



Park Program 2024

PARENT PACKET

City of Medford Recreation Department

30 Forest St. Medford, MA, 02155

Office Phone: (781) 393-2486

Camp Cell Phone:

E-mail: [medfordrecreation@medford-ma.gov](mailto:medfordrecreation@medford-ma.gov)

Website: [www.MedfordRecreation.org](http://www.MedfordRecreation.org)

## **LETTER TO PARENTS, GUARDIANS OR CAREGIVERS**

Dear Parents, Guardians or Caregivers,

Welcome to year four of the full day Summer Park Program. Like last year, there will be fun activities, guest speakers and lots of summer fun. We are fortunate to have an energetic and enthusiastic staff leading summer 2024! We are looking forward to a great summer and hope you are as well. We have developed this packet to give you some general information about how the program is run and answer some frequently asked questions. Thank you for your anticipated attention and if you have any questions or concerns, please do not hesitate to ask any of our summer park staff or get in contact with the Recreation Department at 781-393-2486. See you this summer!

### **CONTACT INFORMATION**

Jenna Redlefsen

Recreation Office 781-393-2486

Camp Cell Phone: (781) 808-7130

[jredlefsen@medford-ma.gov](mailto:jredlefsen@medford-ma.gov)

## **GENERAL INFORMATION**

The Summer Park Program will run from 8:30am-4:30pm

## **STAFF TRAINING**

All staff members go through an extensive pre-Summer Park Program training that reviews our policies and procedures. In addition, Lead Counselor will be First Aid/CPR certified prior to the start of the Summer Park Program season. The last training day focuses on setting up the program, organizing the day-to-day, and providing a site-specific orientation that walks the counselors through a typical day of our Park Program. In addition, we will be offering a mid-summer training to re-energize staff half-way through the summer.

## **DROP OFF/PICK UP PROCEDURES**

The Summer Park Program begins at 8:30am. Please be sure to drop off no earlier than 8:30am and no later than a half-hour after the program day begins **unless otherwise discussed with site supervisor**. Pick up is promptly at 4:30 pm. If you are late more than once for pick-up time per week it could lead to removal of camp with no refund. When dropping off/picking up this summer, we will take one car/family at a time. Our staff with the clip board will sign your child in and out. PLEASE make sure you check in/out with a head counselor, a counselor with the check-in clipboard, or Jenna Redlefsen. If you plan on picking your child up earlier than the designated pick-up time, we ask that you inform the head counselor and/or Jenna Redlefsen that morning. No child will be allowed to leave the facility unless arrangements are made IN WRITING that morning by a parent/guardian. A child is not allowed to leave the facility unless accompanied by a parent or approved guardian unless approved to walk or ride their bikes home with written consent.

## **DAILY DROP-OFF AND PICK-UP LOCATIONS**

Families will pull up in front of the Tufts Pool (map provided later in packet) and check the participant in. A staff member will be located in front of the Tufts Park gate sign and will walk the child over to the camp site.

## **ABSENTEE PROCEDURE**

Please email Jenna Redlefsen ([jredlefsen@medford.gov](mailto:jredlefsen@medford.gov)) if your child will be absent, more than 30 minutes late or for an early dismissal. Staff will require written permission for individuals who walk home or if there will be someone different for pick up (ID REQUIRED). No refunds are available for any missed time at the Summer Park Program.

## **CANCELLATION**

Due to limited spaces available, there will be no refunds unless there is a medical reason with medical documentation. The Medford Recreation Department does not allow sharing or splitting the session with another person or family member, as the slot is solely for that child. Should slots open, the Medford Recreation Department will contact people from our waitlist.

## **DOGS**

For everyone's safety, no dogs, or other animals/pets (unless it is a Service Animal), can be brought to the program at any time.

## **SNACK Nut Free (Non-Refrigerated)**

Snacks are not provided; please pack two separate snacks and your child's lunch. Please pack a nut free snack if possible. We will break from activities mid-morning for a snack and in the afternoon. We will provide pretzels if child forgets a snack.

## **LUNCH Nut Free (Non-Refrigerated)**

Lunch and drinks are not provided (**except Fun Friday we will provide Pizza and Popsicles**), please pack a lunch each day for your child. 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. **Please pack enough snacks and extra drinks (water, refillable water bottle or sports drinks) to prevent dehydration.** Please tell your children not to share food with other children due to the high number of allergies. **\*\*If a child accidentally forgets lunch at home we can provide a free lunch from grab and go lunches being distributed at tufts park every week day.\*\***

## **LOST & FOUND**

Staff will give reminders throughout the day to gather their belongings. Many things get misplaced during the summer. Please check the Lost and Found bin at Tufts Pool and remove any items that belong to your child. At the end of every session, lost items brought to the Tufts Pool lobby. If items are not claimed, they will be donated. **Label everything** and do not send valuables! The Medford Recreation Department is not responsible for lost items.

