

# NORWOOD PLAYGROUND PROGRAMS 2019



## JR. PLAY PARENT PACKET

Town of Norwood Recreation Department  
Civic Center  
165 Nahatan Street  
Norwood, MA 02062  
781-762-0466

Web: <https://norwoodma.myrec.com/info/default.aspx>

## LETTER TO PARENTS OR GUARDIANS

Dear Parents or Guardians:

It is that time of year again for another fun-filled summer at Norwood Recreation Playground Programs! Thank you for choosing us for your Summer Camp this year! We are fortunate to have many energetic and enthusiastic staff leading summer 2019. We are looking forward to a great summer and hope you are as well.

We have developed this packet to give you some general information about how the program is run, answer some frequently-asked questions, and update you on the changes that have taken place for this summer. Thank you for your anticipated attention and if you have any questions or concerns please do not hesitate to ask any of our well trained staff or get in contact with the Recreation Department at 781-762-0466.

See you this summer!

Katie Seastedt Norwood Recreation Program Director	Rebecca Newman Norwood Recreation Playcamp Director
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## CONTACT INFORMATION

<b>Recreation Office</b> Superintendent Program Director Recreation Admin. Administrative Asst.	<b>781-762-0466</b> Travis Farley Katie Seastedt Howard Weinstein Lee Kennedy
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Playcamp Director Challenger Camp Director	Rebecca Newman Meghan Shiloh
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### Playground Supervisors:

-Coakley	Christina Limon
-Father Mac's	<b>TBD</b>
-Jr. Play	Brigid Sandstrum
-Sr. Play	Megan White

## GENEARL INFORMATION

<u>Playground</u>	<u>Location</u>	<u>Camp Hours</u>
Coakley	Coakley Middle School, Washington St.	9am-4pm
FM	Vernon St./Hawthorne	9am-4pm
Sr. Play	Vernon St./Hawthorne	9am-4pm
Jr. Play	Hawes Pool (Shade structure)	9am-4pm
Challenger	Coakley Middle School, Washington St.	9am-2pm

## **STAFF TRAINING**

All staff members go through an extensive pre-summer camp training that reviews our policies and procedures. In addition, all staff must be First Aid/CPR certified prior to the start of the Playcamp season. The last training day focuses on setting up the program, organizing the day-to-day, and providing a site-specific orientation that walks the counselors through a typical day of Playcamp. Half-way through the summer, our staff undergoes a mid-summer training to re-energize staff.

## **DROP OFF/PICK UP PROCEDURES**

All programs begin at 9:00am. Please be sure to drop off at that time or up to a half-hour after playcamp begins.

Our staff needs the half-hour before to set up for the program and the day's activities, so they cannot be watching children during this time. If you have to drop your child off early, please sign up for the Extended Day option, which had staff already assigned to this sole responsibility. (Please see the "**Extended Day**" section for more information.

Please pick up promptly by the time the program ends, as staff is scheduled to be clearing and doing other duties at the close of the day, and many of our staff have multiple part-time jobs to balance. If a child is in attendance after the appropriate pick-up time and is not scheduled for the Extended Day Program, you will be charged \$10 for the day that must be paid at the Norwood Recreation Department and will be billed to your account. There is no extended day program for those in Camp Challenge.

When dropping off and picking up, please be sure to **SIGN IN/OUT** with the Playground Supervisor. This is very important so we can keep track of the children in our care.

If you plan on picking your child up earlier than the designated pick-up time, we ask that you inform the site supervisor that morning. No child will be allowed to leave the playground unless arrangements are made **IN WRITING** that morning. A child is not allowed to leave the playground unless accompanied by a parent or approved guardian. No child will be allowed to walk or ride their bikes home without written consent from their parent/guardian.

## **DAILY DROP-OFF AND PICK-UP LOCATIONS**

In the chart below, you will find drop-off and pick up locations for regular camp days.

