

# Parent & Guardian Handbook



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

**SUMMER**  
**PLAYGROUND PROGRAM**

We are pleased to welcome you to Canton Parks and Recreation and offer an exciting playground program 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 child this summer at our playgrounds!

# Summer Playground Program

Monday – Friday

9AM - 1:30PM

## Playground Locations

Devoll Playground

Messinger Playground

The Playground Program is open to **Canton residents only and** consists of a semi-structured environment where participants can drop-in and take part in any of the activities that we are offering for that day. Under the leadership of the Playground Director and Staff, supervised recreational activities are provided which include; sports & games, arts & crafts, and special “themed” days.

The playground is also available whereby children may socialize with friends, join in impromptu or organized games, or use this opportunity to follow their own creative pursuits.

Our goal is to create lasting memories for our participants and this will be a summer your child won't want to miss! The program gives kids a chance to be active, build friendships and most importantly HAVE FUN!

This is an active, outdoor based summer program. Please dress children appropriately for the summer weather, send them with plenty of water, and apply sunscreen before the program begins.

## Registration

- **REGISTRATION IS REQUIRED** for all children attending the program.
- Register online or in person at the playground (Parent or guardian signature is required.)
- Children will not be able to participate until paperwork is complete.
- Registration is required for *each* playground and children may attend the playground of their choice.
- Open to all youth up to those entering 8th Grade (Fall 2017).
- Youth Pre-K to entering 2nd grade must be accompanied by a parent/guardian at all times.
- Registration continues throughout the summer to accommodate all children who may return from vacation or summer school programs.

## Check-In and Check-Out Procedures

- Check-in and check-out each participant every day with a Counselor at the main table at each location.
- Check-in and check-out will be recorded on the official *Sign In/Out* attendance sheet for the current day.
- When checked-in, participants must remain on-site at ALL times. No one is allowed to leave the site unless they sign themselves out. No exceptions!
- A parent must check the box on the Participant Information Form authorizing their child to sign his/herself in and out.
- The Playground Summer Program opens at 9AM and closes at 1:30PM.
- Late fees apply for a pick-up after 2:10PM.
  - Pick-up after 2:10 will result in a \$20 fee for the first 20 minutes.
  - An additional \$20 fee will be charged for each subsequent 30 minute period.

## Safety and First Aid

- The **SAFETY** of your children enrolled in the Playground Summer Program is our **PRIMARY CONCERN**.
- Emergency contact information, allergy or other necessary health information, liability waiver, and parent/guardian signature are required.
- Summer counselors are equipped with a first aid kit for minor accidents. For all other accidents, the Playground Director, as well as, the Canton Fire and Police Departments will be contacted to respond.
- No summer counselor or other department staff will administer aspirin or medication of any kind.
  - Exceptions: Epi-Pen, Rescue or fast acting inhalers, Allergy Medications for severe allergies as instructed by parents or Public Health Nurse.
- Injury/Incident reports will be completed for any occurrence deemed to be major (example: transport to hospital, parent required to pick up, etc.) Consult with Playground Director if you need clarification.
- A note will be sent home with the participant if basic first aid is administered (i.e.: Band-Aid for scrapes and cuts).
- If a child reports that they are feeling ill, the Playground Director will be notified.
  - The Playground Director or head counselor will contact the participants parents to pick-up the child OR if the child is authorized to sign his/herself out, the child will be allowed to go home
- Sun Protection - Participants should apply sun block 20 minutes prior to leaving the house.

## **Clothing and Footwear**

- Participants should wear comfortable clothing suitable for recreational activities such as sports, games, and arts & crafts.
- Hats, visors, or baseball caps are recommended.

## **Food and Drink**

- Pack a FILLED WATER BOTTLE daily (labeled with child's name)
- Pack a snack and lunch (recommended).
- Playgrounds do not have access to microwaves or refrigerators. Pack an ice pack if lunch needs to remain cold.
- Children will NOT be allowed to leave the site for food unless they are signed out.

## **Inclement Weather**

- If the playground program is closed due to inclement weather, we will notify registered participants via website ([cantonrec.com](http://cantonrec.com)), social media (Facebook and Twitter), and e-mail distribution list. The notification will be posted by 8:30AM.
- In the event that inclement weather occurs during hours of operation, participants will take shelter in the field houses.
- An e-mail will be sent to parents if the program is cancelled during the day due to weather changes and will be required to pick up the participants.

