



AMESBURY

RECREATION

Park Program – Parent Handbook

Supervisor: (978) 479-1480

Our supervisor, Nick Martino, is new to the Park program this year and brings a great amount of expertise to the program. He has a Master's degree in Organizational Leadership and currently works at the Lighthouse School as a Regulation Support Technician. Nick can be reached at the Town Park cell number at (978) 479-1480. If you have any questions, concerns, or feedback, please do not hesitate to call Nick, Kathy Crowley (Recreation Director), or Chris Lull (Assistant Director) at (978)388-8137.

**For emergencies, you can reach out to Kathy at 978-375-1131.*

Sessions

- Week 1: June 29- July 2 (no program on 3rd)
- Week 2: July 6-10
- Week 3: July 13-17
- Week 4: July 20-24
- Week 5: July 27- July 31
- Week 6: Aug 3-7 * Wednesday field trip
- Week 7: Aug 10-14

Week 1 No Program on Friday, July 3rd
Weeks 2 – 7 runs Monday- Friday.

Park Program hours are 9am-3pm.
Extended day hours are 8am-5pm.

* Field Trip Days on Thursdays (except week 6)

The Park Program takes place at Amesbury Town Park by the softball field. The address is 140 Friend St.

Weekly Overview:

Monday- Meet counselors/staff/CITs, get to know the park, rules and expectations.

Tuesday- Theme day *see calendar or weekly newsletter for themes

Wednesday- Wacky Water Day for all

Thursday- Field Trip Day (No program at park location) except week 6

Friday- Fun Group Activity

Daily Schedule Monday - Wednesday and Friday

- 9:00 - 9:15 Arrival at sign in table
- 9:15 - 9:30 Morning meeting- all ages.
- 9:30 - 10:15 Activity: Activity is by tent number (tents will be similar age groups)
- 10:15 -10:30 Snack
- 10:30 -11:30 Activity: Activity is by tent number, Friday is talent show
- 11:30 - 12:15 Lunch / Cleanup/ Group time
- 12:15 - 12:45 Activity: Activity is by tent number (tents will be similar age groups)
- 12:45 - 1:00 Break
- 1:00 - 1:45 Activity: Activity is by tent number (tents will be similar age groups)
- 1:45 - 2:00 Break
- 2:00 - 2:45 CIT's run activities with staff guidance.
- 2:45 - 3:00 Children return back to their tents and wait for parents to pick them up. After 3 is a late pickup and will incur a fee.

Drop off/Pick up (Sign in/Sign Out)

Sign in/out at the check in table.

Drop off:

Children must be accompanied by an adult to sign in at the beginning of the day. You must physically deliver your child to the sign-in table. Children will not be signed in without a guardian.

All participants should be dropped off between 9 and 9:15. If you need to come later than that, please come at break times so staff will be available to sign in your child (10:15am-10:30am or 11:30am-12:15pm)

Pick Up:

Pick up will be from the same check in table between 2:45 and no later than 3. Please bring a photo ID with you. After 3pm, a late pick up fee will incur.

Children will not be released to a car or an unauthorized adult. You must be physically present at the sign out table in order for your child to be released to you.

After 3pm a late pickup fee will be assessed as follows:

- 3:01-3:15pm - \$10 fee
- 3:16-3:30pm - \$15 fee
- 3:31-3:45pm - \$20 fee

***Snack and Lunch Time Early Pick Up**
 *For the safety of all children and staff, early pick ups (during snack and lunch times) must be approved in advance by the program supervisor or office staff and requests must be in writing. Once your child leaves the program for the day, there will be no re-entry allowed.

If we have not heard from you and cannot contact you, for your child’s safety; the program staff will notify your emergency contacts to pick up your child. If there is still no contact, the program staff will notify the Police Department and, if necessary, will bring the child(ren) to the Police Station for you to contact there. A counselor will stay with your child and you will be charged \$20 per half hour.

