

**Parent Memo**  
**Pee Wee Playground Program**

**Pee-Wee Program Director:** Jane Cetrone, over 10 years experience in our program & full – time Fales school employee

**Hours:** 8am-12pm OR 9am -12pm, Monday-Friday

---

Welcome to the Westboro Recreation Department's Pee Wee 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). 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 rain or shine. When registering you will have the option to choose early check in at 8am or the standard check in at 9am, check in begins 15 minutes prior to the drop off time that you registered for; either 7:45am or 8:45am. Attempting to drop off kids prior to these times is not an option as we may not have the staff to monitor early arrivals. **Parents should park their car in the lot and walk children to the kindergarten classrooms for check-in. Staff will be available to direct you.** Everyone will enter through the doors nearest the cafeteria under the walkway overhang. Pick-up starts at 11:45am. Again parents must come into the school to checkout. Please pick up your child by 12 noon, excessive late pickups may result in an extra charge. **A photo ID is required for this program at the time of pick up, no exceptions.** If your child is going home with someone other than yourself, you must send a note giving permission for your child to do so and the person picking up your child must show identification, this is for child safety.

**Behavior:** We want all kids to participate and have fun during our programs. The staff makes every effort to ensure all kids are engaged and involved. 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 other inappropriate behavior, children may be suspended or expelled from the program without prior warning. We also have a no tolerance policy regarding bullying.. 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.**

**Children MUST be potty trained for this program. NO EXCEPTIONS. Staff are not able to accommodate anyone in diapers or pull ups. Kids that arrive at the program in diapers or pull-ups will be refunded and removed from the program. Also a child that has frequent accidents may also be dismissed from the program. We apologize for any inconvenience this may cause.**

**Injuries:** While we want everyone to have a fun, happy, and injury free time at our program we realize that injuries can happen. Our staff are all CPR certified and have first aide training. Each program is equipped with ice packs, band aids, gauze and other basic first aid necessities. Staff are trained to assess injuries and call parents upon any serious injury. Injuries that require minimal attention (i.e. scrapped knee) will not result in a phone call to parents, but we will notify you at pick up to discuss.

**Snack Policy:** Kids are encouraged to bring a SMALL snack each day. Snack will be incorporated into the program, for about 15 minutes. Kids will wash hands before and after snack time. **It will be important to notify us of any allergy to food your child may have.** Staff will be diligent in making sure any kids with allergies are safe during snack time. Furthermore any child with allergies will not be made to feel secluded from the group at any time during snack time. Please feel free to call the Recreation Department at any time to discuss this if your child has allergies. Again we strive to make the playground program environment safe and fun for EVERYONE!

**Medication:** Staff are NOT ALLOWED to administer ANY type of medication. The only exception to this is an Epi – Pen. We will need parental and physician approval. . Parents can find the form to arrange this on our website or come by the Rec office.

**What to wear & bring:** Kids should come dressed for a morning of running around and crafts. Sneakers are always the best option in regards to footwear. Water bottles are allowed and encouraged. Any sunscreen should be applied prior to drop off. Please refrain from bringing in personal items (toys, games, money, etc) UNLESS OTHERWISE NOTIFIED. The Recreation Department is not responsible for lost or stolen items.

**Photography/Social Media:** As noted in the waiver you accept during registration, there might be some photography of your children for the Recreation Departments use in brochures and other promotional materials; this includes social media. Our social media platform consists primarily of Facebook. If you have any objections to your childs photo being used on our social media sites/ promotional materials please let us know and we will be sure to refrain from using pictures that include your child.

We are looking forward to a great Summer with you and your children! Please feel free to reach out to me at any point with any comments, concerns, or questions!  
See you on the playground!

Jenn Kirkland  
Program Coordinator  
508-366-3066, [jirkland@town.westborough.ma.us](mailto:jirkland@town.westborough.ma.us)