



Rockland Recreation Summer Program Parent Handbook 2023

**Hartsuff Park
146 Hingham St.
Rockland, MA 02370
Rocklandrec@rockland-ma.gov
Phone: 781-871-1730**

Welcome Parents!

Thank you for choosing our summer program this year. If this is the first time that your child will be joining us, we welcome you to visit Hartsuff Park prior to the start of our summer program. Our home base for the Chipmunks and the Full Day Program is in the grove area of the park where all the trees are located and our bathrooms. Our Rockland Teen Adventure Program meets on the opposite side of the field from the parking lot where the blue and white shed is located. We will have a variety of activities for the children all summer. For our Chipmunks and Full Day program we have themed our weeks so that we can base most of our activities on that theme (excluding field trips).

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day easier for you and your child. Please carefully read this handbook and keep it for future reference. The Rockland Recreation staff would be glad to address any of your questions or concerns. Once again, welcome!

OUR PROGRAM

The goal of our program is to create an atmosphere for children to grow socially and physically; our dedicated staff works with peer groups to engage the children in activities that are challenging and fun.

A variety of age-appropriate activities are offered each week including:

- Swimming
- Field Games
- Basketball
- Wiffleball
- Soccer
- Arts & Crafts
- Science
- Special Visitors



HARTSUFF PARK INFORMATION

Staff:

Chipmunk Director	Katie Moriarty
Full Day Program Director	Christine Bogue
Rockland Teen Adventure	Michael Doyle

Recreation Staff Phone: 781-871-1730

Recreation Director	Jeanne Blaney	Jblaney@rockland-ma.gov
Recreation Administrator Assistant	Olivia McCormack	Rocklandrec@rockland-ma.gov

Absences

If your child is not going to attend their program for the day, please report their absence by calling the office at 781-871-1730.

Drop-Off & Pick-Up Address

Hartsuff Park
146 Hingham St.
Rockland, MA 02370

Program Hours

Monday – Friday
9:00am to 3:00pm

Extended hours for additional prices are available as follows:

7:30am to 9:00am for Pre-Care
3:00pm to 5:00pm for Post-Care

Arrangements for extended hours, before or after, must be made at least 24 hours in advance. Should you call after the 24-hour period you will be charged **\$15.00** for that day's extended time. (Please note we can not always accommodate last minute request due to staffing.)

Drop-Off @ 9am

Drop off will be rolling, we ask that you stay in your car and make a line along the fence near the field. A staff member will remove your child from the car and guide your child to the field where they will be checked in with their group and counselor. Parents if you need to get out of your care or need to talk with one of the directors, please pull into a parking space and wait until the end of drop off. At that point you can get out and talk with the appropriate staff member.

Please understand we have a system in place to keep everyone safe and are following state guidelines.

Early Pick-Up

If your child will be leaving early, please notify the Director of your child's program, in writing, on the morning of the designated day or you can send an email to rocklandrec@rockland-ma.gov. The staff will have your child prepared to depart at your requested time.

Pick-Up – 3pm

Pick up will be at the field next to the parking lot of Hartsuff Park. Check in with our staff to have your child dismissed to you. Our staff throughout the day will assist your child with keeping their belongings neat and together. There are times when we have lost clothing or items so if you find your child is missing an item, please contact the office or let one of our staff members know. Often time we hang up lost items along the fence and keep a lost and found bucket located in the office inside the bath house.

Should you need to speak with a staff member we ask that you wait for a staff member to become available which will likely be at the end of pick up.

Late Pick-Up

We close **promptly** at 5:00 pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

-First 5 minutes: Grace Period

-Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

NOTE: When a child is not picked up in emergency situations including, but not limited to inclement weather or natural disasters, we will follow the above “late pick-up” policy listed above starting 45 minutes from when the parent has been informed of the need for children to be picked-up.

Children at Risk

Parents who arrive at program in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to their home.

Some options that may be exercised are:

- Call another person on the child’s emergency contact list
- Call the other parent or guardian
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or Rockland Police will be called.

2023 Program SCHEDULE

Hartsuff Park Programs Run for 8 consecutive weeks, with our Chipmunk and Full Day programs having their own unique theme each week. Please refer to our highlights document for specifics about each week.

