

NORTHBOROUGH SUMMER REC PROGRAM FOR 2022!

Please take the time to read this thoroughly so that your child comes to our program prepared and so that we can provide your family with the best summer program experience possible.

Our program is housed at Lincoln Street Elementary all summer. We are an active program, utilizing the school cafeteria, gyms, classrooms, and outside spaces (tennis courts, basketball courts, playground, etc). Lincoln St has an air filtration system that makes most rooms feel air conditioned. We do our best to keep our kids comfortable, including implementing water activities to keep cool, and more.

Our program runs from 8am-5pm, Monday-Friday, for 7 weeks during the summer. The program is for kids going into grades K-8. Kids (grades 4 – 8) will have the option to go to the field trips on Wednesdays for an additional price. Weekly in-house entertainment will be offered to Grades K – 3 during the week.

REGISTRATION INFORMATION

Registration for Summer 2022 begins on February 2nd, online at www.northboroughrecreation.com. Registration closes one week before each session or upon filling. Registration is open to all regardless of town residency. Please make sure your child's grade is correct in the registration system before registration.

Registration is due in Full: You must pay in full for the weeks you want.

Deadline to withdraw for a full refund: The deadline to withdraw from the summer program and receive a full refund is May 1st. **(NEW) May 2 - June 1st you can cancel with a \$10/week cancellation fee.** No refunds will be issued after June 1st.

PRICING INFORMATION

Fees adjusted for Week 1 - 4th of July week

- Regular Program Day, 8am-5pm: \$260/\$240 one sibling/\$210 other siblings

PREPROGRAM DATES:

Week 1: July 5 - 8th (Monday is a holiday) Carnival week No field trip

Week 2: July 11 - 15 Optional Field Trip to Six Flags Amusement Park

Week 3: July 18 - 22 Optional Field Trip to Kimball Farms

Week 4: July 25 - 29 Optional Field Trip to Water Whiz

Week 5: Aug. 1 - 5 (No field trip, Field Day)

Week 6: Aug. 8 - 12 Optional Field Trip to Canobie Lake Park

Week 7: Aug. 15 - 19 Optional Field Trip to Six Flags Water Park

WHAT TO WEAR TO PROGRAM EACH DAY:

- Comfortable clothes appropriate for lots of activity, no loose jewelry
- Sneakers: flip-flops can be brought in backpacks for water days and water parks but are not safe for everyday program. Flip-flops, sandals, crocs, open-toe shoes, etc., can cause accidents when kids are running.
- Sunscreen: Please apply sunscreen before program each day and provide sunscreen for your child to re-apply midday. Spray is best for the young kids.

WHAT TO BRING TO PROGRAM (PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME):

- First day only-please give medications (ex. Epi-pen) that your child will need during the hours he/she will be at program. All medications need to be in their original packaging with Rx info attached. Please note that you will need to submit a completed "Authorization to Administer Medications" form prior to the start of program, which can be found at www.northboroughrecreation.com on our program's page.
- Backpack
- Refillable water bottle
- A lunch, we will have microwaves available to heat up meals.
- Two snacks: One snack each for morning break and afternoon break (Please pack extra food, it is a very active day and children typically eat more).
- Sunscreen that kids can self-apply.
- Grades 6-8 will be allowed to use cell phones during lunch and snack times only. However, this privilege will be revoked if abused.
- We are not responsible for lost personal items.

PLEASE DO NOT BRING:

- NO video games, electronics, toys, including trading/gaming cards; personal belongings may be lost or damaged, and in some cases, cause conflict with other kids.
- NO objects that might be harmful to others
- NO glass bottles
- NO medication unless as directed above
- NO Gum

DROP-OFF PROCEDURE:

- Time: Drop off begins at 8am, however, for activity planning purposes, please drop off by 9am.
- Please allow a few extra minutes on Monday mornings. Upon entering, you will find the Director at the registration table. Please sign your child in with the name of the person that will be picking them up. Your child will then be directed to their grade group and their group leader.
- Please give any medications and special instructions to the Director at Drop-off. All medications need to be in their original packaging with Rx info attached. Please note that you will need to submit a completed "Authorization to Administer Medications" form prior to the start of program, which can be found at www.northboroughrecreation.com on our program page.
- Please be sure to take a newsletter each week which will highlight important information specific to that week's activities, such as in-house entertainment. Also included on the newsletter will be the program phone number in case you need to reach the Director during the program day. The newsletter will be emailed to each family the day before the program starts as well.
- Dropping off at Lincoln Street School (76 Lincoln St): enter through the cafeteria door of the school at the front of the building. Please be sure to park in the school's parking lots and proceed with caution (lots of kids coming in and out). Both locations will be marked with our program signs.

