

BOOTH SUMMER PROGRAM

Parent/Guardian Handbook
2026

80 South Street
Foxboro, MA 02035
www.foxbororec.com
Phone: (508) 543-7255

STAFF

Kristen Pellerin - Recreation Director

Audra Varetimos - Recreation Coordinator & Summer Program Director

BOOTH SUMMER PROGRAM

Foxboro Recreation welcomes children ages 5 and entering Kindergarten through grade 5 to our Summer Program. We pride ourselves in providing a safe, fun, outdoor experience for every child that attends the Booth Summer Program. Our program is designed to help each child grow independently with a wide variety of activities throughout the day.

CONTACT INFORMATION

Recreation Office: 508-543-7255
recreation@foxboroughma.gov
kpellerin@foxboroughma.gov
avaretimos@foxboroughma.gov

HOURS OF OPERATION

Monday – Friday 9:00am – 3:00pm
June 23, 2025 – August 22, 2025
Closed July 4, 2024

BEFORE AND AFTER CARE PROCEDURES

The cost for before care is \$45 and it is held from 7:30-9am.

The cost for after care is \$55 and it is held from 3-5:00pm.

You must register for the entire week and pay before the week begins.

DROP-OFF AND PICK-UP

These procedures are designed to ensure a safety in the parking lot while allowing the staff to accurately record attendance without long delays and wait times.

DROP OFF

*Follow the arrows to the back of the facility and proceed through the traffic pattern.

*Parents/Guardians are asked to pull up to the unloading area and come to a complete stop before letting your child out of the vehicle while parent/guardian remains in the vehicle.

*If your child has a bike, scooter or any bulky items to unload please park your car in a designated parking in the center parking spots so you can help your child do this safely, then walk them over to check in. We need you to park so we can keep the vehicle line moving as quickly as possible at drop off time.

*The drop off line is not the place for conversation. Parents in the drop off line are to drop their child off and keep driving so as to keep the line moving

*Children will be directed and guided to their designated spot.

PICK-UP:

*Enter the Parking Lot as you did for Drop off

*Please have place card with the child/children's names that you will be picking up visibly in your front window and children will be brought to you. Please stay in your car.

*If someone other than a parent/guardian will be picking up your child, you must notify a staff member in advance in writing. Person(s) picking up children should be prepared to show identification.

*If you will be picking up early, we ask that you call the Recreation Office at 508-543-7255.



If you would like to speak with the Recreation Director or the Booth Program Director. Please drop your child off THEN pull over and park.

CLOTHING AND FOOTWEAR

*Participants should wear comfortable clothing and footwear suitable for sports & games and art & crafts. Sneakers and other closed toe shoes are strongly encouraged.

SUN PROTECTION

*Participants should apply sunblock 20 minutes prior to leaving the house.

*Staff will remind the children to reapply sunscreen throughout the day.

*Participants should pack spray on sunblock so that staff can assist to reapply throughout the day.

*Hats and sunglasses are recommended.

FOOD AND DRINK

***Pack a FILLED reusable WATER BOTTLE daily (labeled with child's name).**

*Pack a snack for the morning and afternoon (unless purchasing at snack bar).

*Pack a **LUNCH in a thermal bag with ice packs, WE DO NOT HAVE REFRIGERATION.**

*An afternoon snack/drink will be sold at our snack bar (see snack bar procedures).

PARTICIPANT HEALTH

Medical Emergency Procedures: It is mandatory that we have emergency contact information for your child.

All staff members are CPR, and First Aid certified. Parents will be notified if any first aid is administered, and reports are kept on file at Foxboro Recreation. In case of injury or acute illness, our emergency plans will be activated. We will contact parents immediately.

Allergies: Parents of children with Epi-pens, Benadryl, or inhalers used for allergy purposes may bring these to the office with proper documentation. Each medication must be accompanied by a doctor's note outlining allergy, purpose of medication and dosage requirements. All prescriptions must be in the original package with a pharmacy label that has the child's name and directions for use. A current picture of the child must accompany this prescription.

RAINY DAY PROCEDURES

If there is going to be a chance of rain: You will be notified by email as early as 6:30am that you will drop off at the Igo School at 9:00am and pick up at 3:00pm. Before care will be dropped off at the Booth Office as well as after care will be picked up at the Booth Office.

