



# AMESBURY

## RECREATION

### **Tadpole Program- Parent Handbook**

**Supervisor: Sarah Cote (978) 375-5313**

We are happy to announce the return of our program supervisor, Sarah Cote. She is a graduate of Keene State College with a major in Elementary Education and Psychology. She currently teaches for the Sandown NH school system. She can be reached at the Town Park cell number at **(978) 375-5313**.

If at any time you have questions, concerns, or feedback, please do not hesitate to call Kathy Crowley- Recreation Director at (978) 388-8137. For emergencies, you can reach out to Kathy at 978-375-1131.

**Sessions (each week is a new theme-see calendar)**

Week 1: July 8-12

Week 2: July 15-19

Week 3: July 22-26

Week 4: July 29- Aug. 2

Week 5: August 5-9

Week 6: August 12-16

**Program Hours:** Monday through Friday, 9am to 1pm. Extended day is 9am to 3pm.

**Location:** Amesbury Town Park, 140 Friend St., (under the red shade structure pavilion)

**Attire:** Each day, please send your child wearing a bathing suit under their clothing. Water shoes, a towel and a change of clothes are also required. Please apply SUNSCREEN before your child arrives. We will gladly REAPPLY sunscreen when necessary if it is left in your child's bag. The children will have the opportunity to visit the SPLASH PAD (if available) every day. Water shoes will ensure safer playtime.

**Daily Schedule: (subject to change)**

9:00-9:30      Arrival/Freeplay  
9:30-10:10    Morning Meeting/Story Time/Whole Group Activity  
10:00-10:30   Bathroom/Snack  
10:30-11:00   Whole Group Activity/Water Play/Splash Pad if available  
11:00-11:45   Small Group Activities/Crafts/Games/Table Activities  
11:45-12:15   Bathroom/Lunch  
12:15-12:45   Free Choice  
12:45-1:00    Afternoon Meeting/dismissal

**Rain policy:** If there is a location change, you will receive an email and a text message on the phone number listed on your account between 8:00 and 8:15 (please verify we have correct contact information on [www.amesburyrec.com](http://www.amesburyrec.com).)

**Rain location:** Tadpole rain location will meet at the Cashman Elementary School cafeteria located at 193 Lion's Mouth rd. Drop off and pick up will be at the left of the school where the cafeteria is located. You may also call the Recreation office number after 8am (978-388-8137) to find out if the program is moved.

We do not always relocate for light rain/late day rain. Always call if you are unsure of the program location. Please make sure your child has appropriate rain gear if rain is forecasted.

**DO NOT Bring:** Please do not bring personal items such as trading cards, stuffed animals etc. We advise that children do not bring anything valuable to the program. We are not responsible for lost or stolen items.

**Lost and Found:** PLEASE LABEL EVERYTHING ! Please check the lost and found periodically. The Lost and Found will be removed every 2 weeks.

**Entertainment:** During the program, your child will enjoy many different activities. You will be given a calendar of events that highlight activities each week. Every Friday a special guest is scheduled at the park for entertainment. Tadpoles may take WALKING field trips to the Fire and Police Stations, the Public Library, Vermette's and/or other "places of interest" in town. Good walking shoes are ESSENTIAL. A spare pair of shoes can be left in your child's backpack "just in case."

**Snack, Lunch, and Food info:** Please provide a snack, a lunch and cold drinks for your child each day. Please provide an extra snack if your child is participating in the extended day program. Please provide plenty of cold water in your child's backpack and bring a refillable bottle. **There is no cooler/fridge for storing lunches.** Please mark your child's cooler/bag and water bottles clearly with their name. We realize peanut butter is widely used. If a peanut free alternative can work for your child, it would be appreciated for the safety of all participants and staff.

