

WESTBORO RECREATION DEPARTMENT

Frank DeSiata, Director

Vicki Dymereets, Head Instructor

508-366-3066

westbororec@town.westborough.ma.us

PLAYGROUND RULES & PROCEDURES

AGES 5-9 AT FALES SCHOOL

Welcome to the Westboro Recreation Department's Summer Playground Program. It is our goal to provide a safe, rewarding and fun-filled experience for your children. To that end, WE ASK THAT YOU FAMILIARIZE YOURSELF WITH THE FOLLOWING POLICIES. We also ask that you discuss these policies with your child(ren). We hope our summer playground program will be a positive and rewarding experience for all of the participating families. If you have any questions or comments, please do not hesitate to contact us. We will do everything possible to see that it meets your needs.

PROGRAM TIMES AND PICK-UP/DROP-OFF POLICY:

Each session is Monday-Friday. Program is held in the event of rain. Drop off begins at 8:45am. Please make an effort to get children to playground by the starting time of 9:00am. Late arrivals cause confusion for "age group" set up. Parents should park their car in the lot and walk children to the playground area for check-in. On rain days, check in will be in the cafeteria. Staff will be available to direct you. Pick-up starts at 11:45am. Please pick up your child by 12 noon. Many of our staff have second jobs. If your child is not picked up on time a late fee may be charged. If your child is going home with someone other than yourself, you must send a note giving permission for your child to do so.

BEHAVIOR EXPECTATIONS:

WE EXPECT PARTICIPANTS TO... Participate in all activities, show respect to other participants & staff, follow and be attentive to the directions given by staff, show respect of equipment, supplies & facilities, stay with staff at all times and stay within the boundaries at each site. No child is allowed to leave the program under any circumstances without permission from parents & staff. For serious misbehavior such as hitting, fighting, biting, harassing, foul or abusive language/gestures, vandalism, possession of dangerous items, or inappropriate sexual behavior, children may be suspended or expelled from the program without prior warning. We also have a no tolerance policy regarding bullying. When a child is constantly teased, called names, picked on, excluded, harassed, or are the object of cruel behavior by other children, the effects are hurtful and potentially long-lasting. We will do our best to identify instances of bullying and handle them appropriately. Should your child relate any such instance to you at home, please feel obligated to notify us. We want children and their parents to feel that they are safe here at playground.

Staff members will periodically review rules with your children and will do their best to prevent problems from occurring. Our staff is trained to maintain a safe, fun environment at our playgrounds & programs. We expect them to treat all children equally, fairly and with respect. They all understand the importance of their job and the great responsibility they have in watching over and caring for your children. In most cases, however, our staff are NOT professionally-trained teachers. They will handle situations to the best of their ability. When that situation exceeds their capabilities, they are trained to involve the Head Instructor. That person will then work with the counselor toward a solution. That may include talking with the child(ren), consulting with the Recreation Department and/or notifying parents. Warnings may be warranted. Dismissal from the program is very much an option. We are a summer provider only. We cannot maintain one-on-one coverage for misbehaving children, nor do we think it is fair to all the other children in our program. We do not have professional counselors or guidance personnel, as the schools do, available to deal with emotional/behavioral issues. **THUS, THOSE CHILDREN, NO MATTER THEIR AGE, WHO BREAK OUR RULES OR WHOSE BEHAVIOR EXCEEDS OUR CAPABILITIES WILL BE DISMISSED FROM OUR PROGRAMS.**

GENERAL HEALTH AND INJURY PROCEDURES

If a child is contagious or not feeling well enough to participate in group activities, he/she must remain at home. If your child becomes ill during the program, you will be contacted to pick up your child immediately. In the event of a mild injury, we will administer basic care (rest, bandaid, ice pack, etc). If medical treatment may be required, you will be notified immediately. In the event of a serious emergency, an ambulance will be called and parents notified immediately. In all cases, if parental notification is unsuccessful, we will notify the emergency contact name and number you provided on your Family Sign Up form when registering. An accident report will be completed for any and all injuries. Original reports are turned in to the Rec Dept on a daily basis. Parents receive a copy of the report at the time of pick up.

Upon recommendation of Town Counsel, staff members CAN NOT administer or assist in administering any type of medicine or medication to children in our programs, not even with parental approval, with the exception of EpiPens (see below). Children will be allowed to bring medications and keep it on their person. They can self-administer prescription medications as needed. As well, parents may attend programs to assist in administering medicine if they choose.

EPIPENS

WE ARE ALLOWED, WITH PARENTAL AND PHYSICIAN APPROVAL, TO ADMINISTER EPIPENS. PARENTS MUST COME BY THE REC OFFICE TO PICK UP APPROPRIATE FORMS TO ARRANGE THIS. PLEASE ALLOW YOURSELF ENOUGH TIME TO GET THE PHYSICIANS SIGNATURE ON THE FORM. YOU WILL NOT BE ALLOWED TO BRING AN EPIEPEN TO PLAYGROUNDS WITHOUT FIRST SUBMITTING THESE FORMS TO THE REC DEPT.

WHAT TO WEAR & BRING

Children will participate in a variety of activities throughout the week. Comfort and washability should be a priority in your child's dress. We also encourage sneakers or other soft-soled shoes for safety purposes. Because of the varied activities, sandals are NOT appropriate footwear. Please consider applying sunscreen before arriving at playground. In the best interest of all concerned, please refrain from bringing in personal items (toys, games, money, etc) UNLESS OTHERWISE NOTIFIED. The Recreation Department will not be responsible for lost or stolen items. Playground T-shirts will be handed out at the end of the day each Monday. Participants will only receive one shirt over the course of the summer, irregardless of the number of weeks attending. Additional shirts may be purchased at the Recreation Office in Town Hall for \$5.