<b><u>South (Hawes)</u></b>	<b><u>Father Mac's</u></b>	<b><u>Jr. Play</u></b>	<b><u>Sr. Play</u></b>
<b><u>Drop Off:</u></b> Coakley Middle School (By the Snack Shack on the playing fields)	<b><u>Drop Off:</u></b> Playground	<b><u>Drop Off:</u></b> Hawes Pool (In front of the pool by the shade structure)	<b><u>Drop Off:</u></b> Vernon St./Hawthorne
<b><u>Pick Up:</u></b> Hawes Playground	<b><u>Pick Up:</u></b> Playground	<b><u>Pick Up:</u></b> Hawes Pool (In front of the pool by the shade structure)	<b><u>Pick Up:</u></b> Vernon St./Hawthorne

**\*Senior Play participants will be able to sign themselves out only at the conclusion of the day. Signing out during camp hours will not be permitted\***



## **PIZZA DAYS**

On Fridays or special occasions, there may be a cookout, with hamburgers, hotdogs, water, and chips available. Other Fridays we may order pizza. If your child wishes to eat with the playcamp, they will have to bring in **\$5** to cover the cost. **Jr. Play participates in some, but not all of the food days.** The Site Supervisors will announce information and information will also be included on Facebook and in the weekly newsletter. **If your child does not wish to eat the food provided, simply pack a lunch that day.**

## **LOST & FOUND**

Staff will give reminders throughout the day to gather their belongings. Many things get misplaced during the summer. Please check the lost and found bin at your camp site often and remove any items that belong to your child. At the end of every session, the lost and found bins at each site are emptied and brought to the Recreation Department. If items are not claimed, they will be donated. Label everything and do not send valuables! The Norwood Recreation Department is not responsible for lost items.

## **SPENDING MONEY & VALUABLES**

Please do not send your child to the playgrounds with any large sums of money or valuables. **The Town of Norwood is not responsible for these items.** Please check your child's backpack and remove these items before they come to playcamp. There are many participants in the programs; things get lost, misplaced, or even taken by another by accident, so please use caution. **Items such as cell phones, iPods, Video Game Consoles, and anything and everything you or your child considers valuable should NOT come to the program!**

## **SWIM TIME**

**Jr. Play** will have use of the pool at the **Hawes Pool** from **11:25am-12:00pm** each morning (shallow end only). Counselors will swim in the pool alongside the campers. If a camper does not wish to swim, they may sit in the pool area with a counselor. Locker rooms are available for changing.

**\*\*Norwood Recreation Department lifeguards are on-duty at all times when our campers are in the pool. Additionally, playcamp staff is present in the pool area during pool time.\*\***

## **FOOTWEAR**

We suggest sending your child in sneakers because they will be doing a lot of running around! Sandals and flip flops can result in sore feet, blisters, or other bumps and bruises. Sandals and flip-flops are recommended to be worn when entering and leaving the pool area. They can be worn at parent's discretion during the day. For safety reasons, rubber-soled shoes or sneakers are preferred.

## **CLOTHING**

Our program philosophy supports active (and often messy) play! For this reason, we request that your child wear comfortable play clothes to the programs. Offensive or inappropriate messages on clothing could result in the child needing a change of attire. Sneakers are preferred over flip flops or sandals. We do lots of running and games and we do not want to anyone to stub their toe or have their foot stepped on!

## **SUNSCREEN/MEDICINE**

Please lather your child up with sunscreen before they arrive at the playgrounds each and every day, even if it is cloudy out! Please put sunscreen bottles in a small plastic bag with your child's name on it and have them keep it in their backpack. Instruct them how to reapply and to not share with other children because of allergies.

**Counselors are not allowed to reapply sunscreen to a child, unless it is the kind that is in a spray can and can be sprayed on them.** Counselors can supervise campers as they are putting their own sunscreen on. **Our camps have a strict no giving medicine policy. If your participant needs to take medication on a daily basis, a parent or guardian would have to come to camp to administer it.**

## **BEHAVIOR MANAGEMENT**

The staff is trained to foster good behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating behavior problems and creating an environment that helps avoid bad behavior.