Weekly Program Dates:

Week 1 - June 26

***Week 2 - July 5 (No Program July 3&4)**

Week 3 - July 10

Week 4 - July 17

Week 5 - July 24

Week 6 - July 31

Week 7: August 7

Week 8 - August 14

PROGRAM T-SHIRTS

Every child who registers for this program will receive a free t-shirt. To ensure the correct size you must order by May 1st.

APPROPRIATE ATTIRE/What to bring!

Please remember to dress your child appropriately for this outdoor program. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials. Here are some reminders of clothes for this program:

- T-Shirts
- Shorts (No Skirts or dresses. In the past we have found them an issue when playing field games)
- Socks
- No halter or tube tops; No clothing with inappropriate language.
- Sneakers (No sandals or flip flops, please!)
- Water shoes
- Plenty of Water
- Snacks
- Beach Towel
- **LABEL EVERYTHING!**

Chipmunk or Explorer Program: Please have your child wear their bathing suit under their clothes, if they are comfortable. This cuts down on waiting times for a changing stall.

COMMUNICATION

Every Friday, before the start of a new session, we send out an email to all the registrants explaining what will be happening in the upcoming week. If you are not registered before 9:00am on the Friday before, you will not be receiving this email. You can access additional recreation department information on our website:

www.rocklandrec.org



DISABILITIES

For the Rockland Recreation Department to provide the best program experience for your child, we ask that prior to registration, you consult with recreation staff regarding any special needs of your child. Since there are some medical treatments and procedures that legally our program staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

CONDUCT

Rockland Recreation staff is committed to providing a safe and welcoming environment for all our registrants and guests. All program participants are expected to exhibit appropriate and respectful behavior 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 including staff, 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. Rockland Recreation management will investigate all reported incidents. Incidents may result in dismissal or termination from the program. **No refunds will be given for these instances.**

DISCIPLINE POLICY

Depending on the severity of the behavior, we MAY skip any of the steps below. (i.e., aggressive behavior, bullying, repeat offenses, etc.)

Step 1: Verbal Warning/Break from Group or Activity

The staff will address the behavior and if necessary, the child will be asked to take a short break from activities. During this break the staff may advise the child on other strategies to better deal with their behaviors.

Step 2: Written Warning

Staff will issue a written warning if the child ignores redirection and continues the behavior. Parents will be given a copy of the incident. The original will be placed in the child's file.

Step 3: Suspended/ Withdrawn

Depending on the severity of the incident or after several re-occurring incidents with no change in behavior, staff may suspend your child or withdraw your child from the program. In certain situations, a guardian will be contacted to pick up the child immediately.

Abusive behaviors will result in immediate dismissal.

EXPECTATIONS

Good behavior will be encouraged through positive reinforcement. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the children toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from Rockland Recreation Hartusff Park Summer Program.

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the program staff. This will enable us to work more effectively and productively with your child. Please note we do not have enough staff to work with your child one on one. If you are sending your child to our program with a one on one, please inform the office.

COMMUNICATION WITH STAFF

If your child needs help, has concerns, or is having issues with others, we ask that the child speak to their counselors IMMEDIATELY so that these issues are handled. While our staff are doing their best to supervise and provide instruction for games and activities, they may not see everything that occurs during the day. It is important that children and adults communicate any concerns so that the staff can reinforce the rules and ensure that every child can safely enjoy their time at Hartsuff Park. If there are concerns with behaviors please feel free to speaking with the director of your child's program.

ENROLLMENT, WITHDRAWAL & PAYMENT POLICIES

There is only one way to enroll your child: Online at www.rocklandrec.org If you need help enrolling your child, please contact the office at 781-871-1730.

Payments are due the Monday one week prior to the following week. If you are not paid for the week then your child is not considered enrolled in the program. If you have made payment arrangements and you do not contact the office that your child won't be attending, then you are still responsible for the cost of the week.

