

Parent & Guardian Handbook



CANTON
PARKS & RECREATION

SUMMER 2020
PLAYGROUND PROGRAM

We are pleased to welcome you to Canton Parks and Recreation Playground Program. You will find most of the answers to your questions in this booklet. There are many changes to the Playground Day Program this year due to COVID-19, and this booklet will answer many of your questions. This booklet will provide information on the handling of the COVID-19 outbreak and will give you all the precautionary steps and rules we are following to keep your campers safe this summer! If you have any other questions or concerns please contact the Park and Recreation office at (781) 821-5030. We look forward to a fun summer, as well as keeping your children safe and healthy.

Summer Playground Program

Monday – Friday

9AM – 12:00

Playground Locations: Canton High School

The Playground Program is open to **Canton residents only and** consists of a semi-structured environment where participants can drop-in and take part in any of the activities that we are offering for that day.

Under the leadership of the Playground Director and Staff, supervised recreational activities are provided which include; sports & games, arts & crafts, and special “themed” days.

The playground is also available whereby children may socialize with friends, join in impromptu or organized games, or use this opportunity to follow their own creative pursuits.

Our goal is to create lasting memories for our participants and this will be a summer your child won't want to miss! The program gives kids a chance to be active, build friendships and most importantly **HAVE FUN!**

This is an active, outdoor based summer program. Please dress children appropriately for the summer weather, send them with plenty of water, and apply sunscreen before the program begins.

Registration

- **REGISTRATION IS REQUIRED** for all children attending the program.
- Register online or for each week that you are interested in attending.
- Children will not be able to participate until paperwork is complete.
- Open to all youth entering 1st grade-8th Grade (Fall 2020).
- Registration continues throughout the summer to accommodate all children who may return from vacation or summer school programs.

Check-In and Check-Out Procedures

These procedures are meant to create a safe environment for your child, as we pre-screen them before they enter camp.

- Parents/Guardians will pull up to a designated area for their child to go through a pre-screening
 - A staff member will make a visual inspection of each child for signs of illness including flushed cheeks, difficulty breathing or fatigue.

- The child's temperature will be taken by a trained staff member, with a non-contact thermometer and gloves.
- The child will be asked the following questions:
 - How you or a family member had contact with a person with COVID-19?
 - Do you have any respiratory distress?
 - Do you have a cough?
 - Do you have a sore throat?
 - Have you lost your sense of taste or smell?
 - Do you have an upset stomach/diarrhea?
 - Do you have an explained rash?
 - Do you have a headache or muscle ache?

If your child answers yes to any of these questions or has a temperature over 100.3, they will not be able to participate in camp.

- Person(s) picking up children should be prepared to show identification
- Check-in and check-out each participant every day with a Counselor at the main table at each location.
- Check-in and check-out will be recorded on the official *Sign In/Out* attendance sheet for the current day.
- When checked-in, participants must remain on-site at ALL times. No one is allowed to leave the site.
- The Playground Summer Program opens at 9AM and closes at 12:00.
- Late fees apply for a pick-up after 12:10 PM.
 - Pick-up after 12:10 will result in a \$20 fee for the first 20 minutes.
 - An additional \$20 fee will be charged for each subsequent 30 minute period.
- We encourage all participants to be dropped off and picked up by the same person, or same household members.
- If the person picking up your child(ren) is not on the Child Authorization form please send a note with your child confirming this person had permission to pick-up your child(ren)
- 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, or email aberardi@town.canton.ma.us

Plan for Isolation of Sick Staff and Children

If a child becomes symptomatic while at the summer programs:

- Staff will immediately separate the child from other children and minimize exposure to staff.
- The child will be moved to the designated space for symptomatic participants which will be located at the program, away from all other participants. Whenever possible, the child's nose and mouth will be safely covered to protect others from potential infection.
- Staff will contact the child's parent/guardian immediately. The child should be sent home as soon as possible and will remain in isolation until the parent arrives.
- Families should consult with their healthcare provider to determine if any testing or other medical attention is necessary.
- The Program director will notify the Board of Health
- Staff will identify the children and the staff members who were in contact with the symptomatic child.
- Exposed staff and children's parents will be notified of the exposure and provided with guidelines.

- Clean and disinfect all areas by the child who is sick, such as bathrooms, common areas, and sports equipment.

If a staff member become symptomatic:

- The staff member will immediately be removed from their counselor responsibilities and sent home
- The Program Director will notify the Board of Health immediately
- Identify the children and staff who were in contact with the symptomatic staff member
- Exposed staff and children’s parents will be notified of the exposure and provided with guidelines
- Clean and disinfect all areas used by the staff that is sick, such as bathrooms, common area, and sports equipment.

Plan for Quarantine and return to Parks & Recreation programs

- If a child or staff member is diagnosed with Covid 19 they will be required to isolate for 10 days.
- People with COVID-19 who have stayed home (home Isolated) can return to the program under the following conditions:

If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
- AND**
- their symptoms have improved (for example, when your cough or shortness of breath have improved)
- AND**
- at least 10 days have passed since your symptoms first appeared

If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers)
- AND**
- other symptoms have improved (for example, when your cough or shortness of breath have improved)
- AND**
- You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

If a child or staff is **exposed** to COVID19 they will be required to quarantine for 14 days after the last day of contact with the person who is sick.