Staff:

Our staff consists of certified teachers, many college students, and high school students. All staff have completed a 3 day orientation prior to the first day of the program and many are certified in First Aid and CPR. All staff have had their background checked with both the Criminal History (CORI) and Sexual Offenders Boards in accordance with regulations. CITs (Counselors in Training, (grades 9-12) and LITs (grades 7+8) have also been CORI’d. Staffing ratios: One staff per 10 children + CIT/LIT assistance. Staff are trained in handling food allergies and in assisting children with an epi-pen.

What to wear and bring:

- Appropriate clothing including shorts, t-shirts, tank tops, and hats-**please label ALL**
- Sneakers and socks or closed toed shoes (water shoes should only be worn during water activities)
- Sunscreen/ bug spray-**please label ALL**
- Refillable water bottle-**please label ALL**
- Lunch and snacks in cooler-**please label ALL**

PLEASE LABEL ALL ITEMS THAT COME TO THE PARK WITH YOUR CHILD!

Wear washable, comfortable play clothing. Children will get dirty and sometimes wet on hot days. We do water play quite a bit, so feel free to send your child with water shoes, towel and change of clothes. (We are not responsible for dirty, messy, or otherwise tarnished clothing items.)

Wednesday Water days- please have children wear a bathing suit under their clothing and bring a pair of water shoes as well as a change of clothes and towel. **Shirts will be required during all water play.**

Thursday field trip days- children must wear their Amesbury Recreation t-shirt, this helps us and others to identify our group. **Children will receive a t-shirt the day prior to the field trip.** *If your child is enrolled in multiple weeks of the park program please have them wear it every Thursday.

DO NOT BRING

Please do not bring any personal items, including but not limited to; music players, portable video games, collectible cards or trading games, stuffed animals, cell phones, weapons of any kind (sling shots, jack knives, play guns, water pistols etc).*

We advise that children do not bring anything valuable to the program. We are not responsible for lost or stolen items. **Please note that the use of cell phones will not be allowed.**

*These items will be taken away and returned to parents at the end of the day.

Rain policy:

Starting at 7am, please go to www.amesburyrec.com and look at the Alert on top of page. It will tell you if we are changing location to indoors. If there is no change alert, we will be at the Park. You will not be notified before 8am of location changes so please check www.amesburyrec.com

Rain location:

Park Program: Amesbury Middle School Gymnasium-Please use Rosedale Street access, near Windmill Country Day School, and the gym will be on the right. Please do not use the main or horseshoe entrance.

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.

Tadpole Program (ages 3-5): Cashman Elementary School Cafe- 193 Lion's Mouth rd.

Please use the side entrance to the left of the building. We will direct you to cafe or gym

Park Program Only--EXTENDED DAY PROGRAM--- Pick Up on Rain days after 3:15:

We need to be out of the schools by 3pm so children will be taken by van to the old City Hall at 62 Friend St. This info will be emailed and/or texted to you. You may also call the program cell at 978-479-1480. Please make sure you have an up to date email address and cell number on www.AmesburyRec.com.

Snack, Lunch, and Food info:

Please provide a snack, a lunch and cold drinks for your child each day. 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.

Field Trip Thursdays (exception - week 6 will have the trip on Wednesday):

On field trip days, we will proceed with the normal sign in procedure. You must fill out a permission slip, and waiver if necessary, (by Tuesday at the latest) for your child to attend the field trip. All field trips have been placed on one permission slip. Please only check off the sessions you have registered for and only the ones your child will be attending. Many field trip locations will require a waiver to be signed. You must let us know by Tuesday at the latest if you have signed the permission slip and decided not to go. **Children will receive a t-shirt the day prior to the field trip. Please have your child arrive wearing their field trip shirts on Thursdays.** *If your child is enrolled in multiple weeks of the park program please have them wear it every Thursday.

There will be NO PROGRAM at the park on Field Trip days as we need all our staff on the trip.

All field trip costs are included. Field trips will take place on rainy days but trip locations may be subject to change. Behavior problems during the week may impact field trip attendance. Ratios: One staff per 10 children + CIT assistance and supervisor. We have many systems in place to keep your child safe. Children will always be taken to the bathroom by a staff person.

Water Play/ Splash Pad:

Please prepare for water days by bringing a towel and change of clothing. Only the extended day program will use the splash pad if room is available. Otherwise, every Wednesday and hot days, we will provide water based activities including our own slip and slide. A shirt will be required to wear for all water play.

