



**SHARON
RECREATION**

Summer Program Parent/Camper Handbook

Sharon Recreation Department
219 Massapoag Avenue
Sharon, MA 02067
Web: www.sharonrec.com

Dear Parents and Guardians,

We are very happy and excited to be bringing back the Massapoag Sports Program, Sailing Program and Preschool Sports Program this year! Our staff will aim to make this a safe and enjoyable experience for all participants and parents. The purpose of this packet is to give you some general information about how the program is run, give you an idea on what to expect this summer, and update you on the changes that will take place for this summer.

Things You Will Need to Do Before the Summer:

1. Review this packet and reach out to the Recreation Department with any questions.
2. Fill out and submit all required forms for your child(ren). Included in the required forms are:
 - a. Health/Immunization Form from your child's physician.
 - b. Christian's Law Disclaimer
 - c. Authorization for Self-Dismissal (if you would like to allow your child to leave from the program WITHOUT you signing them out).
3. Ensure your child has the necessary items for the program (LABEL EVERYTHING).
 - a. Comfortable clothing (t-shirt/shorts)
 - b. Sneakers
 - c. Bathing Suit
 - d. Sprayable sunscreen
 - e. Lunch/Snack
 - f. Refillable water bottle
 - g. Backpack
 - h. Towel
 - i. Change of clothes
 - j. Hat or visor (optional)
 - k. Water shoes (recommended for sailing program)

MASSAPOAG SPORTS PROGRAM INFORMATION

STAFF/CONTACT LIST

Linda Berger – Recreation Director

Frank Livera – Assistant Recreation Director (781-784-1530 x1705)

Maura Palm – Administrative Assistant (781-784-1530 x1704)

Victoria Ruzzo – Program Supervisor

MSP/PS Sports Location: Ezra Schwartz Pavilion, Ames Street Playground (75 Ames St)

Sailing: Sharon Community Center

Possible Rain Locations: Sharon High School, Sharon Community Center, Sharon Middle School

Absences

You do **NOT** have to call the Recreation Office when your child will not be attending the program for one day. We take attendance and if children are not there we will mark them as absent. **No refunds are available for any missed time.**

MSP/Sailing Hours

Monday – Friday

9:00am to 4:00pm

Preschool Sports

Tuesday-Thursday

9:00am-12:00pm

Drop-Off/Pick-Up

Participants will be dropped off at the Ezra Schwartz Pavilion at Ames Street. All programs begin at 9:00am. Please be sure to drop off at that time or up to a half-hour **after** our program begins.

Please arrive no more than five minutes before the program begins. As we have no before-care, our staff uses that time to set up for the program and the day's activities, so they cannot be watching children during this time.

Please pick up promptly by the time the program ends, as staff is scheduled to be clearing and doing other duties at the close of the day, and many of our staff has multiple part-time jobs to balance.

When dropping off and picking up, please be sure to **SIGN IN/OUT** with the Supervisor. This is very important so we can keep track of the children in our care.

If you plan on picking your child up earlier than the designated pick-up time, we ask that you inform the site supervisor that morning. No child will be allowed to leave the program unless arrangements are made **IN WRITING** that morning. A child is not allowed to leave unless accompanied by a parent or approved guardian. No child will be allowed to walk or ride their bikes home without written consent from their parent/guardian. Please see the supervisor for a self-dismissal form.

If a child is **dropped off earlier than 8:55am** or **picked up later than our program end time**, parent/guardians will be **charged \$1.00 per minute**. This fee must be paid directly at the Sharon Recreation Department immediately.

****If you pick up your child after the close of the day, every attempt will be made to reach a parent/guardian and then an emergency contact. If not successful, the Sharon Police Department and the proper authorities will be notified.****

CANCELLATION

You must cancel out a session seven days prior to the start of the session and will be charged a \$10 processing fee.

DOGS

For everyone's safety, no dogs or other animals/pets, are allowed to be brought to the program at any time.

COMMUNICATION

Communication for Summer Programs will mostly come via e-mail, either directly from the Program Supervisor or from the www.sharonrec.com website. We encourage everyone to opt-in to e-mail notifications on their sharonrec.com account. We will also post alerts when necessary on our website's homepage and our Facebook page (Sharon Recreation Department). The Recreation office is also able to accept phone calls during office hours.

RAINY DAY/SEVERE WEATHER PROCEDURE

If there is inclement weather, the program will be moved indoors to the Sharon High School gym, Sharon Middle School or Sharon Community Center, depending on what is closest and available. We will send notifications to all families to inform everyone when such changes have been made for pick-up/drop-off purposes.

