

# CHOATE BUDDIES WELCOME LETTER



Dear Parents,

It's time to get ready for our second summer of Choate Buddies! We are looking forward to an amazing summer.

The purpose of this packet is to give you some general information about how the program is run, answer frequently asked questions, provide you with all required paperwork, and update you on the changes that will take place for this summer. 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 and return all required forms to the Parks and Recreation office.
- Let us know if your child has any learning or behavioral concerns 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 508-321-4740/774-277-5630 (work cell)
- 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 Park & Recreation's main phone number 508-321-4740, 774-277-5630 (work cell) at home and at work.

The deadline to submit all paperwork is Friday, June 27.

NO child will be allowed to attend camp without paperwork!

We hope this will answer some of your questions and clear up any concerns. It's going to be a great summer!!

Thank you,  
Medway Parks and Recreation

155 Village Street, Medway, MA 02053

Parks & Rec Main: (508) 321-4740

Parks & Rec Cell: (774) 277-5630 (P&R DIRECTOR) / (774) 774-5177 (ASST. P&R DIRECTOR)

[Www.MedwayParksRec.com](http://Www.MedwayParksRec.com)

# Policy and Procedures

## DROP OFF/PICK UP PROCEDURES (PHOTO ID)

Drop off will be in room 1 of the Parks & Rec Building at 9:15am. Choate Buddies Program **ends at 1:15pm**.

You will park and walk into room 1 to pick up your child, please have your ID ready as well.

## SNACK

Snack is not provided at Choate Buddies due to the high number of allergies. **Please send your child with his or her own snack and plenty of water. Please no peanuts!**

## 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. 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.** Lunches will be stored in their own backpacks, until it is time to eat.

## WATER BOTTLES

Please include extra drinks (like water or sports drinks) to prevent dehydration. We recommend bringing labeled water bottles. Please do not pack disposable water bottles. **Helpful Hint: Freeze drinks the night before and they will remain cold for most of the day.**

## FOOTWEAR

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.

## CLOTHING

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

## LOST AND FOUND

Our Lost and Found will be located outside by the front door during camp hours. 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.

## SUNSCREEN

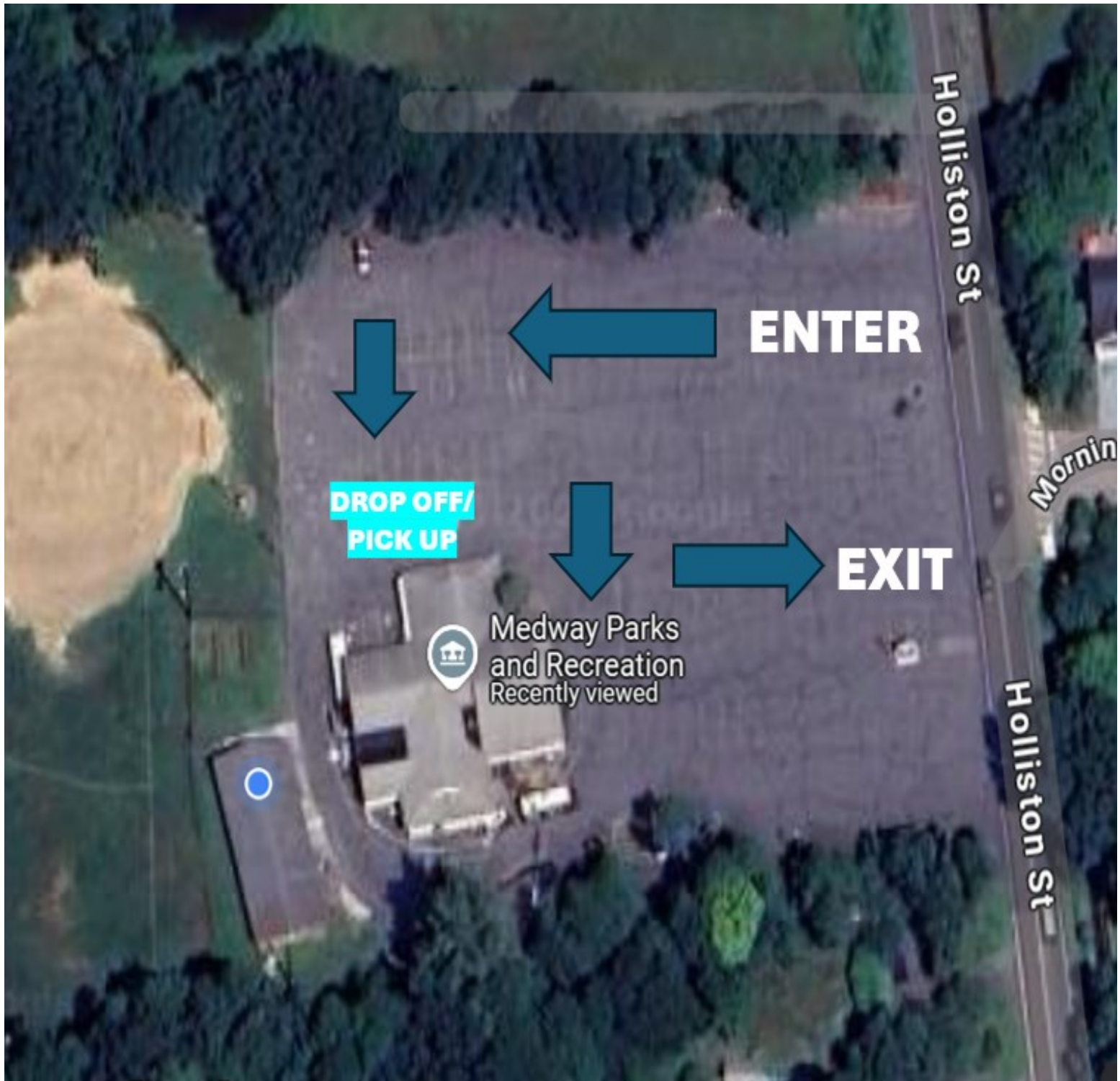
Lather your child up with sunscreen before the start of the program. Please put sunscreen in a small plastic bag labeled with your child's name. Hats are also a good idea to keep kids safe from the hot sun.