PICK-UP PROCEDURE:

- The pick-up person is designated at drop off each morning when you sign your child in for the day.
- This person must be at least 18 years old. Identification will be required in cases where staff do not recognize the pick-up person such as if it is their first time picking up.
- If you need to add a new pick-up person to your list once program has started, please contact the Director or Recreation Office. 508-393-5034
- Program pick up is no later than 5pm. The school will physically close at 5pm, so please do not be late.

- Late pick-up policy: A warning will be given the first time, but fees will be incurred for the second time and thereafter. Fees will be \$10/child for the first five minutes and \$1 per child per minute after that. This is pay the overtime for staff and the school custodian.
- Late pick-up protocol: on the rare occasion that we are unable to reach any of the parents/guardians/adults listed on the emergency contact sheet, the Program Director will follow the following protocol: At 5:30pm, with all listed contacts being called at least twice, the Program Director will call the Recreation Director to inform her of the situation. After sixty minutes late, if we are still unable to reach anyone, the Program Director will call the police. The police will then determine if the Department of Family and Youth Services should be contacted.
- Please note that the school will be closed and locked at 5pm. The Director will have to wait with your child outside after 5pm.

IS THIS YOUR CHILD'S FIRST EXPERIENCE WITH THE SUMMER PROGRAM?

When speaking of the summer program, it helps to stress the positive. For example, if you tell your child that they do not need to be afraid, they start wondering what might make them afraid at program. If you tell your child you will come back to get them if they do not like it, they think there is a possibility they will not like it and odds are they will ask to go home after you leave. At drop off, check your child in with us and say a quick goodbye, lingering makes it more difficult for your child to separate, even if they are crying. It is easier for our staff to distract and redirect your child's attentions onto something positive if you are not there. We promise to call you if we are unable to calm your child down. We want this experience to be a happy, positive, and fun experience for your family.

If there are any special circumstances or concerns you listed on your forms that you would like to discuss further with the Program Director, please contact the Recreation office at 508-393-5034 prior.

DISPENSING AND STORAGE OF MEDICATION

All medications for kids must be received in their original packaging or prescription bottle. Each medication should be accompanied by an Authorization to Administer Medication Form. The name of the medication and proper dosage for the child must be clearly written on this form. All oral medications will be stored in a locked container in the first aid area by the front desk with the Director or in a locked container in the refrigerator. The only medications that Group Leaders can carry in their group's first aid kits are epi-pens and inhalers. Any oral and other medications must be dispensed by the Health Supervisor (the Program Director) as supervised and approved by the program's Health Care Consultant. For the safety of all, kids may not carry their own medications or keep stored in their backpacks.

BEHAVIORAL WARNINGS

The recreation summer program has a zero-violence tolerance policy. If a child physically hurts another child or staff member, the Director will call the parent and ask for the child to be picked up immediately. A behavioral incident report will be filled out. The parents will be asked to sign it and your child will be asked to leave the program for the summer.

In a non-violence behavioral incident, the parent will be asked to sign the incident report at the end of the day. Kids at the program will be asked to leave the program if they receive **three** incident reports. Recreation staff works very hard to keep the kids safe, busy and having fun. We do not want to send kids home. If you have any information on your child that will help us have a successful summer, please let us know ahead of time.

CHILDREN REQUIRING AN AIDE

Does your child have a 1:1 aide assigned to him/her at school? If your child will require an aide for program, please notify the Recreation Director no later than April 1.

MEDICAL EMERGENCIES REQUIRING TRANSPORT TO A HOSPITAL

In the unlikely event your child requires medical attention that requires an emergency hospital visit, your child will be transported by ambulance to UMASS Worcester, at 55 North Lake Ave, Worcester, MA, 01655. The hospital's phone

number is 508-856-3511. Parents/Guardians will be notified immediately and asked to meet the Director at the hospital.

QUESTIONS?

If you have questions, please contact the Recreation Office at 508-393-5034 or recreation@town.northborough.ma.us. If you'd like to speak with the Program Director, you can call the program phone number, which will be provided on our site before program starts. Please note that this phone number changes year to year.

We look forward to seeing old friends and making new ones this summer!

Northborough Recreation

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508-393-5034

www.northboroughrecreation.com