

**Orleans Recreation**

**SUMMER PROGRAM**

**HANDBOOK FOR PARENTS**

**2024**



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## **WELCOME!**

A warm welcome to the Orleans Recreation Department Summer Program! We have an exciting and fun summer planned for your child. This Parent Handbook includes our policies and procedures to ensure a safe and healthy summer.

Our day Summer Program for grades K-5 is held on the grounds of Orleans Elementary School, and our program for grades 6-8 is held on the grounds of Nauset Regional Middle School. Under the supervision of our Recreation Staff, children will have the opportunity to participate in various activities with their peers. Children are divided into groups of similar ages. They will rotate through activities such as sports, games, arts & crafts, and more.

## **SUMMER PROGRAM SCHEDULE:**

Children participate in a variety of activities each day. The activities can be large group program-wide activities, personally selected, and small group activities. Some may be indoors, and others outdoors. Here is an example of what a typical Summer Program Day could look like.

- 8:00 – 8:15 AM                      Summer Program Begins/Drop-Off
- 8:30 - 9:30 AM                      Activity
- 9:30 – 9:50 AM                      Snack – Provided by *Food4Kids*
- 9:55 – 10:50 AM                      Activity
- 10:55 – 11:40 AM                      Activity
- 11:40 – 12:00                      Lunch is Served – Provided by *Food4Kids*
- 12:00 PM                              Dismissal/Pick-up

## **DROP-OFF:**

A parent and/or guardian **must** sign your child in with the Program Staff each morning at the designated drop-off area. The Orleans Recreation Department only assumes responsibility for children arriving at the specified time.

## **PICKUP:**

A parent and/or guardian **must** sign your child out when you pick them up from the summer program. Please have a valid photo ID with you every day. In most cases, staff know or will get to know the parents/guardians of each program participant; however, if a staff member is unfamiliar, they may ask to see a photo ID. If someone other than yourself or the person authorized on the registration form will pick up your child, we will need a written note to the Program Director or an email to the Recreation Office ([recreation@town.orleans.ma.us](mailto:recreation@town.orleans.ma.us) or [508-240-3700 Ext. 2333](tel:508-240-3700)) prior to pick-up. This person must also bring a photo ID when they pick up the Program Participant.

**Early Pickup:** If your child is leaving early, please notify the Playground Director in writing or the Recreation Office by the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember you must sign your child out and possibly show a photo ID.

**End-of-Day Pickup:** We close the program promptly at 12pm. Children should be picked up at this time. If you know you will be late, please attempt to make alternate pickup arrangements. Please note that our staff may have other jobs and responsibilities to report to after our program's hours. We understand there are some unforeseen circumstances; However, we ask for consideration and time management to help alleviate repeat offenses. Thank you. If your child opts to ride a bike or walk to and from our program- please note that you must sign a waiver. In addition, the child is only allowed to leave the program with written permission.

**LATE POLICY:**

The Recreation Department understands that issues arise when a parent may be a few minutes late picking up their child at the end of the day. However, please understand that program staff may have other obligations at the end of their work schedule and are unavailable to supervise your child. Parents running behind schedule **must** contact the program to inform staff they are running late. After 5 minutes, the staff will contact the parents and provide the emergency number.

**Warning Notice for Late Policy is as follows:**

- First Notice – Verbal warning
- Second Notice – Written warning
- Third Notice - \$20 late fee will be assessed
- Fourth Notice – Suspension and/or expulsion from the program

We ask for your cooperation and understanding regarding this policy. Please note that our staff have other jobs and responsibilities when the program ends. We understand there are some unforeseen circumstances, but we request that you plan your time accordingly, as traffic is always a concern in Orleans during the summer.

## **FINANCIAL ASSISTANCE:**

The Orleans Recreation Department seeks to make its services available to everyone, regardless of any financial constraints. Please contact the Orleans Recreation Department at [508-240-3700 ext. 2333](tel:508-240-3700) for more information regarding financial assistance.

## **PROGRAM ATTIRE:**

Please dress your child appropriately for the Summer Program. We encourage you to dress your child in clothing you are okay with getting dirty, wet, or stained with art materials. Here are some recommendations of clothes for the Summer Program:

- T-Shirts
- Shorts (No Skirts)
- Socks
- Tennis shoes or Sneakers (No sandals, flip-flops or crocs)
- Appropriate clothing for the Summer Program (No halter or tube tops: No clothing with inappropriate language)
- **PLEASE LABEL EVERYTHING**

## **PERSONAL BELONGINGS:**

Please do not allow your child to bring personal belongings to the program. The Orleans Recreation Department cannot be responsible for lost or damaged toys, games, or other personal belongings. Please do not bring the following items to the Summer Program:

- Any electronic games/devices
- Cell phones – their use will not be permitted during the program *\*if the use of a phone is required, please have your child go to a staff member\**
- Weapons of any sort – fake or real
- Valuable items.