SCHEDULE

MSP Example Daily Schedule PK- Schedule is same, until 12pm

9:00am-9:15am Sign In/Drop off
9:15am-9:30am Stretching and Warm Ups
9:30am-10:30am Instructional Games/Sports
10:30am-11:00am Group Snack
11:00am-12:00pm Group Game
12:00pm-12:30pm Change/Lake Prep
12:30pm-1:00pm Lunch at Lake
1:00pm-3:00pm Free Swim
3:00pm-3:30pm Change and return to playground
3:30pm-4:00pm Activity/Sign Out

SAILING Sample Schedule

9:00am-9:15am Sign In/Drop off
9:15am-10:15am Instruction
10:15am-11:00am Morning Sailing, weather permitting
11:00am-11:15am Snack
11:15am-12:00pm Group Game
12:00pm-12:30pm Lunch
12:30pm-3:00pm Sailing, weather permitting
3:00pm-3:30pm Change and wrap-up
3:30pm-4:00pm Activity/Sign Out

ATTIRE

Please remember to dress your child appropriately for our summer program. We encourage you to dress your child in clothing that you do not mind getting dirty, and that is comfortable for physical activity. Here are some reminders of clothes for camp:

- T-Shirts
- Shorts (No Skirts)
- Socks
- Appropriate clothing for camp: No halter or tube tops; No clothing with inappropriate language.
- Tennis Shoes or Sneakers (No sandals or flip flops, please!)
- Water shoes
- LABEL EVERYTHING!

SNACK/LUNCH *PEANUT FREE*****

Snack is not provided; please pack a snack with your child's lunch. We will break from activities mid-morning for a snack.

Participants at MSP: Each afternoon, children will visit Lake Massapoag and if open, have the opportunity to visit the concession stand. If you are okay with your child purchasing ice cream or other snacks from the stand, please send them with a small amount of money, not to exceed \$5 per child, as monies tend to get misplaced. If you do not want your child to buy or eat food from these vendors, you need to instruct them not to purchase anything. Staff is not responsible for determining who can and cannot go to the concession stand.

All Summer Programs: There is no refrigeration available. Please do not pack items that will spoil in the heat unless you send them in a small cooler with an ice pack. A sturdy lunch bag or box is best so lunches do not get crushed. Many participants do bring a large, square cooler as it doubles as seating for lunch. Please pack enough snacks and extra drinks (like water or sports drinks) as well to prevent dehydration. Please tell your children not to share food with other children due to the high number of allergies.

Lost and Found/Personal Belongings

Staff will make every effort to store any lost and found items from day to day. Please do not send your children with any valuables. The Recreation Department is not responsible for any lost or stolen items.

Items such as cell phones, iPods, Video Game Consoles, and anything and everything you or your child considers valuable should NOT come to the program!

Sunscreen

We recommend applying sunscreen to your child prior to the arriving at the program. Please be sure to pack SPRAY SUNSCREEN. Counselors can only assist with aerosol spray sunscreen due to COVID-19 protocols. Please put sunscreen in a small plastic bag labeled with your child's name. Hats are also a good idea to keep kids safe from the hot sun, but not required.

Bathing Suits

MSP has a daily free swim session from 1pm-3pm, weather permitting. at Lake Massapoag and Sailing will be outdoors in the water daily, weather permitting. Bathing suits are needed for all children. We recommend sending your child with their bathing suit on under their clothing but there will be an opportunity for children to change into their swim attire if needed. Children will also need a towel. Both the towel and swimsuit should have their name clearly written on the tags in case they get misplaced.

SWIM TIME

MSP: If your child has difficulty swimming, please inform the staff so they can inform the lifeguards about the situation. A swim test will be conducted each week for new participants. Please send your child each day, with a labeled swimsuit and towel. Restrooms are available for changing.

Sailing: Your child must be able to pass a swim test PRIOR to starting the program. If they cannot pass the test, they will not be able to participate, so strong swim background is required.

Preschool Sports: There is no swim time for participants in this program.

****Sharon Recreation Department lifeguards are on-duty at all times when our participants are visiting the lake. Additionally, staff is present in the swim area during this time. ****

CONDUCT

Sharon Recreation staff is committed to providing a safe and welcoming environment for all of our registrants and families. To ensure safety and comfort for all, we ask individuals to act appropriately while they are at our facilities or participating in our programs. We do not permit language or actions that can hurt or frighten another person. Specifically this 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 which intends to or results in theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Sharon Recreation management will investigate all reported incidents. Dismissal from the program or termination may result. No refunds will be given for these instances.