## **SPENDING MONEY & VALUABLES**

Please do not send your child to the Summer Park Program with any large sums of money or valuables. The City of Medford is not responsible for these items. Please check your child's backpack and remove these items before they come to Summer Park Program. There are many participants in the program; things get lost, misplaced, or even taken by another by accident, so please use caution. 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! **Label EVERYTHING!** This includes water bottles, towels, and personal items. If you are sending money with them, please put it in a small bag with their name on it.

## **FOOTWEAR**

We suggest sending your child in sneakers because they will be doing a lot of running around! Sneakers are preferred over sandals and flip flops. Sandals and flip flops can result in sore feet, blisters, or other bumps and bruises. We do a lot of running and games and we do not want anyone to stub their toes or have their foot stepped on. Sandals/Flip Flops can be worn during the day at the parent's/guardian's discretion. Sandals and flip-flops are recommended to be worn when entering and leaving the pool area. For safety reasons, rubber soled shoes or sneakers are preferred.

## **CLOTHING**

Our program philosophy supports active (and often messy) play! During the Summer Park Program, we will be running around and using craft supplies like paint and even tie dye (Tuesdays), for this reason, we request that your child wear comfortable play clothes (that can get messy or even stained) to the programs. Offensive or inappropriate messages on clothing could result in the child needing a change of attire.

## **SUNSCREEN**

Please lather your child up with sunscreen before they arrive at the Summer Park Program each day, even if it is cloudy out! Please put sunscreen bottles with your child's name on it and have them keep it in their backpack. Instruct them how to reapply and to not share with other children because of allergies. Counselors are not allowed to reapply sunscreen to a child, unless it is the kind that can be sprayed on them. Participants will be asked to reapply sunscreen during snack and lunch breaks. With permission, participant can use the Rec. Department sunscreen if sunscreen is forgotten or runs out.

## **BEHAVIOR MANAGEMENT**

The staff encourage good behavior by creating a trusting environment that promotes appropriate behavior. Time and effort are 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 at the Summer Park Program. 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 Summer Park Program until a parent or guardian signs the warning notice and returns to the site Lead Counselor. If a child receives three warning notices, we will ask the parent, guardian, or caregiver to meet with the Program Manager to discuss appropriate disciplinary actions and how to address the behavior/s. 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 at our program. Such examples of this behavior would include excessive tardiness for end of day pick up, derogatory slurs, physical altercations, or leaving/threatening to leave the designated program area. **If your child needs any accommodations, please email Jenna Redlefsen directly (jredlefsen@medford.gov) at least two weeks prior to beginning the program (see Inclusion Service Request Form on website under department information).**

## **BEHAVIOR POLICY**

Appropriate behavior is always expected from all participants in recreation programs. To ensure safe and enjoyable programs and facilities for all participants, the Recreation Department has developed the following Code of Conduct:

Participants must:

- Show respect to all participants and staff
- Show respect for equipment, supplies, and facilities
- Refrain from using foul language and obscene behavior

- Refrain from causing bodily harm to other participants or staff
- Absolutely no Alcohol or Tobacco products on camp premises, this includes vaping. (If caught will be removed from the rest of sessions and summer - no refund)

### **HEALTH INFORMATION**

The Recreation Department Child Awareness form needs to be filled out and returned to the Recreation Department office located at 449 main Street, inside the Tufts Pool lobby or email to Jenna Redlefsen (jredlefsen@medford.gov), BEFORE your child starts the program. If we do not have this form on file 2 weeks prior to the start of the program, your child will not be allowed into the programs. All forms must be in two weeks before your child starts. Once you fill out the paperwork once, you will be all set! If a child requires medication during Summer Park Program, please inform the Lead Counselor and/or Jenna Redlefsen at the start of the first day. If a child cannot administer medication by themselves, a parent/guardians/caregiver MUST come to the Summer Park Program to administer the medication. Staff members cannot administer medication, as they are not licensed professionals. However, staff may assist and remind the child. Fill in all medical information on attached Child Awareness form. \*\*If a participant is injured at camp and goes to the Doctor, we will need a doctor's note before the camper returns to camp. \*\*

### **EPI-PEN PROTOCOL**

EPI-PEN 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. All EPI -PENS will be stored in cooler bag throughout the duration of the day. Due to participants safety any medicine will not be permitted to be stored in participants bags. **EPI-Pens MUST BE checked in and out each day, we do not keep them overnight.**

### **EMERGENCY PROCEDURES**

In case of an emergency, the parent/guardian/caregiver will be notified immediately. Make sure the staff at the Summer Park Program has a phone number where you can be reached from 8:30am-4:30pm. 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.

### **SICK CAMPER PROCEDURES**

We ask that you **DO NOT** send your child to Summer Park Program if they are not feeling well that morning. A child may not remain at or come to camp if they have any of the following symptoms:

- Fever over 100°F
- Excessive coughing and/or sneezing
- Vomiting
- Diarrhea
- Inflammation of the eyes
- Abscess or draining sores

- Rash, unless determined to be non-contagious by a Doctor's note.

