



FOXBORO RECREATION BOOTH SUMMER PROGRAM

Parent/Guardian Handbook
2018

40 South Street
Foxboro, MA 02035
www.foxbororec.com
Phone: (508) 543-7255
Fax: (508) 543-1254

Dear Parents,

Thank you for choosing Foxboro Recreation for your Summer Program this year! We know there are various options to choose from and we are thrilled that you chose to spend your summer with us! This year we have taken many steps to improve the overall experience for our campers and their families alike, and are very excited for you to experience them.

To make sure that your child has the best summer possible, please take the time to review this packet. Included, you will find, important information regarding our program and activities. Please pay close attention to the items in bold, as vital information has changed from previous years.

Thank you in advance, and if you have any questions or concerns, please do not hesitate to ask any of our staff or you can get in contact with the Recreation Department at (508)-543-7255.

See you this SUMMER!!

Debbie Giardino
Recreation Director

Contact information

Recreation Office: 508-543-7255

STAFF

Debbie Giardino-Recreation Director
Heidi Stapleton-Recreation Coordinator
Renee Tocci-Recreation Coordinator
Jen Ryan-Field Trip Supervisor
Janet Pacetti-Playground Supervisor
Shannon Suess-Head Counselor
Mary Smith-Certified Pool Operator

Booth Summer Program

Foxboro Recreation welcomes children ages 5 (as of April 1st) through 14 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. Each child will use self-help skills to manage their daily activities. Anyone that attends the Booth Summer program must be able to function well in an unstructured environment. A child may not attend the program if he/she requires one on one attention, assistance or guidance, unless an aid is provided and paid for by the family. Children must be able to communicate their needs, able to toilet themselves, as well as maintain self-control. It may be determined that the program is not appropriate for a child if they are unable to control him or herself in a safe manner or if a child presents as a danger to himself, other children, or any staff member. This will be determined by the Director.

Drop-off and Pick-up

These procedures are meant to create a safe situation in the parking lot area and to allow staff to properly record attendance.

*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 to unload please park your car in a designated parking spot so you can help your child do this safely. We ask that you park so we can keep our vehicle line moving as quickly as possible at drop off time.

If you would like to check in your child please do so by parking in a designated parking spot and proceed to the check in table with your child.

If your child has a bike/scooter to unload please park your car in a designated parking spot so you can help your child do this safely. We ask that you park so we can keep our vehicle line moving as quickly as possible at drop off time.

*If someone other than a parent/guardian will be picking up your child, you must notify a staff member in advance via in writing.

*Person(s) picking up children should be prepared to show identification.

*Participants will be at their assigned group area at time of pick up and must check out with their counselor before leaving the area.

Drop off: 9:00AM (Please do not arrive early as we do not have any staff responsible for your children unless they are registered in early care.)

Pick-up: 3:00PM

*Late fees apply for a pick-up after 3:10PM; your child will be placed in aftercare and you will be charged the \$7.00 fee.

*Upon check-in on the first day, you may be asked to verify your child's emergency contact and/or allergy information.

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

Enclosed is a map of the parking lot for the drop off procedures. If at any time you need to talk to a staff member, or unload items, please park your car in an appropriate area, and walk your child in to their area. 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.

Before and After Care Procedures

The cost for before care is \$4 and it is held from 7:30-9am.

The cost for after care is \$7 and it is held from 3-5pm.

If your child attends before or after care regularly, please make sure they are registered as this helps us to staff properly. Please make sure to register at least 1 day in advance of needing before or after care.

Clothing and Footwear

*Participants should wear comfortable clothing suitable for sports & games and art & crafts.

*Participants should arrive in their swim suits on Tuesdays and Thursdays if they are registered to go to the pool.

*Except at the pool, participants must have **footwear** on at all times. Sneakers or sandals that are secured to the foot are recommended.

Sun Protection

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

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

*Hat 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, First Aid, and AED certified. Parents will be notified of any administered first aid, 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.

Medication Administration: Medication administration is overseen by our Program Director.