BEHAVIOR MANAGEMENT

The staff is trained to foster good behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating behavior problems and creating an environment that helps avoid bad behavior.

Expectations are realistic and limits are clearly explained and supported by this environment. When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. **The staff will not tolerate any misbehaving.**

If staff members feel a child is acting inappropriately they will send a **“warning notice”** home with the child. **The child will not be allowed back into the program until a parent or guardian signs the warning notice and returned to the Program Supervisor. If a child receives 3 warning notices, we will ask the parent or guardian to meet with the supervisors to discuss appropriate disciplinary actions.**

The Recreation Department reserves the right to immediately expel a child, based on the situation, without refund of a payment, if a child poses a safety risk. Such examples of this behavior would include excessive tardiness for parent pick up, derogatory slurs, physical altercations, or leaving/threatening to leave the designated program area. **The same behavior expected during the school day is expected at Sharon Recreation.** Referrals and recommendations for alternative program that may be better suited for the participant will be shared, when these situations arise.

EPI-PEN PROTOCOL: Must be labeled with your child’s name on it. The EPI-PEN must be current, in the original box, and in a labeled zip-lock bag with a PICTURE of your child. Please talk with the site supervisor and fill out the appropriate paper work to set up a designated time and date to pick up the EPI-PEN. Due to safety any medicine will not be permitted in participant’s bags. If you would like to administer medicine during camp hours please plan accordingly. Please communicate with site supervisor.

EMERGENCY PROCEDURES

In case of an emergency, the parent/guardian will be notified immediately. Make sure the staff at the playground has a phone number where you can be reached from 8:00am-5:00pm. Please double check with the staff that the phone number is listed on their roster (which is generated from our database) is the correct phone number. Please also include an emergency contact person in case you cannot be reached.

MEDICAL FORMS & HEALTH INFORMATION

The Recreation Department Health Form needs to be filled out and returned to the Recreation Department office located at 219 Messapian Avenue, inside the Community Center, BEFORE your child starts the program. If we do not have this form on file prior to the start of the program, your child will not be allowed into the programs. All forms must be submitted two weeks prior to the start of the session.

If a child requires medication during playground, please inform the site supervisor at the start of the first day. If a child cannot administer medication by themselves, a parent/guardians MUST come to administer the medication. Staff members cannot administer medication, as they are not licensed professionals.

Frequently Asked Questions

<u>What Should Your Child Bring to Camp?</u>	<u>What Should Your Child Leave at Home?</u>
<ul style="list-style-type: none"> • Sneakers • Tee shirts • Shorts • Backpack • Change of clothes • Appropriate weather gear • Hat or visor (optional) • Bathing suit • Towel • Sunscreen • Lunch and snacks • Water bottle • Epi-Pen/inhaler (if necessary) • BIG SMILE • POSITIVE ATTITUDE 	<ul style="list-style-type: none"> • Electronic devices • Cell phones • Jewelry • Makeup • Toys from home • Weapons of any sort-fake or real! • Trading cards such as Pokemon or Yu-Gi-Oh

<u>Participant Expectations</u>	<u>Important Responsibilities for Parents</u>
<ul style="list-style-type: none"> • Stay with your group at all times • No climbing on gates, fences, or trees • No horseplay, screaming, or yelling while on the bus • No inappropriate or abusive language permitted • No hitting, kicking, or other physical abuse permitted • Listen to and respect the rules and boundaries of games and activities • All participants will be expected to display good <i>teamwork</i>. How we play is more important than whether we win or lose! 	<ul style="list-style-type: none"> • Label all belongings • Check the lost and found if any of your children's belongings are missing • Be on time when dropping off and picking up your child • If you are running late for pick up, please call the Sharon Recreation Department, so the site supervisor can be notified • Ensure that all camp forms are filled out completely and on time before your child attends the first day of camp • Make camp aware in writing if someone other than the parent/guardian will be picking up if not listed on the pick-up list • Advise the site supervisor of any health concerns your child might have • Explain camp rules and expectations to your child prior to the start of our program. • Ask questions if you want information on camp activities • Please give us any feedback on our program! We are always looking for areas to improve!

2023 SHARON RECREATION PROGRAM MEDICAL FORM

Participant Name _____ Date of Birth _____ Age _____

Doctor's Name _____

Address _____

Insurance Company _____

Policy Number _____

Participating Hospital _____

Special Instructions _____

Has your child required additional services in school for behavioral/emotional support? ☐ Yes ☐ No

If yes, please explain: _____

FIRST AID: I give the Sharon Recreation Department permission to administer basic first aid and/or CPR to my child and/or take my child to a hospital and to secure medical treatment when I cannot be reached or when delay would be dangerous to my child's health. If parent/guardian cannot be reached, I give the Recreation Department permission to contact the emergency contacts listed above.

