



CANTON
PARKS & RECREATION

Parent & Guardian Handbook

PEQUITSIDE DAY CAMP

We are pleased to welcome you to Canton Parks and Recreation and to offer exciting programs and activities for the upcoming summer season. You will find the answers to most of your questions with the pages of this booklet, however, do not hesitate to call or email us for more information. We look forward to meeting you and your camper this summer!

Janet Maguire
Director

Nick Pirelli
Assistant Director

Staff

Led by dedicated recreation professionals, our staff are chosen based on maturity, responsibility, creativity, and interest in outdoor recreation.

Camper to Staff Ratios

<u>Program</u>	<u># of Staff</u>	<u># of Campers</u>
Pequitside Day Camp	1	10

Required Paperwork

All paperwork must be submitted to Canton Parks and Recreation 3 weeks prior to program start date

- Physical Exam (Completed within the past 2 years)
- Record of Immunizations

Drop-off and Pick-up

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

- Parents/Guardians are required to park their vehicle to check-in and check-out their child with a designated staff member
 - If someone other than a parent/guardian will be picking up your child, you must notify a staff member in advance
- Person(s) picking up children should be prepared to show identification
- Participants will be inside the building or in the area behind the porch during drop-off and pick-up times
 - **Drop off: 8:55 - 9:10AM**
 - **Pick-up: 4 - 4:10PM**
 - Late fees apply for a pick-up after 4:10PM
- Upon check-in the first day, you may be asked to verify your child's emergency contact and/or allergy information
- If you will be late dropping off or picking up or if your child will be absent, **you must call Canton Parks and Recreation at 781.821.5030**

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

Clothing and Footwear

- Participants should wear comfortable clothing suitable for sports & games and art & crafts
- Participants should arrive in their swim suits since lessons are at 10AM
- Except at the pool, participants must have **footwear** on at all times. Sneakers or sandals that are secured to the foot are recommended
- Pack **TWO TOWELS and a dry CHANGE OF CLOTHES including a sweatshirt** for cool or rainy days

Food and Drink

- **Pack a FILLED Reusable WATER BOTTLE daily (labeled with child's name)**
- Pack a snack for the morning
- Pack a **LUNCH**.
- An afternoon snack will be provided

Visiting and Calling

We discourage visits to program sites as it causes distractions to the group and schedule. If you must see your child due to an emergency or need to arrange an early pick-up, please call us at 781.821.5030 in advance. Phone calls between parents and children are not encouraged during program hours. We will, however, call if any issues arise with your child. Please do not hesitate to call if any changes occur during the day that will affect their pick-up or drop-off schedule.

Participant Health

Medical Emergency Procedures: It is mandatory that we have emergency contact information for your child. Key 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 Canton Parks and Recreation. The Public Health Nurse will be available for consultation. 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. 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

Signature camps and programs take place daily, rain or shine. In the event of inclement weather, schedules (swim lessons, field trips) may be modified.

Behavior Expectations

Please review with your child prior to arrival

- Be respectful of all facilities, program equipment, participants , staff, Bus Driver, Town of Canton Staff, and all those we encounter
 - Respect includes:
 - Stopping activity and listening when staff ask for the participants attention
 - Picking up equipment
 - Properly throwing away trash
- Participants are expected to respect the personal space of others. Pushing, hitting, and jumping/hanging on others are prohibited. This includes activities at the pool. These behaviors create an unsafe environment and are unacceptable.
- Be inclusive of your fellow participants in games during free play time
- Use of inappropriate language and having inappropriate conversations are prohibited
- **Campers should not bring phones or other electronic devices to camp. Please see our *visiting and calling* section (page 3) to speak with your camper(s) during the day**

Parents of participants engaging in these recurring behaviors will be notified by the Program Director and/or staff. If these behaviors continue to occur, participants may be suspended or dismissed. We need the cooperation of all everyone 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 Canton Parks and Recreation program should immediately bring it to the attention of his/her immediate program supervisor and the Director or Assistant Director of Parks and Recreation.

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

The Director or Assistant Director of Parks and Recreation 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 Public Health Nurse and Canton 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 session. To help us return lost items, please label all items including: backpacks, clothing, lunch boxes, swimsuits, water bottles, and towels, etc. Unclaimed items from summer programs will be discarded by August 30, 2016.