

# Parent & Guardian Handbook

PEQUITSIDE



DAY CAMP

**CANTON**  
**PARKS & RECREATION**

We are pleased to welcome you to Canton Parks and Recreation and to offer exciting programs and activities for the upcoming summer season. You will find the answers to most of your questions with the pages of this booklet, however, do not hesitate to call or email us for more information. We look forward to meeting you and your camper this summer!

# Staff

Led by dedicated recreation professionals, our staff are chosen based on maturity, responsibility, creativity, and interest in outdoor recreation.

## Camper to Staff Ratios

<u>Program</u>	<u># of Staff</u>	<u># of Campers</u>
Pequitside Day Camp	1	10

## Required Paperwork

All paperwork must be submitted to Canton Parks and Recreation 3 weeks prior to program start date

- Physical Exam (Completed within the past 2 years)
- Record of Immunizations

## Drop-Off and Pick-Up

These procedures are meant to create a safe situation in the parking lot areas and to allow staff to properly record attendance records

- Parents/Guardians are required to park their vehicle to check-in and check-out their child with a designated staff member
  - If someone other than a parent/guardian will be picking up your child, you must notify a staff member in advance
- Person(s) picking up children should be prepared to show identification
- Participants will be inside the building or in the area behind the porch during drop-off and pick-up times
  - **Drop off: 8:55 - 9:10AM**
  - **Pick-up: 4 - 4:10PM**
  - Late fees apply for a pick-up after 4:10PM
    - Pick-up after 4:10 will result in a \$20 fee for the first 20 minutes.
    - An additional \$20 fee will be charged for each subsequent 30 minute period.
- Upon check-in the first day, you may be asked to verify your child's emergency contact and/or allergy information
- If you will be late dropping off or picking up or if your child will be absent, **you must call Canton Parks and Recreation at 781.821.5030**

## Sun Protection

- Participants should apply sunblock 20 minutes prior to leaving the house
- Participants should pack spray on sunblock so that staff can assist to reapply throughout the day
- Hat and sunglasses are recommended

## Bug Protection

- Please pack bug spray if you would like your camper to apply prior to their archery time on Mondays, Tuesdays, and Thursdays. The archery range is located on the Bolivar Recreation Parkland, behind Bolivar Pool.

## Clothing and Footwear

- Participants should wear comfortable clothing suitable for sports & games and art & crafts
- Participants should arrive in their swim suits since lessons are at 10AM
- Pack **TWO TOWELS and a dry CHANGE OF CLOTHES including a sweatshirt** for cool or rainy days
- Except at the pool, participants must have **footwear** on at all times. Sneakers or sandals that are secured to the foot are recommended
- Because of outdoor activities, dresses and skirts are not recommended unless shorts are worn under them.
- Camp issued t-shirts must be worn on field trip days.

## Food and Drink

- **Pack a FILLED Reusable WATER BOTTLE daily (labeled with child's name)**
- Pack a snack for the morning
- Pack a **LUNCH. Lunches are not refrigerated.**
- An afternoon snack will be provided
- Campers are able to purchase items from the snack bar at Bolivar Pool. Please bring no more than \$10 with you on Monday when you drop-off your child. We will put your camper's money in a Ziploc bag and give it to your child when at Bolivar Pool. Any change will be sent home with your camper at the end of the week. If your camper has any allergies, or there are any items you would not like your child to purchase, please specify these with the Camp Director or Head Counselor. See attached menu.
- Campers are able to purchase items from Mike & Ant's Ice Cream Truck at Pequitside Farm on Friday after lunch. Please send a few dollars with your camper on Friday. If your camper has any allergies, or there are any items you would not like your child to purchase, please specify these with the Camp Director or Head Counselor.

## Visiting and Calling

We discourage visits to program sites as it causes distractions to the group and schedule. If you must see your child due to an emergency or need to arrange an early pick-up, please call us at 781.821.5030 in advance. Phone calls between parents and children are not encouraged during program hours. We will, however, call if any issues arise with your child. Please do not hesitate to call if any changes occur during the day that will affect their pick-up or drop-off schedule.

## Participant Health

**Medical Emergency Procedures:** It is mandatory that we have emergency contact information for your child. Key staff members are CPR, First Aid, and AED certified. Parents will be notified of any administered first aid, and reports are kept on file at Canton Parks and Recreation. The Public Health Nurse will be available for consultation. In case of injury or acute illness, our emergency plans will be activated. We will contact parents immediately.

**Medication Administration:** Medication administration is overseen by our Program Director. All prescription medication must be in the original container, with the pharmacy label showing the prescription number, date filled, physician's name, name of medication, directions for use, and patient name. Parents must give authorization before any medication can be administered.

**Exclusion Policy:** Any camper who has a serious illness or contagious disease will be excluded from camp. If the camper arrives at camp with one of these conditions, he/she shall be isolated until arrangements can be made for the child to return home. The camper cannot return to camp without a doctor's note verifying that the camper is disease free. The local boards of health will be notified if a child has any contagious disease.

## Inclement Weather

Signature camps and programs take place daily, rain or shine. In the event of inclement weather, schedules (swim lessons, field trips) may be modified.