☐ Yes ☐ No

X Parent Signature

X Date

INFORMATION BELOW THIS BOX: TO BE COMPLETED BY PHYSICIAN or printout from your child's most updated physical and immunization record. The printout must be on physician or practice letterhead OR contain physician's/practice's logo.

Has the child/adolescent ever had:

Frequent ear infections	<input type="radio"/> Yes	<input type="radio"/> No		Pneumonia	<input type="radio"/> Yes	<input type="radio"/> No
Bronchitis	<input type="radio"/> Yes	<input type="radio"/> No		Surgery	<input type="radio"/> Yes	<input type="radio"/> No
Kidney problems	<input type="radio"/> Yes	<input type="radio"/> No		Hospitalization	<input type="radio"/> Yes	<input type="radio"/> No
Heart Problems	<input type="radio"/> Yes	<input type="radio"/> No		Broken Bones	<input type="radio"/> Yes	<input type="radio"/> No
Convulsions	<input type="radio"/> Yes	<input type="radio"/> No		Chicken pox	<input type="radio"/> Yes	<input type="radio"/> No

If you answered "Yes" to any of the questions above, please explain: _____

Current Medications: _____

Allergies: _____

Primary Care Physician: _____

Phone: _____

Address: _____

Restrictions to activities: _____

Comments: _____

Special Notice, i.e. Medic Alert: _____

Date of Last Physical: _____ HT _____ WT _____ HC _____ BP _____

Abnormal Findings ☐ No Finding

Immunization & Dates:

DPT DT Td	MMR	Last TB Date	Type Result	Polio: Oral Inactive
1. _____	1. _____			1. _____

2. _____	2. _____	Last Lead Date	Result	2. _____
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3. _____				3. _____
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4. _____				4. _____
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5. _____	HepB	Last Hgh/Hct Date	Result	5. _____
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1 2 3

HiB

Flu _____

Varicella _____

1 2

3 4

X Physician's Signature

X Date

Christian's Law Disclaimer

Based on Massachusetts General Law (M.G.L.) c. 111, §127A½, commonly referred to as "Christian's Law", and the Massachusetts Department of Public Health's (Department) previously issued guidance on Christian's Law, the Department has promulgated regulation 105 CMR 432.000: "Minimum Requirements for Personal Flotation Devices for Minor Children at Municipal and Recreational Programs and Camps", effective May 5, 2017.

I understand swim tests shall be conducted under close supervision and without the use of a Personal Flotation Device (PFD).

☐ Yes

I understand if my child does not pass the administered swim test, s/he must wear a PFD into Lake Massapoag. If s/he does not want to wear a PFD, they will not be allowed to swim.

☐ Yes

I understand Personal Flotation Devices (PFDs) provided by a parent or guardian need to be U.S. Coast Guard (USCG) certified according to type (I, II, III), size, and buoyancy, in serviceable condition and properly fitted to each individual prior to being used for the first time.

☐ Yes

I understand if, at any time, the PFD provided by a parent or guardian is determined to not be properly fitting, or is damaged or otherwise not in serviceable condition Sharon Recreation shall immediately notify the parent or legal guardian who provided the PFD. In such case, the minor shall not be allowed to participate in any swimming/bathing activity pending verbal permission from the parent/legal guardian for the minor to be properly fit tested for a PFD provided by the municipal or recreational program or camp. Any verbal permission shall be subsequently documented in writing within 24 hours, and, at a minimum, provide the date, time and name of the parent/guardian who provided permission.

☐ Yes

Parent/Guardian Signature

Date

SUMMER PROGRAM- AUTHORIZATION FOR SELF-DISMISSAL

Participant Name: _____ DATE: _____

I authorize the Sharon Recreation Department's summer staff to let my child be able to **sign themselves out** of the program so they can do the following:

(Please check all/any that applies)

- ☐ Walk home ☐ Ride their bike home
☐ Go home with a friend ☐ Go home with another family member

OR

- ☐ My child can **ONLY** be released to a parent/guardian or authorized pick-up listed below:

Please list authorized pick-ups: (If not on the list someone may not pick up without a note from a parent/guardian). New pick-ups must bring a license or photo id.

Name	Address	Phone Number
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On behalf of the Sharon Recreation Department's summer staff, a child **WILL NOT** be released without this signed form. This signature acknowledges late pick up protocols.

Parent/Guardian Signature

Date