If during the Day it starts to Rain: If we start our day outside and the rain comes in, we will notify you by email that you must pick up at the Igo School at 3:00pm and After care will be picked up at the Booth Office.

LUNCH, SNACKS, AND BEVERAGES

Lunch: All children are required to bring a healthy lunch and snacks each day. We do not have the ability to refrigerate so please pack your lunch in an insulated bag or lunch box with ice packs. **We ask that you label EVERYTHING!** Children can access their lunch box anytime during the day for a snack or drink. **We encourage you to send in a REUSABLE WATER BOTTLE that your child will be able to re-fill during their day.**

Snack Bar: There is a snack bar that will open Tuesday and Thursdays at the Mill Street/Pool location. Offerings are typically bagged snacks, popsicles, ice pops, juice drinks, bottled water, and Gatorade. Everything costs between \$.25 and \$1.50. Please provide money for your child to purchase items at the snack bar. All money should be in a baggie (or the like) with the child's name on it. Please send a **limited** amount of money. We are not responsible for misplaced/lost money.

BEHAVIOR EXPECTATIONS

Please review with your child prior to the first day of the program

At the Booth Summer Program, we strive to maintain a positive, safe, and collaborative environment for all participants. To help ensure this, we ask that campers adhere to the following expectations regarding their behavior and interactions with others.

Children Should:

- Be respectful of all participants, staff, facilities, and equipment.
- Listen when staff request attention.
- Return equipment to the appropriate location.
- Throw away trash in designated barrels.
- Respect personal space; pushing, hitting, jumping, or hanging on others is prohibited.

Unacceptable behavior is as described below but not limited to:

- Use of weapons.
- Bullying, name-calling, hitting, pushing, kicking, spitting, swearing, or inappropriate language.
- Disrespect towards staff, property, or other participants.
- Aggressive, threatening, or disrespectful comments/posts towards staff or other participants on any social media platform.
- Physical violence or threats.
- Dialogue that is suggestive in a sexual nature or pertains to/mimics drug or alcohol usage

*Use of inappropriate language and having inappropriate conversations is prohibited.

Conflict Resolution in the Program: Please note this policy can change based on the consistency or severity of the behavior. We as a summer program, with trained staff will make every attempt to modify and stop inappropriate behavior. It is our goal to have children happy and safe here. It is also our goal

to teach appropriate behavior through example and guidance and also to correct inappropriate behavior as it occurs.

Conflict Resolution

In the event of a child violating the rules of behavior, the following protocols will be followed:

First Incident: Counselor will speak with the child. A written note with the details of the incident will be sent home with the child and must be signed by a parent or guardian and returned the next day.

Second Incident: Same recourse as above. Additionally, Staff will speak to the parent, care giver or guardian. Signature will be required on 2nd discipline note. Further action may be taken by director's discretion and this may include a day off from the program.

Third Incident: A meeting will be held with the administration staff, child and parent/guardian. We will look at each incident separately and determine a course of action regarding child's future within the program. Suspension or removal from the program may be one option considered. If the child receives a suspension and breaks conduct code again, it will result in suspension or removal from the program and no refund will be given.

Our priority in this program is to ensure the safety of our children and staff. If these behaviors continue to occur, participants may be suspended or dismissed. We need the cooperation of all to maintain a safe environment.

By working together, we can ensure that Booth Summer Program remains a safe, fun, and welcoming place for all campers. Thank you for reinforcing these expectations with your child!

PARENT CONDUCT EXPECTATIONS

Please review prior to the first day of the program.

At the Booth Summer Program, we strive to maintain a positive, safe, and collaborative environment for all participants, families, and staff. To help ensure this, we ask that parents adhere to the following expectations regarding their interactions with staff and the program.

Parents Should:

- Communicate with staff in a respectful and professional manner at all times, including in person, via phone, and through email.
- Address concerns in a calm, solution-focused way.
- Respond promptly if a staff member reaches out regarding their child.
- Trust in the expertise and judgment of staff regarding program operations, safety procedures, and conflict resolution.
- Follow appropriate channels when addressing concerns, such as contacting the program director rather than approaching staff during program hours.
- Respect staff members' personal time and privacy. Discussions about personal matters or program feedback should take place outside of program hours via email or scheduled meetings.

- Model respectful and kind behavior towards staff and others, reinforcing the values of respect and cooperation for all participants.