Safety and First Aid

- The **SAFETY** of your children enrolled in the Playground Summer Program is our **PRIMARY CONCERN**.
- Emergency contact information, allergy or other necessary health information, liability waiver, and parent/guardian signature are required.
- Summer counselors are equipped with a first aid kit for minor accidents. For all other accidents, the Playground Director, as well as, the Canton Fire and Police Departments will be contacted to respond.
- No summer counselor or other department staff will administer aspirin or medication of any kind.
 - Exceptions: Epi-Pen, Rescue or fast acting inhalers, Allergy Medications for severe allergies as instructed by parents or Public Health Nurse.
- Injury/Incident reports will be completed for any occurrence deemed to be major (example: transport to hospital, parent required to pick up, etc.) Consult with Playground Director if you need clarification.
- A note will be sent home with the participant if basic first aid is administered (i.e.: Band-Aid for scrapes and cuts).
- If a child reports that they are feeling ill, the Playground Director will be notified.
 - The Playground Director or head counselor will contact the participants parents to pick-up the child OR if the child is authorized to sign his/herself out, the child will be allowed to go home
- Sun Protection - Participants should apply sun block 20 minutes prior to leaving the house.

Clothing and Footwear

- Participants should wear comfortable clothing suitable for recreational activities such as sports, games, and arts & crafts.
- Hats, visors, or baseball caps are recommended.
- All children must bring a mask to camp.

Food and Drink

- Pack a FILLED WATER BOTTLE daily (labeled with child's name)
- Pack a snack
- Sharing of food or drink will not be allowed

Inclement Weather

- If the playground program is closed due to inclement weather, we will notify registered participants via website (cantonrec.com), social media (Facebook and Twitter), and e-mail distribution list. The notification will be posted by 8:30AM.
- In the event that inclement weather occurs during hours of operation, participants will take shelter in the field houses.
- An e-mail will be sent to parents if the program is cancelled during the day due to weather

changes and will be required to pick up the participants.

Youth Protection

- One on-one contact between counselors and youth prohibited.
 - In situations requiring a personal meeting, the meeting is to be conducted with the knowledge and in view of other counselors and/or youth.
- Use of smart phones, cameras, imaging, or digital devices prohibited.
 - Although participants are allowed to keep a cell phone on their person to contact parents in emergencies, it is easy to unintentionally or inadvertently invade the privacy of other individuals with those devices with regular use of the cell phone.
 - The use of any device capable of recording or transmitting visual images in or near restrooms or other areas where privacy is expected is inappropriate.
- No secret organizations.
 - Canton Parks and Recreation does not recognize any secret organizations as part of its programs. Participants cannot create a club or group within the camp.
 - All aspects of our camps and programs are open to observation by parents and professional staff.

Behavior Expectations

These rules are posted at all Playground locations.

Please review with your child prior to arrival.

- 1) Storage sheds are for COUNSELORS ONLY.
- 2) Good sportsmanship is a must! Play as a team, play fair and take turns.
- 3) Hands to yourself. No pushing, shoving, or putting your hands on one another.
- 4) Respect your counselors and listen to them at all times.
- 5) Participants are expected to respect the personal space of others. Be kind to others.
- 6) Safety first! Make good choices.
- 7) Throw trash away and pick up after yourself.
- 8) Use of inappropriate language and having inappropriate conversations are prohibited. Verbal threats will not be tolerated
- 9) Be respectful of all facilities and playgrounds and take care of equipment/supplies. Treat them like they are your own.
- 10) NO HAZING. NO BULLYING. NO STEALING. If a participant is found to be participating in such activity it may result in removal from the program.

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

Discipline Policy

- Discipline used in the Summer Playground Program is constructive.
- **Under certain circumstances a child may need to be removed from a situation, the child will be monitored by a counselor.**
- If inappropriate behavior or language occurs, counselors will take the following steps:

- First occurrence: talk to the participants involved, review the playground rules and why their actions were inappropriate.
- Second Occurrence: talk to the participants involved and a counselor will sit with the participants for a time-out from the activity (depends on the age of the child and severity of the offence).
- If behavior becomes a consistent problem, parents will be contacted by the Playground Director.
- A record will be kept of participants' misbehavior.
- DISCIPLINARY STEPS
 - STEP 1: Verbal Warning to Participant: Given by staff (break or removal from activity may occur)
 - STEP 2: Parent Conference with Playground Director
 - STEP 3: Parent Conference with Deputy Director of Parks and Recreation
 - STEP 4: Termination from Playground Program

NOTE: If a participant's action is of a violent nature against another child, staff or property, the participant may be suspended or terminated immediately. A parent conference will be scheduled before the participant may return. If actions continue, the child may be terminated from the program. **We want every child's experience at our Summer Playground Program to be positive, fun, exciting, and safe. These disciplinary steps have been established to assist us in achieving our goals for *all* of our participants.**

Covid-19-Symptoms

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.