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# Leominster Recreation Department

Summer Programs

Keeping Children Safe While Having Fun

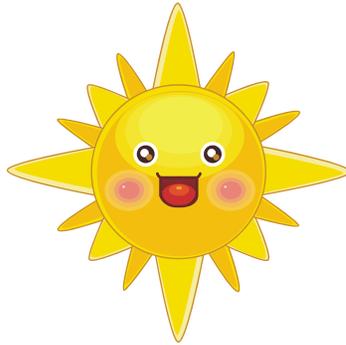
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Parent Handbook

Summer 2016

# Welcome to Summer 2016



Dear Parents and Guardians,

As another summer season is about to begin I would like to take this time to thank you for continuing to use the Recreation Department programs for your children.

This summer we will again be offering many popular activities for your children to include arts and crafts, games, indoor and outdoor activities, and an introduction to the performing arts.

As always our goal is to see the children have fun, socialize, make new friends and go home with all kinds of stories about their day.

I look forward to working with you, your children, and the Recreation Department staff. We all look forward to a fun-filled summer with great opportunities for your children.

# Mission Statement

The Leominster Recreation Department's mission is to provide a wide variety of recreational programs that the residents desire and request along with maintaining recreational property, facilities and equipment.

## Our Goals

- \*Provide children with a wide variety of activities to include arts and crafts and sports
- \*Involve children in daily planned activities as well as their choice activities
- \*Encourage children to make good choices and treat each other with respect
- \*Create a fun-filled, creative environment for all participants
- \*Make sure children are safe at all times

# Recreation Department Summer Program Hours



## Summer Day Program Hours:

**Extended Day Hours:** The Leominster Recreation Department offers extended day hours for those parents and families that need early hours. The doors open for extended day at 7:30 a.m. daily. We will then make sure your child/ren get to their proper program.

We also offer extended day hours in the afternoon that begin at 3:00 p.m. and run until 5:30 p.m.

The cost of extended day is: \$5.00 for morning and \$5.00 for afternoon extended care per day.

## Regular Summer Program Hours:

**Tumbling Tots** – Drop off is at 9:00 a.m. and Pick-up is at 3:00 p.m.

**Playground Program** – Drop off is at 9:00 a.m. and Pick-up is at 3:00 p.m.

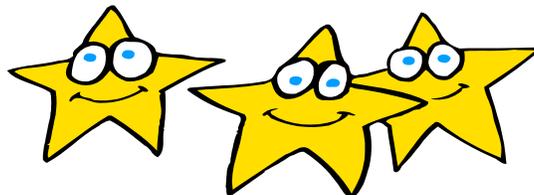
**Intermediate/Teen Program** – Drop off is at 9:00 a.m. and Pick-up is at 3:00 p.m.

# Children Expectations and Discipline



## Expectations:

- Children will remain with their counselor at all times
- Children will use the buddy system when using the bathroom, etc.
- Children will always keep hands and feet to themselves
- Children will Treat Others the Way They Want to Be Treated
- Children will respect School, Park and Pool Property
- Children will Respect Staff and Others at all times
- We will be using school buildings and will be on school property and children should keep in mind the school rules they follow during the school year



## Discipline Policy:

Children will be disciplined according to the severity of the behavior they have displayed. The discipline action will be taken by the Camp Counselor involved in the incident or the Program Coordinator/Asst Coordinator. The consequence given will meet the criteria spelled out in the discipline procedures section that follows on the next page. Behaviors that will not be tolerated and will result in immediate suspension or removal from the program include: biting, scratching, kicking, punching, spitting, and hitting. Others include defacing or damaging school, park or pool property, the loss of school, park or pool property, or the loss of any Recreation Department participant or staff property.

# Discipline Procedures



The director may immediately suspend a child at any time if the child's behavior is extremely harmful to the staff or children. Any child who "bullies" other students, or threatens, intimidates, or endangers the safety and well being of other participants as well as any staff members the Recreation Department will take immediate action and permanent removal from the program may be an option.