Unacceptable behavior is as described below but not limited to:

- Unacceptable behavior is as described below but not limited to:
- Aggressive, threatening, or disrespectful behavior toward staff, children, or other parents.
- Aggressive, threatening, or disrespectful statements/posts towards staff, children, or other parents on any social media platform.
- Profanity, yelling, or inappropriate language in person, over the phone, or via email.
- Ignoring or disregarding program policies, procedures, or staff instructions.
- Attempting to engage staff on personal matters during program hours.
- Direct confrontation with staff during program time, disrupting camp operations.
- Disrespecting staff decisions regarding safety, conflict resolution, and daily operations.

Unacceptable behavior by a parent may result in a discussion with a request to stop. Continued or serious issues may require a meeting with the Recreation Director, Human Services Director, or Recreation Board. Parents may be asked to leave the premises if their behavior disrupts the program, and persistent misconduct may result in their child's removal from the program.

Parents who disagree with a disciplinary decision may bring their grievance before the Recreation Board for review. Our goal is to maintain a respectful and positive environment for all families, and we appreciate your cooperation.

By maintaining mutual respect between parents and staff, we can create a positive and effective environment for your child's growth and enjoyment. Thank you for your cooperation and commitment to upholding these expectations.

PHYSICAL/SEXUAL ABUSE POLICY

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

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

The Director 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 involved person, contacting the Foxboro Police, meeting with the parties and parents, when appropriate, of those involved.

LOST AND FOUND

Staff will help children check for lost items regularly. However, we encourage parents/guardians to remind their child(ren) to check for their belongings at the end of each day. If needed, parents/guardians may also make arrangements to look through the lost and found before or after the program day.

To help us return lost items, **please label ALL belongings**, including backpacks, clothing, lunch boxes, swimsuits, water bottles, towels, etc. Unclaimed items from summer programs will be discarded and/or donated at the end of each week.

FIELD TRIPS

All field trips will be listed online with all required information. Please pick and choose which field trips you would like your child to participate in and register online. The participants must be registered and paid for by Monday morning for that week's trip. Please note there are some age restrictions for certain trips. **The Yellow Booth t-shirt provided MUST be worn on all trips with the exception of the pool.** If your child arrives without a t-shirt we will do our best to provide them with one, resulting in a \$10.00 charge to your account. If this occurs, we will make every effort to contact you regarding this policy. Inappropriate behavior on a field trip may result in your child forfeiting future field trips. No refunds on missed fieldtrips, rainy days will be rescheduled.

POOL DAYS

We will be taking a bus to and from the town pool on Tuesdays and Thursdays. Every child will take a swim test on their first visit to the pool, and their swim level will be recorded so they do not need to retest on future visits unless requested. If a parent/guardian does not want their child to participate in swimming, or if a child expresses that they do not want to or are not comfortable in the pool, they will have the option to participate in other activities at Mill Street on pool days.

To ensure a smooth pool day experience, please have your child arrive wearing their swimsuit under their clothing. They should also bring a towel, goggles (if needed), and a change of clothes for after swimming

ELECTRONICS

***Children are strongly discouraged from bringing phones and other electronics to Booth.**

We acknowledge that children may have a need for cell phones but if they have them at camp, we will be asking them to keep them in their bags. We do not allow any handheld electronic games.

Our summer experience is about learning new things, being creative, maintaining old friends and making new ones. We want your child to make memories, not use their phones. We recognize that phones have a place in their lives and should be used appropriately. **Children are not allowed to take**

pictures with their phones at Booth due to privacy concerns. We are NOT responsible for any phones that may be lost, stolen or broken.

Please call our office at 508-543-7255 if you need to speak with your child during the day.

In Closing

We want this to be your child’s best summer experience. Encourage them to try new things. Advise them to welcome others into their group. We work hard to provide your child with a safe, fun environment in which they can make choices, participate in new games, develop new skills and have their life enriched by their participation in our program while surrounded by their peers new and old.

We want parents to be comfortable and happy as well.

We are available for questions, concerns and comments on camp days, or you can email us at any time. We do ask that you contact us outside of drop-off or pickup times.

Please review the handbook and discuss with your child the expectations and behavior policy.

PARENT SIGNATURE: _____ Date: _____

I have read the handbook and behavior policy and reviewed it with my child(ren)

Child’s Name _____

Child’s Name _____

Child’s Name _____

Child’s Name _____