Expectations are realistic and limits are clearly explained and supported by this environment. When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. **The staff will not tolerate any misbehaving at the Playcamps.**

If staff members feel a child is acting inappropriately they will send a **“warning notice”** home with the child. **The child will not be allowed back into the playground until a parent or guardian signs the warning notice and returned to the site supervisor. If a child receives 3 warning notices, we will ask the parent or guardian to meet with the playground supervisors to discuss appropriate disciplinary actions.**

**The Recreation Department reserves the right to immediately expel a child, based on the situation, without refund of a payment, if a child poses a safety risk at Playcamp.** Such examples of this behavior would include excessive tardiness for parent pick up, derogatory slurs, physical altercations, or leaving/threatening to leave the designated program area. **The same behavior expected during the school day is expected at Playcamp.** Referrals and recommendations for alternative program that may be better suited for the participant will be shared, when these situations arise.

## **CAMPER BEHAVIOR POLICY**

Appropriate behavior is expected from all participants at all times in recreation programs. To ensure safe and enjoyable programs and facilitates for all participants, the Norwood Recreation Department has developed the following **Code of Conduct**:

### **Campers must:**

- **Show respect to all participants and staff**
- **Show respect for equipment, supplies, and facilities**
- **Refrain from using foul language and obscene behavior**
- **Refrain from causing bodily harm to other participants or staff**
- **Absolutely no Alcohol or Tabaco products on camp premises, this includes vaping. (If caught will be removed from the rest of sessions and summer - no refund)**

## **MEDICAL FORMS & HEALTH INFORMATION**

The Recreation Department Health Form needs to be filled out and returned to the Recreation Department office located at 165 Nahatan Street, inside the Civic Center, **BEFORE** your child starts the program. **If we do not have this form on file prior to the start of the program, your child will not be allowed into the programs. All forms must be submitted 2 weeks before your child starts.** If you register after June 1<sup>st</sup> all forms must be submitted at the time of registration.

If a child requires medication during playground, please inform the site supervisor at the start of the first day. If a child cannot administer medication by him or herself, a parent/guardians **MUST** come to the playground to administer the medication. **Staff members cannot administer medication, as they are not licensed professionals.**

**\*\*If a camper is injured at camp and goes to the Doctor, we will need a Doctor’s note before camper returns to camp.\*\***

**EPI-PEN PROTOCOL:** Must be labeled with your child's name on it. The EPI-PEN must be current, in the original box, and in a labeled zip-lock bag. Please talk with the site supervisor and fill out the appropriate paper work to set up a designated time and date to pick up the EPI-PEN. Due to campers safety any medicine will not be permitted in campers bags. If you would like to administer medicine during camp hours please plan accordingly. Epi Pens MUST BE checked in and out each day, we do not keep them overnight.

### **EMERGENCY PROCEDURES**

In case of an emergency, the parent/guardian will be notified immediately. Make sure the staff at the playground has a phone number where you can be reached from 8:00am-4:00pm. Please double check with the staff that the phone number is listed on their roster (which is generated from our database) is the correct phone number. Please also include an emergency contact person in case you cannot be reached.

### **SICK CAMPER PROCEDURES**

We ask that you do not send your child to camp if they are not feeling well that morning. A child may not remain at or come to camp if he/she has any of the following symptoms:

- Fever over 100°F
- Vomiting
- Diarrhea
- Inflammation of the eyes
- Abscess or draining sores
- Rash, unless determined to be non-contagious by a Doctor's note

A child may need to be sent home due to illness, when he/she represents a health risk to other children or staff. If a child is contagious or not feeling well enough to participate in group activities, he/she must remain at home. Parents will be contacted when a camper becomes ill at camp. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents and guardians to leave work for a sick child, but we take your child's best interest into consideration when calling you.

