

NORWOOD PLAYGROUND PROGRAMS 2019



PLAYCAMP 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
--	---

CONTACT INFORMATION

Recreation Office	781-762-0466
Superintendent	Travis Farley
Program Director	Katie Seastedt
Recreation Admin.	Howard Weinstein
Administrative Asst.	Lee Kennedy

Playcamp Director	Rebecca Newman
Challenger Camp Director	Meghan Shiloh

Playground Supervisors:

-Coakley (South)	Christina Limon
-Father Mac's	TBD
-Jr. Play	Brigid Sandstrum
-Sr. Play	Megan White

GENEAREL INFORMATION

<u>Playground</u>	<u>Location</u>	<u>Camp Hours</u>
South	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. This summer we will be offering a mid-summer training to re-energize staff half-way through the summer.

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.

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

EXTENDED DAY PROGRAM

Coakley & FM: 8:00am-9:00am and 4:00pm-5:00pm

The rates for those who register in advance are as follows:

Pay by the day	\$6.00 per day, per child
Coakley & FM	\$25.00 per session per child

If a child is **dropped off earlier than 8:50am** or **picked up later than the official end** of Playcamp, your child will be placed in **extended day** and parent/guardians be **charged \$10.00** for the afternoon. After the official end of the Extended Day, there is a **\$2.00 per minute charge per child**. This fee must be paid directly at the Norwood Recreation Department immediately.

****If you pick up your child after the close of camp extended day, every attempt will be made to reach a parent/guardian and then an emergency contact. If not successful, the Norwood Police Department and the proper authorities will be notified.****

ABSENTEE PROCEDURE

You do **NOT** have to call the Recreation Office when your child will not be attending the program for one day. We take attendance and if children are not there we will mark them as absent. **No refunds are available for any missed time at camp. If you have signed up for a field trip and are unable to attend, a phone call to the office is necessary, so we can pass it on to the supervisor. If you miss the bus due to lateness no refund will be given.**

CANCELLATION

If you cancel out a session or field trip 3 weeks prior to the start of the session or field trip date to be eligible for a refund and/or credit. There is a 20% processing fee for those who cancel out of a session.

The Norwood Recreation Department does not allow sharing or splitting the session with another person or family member, as the slot is solely for that child in camp. Should slots open, the Norwood Recreation Department will contact people from our waitlist.

DOGS

For everyone's safety, no dogs, or other animals/pets, are allowed to be brought to the program at any time.

SNACK

Snack is not provided; please pack a snack with your child's lunch. We will break from activities mid-morning for a snack. Occasionally, local ice cream trucks will come by the playgrounds to sell items; they are of no affiliation with the Town of Norwood. Campers can purchase products from the ice cream truck at the Site Supervisor's discretion. If you are okay with your child purchasing ice cream or other snacks from these vendors, please send them with a small amount of money, not to exceed \$5 per child, as monies tend to get misplaced. If you do not want your child to buy or eat food from these vendors, you need to instruct them not to purchase anything. Playground staff is not responsible for determining who can and cannot go to the ice cream trucks or eat the food.

LUNCH

Lunch and drinks are not provided, please pack a lunch each day for your child. There is no refrigeration available. Please do not pack items that will spoil in the heat unless you send them in a small cooler with an ice pack. A sturdy lunch bag or box is best so lunches do not get crushed. Many participants do bring a large, square cooler as it doubles as seating for lunch. Please pack enough snacks and extra drinks (like water or sports drinks) as well to prevent dehydration. Please tell your children not to share food with other children due to the high number of allergies.

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. The Playground Supervisor 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 campsite 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, CD Players, Video Game Consoles, and anything and everything you or your child considers valuable should NOT come to the program!**

Label **EVERYTHING**, even money you send with them should be in a small bag with their name on it. On Field trip days, spending money is optional, but not to exceed \$10. Gift shops, snack shacks, and ice cream stands are sometimes part of the fun of our trips and groups will usually make some accommodations to visit; however, we do not spend significant time there as we do not want to take time away from the main focus; our trip. Please instruct your child to keep their money on them at all times, as well as acceptable use for the monies given to them.

SWIM TIME

During the afternoons, **Playcamp** children will be allowed to swim at their respective pools from **1:00pm-3:30pm**. If your child has difficulty swimming, please inform the staff so they can inform the lifeguards about the situation. A swim test will be conducted each week for new participants. Please send your child each day, with a labeled swimsuit and towel. 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 1st 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-5:00pm. 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.

Each week we will go on field trips (Thursday for Playcamp and Sr. Play). Every Friday there is a special event such as cookouts, Mud Day, Foam Day, Day of Hope Carnival, Tie Dye Day, and lots more! Every Friday, the camp location will alternate between Coakley Middle School and Father Mac's Playground.

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:

**South & Jr Play
Father Mac's Sr. Play**

**Coakley Middle School
Savage Center**

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.

FIELD TRIPS

Field trips for Playcamp are usually on Thursday, though sometimes we hold them on a different day. **Field trips are optional and the cost is NOT included in the fee for the Playcamp programs.** Weekly notices will be sent home with field trip information, please make note of the **DEADLINE to sign-up for a trip.** The full field trip schedule is available mid-May with registration opening the first week of June. A great deal of advanced planning goes into booking these trips and we need to give payment and head counts as well as schedule busses long before the trip, so **spaces are limited—register early!**

Field trip registration is on a first-come, first-served basis. Spots tend to fill up quickly, so we recommend that you register early. **Registration closes the Tuesday before the trip at 5:00pm, or sooner, if all the spots are filled.** Field trip registration is optional therefore, a typical playcamp day is available at your child's camp for those who do not attend the trip. Information will be available regarding the trip in the weekly newsletter; however, registration does not begin for the trips until June 1st. The cost to attend field trips includes admission and transportation per child.

Each field trip has a designated drop off and return time. If your child is not present at the time of departure, playcamp does reserve the right to leave, to ensure that the majority of campers do not miss out on the field trip. **Unfortunately, if your child misses the bus, a refund for the field trip will not be issued.** Please plan accordingly and drop your child off at **least 10 minutes prior to the departure time** listed on the field trip permission slip to ensure that your child does not miss the bus. The return times are a best estimate as traffic can influence when the field trip returns. **Campers cannot meet the camp at the field trip or be picked up while on the field trip.**

****The full field trip schedule and in house entertainers' schedule will be available by mid-May.****

Frequently Asked Questions

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

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

