

Middleton Recreation
Summer Park Program
Parent Handbook

2022

We are excited to welcome your child to the Middleton Recreation Park Program this summer. We understand the many concerns that families may have when sending children to camp during the COVID-19 pandemic, and this handbook serves to show how we will be working to ensure camp is both fun and safe for everyone in these unprecedented times.

The Middleton Recreation Department's Summer Park Program will run for six weeks during the 2022 summer season beginning on Monday, July 5 and concluding on Friday, August 12th. The program will be held at the Fuller Meadow Elementary School playground on weekdays from 8:30 A.M. to 12:30 P.M. The program is available to children that have completed kindergarten through grade six (children can still attend in the summer following their sixth grade graduation).

In an effort to safely reopen the Park Program for the 2022 season, the program will comply with the guidelines and recommendations provided by the CDC and the state of Massachusetts. To ensure the safety of all participants and staff, we will be required to limit the program enrollment based on staffing levels. Campers will be selected on a first-come, first-serve basis. Upon acceptance into the program, parents will be notified either by phone or email.

In the past, Park Program attendance will return to the flexible model and signing up will not require a commitment, but enrollment forms are required to be submitted no later than June 10th, 2022.

Registration

Park Program Registration Forms can be found on the Town of Middleton website and once completed may be e-mailed to middletonparkprogram@middletonma.gov.

The registration includes basic identification information pertaining to the child, parents/guardians, and all phone numbers at which the child's caregivers may be reached (cell, home, and work phone numbers should all be included if applicable). This year we will also require a minimum of **three additional** emergency contacts who may be called if the parents/guardians are unreachable in an emergency situation. Such emergencies include (but are not limited to) onset of COVID-19 symptoms, symptoms of any other illness that require the child be sent home, serious injury, and concerns of overexposure to sun/heat. These emergency contacts must have permission to pick up the child if any of these circumstances arise.

Staffing

The program staff will consist of the program director, two assistant directors, and a minimum of eleven counselors. The ratio of campers to staff is 10:1.

Drop-off and pick-up procedures

Children can be dropped off at any time after 8:30 and be picked up any time before 12:30. Please do not be late for pickup! We understand that unexpected circumstances may arise, but we ask that you reach out to one of the contacts listed on your child's registration form in these instances.

Please contact the program director immediately if you are going to arrive late or if you need to provide verbal permission for the child to be released to another person.

**Text: Janet Bilicki (978)479-0249
Stacey (978)815-4335**

Visitors

Parents and non-registered children are not allowed to stay at the program site while the camp is in session. We ask that families leave promptly after drop-off in the morning and do not return again until pick-up. Additionally, no other visitors will be permitted to use the program facilities until after the program has closed for the day.

Inclement weather

Please note that the Park Program will not be held on rainy days. In the event that it starts to rain after you have dropped your child off, please arrange for your child / children to be picked up immediately. Updates regarding program closures will be posted on the Middleton Park Program Facebook page.

Sick or injured campers

Campers or staff who fall ill or become injured while already at the program will be attended to by the director and assistant directors / health care supervisors. They will evaluate the situation and contact the parent/guardian listed on the registration form and/or emergency medical services if necessary. **It is imperative that parents/guardians or emergency contacts be accessible by phone for the entirety of the time the camper is at the program.** The director or assistant directors will handle cleaning and sanitizing any potentially contaminated equipment and tables.

Communication

Any changes to our typical operating schedule or procedures will be posted on the Middleton Park Program Facebook page. Parents may also be contacted by the program director or assistant directors via phone, text, or email if necessary.

What to bring from home and what should be left at home

What to bring:

- Backpack
- Water (thermos with ice is preferable)
- Necessary clothing/hat/clean mask
- Beach towel (optional) to use when sitting on the ground

- If a camper does not wish to participate in certain activities such as arts and crafts or sports games, he/she/they may pack an alternative activity (such as a book) that can be utilized independently during this time.
- Please be sure to label all of your child's belongings!

What NOT to bring:

- **Electronic devices such as tablets or gaming devices are not allowed at the Park Program.** Cell phones are permitted, however they may only be used to contact a parent or guardian. It is important to note that the Park Program is not responsible for any lost or damaged property that a camper chooses to bring. If a phone is left in direct sunlight or is exposed to the extreme temperatures that are common during the summer months, it may result in damage to the device.
- Stuffed animals
- Trading cards
- Anything of value

Park Program Expectations

All campers are expected to act with **CARE** while at the Park Program.

C - Cooperation with staff
A - Acting Responsibly
R - Respecting yourself and others
E - Encouraging each other

Code of Conduct

Inappropriate behavior will not be tolerated at the Park Program. Fighting, name calling, teasing, using foul language, and speaking disrespectfully to the Park Program staff will not be accepted and are all grounds for the child's suspension from the program. Each incident will be handled individually and parents will be notified if a problem arises. Please make sure your child is aware of this rule as it is our goal to ensure that all attendees have a safe and enjoyable summer at the program.

Helpful reminders to share with your child before attending

- Respect fellow campers and staff alike
- Use language and behavior that shows respect for everyone (no swearing, threats, offensive remarks, or discrimination)
- Refrain from conduct that disrupts any program activity
- Respect the program and park grounds (all trash should be thrown away in the barrels provided and not left behind on the ground)
- Resolve conflicts without fighting
- Keep your hands and feet to yourself
- Refrain from spitting!

Disciplinary Actions

If a situation should arise in which a child is unable to follow rules, the group is unable to function normally due to behavioral problems, or a camper displays inappropriate behavior that jeopardizes the health and safety of an individual or the camp as a whole, we will take the following steps:

- Verbally remind the child of proper behavior and seek to resolve

- whatever issue is causing the behavior in the first place
- The program director or assistant director will meet with the child to review the incident and camp rules. The child may also be asked to serve a “time-out” until he or she has regained enough control to return to the activity.
- Depending on the incident, the program director may contact the parents and review the documented incident. At this point the camp reserves the right to remove the child from the program or seek an alternative solution.

Bullying Prevention

During the first week of each session we will discuss all the stated rules of the camp. We repeatedly stress the importance of treating each other with respect. We discourage behavior that is aggressive, purposely embarrassing, physical or emotionally abusive. We encourage campers to share with staff any acts of bullying towards them or another camper.

Confidentiality

Any communication between a parent/guardian and staff should pertain to camp related activities and will not name any camper other than the parent's/guardian's child.

Any and all information regarding any child should be strictly confidential.

***Information subject to change depending on the state guidelines for camps.**