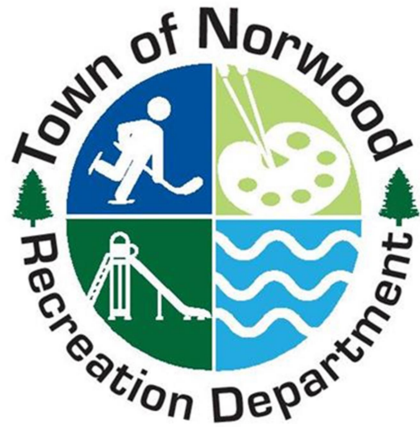


# NORWOOD PLAYGROUND PROGRAMS 2022



## 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:

This summer we are excited to go back to our regular style camp.

We are fortunate to have many energetic and enthusiastic staff leading summer 2022. 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  
Assistant Director

Sam White  
Norwood Recreation  
Program Coordinator

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## **CONTACT INFORMATION**

**Recreation Office**  
Superintendent  
Assistant Director  
Program Coordinator  
Recreation Admin.  
Administrative Asst.

**781-762-0466**  
Travis Farley  
Katie Seastedt  
Sam White  
Howard Weinstein  
Allison Penza

Playcamp Director  
Challenger Camp Director

Sam White  
Meghan Shiloh

### **Playground Supervisors:**

**Christina Limon**  
**Tessa Ryan**  
**Matt Eckhardt**

## **GENERAL INFORMATION**

**All camp locations will run from 9am-3 pm.**

**We have worked with our Program Coordinator, Supervisors, and Camp Counselors to ensure they know proper procedures and protocols when it comes to camp related things, and confident we will have a fun summer.**

**We are excited to have field trips back for grades 2-8. The Junior Play campers have entertainment weekly brought to them.**

## **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, (unless registered for Extended Day hours). Please be sure to drop off at that time or up to a half-hour after the camp day begins. Pick up is promptly at 3 pm. If you are late, you will be charged a late fee of \$5 for every 5 minutes you are late, and will need to pay off the balance before camper returns to camp.

Please pick up promptly by the time the program ends, as staff is scheduled to be cleaning and doing other duties at the close of the day, and many of our staff have multiple part-time jobs to balance.

When Dropping Off/Picking Up this summer, our staff will sign your child in and out with your verbal permission. PLEASE make sure you check in/out with the person with the clipboard. All camp staff will point you to the right direction of who has the clipboard.

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**

Families will pull up to location, a staff member will come to the car to check and sign the participant in. At Pick up, a staff member will come to your car to ask the name of participant and bring them to your car. Adults shouldn't leave vehicle during pick up or drop off.

Junior Play (Hawes) Pick up and Drop off at Pool area

Playcamp (Hawes) Pick up and Drop off by Coakley football field

Senior Play (Hawes) Pick up and Drop off by Middle School Entrance

Father Mac's: Pick up and Drop Off by baseball backstop.

At each site please look for signage; we will also post video on social media of mock drop off and pick up!

**\*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\*. This would have to be IN WRITING to the supervisor at the beginning of the day.**

## **EXTENDED DAY PROGRAM**

There is an option for Extended Day from 8-9 am for Junior Play Camp.

There is an option for Extended Day from 8-9 and 3-4 pm for Playcamp and Senior Play Camp.

**\*\* This is an additional fee**

## **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.**

## **CANCELLATION**

Please refer to the Norwood Recreation Department's Refund Policy in regards to any cancellations.

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**

Please pack a nut free snack if possible. Snacks are 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.

### **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, 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. This includes water bottles, towels, and personal items. Senior Play will still be able to walk to local places to buy ice cream and/or snacks with counselors.

### **SWIM TIME**

We try our hardest to give the option to swim every day. JR Play swims by themselves at Hawes Pool. Please pack swimming attire each day, which includes towels.

**\*\*IF you are packing a floating device it must have the US Coast Guard Stamp in order to wear it in the pool.**

**\*\*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 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 ONLY allowed to reapply sunscreen to a child, if you have given permission as noted in our summer enrollment packet. 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 returns 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 camp.** 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 camp.** Referrals and recommendations for alternative programs 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 Tobacco 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** June 1<sup>st</sup>. **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.** Once you fill out the paperwork once, you will be all set!

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 the 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 paperwork 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 9:00am-3:00pm. 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.

## **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:

**Savage Center for Father Mac's**

**Coakley Middle School**

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 lightning 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.