### **TYPICAL DAY**

The Norwood Playground programs foster an environment of play. Counselors will introduce many playground games, sports, arts, and crafts, as well as special events. Children are asked to try new activities, as it may become their favorite new activity or they might meet a new friend from the interaction. Children at the Norwood Playground programs have the freedoms to choose from a wide variety of activities, and though we encourage them to try new things, it is okay if they do not want to participate.

Jr. Play campers do not attend field trips. Instead, the entertainment will come to them! Campers will have a special activity added to their program each week! Look for the schedules to be posted mid-May or information on these special events will be included in the weekly newsletter. Fees for the entertainment are included in the registration fee. Jr. Play will remain at their site on Friday's unless noted in the weekly newsletter.

### **HIGH HEAT DAYS**

Children will take part in limited outdoor activities on high heat days and will be given several water and shade breaks throughout the day. Alternative activities may include quiet games, water play, and special events. Please send your child with a water bottle every day that they can refill and carry with them. Hydration begins the night before so please help keep your children hydrated by encouraging them to drink lots of water throughout the camp sessions, even at home.

### **RAINY DAY PROCEDURE**

If there is inclement weather, the staff has a rainy day plan to keep your children active and still having fun, even if it is not outdoors! We have an agreement with the School Department to use the facilities in case of rain. The locations are as follows:

Campers and staff will be in the gymnasium, cafeteria, or classrooms of the respective buildings. No one will be allowed in the pools when thunder has been heard or lightening has struck. Lifeguards have a procedure that they will follow and will let counselors know when it is safe for children to return to the water.

**Frequently Asked Questions**

<b><u>What Should Your Camper Bring to Camp?</u></b>	<b><u>What Should Your Camper Leave at Home?</u></b>
<ul style="list-style-type: none"> <li>• Sneakers</li> <li>• Tee shirts</li> <li>• Shorts</li> <li>• Backpack</li> <li>• Change of clothes</li> <li>• Appropriate weather gear</li> <li>• Hat or visor (optional)</li> <li>• Bathing suit</li> <li>• Towel</li> <li>• Sunscreen</li> <li>• Lunch and snacks</li> <li>• Water bottle</li> <li>• Epi-Pen (if necessary)</li> <li>• BIG SMILE</li> <li>• POSITIVE ATTITUDE</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic devices</li> <li>• Cell phones</li> <li>• Jewelry</li> <li>• Makeup</li> <li>• Toys from home</li> <li>• Weapons of any sort-fake or real!</li> <li>• Trading cards such as Pokemon or Yu-Gi-Oh</li> </ul>

<b><u>Camper Expectations</u></b>	<b><u>Important Responsibilities for Parents</u></b>
<ul style="list-style-type: none"> <li>• Stay with your group at all times</li> <li>• No climbing on gates, fences, or trees</li> <li>• No horseplay, screaming, or yelling while on the bus</li> <li>• No inappropriate or abusive language permitted</li> <li>• No hitting, kicking, or other physical abuse permitted</li> <li>• Listen to and respect the rules and boundaries of games and activities</li> <li>• All campers will be expected to display good <i>teamwork</i>. How we play is more important than whether we win or lose!</li> </ul>	<ul style="list-style-type: none"> <li>• Label all belongings</li> <li>• Check the lost and found if any of your campers belongings are missing</li> <li>• Be on time when dropping off and picking up your child</li> <li>• If you are running late for pick up, please call the Norwood Recreation Department, so the appropriate site supervisor can be notified</li> <li>• Ensure that all camp forms are filled out completely and on time before your child attends the first day of camp</li> <li>• Make camp aware in writing if someone other than the parent/guardian will be picking up if not listed on the pick-up list</li> <li>• Advise the site supervisor of any health concerns your child might have</li> <li>• Explain camp rules and expectations to your child prior to the start of camp</li> <li>• Ask questions if you want information on camp activities</li> <li>• Read the camp newsletter, so you're up-to-date on what's going on</li> </ul> <p>Please Give Feedback for our program!</p>