Payment can be made by **check made out to "Town of Rockland,"** or on line by credit card. Please make all payments with our office **NOT** at the program site they will not be handling money. Our office is located at 394 Union St. and the hours are 8:30 AM to 4:30 PM. All withdrawals from the program should be done no less than 5 business days prior to the start of the program and must be submitted by email to rocklandrec@rockland-ma.gov.

Refunds/credits will be issued as follows:

All programs:

- You may withdraw, in writing, up to 5 business days prior to the start of each week in writing.
- **There will be a \$10 processing fee for each session.** Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1st day of session start date.
- Refunds will not be issued due to weather conditions or any water closure.
- All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through any other recreation staff.

If you would like to transfer your child to a different session, requests must be submitted to the office through email. The Rockland Recreation Department reserves the right to remove a child from any program due to behavioral or other concerns. In this event, no refund will be given.



FIELD TRIPS

Field trips may change due to inclement weather or any issues with the facility we will be attending.

FINANCIAL ASSISTANCE

The Recreation Department seeks to make its services available to all people, regardless of their ability to pay. Please contact the office for more information.

GENERAL PROGRAM SCHEDULE

Children participate in a variety of activities each day. The activities can be program wide activities, personally selected activities, and group activities. Here is an example of what a typical day could look like:

7:30 - 9:00 am Pre-Program Care/ games and crafts (if applicable)

9:00 - 9:15 am Attendance & Morning All-Program Meeting

9:15 -9:45am Snack Time / Sunscreen

9:45 -12:00pm Choice of Field Games, Playground, Arts and Crafts, Board Games, other games on the park grounds, Swimming / Water play

12:05 -12:45pm Lunch

12:50 -1:35pm Clean up and prepare for waterfront activities or other activities offered

1:40 -2:25pm Choice of Field Games, Playground, Arts and Crafts, Board Games, other games on the park grounds, Swimming / Water play (Please note we may decide to do an activity as one large group)

3:00 -3:15pm Dismissal

3:15 -5:00pm Post-Program Care (if applicable)

Program activities have been designed to fit the theme of each program session and include arts & crafts, games & fitness, transitional activities, special events, and swimming.

EXTENDED CARE HOURS

Children in our post program will be given a variety of structured and non-structured activities to choose from each day. Activities may include puzzles and board games, books, Legos, and swimming. Hartsuff Park Program is only accepting 20 children per day for extended care. Extended Care will be held at the Bathhouse Area of the park and the children will be split into two groups of 10 children or less. Should you require extended care please provide 24 hours' notice to the office if you have not already registered. In some cases, we will not be able to accommodate last minute requests.



LOST AND FOUND

It is highly recommended that you label ALL items with your child's name. While we make every effort to keep all the children's belongings in their backpack or with them, Rockland Recreation will not be held responsible for lost or stolen items. Please make a quick check of your child's backpack at the end of the day before leaving. Lost items are much easier to recover on the same day they are lost.

LUNCHES & SNACKS

Children should bring a non-perishable lunch, beverage, and filled water bottle to program daily. Please pack a healthy and balanced meal. Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the child's first and last name. Please do not provide your child with food that will need heating or to be microwaved. Program staff will not be heating meals.

We have one snack period daily. Please send extra food for these times as well as a water bottle.

We hope to be providing a FREE Lunch program. If you do not wish your child to participate, please email us at rocklandrec@rockland-ma.gov There is **NO** free lunch on Friday or when the Teens go on field trips. They **MUST** bring a lunch on those days.

NUT-FREE PROGRAM

Our program is nut-free. Please do not send your child in with items that are made with nuts.

MEDICAL / EMERGENCY INFORMATION

Essential Forms:

As required by the local licensing authority, each child must have a completed:

- ✓ **Program Registration Form or Online Registration**
- ✓ **A copy of their physical (must be within 18 months) and immunization**

Physical and immunization forms can be emailed to the office rocklandrec@rockland-ma.gov All medical forms should be submitted at least 2 weeks prior to when your child starts the program. Physicals must be dated within two years.