## **LUNCHES & SNACKS:**

The Orleans Recreation Department will be partnering with *Food4Kids* to provide a free morning snack during the program, as well as lunch at the end of the program. This structured program provides a nutritional snack and lunch to many summer programs for children in our area. Permission to participate was given when you registered your child. **If a program participant has any food allergies, you must mark it down while registering your child.** All participants are welcome to bring snacks or lunch from home. **If you do not want your child to participate in the Food4Kids program, please notify the Recreation Office prior to your child's first day.**

## **MEDICATION:**

Participants who need to self-administer medication (such as an inhaler or EpiPen) must provide the **Recreation Office and Program Director with a permission and waiver form, and a doctor's note prior to the child's first day.**

## **PHONE CALLS:**

Please only call to speak to your child or staff if it is an emergency. If your child is experiencing issues that need to be brought to your attention, we will contact you immediately. You may call the Recreation Office ([recreation@town.orleans.ma.us](mailto:recreation@town.orleans.ma.us) or 508-240-3700 Ext. 2333) at any time with questions and/or concerns. Emergency phone numbers for use during program hours will be available at drop-off.

## **WEATHER:**

As a recreation department, we believe outdoor play is essential in a child's life. If the weather does not allow us to play outside, we will utilize the indoor gym space and other areas for arts and crafts activities. Staff will be equipped with a "Rainy Day" schedule full of games and activities to keep the high level of fun they are used to.

Parents are asked to dress their children appropriately for all weather conditions. Light jackets or sweatshirts may be needed in the morning. During periods of extreme heat, the program staff will scale down physical activities. The team will also remind children to increase their water intake by having several daily breaks. All precautions will be taken to prevent heat-related injuries during these times.

## **SUNSCREEN:**

The Orleans Recreation Department encourages your child to use and bring sunscreen to the summer program daily. Program staff **cannot** apply sunscreen to any child, but they will remind participants to put it on throughout the day. We also encourage the use of SPF 15 or greater and lip balm.

## **LOST & FOUND:**

The Orleans Recreation Department highly recommends that you clearly label all items with your child's name. While we try to keep all program participants' belongings in their backpacks or with them, the Orleans Recreation Department will not be held responsible for lost or missing items. If staff see a child's labeled item(s) in the possession of another program participant, the item(s) will be retrieved, and the child will be disciplined appropriately will be enforced. Please quickly check your child's backpack at the end of the day when picking up the program participant.

**PHOTOGRAPH POLICY:**

The Orleans Recreation Department, along with local media, may photograph participants while they are engaged in program activities solely for publicity purposes. We respect your privacy, so please inform us (in writing) if you do not wish to have your child photographed. When you registered your child, you were asked if you granted permission to the department to photograph your child.

**FIELD TRIPS:**

The Orleans Recreation Department may schedule field trips during the summer to enrich the experience for program participants. You will have the option of whether your child will attend the field trip or not. Those children who do not attend field trips will remain with staff at the program site and participate in alternative activities. Field trips may require an additional fee to attend to cover admission, play, etc. Parents will be advised of field trip fees ahead of time, and payment will be expected before the day of the field trip. (Payment can be made on your MyRec.com portal) On field trip days, you may be required to provide lunch, beverages, and snacks. On occasion, it may be possible for you to provide your child with extra money for food or drink. Emails will be sent out before each trip, reminding you of what items you should bring or what items are prohibited.

**SICK OR ILL PROGRAM PARTICIPANT:**

Participants' safety is our top priority. If your child is ill, please do not send them to the program. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children, and we do not want illness to spread among participants and staff. For the safety and comfort of your child, please keep them at home until they feel better and no longer present danger of passing on their illness. The following are defined as illnesses or communicable health problems:

- Conjunctivitis - "pink eye"
- Runny nose with colored discharge
- Chronic cough
- Fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- Open rash
- Head lice
- The knowledge that the child has had a fever within the past 24 hours.

If you are keeping your child at home due to illness, please contact the Recreation Office ([recreation@town.orsleans.ma.us](mailto:recreation@town.orsleans.ma.us) or 508-240-3700 Ext. 2333) and inform them of your child's absence.

When your child has a fever (of 100) or vomiting/diarrhea, please ensure they remain home for 24 hours after their temperature and symptoms return to normal. However, we may require a physician's note for a child to return after certain health conditions. If your child becomes ill while at the summer program, you will be contacted and asked to pick up your child as soon as possible.

### **BEHAVIORAL EXPECTATIONS:**

Positive behavior will be encouraged. The staff will work cooperatively with parents, informing them of any behavioral issues and methods used to teach and guide the program participants toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from our program. Likewise, certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, this information must be shared with the Recreation Director/Recreation Program Manager and Summer Playground Director. This information will enable us to work more effectively and productively with your child.

