swim test if they decide to swim at Sunset Beach. Swim tests will be offered on Mondays and administered by a Sunset Beach lifeguard using Red Cross Level 3 skills as a guide. If a participant fails the swim test, they are required by state law to wear a life jacket while swimming. Life jackets will be provided by the Recreation Department if needed.

Transportation to/from Sunset Beach

Full Day Program- We bus the program from Floral to Sunset Beach at 12:45pm and then back to base location for 4pm. Parents are able to sign their child out at Sunset Beach if they need to leave early for the day.

- Participants must keep the bus clean – remove all trash and belongings.
- Playground program conduct also applies when on the bus and at the beach. Participants need to follow the rules set by the bus driver.

- Bus riders must remain seated at all times.
- No items can be in the aisle or blocking an exit. Backpacks can only go on the bus if the items can fit securely on the participants lap with room for another participant in the seat.
- If a participant damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

INCLEMENT WEATHER FOR PLAYGROUND PROGRAM. On rare occasions, inclement weather may cause the playground program to move inside to a safe and secure area within the school instead of going to Sunset Beach.

Typical daily schedule

Similar ages are grouped together during the Summer Playground Program for the comfort and safety of staff and children. Requests to switch groups or be paired with friends will not be accepted.

Our goal is for all kids to be active and participate in all activities, build friendships and create memories!

7:30-8:30am Welcome! Extended AM drop off, playground and blacktop games and activities

8:30-9:00am Welcome! Regular program hours drop off, playground, craft option, blacktop games and activities

9:00-9:15am Morning meeting, review daily theme and activities, organize into set groups

9:15-11:35am Morning activities (either 4/35 minute blocks or 5/28 minute blocks based on #s) Blocks consisting of crafts, playground, snack/games, field games and freetime or group choice activity. Kickball, dodgeball, 4 square, night at the museum, jackpot, knockout are a few of the favorites!

11:35-11:45am All participants meet up and review upcoming activities

11:45am-12:00pm Half day participant dismissal

11:45-12:30pm Full day participants eat lunch and change for beach

12:30-12:45pm Swim bracelets, free play if time allows

12:45-1:00pm Buses to beach

1:15-1:30pm Regroup at beach: Monday/Tuesday swim tests

1:30-3:10pm Beach/swim time/basketball/ping pong/snack shack/card games

3:15-3:30pm Clean up, pack and line up for the bus back to Coolidge

3:30-3:45pm Bus back to Coolidge

3:45-4:30pm Playground, games and dismissal

4:30-5:30pm Extended PM

Inclusion Support

If your child might be more successful at camp with additional supports or modifications to our programming, please reach out to us! Information shared is confidential and can be sent to our Recreation Director, Laurel at lrossiter@shrewsburyma.gov or by calling our office at 508-841-8503. It is important to us that all children are invited and welcome at camp, and a positive experience for all is our goal.

We welcome and encourage you to share any tips, strategies, or information necessary for your child to have a successful experience at summer playground. Open lines of communication add to the success of all!