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 call the office at 978-388-8137 and we will let the program know.

Lost and Found:

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

Refund Policy:

Refunds will not be given for early termination due to behavior.

Code of Conduct:

All participants at the summer programs are entitled to a pleasant and harmonious environment. The goal of all behavior management policies at Amesbury Recreation is to teach young people respect for themselves and one another and to take responsibility for their actions while providing a safe, non-threatening environment for all. Program expectations are discussed on the first day and periodically throughout the week.

In order to make this an enjoyable and safe experience for all, acts of aggression, continuous disrespect, inability to follow directions, threatening, bullying, etc. will result in immediate termination. A child may be terminated or suspended from the program at the discretion of the Amesbury Recreation office and program staff if it is determined that the program is not appropriate for the child and his/her individual needs or if a child physically or emotionally endangers themselves, another child, or staff.

The program reserves the right to terminate without advance notice for serious behaviors and withdraw any participant whose behavior interferes with the rights and safety of others. Refunds are not extended under these circumstances.

Procedure for Inappropriate and/or Unacceptable Behavior:

1. If a child is not cooperating or following the rules, we will first try to redirect the behavior through adult intervention and guidance techniques. We will attempt to provide options and choices to help bring about positive change. If the issue is of a serious nature, you will be called for immediate pickup of your child.
2. If a child is unable to gain control, the child will have to take time away from the group to gain control.
3. If a child does not respond to “taking time” or if the behavior requires adult intervention and consequences, the child will be removed from the group for an extended time. After talking with an adult, and demonstrating control, he/she will return back to the group. An incident report will be issued and the child’s parent or guardian will be required to sign the report to acknowledge receipt.
4. If behavior continues, the child’s parent will be called to pick up the child, suspended, and forfeit that week’s field trip.

Special Assistance for Medical, Emotional and Behavioral:

The City of Amesbury’s summer program is not an extension of the school day or Amesbury Public School System. These programs are run by the City of Amesbury’s Recreation Department. Our programs are not therapeutic programs and we do not provide specialized or one to one care. We reserve the right to determine if a program is able to meet the specific needs of each individual child.

Amesbury Recreation reserves the right to request that all participants have a one to one in programs if they have one during the school day. Oftentimes, recreation staff do not have a background or training in working with special needs. However, as always, we will do our best to accommodate and serve your child. We are not responsible for providing one to one services.

It is the intent of Amesbury Recreation to provide services to children, without regard to disability, unless your child will pose a direct threat to the health or safety of him/herself or others or require supervision, educational services and/or personal services beyond that are reasonably expected of the existing staff, or services not provided for children without disabilities, or require specialized equipment or personnel not present or available to the program.

Reasonable accommodations will be made to meet the special needs of the child. We do ask for full disclosure in written form about a child’s challenges or a call to the director, in order for us to create the best possible experience for them and properly prepare our staff. Please provide this at least 2 weeks before we start. Accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one to one care, cannot be made. Parents must provide all pertinent information regarding the child’s special needs, and complete a medical/physical care plan to assist the staff in the care of the child.

Evaluation of qualifications will be undertaken on a case by case basis. Input from the parents and the site director with whom the child will be placed will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child’s participation in a group setting can provide adequate education, physical, and social adjustment, given the nature

and extent of the need. Initial enrollment may be reconsidered at any time, for any child, based on the above listed factors.

Parent Behavior:

Amesbury Recreation expects that all adults in contact with the staff, program, families, children and administrators always act respectfully and appropriately. Behavior which is abusive, disruptive, or uncooperative will not be tolerated. When warranted, we reserve the right to suspend, terminate or decline re-enrollment of the family in the program. Children will not be released to parents/guardians who are under the influence of drugs or alcohol. Police will be called immediately.

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.

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 12th. 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 Park 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.

Hygiene and Handwashing : We will implement proper hand hygiene practices and frequency for both staff and campers including hand washing when necessary. No sharing of any food or drink containers.



LOOKING FORWARD TO A GREAT SUMMER!

Kathy, Chris, and Caroline