Medication administration is only allowed with a doctor's note for allergy purposes such as Epi-Pen. All prescription medication must be in the original container, with the pharmacy label showing the prescription number, date filled, physician's name, name of medication, directions

for use, and patient name. Parents must give authorization before any medication can be administered.

Inclement Weather

Our programs take place daily, rain or shine. In the event of inclement weather, schedules (swimming, field trips) may be modified. See rainy day procedures.

Rainy Day Procedures

Before Care on Rainy Days: All children in before care will still come to Booth Building. If you bring your child early before 9:00am you will be charged for the morning care. At 9:00am Grades 3+ will be walked over to the Igo School. All the children in the K-2 group will stay at the Booth for the day and do not go to the Igo.

Rain in the Morning: Drop off is at 9:00am.

If your child is in K-2 please bring your child to the Booth building where they will stay for the remainder of the day. If your child is in 3rd and older, please bring your child to the back door at the Igo School. If the door is locked please wait as a staff member will be right there to assist you. Check in will happen in the cafeteria. Families with children in both age groups will have to drop off at both locations. Children who typically walk uptown for lunch may not be able to due to the weather. It will be up to the discretion of the Director if they will or will not be able to go based on weather forecast. These children should be sent with a lunch just in case. If the rain stops, we will head back to Booth which is where you will pick your children up like usual. If the rain continues, pick up will be at the Igo. Families with children in both age groups will have to pick up in both locations. The best way to get this info is by downloading our app (you can go to our website for more info regarding the app).

If During the Day it Starts to Rain: If we start our day outside and the rain comes in, we will walk the children in 3rd and older to the Igo School where the children will stay until pick up. Again the K-2 children will stay at Booth.

Lunch, Snacks, and Beverages

Lunch: All children are required to bring their 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 have access to re-fill during their day.**

Lunch Uptown: Children 10 years and older with permission from a parent have the option to walk uptown for lunch. These children will need a note in writing from a parent or guardian. No child will be allowed to leave Booth without a note on file. There will be no exceptions to this rule. Children will sign out with the head counselor before they head up town and will sign back in upon return. The children have 1 hour from the time they sign out until they sign back in. If they are late, even by 5 minutes, they will lose their privileges for the next day. If they are late 2 times they will lose privileges for the rest of the summer. The Director will check with local vendors on behavior and any negative reports may result in the loss of the privilege. If a child does not return, a staff member is sent uptown to find and bring them to Booth. Please note: a staff member does not accompany them, the children are expected to go uptown, enjoy their limited freedom, and return.

Hot Dog Friday: Every Friday we cook and serve hot dogs, chips and a drink. If your child chooses not to participate in this lunch- please remember to pack their lunch as usual.

Snack Bar: There is a snack bar that will open once a day in the afternoon (around 2:15pm) prior to the end of day clean-up and circle time. Offerings are typically bagged snacks, popsicles, ice pops, juice drinks, bottled water, and Gatorade. Everything costs between \$.25 and \$1.00. 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.

Behavior Expectations

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

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to make the Summer Program safe and enjoyable for all. Additional rules may be developed as deemed necessary.

Be respectful of all participants, staff, facilities, program equipment and all those we encounter
Respect includes:

- *Listening when staff asks for the participant's attention.
- *Returning equipment to all appropriate location.
- *Throwing away all trash away in the trash barrels.

Participants are expected to respect the personal space of others. Pushing, hitting, and jumping/hanging on others is prohibited. This includes activities at the pool. These behaviors create an unsafe environment and are unacceptable.

Unacceptable behavior is as described below but not limited to:

NO: weapons

NO: bullying, intimidating, name calling, hitting, pushing, kicking, spitting, any other physical contact, swearing, foul language

DO NOT: be disrespectful to staff (not listening, refusal to participate), be disrespectful to property

NO: Physical violence to oneself or others, no threat of physical violence

NO: dialogue that is suggestive in a sexual nature or pertains to/mimics drug or alcohol usage

CONSISTENTLY: not following rules

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 offensive 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, 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 options considered. If the child receives a suspension and breaks conduct code again, it may result in termination of the program.

