



AMESBURY

RECREATION

Tadpole Program- Parent Handbook

Supervisor: Kassie Lee: The on-site supervisor can be reached at the Town Park cell number at: **(978) 479-1480.**

We are thrilled to have Kassie back for a 2nd year as our Tadpole Program Supervisor. She is a full time preschool teacher with a love for early childhood education and outdoor adventures. She can't wait to create fun, hands-on experiences and help your child learn, play and make great memories!

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

Sessions (each Tuesday is a new theme day-see calendar)

Week 1: July 6-10

Week 2: July 13-17

Week 3: July 20-24

Week 4: July 27- 31

Week 5: August 3-7

Week 6: August 10-14

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. Shirts will be required for all water play. Please apply SUNSCREEN before your child arrives. The children will have

the opportunity to visit the SPLASH PAD (if available) every day. Water shoes will ensure safer playtime. No sandals, please.

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: 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: Tadpole rain location will meet at the Cashman Elementary School (we will direct you to the gym or cafeteria located at 193 Lion's Mouth rd). Drop off and pick up will be at the left of the school where the cafeteria/gym are 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 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. *These items will be taken away and returned to parents at the end of the day.

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

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 Tuesday is a theme day and Friday is a fun group activity. 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.

Potty Training Requirement: All kids must be potty-trained to attend the summer program. Our staff are not equipped to change diapers or training pants. However, we do understand accidents happen and that is why an extra change of clothes is important.

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 call the Recreation Office at 978-388-8137 to let us know.

Refund Policy: Refunds will not be available after June 1 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.

Discipline Policy and Procedures: The discipline policy and code of conduct will be available to view at time of registration. If there are any questions, please ask. If prolonged disciplinary problems continue with a child, Amesbury Recreation has the right to deny the child participation in the summer program. If there is a discipline problem, the Recreation Director can send a child home once the parents have been notified. If the parents cannot be reached, we will try to reach the other people listed on the emergency contact list. The child will wait at the Park to be picked up. Thank you for your cooperation in these matters and we are looking forward to a great summer of fun. Please reach out with any questions.

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 will be 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 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, Chris and Caroline