## First Offense:

The student will be informed of the misconduct. The student will then discuss the occurrence with a counselor. The student and counselor will comprise a plan that works for the individual child as well as brainstorm positive behaviors and actions.

- The verbal warning will be documented in the book that is held in the office area of each site.

## Second Offense:

The student will be informed of the misconduct and will take a break from the group.

- A discipline report will be filled out by the counselor handling the incident and placed in the binder in the office area of each site.
- The misconduct will be documented in the blue book.

## Third Offense:

The student will be informed of the misconduct and will take a break from the group.

The situation will further be discussed with the parent/guardian.

- The student will receive a Written Behavior Report describing the incident. Goals will be established towards solving the problem. This will be discussed between the child, counselor and Director as to the appropriate positive actions we are looking for.

- The behavior report will be documented in the blue book and a copy sent home to the Parent/Guardian for signature.

## Fourth Offense:

If a fourth offense occurs a meeting with Parents, Child, Director and Program Coordinator will be held at the Director's office to discuss if this is the correct program for the child. Possible dismissal from the program may take place.

# Program Details

## Personal Items/ Labels

It is suggested that parents label articles of clothing and other possessions brought to the program by the child. Easy identification of belongings will prevent them from being lost or misplaced. It is strongly suggested that you do not send your child to the program with valuables. The Leominster Recreation Department has plenty of activities to keep your child entertained. The Recreation Department is not responsible for any lost, stolen, or broken objects. ***Electronics are not permitted.***

## Daily Sign-In/Sign-Out:

The Recreation Department prides itself with their daily Sign-In/Sign-Out procedure. Students must be signed in and out daily by a parent or authorized person. Children will only be released to people specifically authorized with their name on the signature form or advanced authorization from the parents by telephone or in writing. NO exceptions will be made. Children may not sign themselves in or out. For the safety of your child, individuals may be required to show proof of ID. It is the Recreation Department's concern that all children remain safe at all times. At the afternoon dismissal a counselor will come to your car and ask for your children's names. Your child/ren will be brought to you. This process goes quickly once the staff gets to know you in person and by the vehicle you drive.

## Late Pick-ups

We realize on occasion you may be late. We ask that you please call the Recreation Department at (978) 534-7529 and notify someone you are running late. We do not want your child/ren getting upset and we will put your child/ren in the extended day program until you arrive. We do allow for once grace time and after that you will be charged the extended day fee of \$5.00.

# Health and Safety



Your child's health and safety is very important to us at the Recreation Department. Therefore, all of our staff are First Aid and CPR trained. Everyday injuries such as bumps, bruises and scrapes may occur and will be treated. Depending on the time of day and the degree of the accident or illness the staff will call the parent/guardian. At that time a decision will be made by the parent/guardian as to whether the child will stay at the program or arrangements will be made to have the child picked up and taken home or the hospital to be checked. If a child is being picked up only an authorized person may pick the child up. At no time will a staff member be authorized to transport children in their cars.

In an emergency situation, 911 will be called and parents/guardians will be notified immediately. The determination of a 911 call will be made by staff on the scene as to how severe the injury or illness is. Parents are required to fill out a medical release form (attached to the packet) and kept on file with the Recreation Department.

## Medications:



If a child needs to take medication at camp a hand written letter from the doctor is required along with the original bottle from the pharmacy with written directions for administration. The Recreation Department does not have qualified staff to administer medication and arrangements have to be made in advance to have a nurse come in and administer medication. All staff are trained in the use of EPI pens and inhalers.

# Payment



## PAYMENT DIRECTIONS

Payments will not be accepted at the program sites. Payments should be made online.

\*\*\*No payments will be accepted at any of the sites.\*\*\*

**Payments must be made the Thursday (before 4 pm) prior to the next week starting so that the child's name shows up on the roster and has all of the emergency/medical information.**

If you are registering and paying as you go it will be based on a first come first served basis as space allows.

If you have any questions, please call the office at (978) 534-7529.