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

Children Should:

*Be respectful of other people

*Be cooperative with staff

*In the event of a behavior problem the counselor will fill out a Participant Behavior Form which the counselor and child will discuss and sign. The parent will be informed of the incident and will be asked to sign the behavior form as well.

*If there are 3 behavior incidents which resulted in 3 written notices, the Program Coordinator or Recreation Director may require that the child be removed from the program.

*In the event of a severe problem, such as fighting or injury to another participant or staff member, the parent/guardians will be notified immediately and their child may need to be taken out of the program. **No refunds will be given.**

Parents of participants engaging in these recurring behaviors will be notified by the Recreation Director and/or staff. If these behaviors continue to occur, participants may be suspended or dismissed. We need the cooperation of all to maintain a safe environment.

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 should immediately bring it to the attention of his/her immediate program supervisor and the Director or staff member of Recreation.

If a program staff member witnesses and/or is informed of alleged physical or sexual abuse, he/she should immediately inform the Recreation Director. In addition, the Director 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 employee, contacting the Foxboro Police, meeting with the parties and parents, when appropriate, of those involved. All of our summer staff are trained in a sexual abuse awareness program called Darkness to Light.

Lost and Found

Staff will help children check for lost items on a regular basis. Please collect all of your child's belongings at the end of each day. To help us return lost items, please label all items 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 at the start of camp **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 we run out of shirts your child will not be able to go on the trip. 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.

Pool Days

Participants of the summer program have the privilege of going to the town pool. We leave around 11:30 on Tuesday and Thursday by bus. The participants need to be registered and paid for at least 1 day prior to the trip-the cost is \$2.00. It is strongly suggested that the children wear their suits under their clothes. They must have sunblock, a towel labeled with their name on it, a lunch and beverages. Children will be swim tested on their first visit to determine if they can access the deep end. The children will be rotated from swimming to the playground, activities inside and outside of the building. If your child is registered for the pool, but changes their mind **they will still need to attend**, however they do not have to swim. If they are not signed up prior to the day, they will not be allowed to go to the pool. This policy is necessary for the safety of all. The bus will return to the Booth at 3:00pm. Pool is staffed with certified lifeguards on duty in addition to the counselors in the pool. Counselors are also engaged with the children when they are not swimming. A swim test will be conducted prior to your child entering the pool. If your child doesn't pass the test they will be issued a coast guard approved life vest to use while they are in the pool.

Electronics

We acknowledge that children may have cell phones but we will be asking them to keep them in their bags. We do not allow any hand held electronic games. This 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. NOBODY wants their child's picture taken and posted if it were to be embarrassing or unflattering. We are NOT responsible for any phones that may be lost, stolen or broken.

***Children are strongly discouraged to bring phones to Booth. Please call our office at 508-543-7255 if you need to speak with your child during the day (someone is always in the office).**

Encore Weeks

A ninth week (August 20-24) has been added as a separate option with early and extended day options if needed. The number of attendees will be limited as we have a limited staff. This week will be held at Mill Street. Children will have to bring their lunches all 5 days-no cookout, no uptown. Swimming will be available but limited due to number of lifeguards on duty. Information regarding this week is online and it will be first come first served with registrations.

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 are available for questions, concerns and comments between 9:30am-2:30pm most days or you can email us at any time. We want parents to be comfortable and happy as well. We will always do our best to send your child home dirty, tired and happy!!!

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

PARENT SIGNATURE: _____

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

Child's Name _____

TYPICAL DAILY SCHEDULE

9:00 - 9:25am	Check-in/Free Play begins
9:45 - 11:15am	Organized Morning Activities
11:15 – 11:45am	Clean up/Free Play
11:45am-12:45pm	Uptown kids
12:00 - 1:00pm	Lunch
1:00 - 1:45pm	Afternoon Activities
1:45 - 2:15pm	Clean up/Snack Bar
2:15 - 2:45pm	Big Tree/Group Activity
2:45 - 3:10pm	Pick up