# Behavior Expectations

*Please review with your child prior to arrival*

- Be respectful of all facilities, program equipment, participants , staff, Bus Driver, Town of Canton Staff, and all those we encounter
  - Respect includes:
    - Stopping activity and listening when staff ask for the participants attention
    - Picking up equipment
    - Properly throwing away trash
    - Other people’s property, including lunches & backpacks
- Follow all rules at the swimming pool. The lifeguards and camp staff have the right to remove campers from the pool.
- Participants are expected to respect the personal space of others. Pushing, hitting, and jumping/hanging on others are prohibited. This includes activities at the pool. These behaviors create an unsafe environment and are unacceptable.
- Be inclusive of your fellow participants in games during free play time
- Use of inappropriate language and having inappropriate conversations are prohibited. Verbal threats will not be tolerated.
- **Campers should not bring phones or other electronic devices to camp. Please see our *visiting and calling* section (page 3) to speak with your camper(s) during the day**

Parents of participants engaging in these recurring behaviors will be notified by the Program Director and/or staff. If these behaviors continue to occur, participants may be suspended or dismissed. We need the cooperation of all everyone to maintain a safe environment.

# TRANSPORTATION

## GENERAL

Canton Parks and Recreation will transport participants according to the policy and guidelines listed below:

- Buses try to maintain a schedule but due to traffic considerations and weather conditions, times may vary.
- Drivers cannot allow non-participants (including parents/guardians) onto the buses.
- Parents/guardians should not expect buses to operate over roads that are not properly maintained, on private lanes or driveways, or on dead ends or cul-du-sacs.
- Buses are be considered “full” when 47 Middle/High School aged youth or 65 elementary aged young are assigned to them.
- Participants cannot ride a bus without being registered in advance.

## REGULATION FOR BUS USE FOR ALL PARTICPANTS

### **PARTICIPANTS – Loading and unloading for all programs and camps**

- Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
- Bus riders will not crowd or push while boarding the bus.
- Participants on crutches, who can still ride the bus, should sit near the front of the bus for safety reasons.

### **PARTICIPANTS – Riding the Bus for all programs and camps**

- All parts of the body i.e. hands, arms, head, feet, legs, etc must be kept inside the bus at all times. Permission from the driver should be given before any windows are opened or closed.
- Participants must keep the bus clean – remove all trash and belongings.
- Profane, derogatory or disturbing language shall not be used.
- Cell phones and gaming devises can only be used with headphones. Canton Parks and Recreation will not take responsibility for any item brought on or left on the bus.
- Bus riders must remain seated at all times.
- No items can be in the aisle or blocking an exit. Backpacks can only go on the bus if the items can fit securely on the participants lap with room for another participant in the seat.
- Buses are an extension of the program or camp – all rules concerning discipline apply to the behaviors on the bus. The driver is responsible for the safety of the participants and can enforce rules on the bus.
- Participant’s misbehavior may be documented by the bus drivers who have discipline forms that should be completed and submitted to the Deputy Director or Parks and Recreation. Participants may be suspended from the bus for a period of time or completely removed from transportation.
- If a participant damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

## Disciplinary Steps

- STEP 1: Verbal Warning to Camper: Given by staff and a break or removal from activity may occur
- STEP 2: Parent Conference with Camp Director
- STEP 3: Parent Conference with Assistant Director of Parks and Recreation
- STEP 4: Termination from Camp

If a camper's action is of a violent nature against another child, staff or property, the camper may be suspended or terminated immediately. A parent conference will be scheduled before the camper may return. If actions continue, the child may be terminated from camp.

**We want every camper's experience at Pequitside Day Camp to be positive, fun, exciting, and safe. These disciplinary steps have been established to assist us in achieving our goals for all of our campers.**

Refunds will be issued on a case-by-case basis if a child is terminated from camp.

## Physical/Sexual Abuse Policy

Any staff member who witnesses either physical or sexual abuse of any participant or anyone involved in a Canton Parks and Recreation program should immediately bring it to the attention of his/her immediate program supervisor and the Director or Assistant Director of Parks and Recreation.

If the Program Director witnesses and/or is informed of alleged physical or sexual abuse, he/she should immediately inform the Director or Assistant Director of Parks and Recreation. In addition, the Program Director should take any necessary action to remove the alleged perpetrator from contact with all participants.

The Director or Assistant Director of Parks and Recreation will take any and all necessary action that is appropriate to address situations related to physical and sexual abuse. Actions may include, but are not limited to suspension or termination of employee, contacting the Public Health Nurse and Canton Police, meeting with the parties and parents, when appropriate, of those involved.

## Lost and Found

Staff will help children check for lost items on a regular basis. Please collect all of your child's belongings at the end of each session. To help us return lost items, please label all items including: backpacks, clothing, lunch boxes, swimsuits, water bottles, and towels, etc. Unclaimed items from summer programs will be discarded by August 30, 2016.



## Weekly Camp Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:55-9:10	Drop-Off	Drop-Off	Drop-Off	Drop-Off	Drop-Off
9:10-9:30	Games	Games	Camp Picture/Games	Games	Games
9:30-9:45	Welcome Activities	Welcome Activities	Field Trip to a Regional Attraction	Welcome Activities	Welcome Activities
9:45-11	*Swim Lessons	*Swim Lessons		*Swim Lessons	*Swim Lessons
11-11:10	Snack	Snack		Snack	Snack
11:10-12	Crafts or Group Games	Crafts or Group Games		Crafts or Group Games	Crafts or Group Games
12-12:45	Lunch and Playground	Lunch and Playground		Lunch and Playground	Pizza and Playground
12:45-3:30	*Free Swim/Archery	*Free Swim/Archery		*Free Swim/Archery	Waterslide and Ice Cream at Pequitside
3:30-4	Snack and Games	Snack and Games		Snack and Games	Snack and Games
4-4:10	Pick-Up	Pick-Up	Pick-Up	Pick-Up	Pick-Up