

Parent & Guardian Handbook



CANTON
PARKS & RECREATION

We are pleased to welcome you to Canton Parks and Recreation and to offer exciting programs and activities for the upcoming summer season. You will find the answers to most of your questions with the pages of this booklet, however, do not hesitate to call or email us for more information. We look forward to meeting you and your camper this summer!

Staff

Led by dedicated recreation professionals, our staff are chosen based on maturity, responsibility, creativity, and interest in outdoor recreation.

Camper to Staff Ratios

<u>Program</u>	<u># of Staff</u>	<u># of Campers</u>
Edge Camp	1	10

On all field trips, campers are assigned to a counselor and are required to stay with that counselor at all times.

Required Paperwork

All paperwork must be submitted to Canton Parks and Recreation 3 weeks prior to program start date

- Physical Exam (Completed within the past 2 years)
- Record of Immunizations

Drop-off and Pick-up

These procedures are meant to create a safe situation in the parking lot areas and to allow staff to properly record attendance records

Drop-Off and Pick-Up Location: Armando Recreation Center, 92 Pleasant Street, Front Lawn Area
Drop off and Pick-up times will be provided via email prior to your camp week

- Parents/Guardians are required to check-in and check-out their child with a designated staff member
 - If someone other than a parent/guardian will be picking up your child, you must notify a staff member in advance
- Person(s) picking up children should be prepared to show identification
- Upon check-in the first day, you may be asked to verify your child's emergency contact and/or allergy information
- If you will be late dropping off or picking up or if your child will be absent, **you must call Canton Parks and Recreation at 781.821.5030**

Sun Protection & Insect Repellent

- Participants should apply sunblock 20 minutes prior to leaving the house
- Participants should pack spray on sunblock so that staff can assist to reapply throughout the day
- Hat and sunglasses are recommended
- Participants should pack appropriate insect repellent as needed.

Clothing and Footwear

- Participants should wear comfortable clothing suitable for each activity or regional attraction
- Except at a pool or beach, participants must have appropriate **footwear** on at all times.
- Participants should bring a backpack with necessary items for the day

Food and Drink

- **Pack a FILLED Reusable WATER BOTTLE daily (labeled with child's name)**
- Pack snacks as needed
- Pack a **LUNCH**. Some field trips may offer food for purchase at camper's expense. Please refer to pre-camp email for details.

Visiting and Calling

We discourage visits to program sites as it causes distractions to the group and schedule. If you must see your child due to an emergency or need to arrange an early pick-up, please call us at 781.821.5030 in advance. Phone calls between parents and children are not encouraged during program hours. We will, however, call if any issues arise with your child. Please do not hesitate to call if any changes occur during the day that will affect their pick-up or drop-off schedule.

Participant Health

Medical Emergency Procedures: It is mandatory that we have emergency contact information for your child. Key staff members are CPR, First Aid, and AED certified. Parents will be notified of any administered first aid, and reports are kept on file at Canton Parks and Recreation. The Public Health Nurse will be available for consultation. In case of injury or acute illness, our emergency plans will be activated. We will contact parents immediately.

Medication Administration: Medication administration is overseen by our Program Director. All prescription medication must be in the original container, with the pharmacy label showing the prescription number, date filled, physician's name, name of medication, directions for use, and patient name. Parents must give authorization before any medication can be administered.

Inclement Weather

Signature camps and programs take place daily, rain or shine. In the event of inclement weather, schedules (swim lessons, field trips) may be modified.

Behavior Expectations

Please review with your child prior to arrival

- On all field trips, campers are assigned to a counselor and are required to stay with that counselor at all times.
- Be respectful of all facilities, program equipment, participants, staff, Bus Driver, Town of Canton Staff, and all those we encounter
 - Respect includes:
 - Stopping activity and listening when staff ask for the participants attention
 - Picking up equipment
 - Properly throwing away trash
- Participants are expected to respect the personal space of others. Pushing, hitting, and jumping/hanging on others are prohibited. This includes activities at the pool. These behaviors create an unsafe environment and are unacceptable.
- Participants are expected to stay with their assigned staff member at all times
- Be inclusive of your fellow participants in games during free play time
- Use of inappropriate language and having inappropriate conversations are prohibited

Parents of participants engaging in these recurring behaviors will be notified by the Program Director and/or staff. If these behaviors continue to occur, participants may be suspended or dismissed. We need the cooperation of all everyone to maintain a safe environment.

TRANSPORTATION

GENERAL

Canton Parks and Recreation will transport participants according to the policy and guidelines listed below:

- Buses try to maintain a schedule but due to traffic considerations and weather conditions, times may vary.
- Drivers cannot allow non-participants (including parents/guardians) onto the buses.
- Parents/guardians should not expect buses to operate over roads that are not properly maintained, on private lanes or driveways, or on dead ends or cul-du-sacs.
- Buses are be considered “full” when 47 Middle/High School aged youth or 65 elementary aged young are assigned to them.
- Participants cannot ride a bus without being registered in advance.

REGULATION FOR BUS USE FOR ALL PARTICIPANTS

PARTICIPANTS – Loading and unloading for all programs and camps

- Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
- Bus riders will not crowd or push while boarding the bus.
- Participants on crutches, who can still ride the bus, should sit near the front of the bus for safety reasons.

PARTICIPANTS – Riding the Bus for all programs and camps

- All parts of the body i.e. hands, arms, head, feet, legs, etc must be kept inside the bus at all times. Permission from the driver should be given before any windows are opened or closed.
- Participants must keep the bus clean – remove all trash and belongings.
- Profane, derogatory or disturbing language shall not be used.
- Cell phones and gaming devices can only be used with headphones. Canton Parks and Recreation will not take responsibility for any item brought on or left on the bus.
- Bus riders must remain seated at all times.
- No items can be in the aisle or blocking an exit. Backpacks can only go on the bus if the items can fit securely on the participants lap with room for another participant in the seat.
- Buses are an extension of the program or camp – all rules concerning discipline apply to the behaviors on the bus. The driver is responsible for the safety of the participants and can enforce rules on the bus.
- Participant's misbehavior may be documented by the bus drivers who have discipline forms that should be completed and submitted to the Deputy Director or Parks and Recreation. Participants may be suspended from the bus for a period of time or completely removed from transportation.
- If a participant damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

Physical/Sexual Abuse Policy

Any staff member who witnesses either physical or sexual abuse of any participant or anyone involved in a Canton Parks and Recreation program should immediately bring it to the attention of his/her immediate program supervisor and the Director or Assistant Director of Parks and Recreation.

If the Program Director witnesses and/or is informed of alleged physical or sexual abuse, he/she should immediately inform the Director or Assistant Director of Parks and Recreation. In addition, the Program Director should take any necessary action to remove the alleged perpetrator from contact with all participants.

The Director or Assistant Director of Parks and Recreation will take any and all necessary action that is appropriate to address situations related to physical and sexual abuse. Actions may include, but are not limited to suspension or termination of employee, contacting the Public Health Nurse and Canton Police, meeting with the parties and parents, when appropriate, of those involved.

Lost and Found

Staff will help children check for lost items on a regular basis. Please collect all of your child's belongings at the end of each session. To help us return lost items, please label all items including: backpacks, clothing, lunch boxes, swimsuits, water bottles, and towels, etc. Unclaimed items from summer programs will be discarded by August 30, 2017.