

BOOTH SUMMER
PROGRAM

Parent/Guardian Handbook

2021

80 South Street

Foxboro, MA 02035

[www.foxbororec.com](http://www.foxbororec.com)

Phone: (508) 543-7255

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!

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

Renee Tocci-Recreation Coordinator

Shannon Suess-Head Counselor

**Booth Summer Program**

Foxboro Recreation welcomes children ages 5 (as of April 1st ) and entering Kindergarten through grade 6 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 on a consistent basis, 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.

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 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.

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

\*To keep traffic moving and children safe, Drop-off Times will be staggered.

 8:55-9:00am Last names beginning with A-M

 9:10-9:15am Last names beginning with N-Z

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 via in writing. Person(s) picking up children should be prepared to show identification.

**Pick-up: 3:00PM**

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

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 $25 and it is held from 7:30-9am.

The cost for after care is $35 and it is held from 3-5:00pm.

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

**Clothing and Footwear**

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

**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.

\*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**

**SEE OUR COVID GUIDLINES**

**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 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.

**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 with 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.

**Inclement Weather**

Our programs will not run on rainy days

**Rainy Day Procedures**

**If there is going to be a chance of rain:** Booth will be canceled. You will be notified by email as early as 6:30am.

**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 come and pick up your child

**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 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 unless this was already done on the online forms. A child will not be allowed to leave Booth without documentation on file from their parent. 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.

**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 in the trash barrels.

Participants are expected to respect the personal space of others. Pushing, hitting, and jumping/hanging on others is prohibited. 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

\*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, 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.

**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. No refunds will be given.

\*In the event of a severe problem, 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.

Parents of participants engaging in these recurring behaviors will be notified by the Recreation Director and/or staff. 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. **No refunds will be given.**

**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 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 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 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. No refunds on missed fieldtrips, rainy days will be rescheduled.

**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. 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).**

**Covid Guidelines**

Isolation and Discharge of sick participants & staff:

1. Planning for isolation & Discharge: Foxboro Recreation will take the following actions to prepare for potential exposure.
	1. Designate a separate space to isolate participants or staff who may become sick, with the door closed. Isolated individuals must be supervised at all times. A separate bathroom will be made available for use by the sick individual only. Others must not enter an isolation room/space without PPE appropriate to the care setting.
	2. An emergency back-up plan for staff coverage will be in place in case a participant or staff member becomes sick.
	3. Be in contact with the Foxboro BOH
	4. We will have masks and other gear available for use by participants and staff who become symptomatic until they have left the premises.
	5. We will have the area where the infected person was cleaned and sanitized before anyone else will occupy that area.
2. If a Participant Becomes Symptomatic:
	1. Immediately isolate from other participants and minimize exposure
	2. Whenever possible, cover the participant’s nose and mouth with a mask.
	3. Contact the participant’s parents/guardian and send them home ASAP
3. If a Staff Member Becomes Symptomatic:
	1. If a staff member becomes symptomatic, he/she must cease childcare duties immediately
	2. A supervisor must be notified and staff member will be replaced.
	3. Staff member will be sent home ASAP
4. If a participant or Staff Members contracts (tests positive) COVID-19:
	1. Sick participants or employees who are COVID-19 positive must not return to until they have met the criteria for discontinuing home isolation.
	2. Sick person should consult a health care provider.
	3. Either symptomatic or asymptomatic the individual will follow the same guidelines
		1. Individual must isolate until all symptoms have subsided and at least 10 days have passed since the date of the positive test.
5. Notifying Required Parties: In the event that the Foxboro Recreation Department experiences an exposure, we will notify the following parties.
	1. Employees and families about the exposure but maintaining confidentiality
	2. Foxboro Board of Health Department
6. Self-Isolating Following Exposure: In the event that a staff member or participant is exposed to a sick or symptomatic person, the following protocols will occur.
	1. If a person has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the participant or staff member must not be allowed to enter the program space and immediately go home. Exposed individuals will be directed to stay home for 14 days after last day of contact with the person who is sick
	2. If the exposed person subsequently tests positive he/she will be directed to stay home for 10 days from the first day of symptoms and be fever free for 72 hours without fever reducing medication.
7. If an Exposed Participant or staff member remains asymptomatic and or tests negative he/she must remain in quarantine for the full 14 days.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_