



Dear Parents,

It's time to get ready for another great year at Shrewsbury Recreation! If this is your first summer with us, welcome! If you are returning for another fun year, we are so happy you are back!

The purpose of this packet is to give you some general information about how the program is run, provide you with information on required paperwork, and update you on the changes that will take place for this summer. **If you have attended Shrewsbury Recreation programs before, please read through this packet carefully as there have been changes in policy.**

Please do the following before the start of camp:

- Read your Parent Packet
- Fill out all required forms
- Register for Extended Day or Early Drop Off options if needed. These programs fill up quickly. **We cannot accept same day registrations**
- Let us know if you would like to set up a meeting with Directors prior to camp to discuss any learning or behavioral concerns regarding your child so we can be prepared to make camp a positive experience for them.

Please remember the following during camp season:

- Call when your child will be absent 508-841-8503
- Label all belongings.
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- Post The Recreation's, main phone number 508-841-8503, at home and at work.

Please remember to pack the following items each day:

- Backpack & Waterbottle
- Lunch
- 2 Snacks (AM/PM)
- Sunscreen & Bug Spray
- Hat & Sunglasses
- Swimwear & Towel
- Change of clothes

The deadline to submit all paperwork is June 13th. NO child will be allowed to attend camp without paperwork. Please reach out with any questions you might have. We are looking forward to another fantastic summer!

Thank you,
Shrewsbury Recreation Staff

SHREWSBURY RECREATION DEPARTMENT

Shrewsbury Recreation: 508-841-8503

Program Coordinator: Tricia Sardagnola

Rec Summer Director: Kaleigh Neuhauser

Asst. Rec Summer & CIT Director: Andrew Pitney

IMPORTANT DATES

June 13, 2025: Required paperwork submission deadline

June 23, 2025 - August 8, 2025: Rec Summer

FIRST DAY OF NEW SESSION

DROP OFF/PICK UP PROCEDURES (PHOTO ID)

Rec Summer **begins at 8:30am**. Sign-in/Sign-out will take place in front of the main entrance at Floral Street School. When dropping off your child, please be sure to **SIGN IN**. Staff will be stationed at the sign-in area for assistance. It is important that you adhere to the sign-in policy so we can accurately keep track of the children in our care. If you have to drop your child off earlier, please sign up for our early drop off program. (Please see Early Drop Off/ Extended Day Procedures for more information). Rec Summer **ends at 4:00pm**. Being prompt for pick up is extremely important. Please see the late penalty procedure.

When you arrive for pick up, it is necessary to **SIGN OUT**. **Please bring your photo ID**. After signing out, a staff member will bring your child to the sign-out area

In the event of inclement weather - drop off and pick up will occur inside the main entrance of Floral Street School.

ABSENTEE PROCEDURE

Please call in if your child is going to be absent. It is helpful to inform us when your child won't be able to attend camp. All children must be accounted for. Please call 508-841-8503.

EARLY DROP OFF/EXTENDED DAY PROGRAM

Early drop off is from 7:30-8:30am and extended day is from 4:00-5:30pm

Early drop off Fees: \$40 per week

Extended Day Fees: \$60 per week

Registration is open online at www.shrewsbury.ma.myrec.com. Sign up today because space is limited.

SAME DAY REGISTRATION IS NOT AVAILABLE THIS SUMMER!

LATE PENALTY PROCEDURE

Pick-up times are strictly enforced. If your child **is not** registered for Extended day you must pick them up by 4:00pm to avoid a late fee. If your child is registered for extended day you must pick them up by 5:30pm to avoid a late fee.

Because we realize that work and traffic conditions sometimes are beyond your control, we will allow for one late pick -up.

No child will be admitted to camp the following day with this balance outstanding.

SNACK: Snack is not provided at Summer Playground due to the high number of allergies. Please send your child with two healthy snacks and plenty of water.

WATER BOTTLES: Please include extra drinks (like water or sports drinks) to prevent dehydration. We recommend bringing a labeled water bottle that can be refilled in one of our many “hydration stations” during the day.

Helpful Hint: Freeze drinks the night before and they will remain cold for most of the day.

NO PETS: Because of the number of people at drop off and pick up, we ask that you leave your pets at home.