Illness Policy:

Children must be healthy to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend our program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the program by 7:45am and let the program Director know of your child's absence. When your child has a fever (of 100.5) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. ***If your child becomes ill while at our program, you will be asked to pick up your child as soon as possible.***

The following are defined as illness or communicable health problems:

- Conjunctivitis (Pink Eye)
- Chronic runny nose with colored discharge
- Chronic cough
- Fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- Open rash
- Knowledge that the child has had a fever within the past 24 hours
- Covid 19

Accidents / Emergencies

All precautions will be taken to prevent serious health risks to all children. If a minor injury occurs, First Aid will be administered at the program location by our certified program staff. The following procedures will be followed:

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

In the event of a medical emergency, immediate action will be taken by the staff and the Program Director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parents, or other responsible adults will be notified. In general, in the event that a major injury or health problem arises, and professional medical care is required, the following steps will be taken:

- ✓ Immediate First Aid will be administered by the program staff until professional services arrive
- ✓ 911 will be called
- ✓ You will be contacted. If you cannot be reached, the emergency contact person will be notified
- ✓ A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives
- ✓ The incident will be described in writing in the program incident report log

Emergency information is very important for us to provide the safest possible environment for your child(ren). Please notify us before your child starts with the program or right away when there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these up to date at all times.

Emergency Plan for Hartusff Park

Hartsuff Park Program has a site-specific emergency plan including an assembly area program, notification system, locations of fire extinguishers, first aid kits, etc. Staff has been trained and is expected to be well-versed in emergency procedures. Drills will be conducted throughout the summer to practice safety procedures.

Shelter: In the event of an emergency that requires an inside shelter, Children and staff will assemble in the Bathhouse and Teen Shed. With inclement weather, the staff will bring their group to their assigned shelter/tent. If needed, we will evacuate the park by bussing children to the Community Center at 394 Union St., Rockland.

Facility Evacuation (in case of fire or other emergency): In the event of an emergency requiring facility evacuation, children and staff will exit the park and meet in the back corner of the field. Program staff will take attendance of children in their groups, directors will make sure that everyone has left the facility, and each Program Director will be responsible for medication and first aid kits. If that location is not appropriate, we have designated areas on Hartsuff St. and Millennium Way where we will congregate.

Medication Policy

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and over the counter medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form that you can get from the office
- Keep all medication in the original container with the prescription label / direction label attached
Medication must be labeled with the child's name, the name of the medication, the dosage amount, and the time or times to be given
- Hand all medication (including inhalers, etc.) to the Program Director. Children are not allowed to keep medications with themselves, backpacks, or lunch bags unless it has been cleared by the Program Director

Emergency Plan for Rockland Community Center

Rockland Community Center has a site-specific emergency plan including an assembly area program, notification system, locations of fire extinguishers, first aid kits, etc. Staff has been trained and is expected to be well-versed in emergency procedures. Drills will be conducted throughout the summer to practice safety procedures.

Shelter: In the event of an emergency that requires an inside shelter, children and staff will assemble in the room they are closest to with locked doors.

Facility Evacuation (in case of fire or other emergency): In the event of an emergency requiring facility evacuation, children and staff will exit the building and meet at the fence at Doves' nest closest to North Ave. Program staff will take attendance of Children in their groups, directors will make sure that everyone has left the facility, and the Program Director and Assistant Program Director will be responsible for medication and first aid kits. If this area is not appropriate the children will be escorted to Holy Family or to the Bi-Centennial Track on Lower Reed St.

Sunscreen & Hand Sanitizer

Sunscreen should be applied prior to the arrival of the program. The Rockland Recreation Department encourages your child to use and bring sunscreen to the program every day. Program staff will help children with application of the sunscreen. We encourage you to send spray on sunscreen. Every child must answer yes to the sunscreen question upon registration.

Bug Spray

Bug Spray should be applied prior to the arrival of the program. The Rockland Recreation Department encourages your child to use and bring bug spray to the program every day. Program staff can only help with spraying the bug repellent on the child without rubbing it in.

Allergies

In recent years, there has been an increase in the number of children with severe allergies. We do our best to accommodate these Children. If you're aware that your child is severely allergic to something, it is your responsibility to notify the Rockland Recreation Department in advance so we can take the proper precautions.

Special Diets

Program staff must be made aware of any child who requires a special diet due to medical or religious reasons.