## **Youth Protection**

- One on-one contact between counselors and youth prohibited.
  - In situations requiring a personal meeting, the meeting is to be conducted with the knowledge and in view of other counselors and/or youth.
- Use of smart phones, cameras, imaging, or digital devices prohibited.
  - Although participants are allowed to keep a cell phone on their person to contact parents in emergencies, it is easy to unintentionally or inadvertently invade the privacy of other individuals with those devices with regular use of the cell phone.
  - The use of any device capable of recording or transmitting visual images in or near restrooms or other areas where privacy is expected is inappropriate.
- No secret organizations.
  - Canton Parks and Recreation does not recognize any secret organizations as part of its programs. Participants cannot create a club or group within the camp.
  - All aspects of our camps and programs are open to observation by parents and professional staff.

# Behavior Expectations

*These rules are posted at all Playground locations.*

*Please review with your child prior to arrival.*

- 1) Storage sheds are for COUNSELORS ONLY.
- 2) Good sportsmanship is a must! Play as a team, play fair and take turns.
- 3) Hands to yourself. No pushing, shoving, or putting your hands on one another.
- 4) Respect your counselors and listen to them at all times.
- 5) Participants are expected to respect the personal space of others. Be kind to others.
- 6) Safety first! Make good choices.
- 7) Throw trash away and pick up after yourself.
- 8) Use of inappropriate language and having inappropriate conversations are prohibited. Verbal threats will not be tolerated
- 9) Be respectful of all facilities and playgrounds and take care of equipment/supplies. Treat them like they are your own.
- 10) NO HAZING. NO BULLYING. NO STEALING. If a participant is found to be participating in such activity it may result in removal from the program.

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

## Discipline Policy

- Discipline used in the Summer Playground Program is constructive.
- **Under certain circumstances a child may need to be removed from a situation, the child will be monitored by a counselor.**
- If inappropriate behavior or language occurs, counselors will take the following steps:
  - First occurrence: talk to the participants involved, review the playground rules and why their actions were inappropriate.
  - Second Occurrence: talk to the participants involved and a counselor will sit with the participants for a time-out from the activity (depends on the age of the child and severity of the offence).
  - If behavior becomes a consistent problem, parents will be contacted by the Playground Director.
- A record will be kept of participants' misbehavior.
- DISCIPLINARY STEPS
  - STEP 1: Verbal Warning to Participant: Given by staff (break or removal from activity may occur)
  - STEP 2: Parent Conference with Playground Director
  - STEP 3: Parent Conference with Deputy Director of Parks and Recreation
  - STEP 4: Termination from Playground Program

NOTE: If a participant's action is of a violent nature against another child, staff or property, the participant may be suspended or terminated immediately. A parent conference will be scheduled before the participant may return. If actions continue, the child may be terminated from the program. **We want every child's experience at our Summer Playground Program to be positive, fun, exciting, and safe. These disciplinary steps have been established to assist us in achieving our goals for all of our participants.**

## 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.

#### **Regulations for Playground Program**

- Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Participants should be waiting at their stop at least five minutes prior to the bus arrival.
- Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people's property.
- Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
- Parents/guardians are responsible for participants at the bus stops until the time they enter the bus and again once the participant exits the bus.
- Following the policy of Canton Public Schools, all bus riders will be dropped-off at designated bus stops with or without a parent/guardian present.

## **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 devices 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.

## **Regulations for Playground Program**

- Transportation is a privilege, not a right, and is dependent upon the participants' good behavior while on the bus.
- Violations of the rules or conduct outlined in this policy may result in temporary or permanent suspension of the bus riding privileges.

## **ROUTING OF BUSES FOR PLAYGROUND PROGRAM**

- Bus drivers do not determine stops, nor can they change stops. Drivers cannot, by law, drive a bus with numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of Canton Parks and Recreation.
- Registrations that arrive after the buses have reached capacity will be put on a waitlist.

## **INCLEMENT WEATHER FOR PLAYGROUND PROGRAM**

On rare occasions, inclement weather may cause the playground program to close during normal operating hours. In the event that the playground program has opened and needs to close prior to the end of the day, bus riders will be transported to the Armando Recreation Center (92 Pleasant Street, Canton, MA) to take shelter. Participants will then be transported from the Armando Center to the bus stop at the designated drop-off time.