LUNCH

There is no refrigeration available. We ask that you keep this in mind when packing your child’s lunch. Please do not pack items that will spoil in the heat (unless you send them in a small cooler with an ice pack). A sturdy lunch bag or box is best so lunches won’t get crushed (although **bagged lunches are best for field trip days**). Be sure to pack a good size lunch, the children’s appetites do seem to increase with the day’s activities. **Please tell your children not to share their lunches with other kids due to the high number of allergies.** Note: We may provide pizza throughout the summer. If your child does not want pizza, they will need to pack lunch.

BATHING SUITS

Bathing suits and towels are needed for all children everyday. **Both the towel and swimsuit should have their name clearly written on the tags in case they get misplaced.**

CLOTHING

Our program philosophy supports active play. For this reason, we request that your child **wear comfortable play clothes to camp that you won’t mind getting a little dirty.**

FOOT WEAR

We suggest you **send your child in sneakers** because they will be doing a lot of running around. Sandals, flip flops, crocs, etc. can result in sore feet. For safety reasons, rubber-soled shoes or sneakers are preferred.

LOST AND FOUND

Please do not send your child with any valuables. Children will be moving from activity to activity which will increase the likelihood of belongings getting lost (especially on field trip days).

SUNSCREEN

Lather your child with sunscreen before the start of program. Please put sunscreen in a small plastic bag labeled with your child’s name. Please also pack a hat and sunglasses for your camper. **We suggest packing SPRAY sunscreen for camp so counselors can help campers re-apply if necessary**

BEHAVIOR MANAGEMENT

Our staff wishes to work with you and your child to have the best experience possible. Occasionally, there will be behavior problems. In most instances, we will try to redirect behavior or remove the child from the conflict. In some cases, if the problem persists or is severe, our staff will speak to you explaining the incident. If the problem has not been resolved, you will be asked to meet with the Rec Summer Director, staff, and your child to come up with a way to resolve the conflict. In extreme cases, your child may be suspended or dismissed from the program. This can happen due to behaviors such as repeated bullying and making physical threats or violent acts against another child or staff member. Removal from the program is a last resort, knowing this would be an inconvenience to you. Please help us to resolve any behavior problems so that we may offer a safe and happy environment for all. Please feel free to contact us before the start of camp if your child has any learning or behavioral concerns so that we can be prepared to make this a successful summer experience.

FIELD TRIPS

Field trips will occur on Wednesdays for ages 7-10. These trips will be anything from the movies to the zoo. We understand the parental concerns regarding your child leaving Floral Street; however, we have planned extensively for these trips. **Each child MUST wear a neon yellow Shrewsbury Recreation T-shirt on field trips** so their counselor can easily identify them. Staff will also have on staff T-shirts so they can be quickly identified. Our Rec Summer Director will attend all of the field trips along with our program specialists and counselors for ages 7-10. All of the places we will be visiting are experienced in handling school groups and we will have predetermined rules and procedures between both their staff and ours.

SPECIAL VISITORS & PRESENTERS

On-site special guests will occur on Wednesdays for ages 5-6 and Fridays for all camp theme days.

A TYPICAL DAY

Rec Summer runs on a block schedule. Children will be rotating indoors and outdoors for various programs and activities. In general, Rec Summer participants move from activity to activity with their counselor. Children will rotate through art/craft, sports, STEM, a free block (with their counselor), snack, lunch and we will travel to a waterfront nearby for swimming 2 times a week. The actual time schedule of these activities is different for each group because we are on a rotation system. There are also big events scheduled: field trips, presenters, and special surprises. Prior to the first day of each session, you will receive a welcome email outlining what is going on each day so you and your child can be prepared.

Example of weekly schedule:

Mondays: Small group and all camp activities

Tuesdays/Thursdays:

Morning: Small group games & activities

Afternoon: Swimming or water activities

Wednesdays:

Ages 7-10 & CITs: Field trip

Ages 5-6: Visiting entertainer

Friday: Visiting entertainer or inflatable & THEME DAY!