**Sign In/Out:** Parents/guardians will sign his/her child in when they arrive and sign the child out at pick-up time (12:45-1:00). There is a fee for any pick ups after 1:00 unless you are in the extended day program, then, late fees will occur after 3:00. You do not need to notify us if your child will not be at the program on any given day. **Please do not drop your child off before 9 am.**

**Drop Off Protocol:** We know that your child is young and may experience anxiety when being dropped off. Please understand that PROLONGING your departure will only make your child MORE anxious. Tadpole staff will nurture, console and/or distract your child so that he/she calms down quickly once you have left the premises. We know it can be difficult, but PLEASE try your best to understand that if one child is extremely upset, it can trigger an AVALANCHE of ANXIETY among all the children. Thank you.

**Publicity:** We may take pictures/videos of your child for publicity purposes. If you do not want any pictures or videos taken at all (including the newspaper and social media), please check off the box on your custom form on your account. Just ask if you are not sure and we will happily make changes.

**Refund Policy:** Refunds will not be available after June 3 unless with a written doctor's note. They will be charged a \$25 processing fee. Refunds will not be given for early termination due to behavior.

**Mandated reporting of child abuse/neglect:** All staff members are mandated reporters of suspected child abuse and neglect. As such, we are required by law to report any suspected incidents of possible child abuse and neglect. Children exhibiting suspicious bruises, abrasions, burns, or other physical marks will be reported to the MA department

of children and families. Staff will be trained by the Department of Children and Family Services.

### **Health Information:**

- ***Accidents and Medical Emergencies:*** The safety of the children is of greatest concern at Amesbury Recreation. Several procedures have been devised to assure the safety of the children. In case of a minor accident/injury, Amesbury Recreation staff will administer first aid. First aid supplies and ice packs will be readily available. For a more serious injury, first aid will be administered, and the parent contacted immediately to assist in deciding the appropriate course of action. In the event of an emergency or if an injury is life threatening, Amesbury Emergency Services will be called, and parents notified. If a parent cannot be reached, the emergency contact person identified on the account will be contacted. Any expenses incurred will be the responsibility of the parent/guardian.

- ***Medication:*** There is no nurse on the premises. **We are not authorized to administer medication so please plan accordingly.** Benadryl may be given if included on allergy form.

- ***Epi-pens:*** If your child uses an epi-pen, please call the office ahead of time for the allergy/epi-pen form. For your child's safety, this must be completed and returned to the Amesbury Recreation office by June 23. Please provide 2 epi-pens to the program. One should be handed to the Supervisor and the other, the child will need to keep on their person. We recommend using a fanny pack. In the event of an emergency, our staff is trained and able to assist your child in administering epi-pen medication.

- ***Food Allergies and Special limitations:*** Please pack responsibly. Nut-free alternatives help keep the program safe for all participants. Any food allergy will be handled by staff and supervisor. You will be notified immediately by phone of any allergic events. We ask that you please inform us, in writing, if your child has any allergies or chronic health problems so that an individual plan may be arranged for your child. Staff are not trained in handling diabetics so if your child needs specialized help. Please provide ample time, any equipment and training for our staff before your child starts the

program. All other health or behavioral issues should be discussed with the recreation director before any program starts.

- ***Protection from the Sun:*** This is an outdoor program. Please make sure that your child arrives **with sunscreen on** with SPF 30 or greater and lip balm. On very hot days, we will break every 15 minutes for water or more if necessary. Water bottles will travel with participants for safety. Shaded areas/activities are available. It is recommended that you pack a small, easy to self-apply sunscreen that your child can reapply during the day.

- ***Illness:*** If your child has a contagious illness, they may not attend the program. They may return after their doctor has written a letter indicating that they are healthy enough to return. Please let us know if your child has been exposed to any contagious illness, so that we may act in a responsible manner to protect our staff and children in the program. Any contagious illnesses will be reported to Amesbury's Board of Health.

On hot days, we may give out popsicles to your child, if you do not want this, please let the supervisor know ahead of time and what it can be replaced with.

## **LOOKING FORWARD TO A GREAT SUMMER**

**Kathy and Caroline**