

# SUMMER @ THE REC WELCOME LETTER



Dear Parents,

It's time to get ready for another great year of Summer @ the Rec! We are looking forward to a summer full of friendships , fun and adventure.

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 on your online account or to the Parks and Recreation office.
- Register for Extended Day or Early Drop Off options if needed.
- Let us know if your child has been sick.
- 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 508-321-4823/774-277-5177/774-277-5630 (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.

The deadline to submit all paperwork is Friday, June 26th.

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 or (508) 321-4823

Parks & Rec Cell: (774) 277-5630 or (774) 277-5177

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

# Drop Off, Pick Up & Absentee Procedures

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

Drop off will be contactless again this summer. Parents will be asked to stay in their car. The week prior to camp you will be given a time frame for a drop-off. This way it won't be congested right at 9am and gives us time to spread out check in. We will provide a placard to place on your front windshield as you approach the drop off/ check in location.

Summer @ The Rec **ends at 3:00pm**. Pickup is contactless. You will pull up to the front of the REC, please place your placard in your front windshield, have your ID ready as well.

## EARLY DROP OFF/EXTENDED DAY PROGRAM

Early drop off is from 8:00 - 9:00am and extended day is from 3:00-5:00pm. The cost is \$35 for one session of early drop off and \$60 extended day. Early drop off will be at The Rec building (123 Holliston Street). For extended day pickup, please park and walk over to the pavilion . Please send your child with an additional snack for extended day.

## LATE PENALTY PROCEDURE

If a child is still here after the 3:00 pick up time, and they are not registered for extended day, they will be added to the extended list and their parents will be given a slip to pay \$35.

If a child is still here after 5:00 pickup time, beginning at 5:10 they will be charged \$10.00 for the first 10 minutes they are late and \$5.00 for each additional 10 minutes after that.

## ABSENTEE PROCEDURE

You must call in if your child is going to be absent. Please help us by letting us know when your child can't make it to camp. All children must be accounted for. Please call our Parks and Recreation or Camp Director at (508) 321-4823 or the Parks and Recreation Assistant Directors cell 774-277-5177. The office is open from 7:30-4:30pm, during other times you may leave a message.

## GROUP SIZES

Groups will be determined based on ages, and may vary in size. Each group will be assigned counselors, groups and counselors will remain the same all week.

# Policies & Procedures

## SNACK

Snack is not provided at Summer @ The Rec due to the high number of allergies. If you are participating in extended day please send an extra snack for late pick up. **Please send your child with his or her own snack and plenty of water.**

## 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. We have water jugs available for refill but recommend sending a couple waters with your child. **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 snack shack 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 bathing suit and pack a towel. We will have limited access to changing facilities.

## BEHAVIOR MANAGEMENT

The staff fosters good behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating behavior problems and creating an environment that helps avoid inappropriate behaviors. Expectations are realistic and limits clearly explained and supported by the environment. When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. Time is allowed for children to learn alternative behaviors and guidance is given in expressing emotions such as anger. In extreme cases, the child may need to be separated from the group for a "time out". Time out will be for a reasonable amount of time, appropriate to the child's age. The child will be supervised at all times. All discipline is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment. The camp director is notified whenever a behavior becomes hard to manage and/or when a parent must be notified of the child's behavior in a formal manner.

**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.**



# A typical day at Summer @ The Rec

## A TYPICAL DAY

Summer @ The Rec runs on a block schedule. Children will be outdoors for various programs and activities within their group. In general, Summer @ The Rec participants move from activity to activity with their counselors. The actual time schedule of these activities is different for each group because we are on a rotation system but the cohorts will hit all the activities in a day.

### EXAMPLE OF A DAILY SCHEDULE:

**8am-9am:** Early Drop Off—Board Games/Field games

**9am-9:15am:** Drop off/Check in

**9:15am-9:30am:** Morning meeting with group

**9:30am-10:30am:** Field Games

**10:30am-11am:** Snack

**11am-12pm:** Arts & Crafts

**12pm-12:30pm:** Lunch

**12:30pm-1:30pm:** Field Games/Scavenger Hunt

**1:30pm-2:30pm:** Water Games/Brain Games

**2:30pm-3pm:** Day end activities and Dismissal

**3pm-5pm:** Extended Day—Stations/Field games



## 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. We will send out emails to remind campers of any equipment or special attire needed for the week.

### THEME WEEKS OF CAMP:

**Week 1 - (7/7-7/11) Superhero vs. Villain**

**Week 2 - (7/14-7/18) Hollywood Week**

**Week 3 - (7/21-7/25) Shipwrecked**

**Week 4 - (7/28-8/1) Color War Week**

**Week 5 - (8/4-8/8) Spy Kids Academy**

**Week 6 - (8/11-8/15) Carnival Week**

**Week 7 - (8/18-8/22) A Year in a week: Holiday Mashup**





# Summer @ The Rec

## Drop Off/Pick Up

Please use the entrance to enter the parking lot and drive along the tree line to start the formation of a line for drop off and pick up. A staff member will meet the first car by the buildings main entrance ramp. Please use caution driving in the parking lot as there are many children and programs going on. For late arrival please park and walk over to the pavilion to check in with the program director.



# Medical Policies and Procedures

## 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 June 26th.**

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 Summer @ The Rec..
- **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 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.
- **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 Summer @ The Rec 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 Forms

## Required Forms:

There are three forms that must be submitted to our office prior to **June 26th** for review by staff:

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 three pages must be uploaded and visible to be considered completed. You must update this form each year.
3. Your child's most recent physical and immunization record from their doctor's office. Any form that is older than 18 months since the date of the examination will be returned and a new form will need to be submitted.

## To submit these forms, you may:

1. Upload them to your child's profile on your MedwayParksRec.com account, under your child's account at the bottom. Upload to Member Documents.
2. Email PDF copies of forms to [mhartman@medwayma.gov](mailto:mhartman@medwayma.gov)
3. E-mail [mhartman@medwayma.gov](mailto:mhartman@medwayma.gov) to schedule a drop off or leave in mailbox at Town Hall

## 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.