A child may need to be sent home due to illness when they represent a health risk to other children or staff. If a child is contagious or not feeling well enough to participate in group activities, they must remain at home. Parents/guardians/caregivers will be contacted when a participant becomes ill at Summer Park Program and will need to be picked up immediately. The child will be provided with quiet activities while waiting for their parents. Child will need to be picked up from Tufts Pool lobby (449 Main St). We realize that it is difficult for working parents/guardians/caregivers to leave work for a sick child, but we take your child's best interest into consideration when calling you. A child must be fever free for 24 hours before returning to the Park Program

### **TYPICAL DAY**

The Medford Recreation Department fosters an environment of play. Counselors will introduce many playground games, sports, arts, crafts, as well as special events. Children are asked to try new activities, as it may become their favorite new activity, or they might meet a new friend from the interaction. Children at the Summer Park Program have the freedoms to choose from a wide variety of activities, and although we encourage them to try new things, it is okay if they do not want to participate.

### **SWIM TIME**

Campers will have the opportunity to participate in free swim each day. If a child does not want to or cannot participate, an alternative activity will be given. \*\*Medford Recreation Department lifeguards are always on-duty when our participants are in the pool. Additionally, staff is present in the pool area during pool time. \*\*

### **SWIM LESSONS**

The Medford Recreation Department along with the Lifeguarding staff will evaluate child's swim ability and place them into Beginner, Intermediate or Advanced. Swim lessons are highly encouraged but not mandatory.

### **FREE SWIM**

If your child is a non-swimmer and you would prefer, they wear a life jacket or even restrict them to the wading pool that is an option. All other participants will have to take the swim test to determine where they are allowed in the swimming pool. When filling out the Child Awareness for please let us know your free swim time preference. Selecting a red bracelet for a child strictly only allows them to stay in the wading pool. To pass the deep end test, a child must be able to swim one full length of the pool (face in water and supporting kick) and tread water for 30 seconds.

### **HIGH HEAT DAYS**

The Summer Park Program will not be cancelled on high heat days. On high heat days we will alter our schedule and children will take part in shaded, low movement activities and water play such as sprinklers. Please send your child with extra water on high heat days. Hydration begins the night before so please help keep your children hydrated by encouraging them to drink lots of water at home and throughout the sessions. If space is available, we might walk the children to the Missituk School to be in an air conditioned classroom.

## **RAINY-DAY PROCEDURE**

If there is inclement weather, the staff has a rainy-day plan to keep your children active and still having fun, even if it is not outdoors! In the event of needing to be moved, drop off/pick up will change to Tufts Pool lobby (449 Main Street). No one will be allowed in the pools when thunder has been heard or lightning has struck. Lifeguards have a procedure that they will follow and will let counselors know when it is safe for children to return to the water. On rainy days with thunder and lightning the pool will be closed to the public. Activities will be moved indoors to Tufts Pool Lobby, Guard Room and Locker Rooms (locker rooms will be closed to public).

## **Frequently Asked Questions**

*What Should Your Camper Bring to Camp?*

<ul style="list-style-type: none"><li>● Sneakers</li><li>● Tee shirts</li><li>● Backpack</li><li>● Sunscreen</li></ul>	<ul style="list-style-type: none"><li>● Change of clothes</li><li>● Appropriate weather gear</li><li>● Hat or visor</li><li>● 2 Bathing suits</li><li>● 2 Towels</li></ul>	<ul style="list-style-type: none"><li>● Lunch and 2 additional snacks</li><li>● Epi-Pen (if necessary)</li><li>● BIG SMILE</li><li>● Refillable water bottle</li><li>● POSITIVE ATTITUDE</li></ul>
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*What Should Your Camper Leave at Home?*

<ul style="list-style-type: none"><li>● Electronic devices</li><li>● Cell phones</li></ul>	<ul style="list-style-type: none"><li>● Jewelry</li><li>● Makeup</li></ul>	<ul style="list-style-type: none"><li>● Toys from home</li><li>● Weapons of any sort-fake or real!</li></ul>
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## **Important Responsibilities for Parents/Guardians/Caregivers to inform participants.**

- Stay with your group at all times
- No climbing on gates, fences, or trees
- 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 teamwork. How we play is more important than whether we win or lose!
- Label all belongings
- Check the lost and found if any of your participants 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 Medford Recreation Department, so the Lead Counselor can be notified
- Ensure that all Summer Park Program forms are filled out completely and on time before your child attends the first day of the program
- Make camp aware in writing if someone other than the parent/guardian/caregiver will be picking up if not listed on the pick-up list
- Advise the site Lead Counselor of any health concerns your child might have
- Explain Summer Park Program rules and expectations to your child prior to the start of the Summer Park Program
- Children should listen to Lifeguards in addition to counselors while attending swim lessons and free swim
- Non swimmers are required to always wear a lifejacket while participating in free swim

Medford Recreation is so excited to start our Summer Park program we are so excited to meet all our participants and have a super fun summer! Once Parents/Guardians /Caregivers read through packet we ask that you sign and return along with the Child Awareness form two weeks prior to the first day of Summer Park Program.

Thank you kindly,

Medford Recreation

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_