### **CONDUCT:**

The Orleans Recreation Department is committed to providing our registrants and guests with a safe and welcoming environment. To ensure safety and comfort for all, we ask individuals to act appropriately while participating in our programs. Therefore, we do not permit language or actions that can hurt or frighten others. Inappropriate behavior includes:

- Angry or vulgar language, including swearing, name-calling, and shouting
- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language, or other menacing behavior
- Behavior that intends to or results in theft or destruction of property
- Carrying or concealing any weapons or devices that may be used as weapons
- 

Staff is trained and expected to respond to any reported violation or demonstration of inappropriate behavior. Please do not hesitate to notify a staff person if you need assistance. The Orleans Recreation Department will investigate all reported incidents. Dismissal from the Summer Program or termination may result. No refunds will be given in these instances.



## **DISCIPLINE POLICY:**

If your child needs to be disciplined, acceptable measures may include verbal warnings, time out from activities, removal from activity, placement with a staff member away from the group, and if necessary, suspension and/or expulsion from the Summer Program. Please carefully read our discipline policy with your child. It is important to us that we keep all our participants safe, and we maintain a discipline program which is fair to everyone in our program.

We are appreciative of your support in maintaining an environment that is safe for all participants and staff.

## **OFFENSES:**

- Endangering another person's health and well-being
- Swearing or verbal abuse
- Disrespecting authority – by not following instructions or being rude
- Intimidation or bullying in any form
- Unsafe behavior
- Not staying with the group – found outside of the established program
- Stealing or destruction of property
- Bringing illegal substances or weapons (refer to 4th or 5th offense)

## **CONSEQUENCES:**

- **First Offense** – Issues a verbal warning through meeting with a counselor
- **Second Offense** - Written notice and phone call to parent/guardian
- **Third Offense** - Child is removed from program area, and parent/guardian notified – 1- or 2-day suspension from the program
- **Fourth Offense** – Expulsion for the program

The consequences listed above are a general guideline of discipline. However, they are at the discretion of the administration and director. The child's response and reaction to offenses and consequences will determine the appropriate disciplinary procedures for that child. Special circumstances may also apply where our current discipline is inappropriate for some children. In these cases, an individualized behavior plan will be designed and decided upon collaboratively with the child's parents or guardians and the administration. Unacceptable and prohibited measures include:

- Degrading a program participant
- Physical punishment
- Isolation without proper supervision
- Spanking
- No Program Participant shall be denied food or shelter as punishment
- No child shall be punished for soiling or wetting clothing

## **CHILDREN AT RISK:**

If parents arrive at the program in an incapacitated condition (i.e., under the influence of alcohol or drugs), this presents a risk to their child and others. Therefore, the staff in charge will advise

the parents of their options regarding their child's transportation home. Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call another parent.

### **EMERGENCIES & ACCIDENTS:**

All precautions will be taken to prevent serious health risks to all Program Participants. Our certified staff will administer First Aid at the program location if a minor injury occurs. The following procedures will be followed:

- First Aid will be provided, and the program log will record the incident
- The child will periodically be observed after First Aid has been applied

The staff will immediately act in a medical emergency, and the Program Director and Recreation Director/Recreation Program Manager will be notified. The child will be transported to the nearest hospital or urgent care facility for any necessary treatment, and the parent/guardian will be notified. The following steps will be taken if a significant injury or health problem arises and professional medical care is required.

- The program staff will administer Immediate First Aid until emergency services arrive
- 911 will be called
- The parent or guardian will be contacted. If you cannot be reached, we will utilize the emergency contact person listed on your registration form.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives
- An incident report will be completed and filed with the Recreation Director/Recreation Program Manager

Emergency information is essential to provide your child with the safest possible environment. Please notify us right away if you have moved to a new address. If your child is sick or injured, we need to be able to contact you right away. Please keep these accurate at all times.

### **EMERGENCY PLAN:**

Recreation staff leaders have been trained in CPR and First Aide, and first aid kits are available to all staff members.

### **Sheltering In Place:**

In an emergency that requires an on-site shelter, program participants and staff will assemble in the gymnasium.

**Facility Evacuation:**

In the case of emergencies that require evacuation, program participants and staff will exit the building. Orleans Elementary Program Participants will be directed to the softball diamond on the lower field, and program participants at Nauset Regional Middle School will be directed to the outfield of Eldredge Park. Once organized, staff will take attendance, while other staff members are responsible for medical kits.

**COMMUNICATION:**

Social media—"Like us" on Instagram and Facebook for quick updates, pictures, and videos from our day! We will also send out text messages and email blasts through our registration system as needed, so please check your household account to ensure you opted in for notifications!

**If you have any questions or concerns, please don't hesitate to reach out to  
The ORLEANS RECREATION DEPARTMENT at [508-240-3700 ext. 2333](tel:508-240-3700)  
or email us at [recreation@town.orleans.ma.us](mailto:recreation@town.orleans.ma.us)**