PERSONAL BELONGINGS

Please do not allow your child to bring personal belongings to the program. The Rockland Recreation Department cannot be responsible for the loss or damage of toys, games, clothes, electronics, cell phones or other personal belongings.

Please do not bring the following items to the program:

- Any electronic games and devices (including, but not limited to: PSPs, iPods, mp3 players, iPads, etc.)
- Cell phones (We understand that more and more children have them and if the child brings a phone, they will be asked to leave it in their backpack)
- Trading cards
- Weapons of any sort – fake or real
- Valuable items

PHONE CALLS

Please do not call to speak to your child or your child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Program Director with your questions or concerns at any time at 781-871-1730.

RULES & SAFETY

Safety is paramount to our program. All children **MUST** be brought to and picked up from the program by a parent or authorized person. All adults picking up children will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Program rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all children. Please review the following list of rules with your child:

General Rules

1. Stay with your group always.
2. No climbing on gates, fences, or trees.
3. No inappropriate or abusive language is permitted.
4. No hitting, kicking, or other physical abuse is permitted.
5. Listen to and respect the rules and boundaries of games and activities.
6. All Children will be expected to display *good teamwork*. How we play is more important than whether we win or lose.
7. If you child brings a cell phone, it should always remain in their backpack unless permission has been given to use it. Pictures of other children are strictly forbidden.

STAFF

The Rockland Recreation Department strives to hire a highly qualified, well-trained staff to conduct our summer program. The staff is comprised primarily of college students, high school students, recent graduates, and schoolteachers. The program staff members are innovative and creative individuals who love working with children. All staff go through a staff training and are certified in First Aid and CPR. The child: staff ratio for the Chipmunks is 7:1, and 10:1 for Explorers. The Rockland Teen Adventure program has a ratio of 15:1 being the maximum.

SWIMMING

Please send your child to Program with a **swimsuit, towel, and water shoes EVERYDAY**. Your child will not be allowed to enter the water without their water shoes. Children will be swim tested at the beginning of each session. A certified lifeguard will determine whether they can swim in the deep or shallow water. Program staff and certified lifeguards are always supervising the pond. All chipmunks will wear a life jacket provided by Rockland Recreation when they are in the water.

TAX INFORMATION

The Town of Rockland's Federal tax ID number is 046-001-062.

TRANSPORATION

There is no transportation available to and from our program. We will provide transportation to and from fieldtrips utilizing a transportation company.

WEATHER

As a recreation department, we believe that outdoor play is an important element in a child's life. There are no indoor areas at Hartsuff Park; however, there are tents for shelter on rainy days. Rainy days are specially programmed days and may include low impact games. Should the forecast be schedule for rain all day or possible thunderstorms then we will move the program in-doors to the Rockland Community Center, located at 394 Union St., Rockland. We will do our best to notify you the day prior if we are going to move our program indoors. Sometimes we will wait until the morning of and will make the decision around 6 AM. We will email all the parents about the move, and we will post it on all social media as well as our website. If you miss an email, we will have a sign posted at the park that it is going to be a rainy day and you should bring your child to the Rockland Community Center. Children in the Explorer or Teen Adventure Program will be dropped off and picked up at the gym doors located in the back of the building. Chipmunks will be dropped off and picked up at the front doors of the building.

Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the morning.

During periods of extreme heat, the Program staff will scale down physical Program activities. Children will not be in direct sunlight for more than 20 minutes at a time. The staff will also remind children to increase their water intake by having many water breaks throughout the day. All precautions will be taken to prevent heat related injuries during these times.

Hints for the Heat:

1. Provide at least two drinks for your child.
2. Drinking water is encouraged throughout the day.
3. Provide your child with a hat to wear and dress them in light colors.

QUICK REFERENCE CHECKLIST

Did you remember to send? **Please label everything!!**

- Backpack
- A healthy lunch and snack that is labeled (no glass containers)
- Sunscreen
- Swimsuit, towel & **water shoes**
- A plastic bag for wet stuff
- Bug spray
- A complete change of clothes for younger children

If you have any questions or concerns, please feel free to contact the Rockland Recreation Department at 781-871-1730.

We look forward to a happy and safe summer with your child!