## BATHING SUITS/TOWELS

There will be instances where we will play water games, sprinkler fun or have the fire department come spray their hoses to cool us off. Please send your child in their swim suit if they'd like to play in the water!

# Choate Buddies Map

Please follow the traffic pattern below for drop off and pick up. Please enter closest to the tree line and exit closer to the sign as you drive out. Once you arrive please park and walk your child in through the front door. Staff will be waiting to sign you in right when you enter the front doors.



## MEDICAL FORMS/HEALTH ILLNESS INFORMATION

**You must fill out the Park and Recreation Health History forms in this packet, provide a record of their most recent physical exam and immunizations dated within the past 18 months, and return all to Park and Recreation before July 7th.**

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 camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided and a staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her 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 will not be able to attend Choate Summer.
- **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 he/she receives a negative culture, or has been on antibiotics for 24 hours.
- **Ear infections:** A child may attend camp as long as he/she is not experiencing great discomfort or fever.
- **Rash:** Please notify your child's counselor and staff if your child has an existing rash when he/she comes to camp. The nurse 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.
- **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.
- **Head Lice:** If your child has head lice they may not come to camp. The policy is that campers must be lice and nit free in order to be at camp. If lice or nits have been found in your child's head while at camp, 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.

General first aid will be administered during Choate Summer by the program director/counselors. 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 (COVID-19), please contact the camp at (508) 321-4740 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 Park and Recreation office.
6. Parents will be notified of the minor accidents/injuries by the director at dismissal.
7. All injuries must be logged in the central log book with the program director.
8. A first aid bag will be prepared containing bandages, anti-septic, gauze, ice packs and a carrier bag for each group.



## Required Paperwork

1. Physicals and Immunizations can be uploaded directly under your child's account. Scroll to the bottom of the page to find Member Documents. Add New Member Document on the right.
2. Authorized Pick up Form can be filled out under your child's account. Scroll to the bottom of the page to find Custom Forms. Add Custom Forms, Select Authorized Pick up Form.
3. Health History Form can be uploaded directly under your child's account. Scroll to the bottom of the page to find Member Documents. Add New Member Document on the right.
4. Authorization of Medication (if applicable)

If you have trouble filling out any forms please email Marissa at [mhartman@townofmedway.org](mailto:mhartman@townofmedway.org)

## For children with allergies:

Any child with **allergies** who has an epi pen will be required to bring the allergy action plan from their doctor's office.

Failure to submit all of these forms **five business days** before your child's first day at camp 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 camp this year.



# Typical Day at Choate Buddies

## A TYPICAL DAY

This program for kids ages 3.5-7, is jam-packed with great outdoor summertime activities such as arts & crafts, theme weeks, games, scavenger hunts, special events, guest presenters, field game days and much more!

### EXAMPLE OF A DAILY SCHEDULE:

**9:15:** Drop Off at Main Entrance  
**9:30:** Morning Meeting  
**10:00:** Theme Activities, Open Choices & Special Visitors  
**10:30:** Morning Snack, Water & Bathroom Break  
**10:50:** Water Play & Group Games  
**11:20:** Arts, Crafts & open choices  
**11:45 - 12:15:** Lunchtime  
**12:15:** Storytime after transition  
**12:30:** Water Table, Sensory bins and Games  
**12:45:** Open Choices and Theme Activities  
**1:00:** End of Day wrap up  
**1:15:** Pick up at Main Entrance



## RAINY DAY PROCEDURE

If there is inclement weather, the program staff has a rainy day plan ready to go to keep your children active, safe & having fun. We will go inside at the REC where the groups will be doing various activities such as sports under the pavilion, cooperative games, watching movies, doing scavenger hunts, arts and crafts, and board games—just to name a few.

## SUMMER THEMES

Each week of camp has a theme. Arts, crafts, special guests and activities will be focused on these themes.

### THEME WEEKS OF CAMP:

**Week 1** - (7/7 - 7/11) **Superhero & Community Leaders**  
**Week 2** - (7/14 - 7/18) **Stars & Magic**  
**Week 3** - (7/21 - 7/25) **Shipwrecked in Dinoland**  
**Week 4** - (7/28 - 8/1) **Color Wars**  
**Week 5** - (8/4 - 8/8) **Spy Kids and Mysteries**