RAINY DAY & EXTREME HEAT PROCEDURE

If the weather is not cooperating, the camp staff has a plan ready to go to keep your children active and still having fun even if it's not outside. We will have them rotating through Spring Street with their groups and counselors doing various activities such as sports in the gym, cooperative games, watching movies, doing scavenger hunts, arts and crafts, and board games—just to name a few.

FREE SWIM

When children are in free swim, they will be asked to sit in their groups before getting in the water to go over rules. At this time staff will remind them of the following camp rules and general pool rules:

- If your child does not pass the swim test they will be required to wear a PFD provided by their family
- If you need to leave for any reason, get a counselor.

*Swimming is contingent on Christian's Law. This is a Massachusetts general law that all programs are required to follow. To learn more about Christian's Law, click here: <https://www.mass.gov/info-details/christians-law>

MEDICAL FORMS/HEALTH ILLNESS INFORMATION: You must fill out the Recreation Health History forms. All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent. The Rec Summer Director or Assistant Director will collect medications and answer any questions you may have during AM drop off.

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at Rec Summer, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating them from the group. A rest area will be provided and the Rec Summer Director or staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for their parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interest into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illnesses encountered in camp and our policies concerning attendance with them:

Coughs/Colds: Children with colds and coughs may attend Rec Summer as long as they feel well enough to follow daily routines (especially outdoor play). If a fever accompanies cold symptoms, the child must stay at home.

Fever: A child with a fever over 100 should remain at home until the temp is normal for 24 hours.

Strep: A child with a sore throat and a fever together should have a throat culture. The child should remain at home until they receive a negative culture, or has been on antibiotics for 24 hours.

Ear infections: A child may attend Rec Summer as long as they are not experiencing great discomfort or fever. A note must be provided as to whether or not swimming lessons are allowed.

Rash: Please notify your child's counselor and staff if your child has an existing rash when he/she comes to program. The Rec Summer Director will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

Vomiting: A vomiting child must remain at home until he/she can tolerate a normal diet.

Diarrhea: A child with diarrhea must remain at home until free of diarrhea for 24 hours.

Chicken Pox: A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried. A note from the doctor will be required regarding the status of swimming for your child.

Conjunctivitis: A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others. A note from the doctor will be required regarding the status of swimming for your child.

Head Lice: If your child has head lice they may not come to program. The policy is that campers must be lice and nit free in order to be at Rec Summer. If lice or nits have been found in your child's head while at program, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, campers must first be inspected by the camp nurse. The nurse will determine if they can return to camp.

General first aid will be administered during camp by the Rec Summer Director. Minor cuts or abrasions will be washed, and a topical ointment and a band-aid will be applied.

Should your child contract any listed illness or any other contagious illness, please contact the camp at (508) 841-8503 as soon as possible.

EMERGENCY PROCEDURES

Emergency telephone numbers are posted at each phone. If a child is injured we follow this procedure:

1. If a child needs emergency medical attention, an ambulance will be called. A director or staff member will always accompany a child to the hospital. The child's medical forms will be brought, as they contain pertinent medical information.
2. If poisoning is suspected, poison control will be called.
3. The child's parent will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
4. An accident report will be completed for any injury.
5. A copy of the accident report will be placed in the Recreation office.
6. Parents will be notified of the minor accidents/injuries by the nurse at dismissal.
7. All injuries will be logged in the central log book with the Rec Summer Director.
8. When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs and a carrier bag for each group.

Required Forms

There are three forms that must be submitted to our office prior to **June 13th** for review by our Director:

1. The [Authorized Pick up Form](#) is contained in this packet. Only persons listed on this form will be able to pick up your child. Note that this list can be edited over the summer.
2. The [Health History Form](#) is also contained in this packet. Please note all pages must be uploaded and visible to be considered completed. You must update this form each year if important information has changed.

All participants who need to take **medication during the program day or have an emergency medication at Rec Summer** are required to fill out an [authorization to administer medication](#) form. Please send an email to tsardagnola@shrewsburyma.gov to request this form.

Any child with **allergies** that require an epi pen or inhaler must bring the allergy action plan from their doctor's office.

Failure to submit all of these forms before the first day of Rec Summer will result in your child's removal from the program and no refunds will be offered unless the spot can be filled. We will not be accepting forms on the first day of Rec Summer.