

Dear Parents,

It's time to get in gear for another great year of CITs! This program is an extensive training that will provide young teens with a variety of opportunities to prepare for a possible future position as a counselor. There will be only approximately 2 CITs per group, allowing for a more fulfilling experience with responsibility. The CIT Director will oversee all of the CITs and provide them with group workshops, team building exercises, and valuable tools for working with children, all while enjoying the summer.

The purpose of this packet is to give you some general information about how the program is run, answer frequently asked questions, provide you with all required paperwork, and update you on the changes that will take place for this summer.

Things you can do to help us:

- Read your Parent Handbook
- Call when your child will be absent (978) 639 -3260 (camp office seasonal)
- Label all belongings
- Post Park & Recreation phone number, (978) 443-1092, at home and at work
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- Drop off and pick up on time or take advantage of our great Extended Day or Early Drop Off options (which are FREE for CITs)

The deadline to submit all paperwork is May 1st. NO child will be allowed to attend camp without paperwork! We hope this will answer some of your questions and clear up any concerns. It's going to be a great summer!!

Thank you,

Sudbury Park and Recreation Staff (978) 443-1092

40 FAIRBANK ROAD, SUDBURY, MA 01776
PARK & REC MAIN: (978) 443-1092
PRESCHOOL: (978) 639-3231
WWW.SUDBURYREC.COM



CIT WELCOME LETTER

FIRST DAY OF NEW SESSION DROP OFF PROCEDURES

Sudbury Summer CIT program will begin earlier at 8:30am for the first Monday of each new session. This will allow parents to ask questions of our staff, let the CIT Director get a chance to meet the new CITs and give them a tour of the camp to show them the facilities we will be using.

DROP OFF/PICK UP PROCEDURES

Sudbury Summer CIT Program **begins at 8:45am**. Please be sure to drop off your child at that time. At the start of the session, CITs will meet the CIT Director, who will be stationed by the beige equipment shed. The director will instruct CITs on where to go from there and what to do.

CITs may sign themselves in and out with parent permission. Either you or your CIT needs to be sure to **SIGN IN**. The sign in tables will be visible near the beige equipment shed, just look for the CIT clipboard. Staff will be stationed at the sign in area for any assistance.

Our program **ends at 3:00pm**. Being prompt for pick up is imperative. CITs will be dismissed by the beige equipment shed. Again, please be sure that either you or your CIT **SIGNS OUT**.

These procedures are to guarantee the safety of your child. It may take a few seconds longer, but we feel it is worth it!

NO PETS

Because of the number of people at drop off and pick up, we ask that you leave your pets at home.

EARLY DROP OFF/EXTENDED DAY PROGRAM

Early drop off is from 8:00am-9:00am and extended day is from 3:00-5:00pm. For our CITs, this is a volunteer opportunity and there is no charge to parents for them to attend. We traditionally have a handful of campers that make use of the early/extended option, and any assistance from CITs is more than welcome. Early/extended care is basically a recess for children in a safe, chaperoned environment.

LATE PENALTY PROCEDURE

If a child is still here after 5:00pm pickup time, beginning at 5:10 they will be charged \$15.00 for the first 10 minutes they are late and \$5.00 for each additional 10 minutes after that.

ABSENTEE PROCEDURE

You must call in if your child is going to be absent. We do not have a lot of time in the morning to contact you about their attendance. Please help us by letting us know when your child can't make it. All children must be accounted for. Please call (978) 639-3260. The office is open from 8:30am-4:00pm, during other times you may leave a message.



POLICIES & PROCEDURES

SNACK

Snack is not provided at Sudbury Summer due to the high number of allergies. **Please send your child with his or her own snack and plenty of water.**

LUNCH

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 won't get crushed (although **bagged lunches are best for field trip days**). Be sure to pack a good size lunch, the children's appetites do seem to increase with the day's activities. Please tell your CIT not to share their lunches with kids due to the high number of allergies.

WATER BOTTLES

Please include extra drinks (like water or sports drinks) to prevent dehydration. We recommend bringing a labeled water bottle that can be refilled in one of our many water fountains or water jugs during the day.

Helpful Hint: Freeze drinks the night before and they will remain cold for most of the day.

BATHING SUITS

Bathing suits and towels are needed for all CITs. Kids will have a swim lesson and a free swim, and CITs are required to help out in the water. We require all of our staff to wear one piece bathing suits and prefer that our CITs try to do the same. **Both the towel and swimsuit should have your child's name clearly written on the tags in case they get misplaced.**

FOOT WEAR

We require all CITs to wear **sneakers** because they will be doing a lot of running around. Sandals can result in sore feet. For safety reasons, rubber-soled shoes or sneakers are preferred. This is a rule that all of our counselors must abide by as well.

LOST AND FOUND

Our Lost and Found will be located outside by the gate during camp hours and near the Park and Recreation office after hours. You can't miss the heaping pile of clothes! Please do not send your child with any valuables—children will be moving from activity to activity which will increase the likelihood of belongings getting lost (especially on field trip days).

CLOTHING

Our program philosophy supports active (and often messy) play. For this reason, we request that you **wear comfortable play clothes to camp that you won't mind getting a little dirty.** Please keep in mind that you are a role model for all of the campers and therefore need to be sure that your clothing is appropriate.

SUNSCREEN

Please ensure that your CIT wears plenty of sunscreen. Hats are also a good idea to keep kids safe from the hot sun.

BEHAVIOR MANAGEMENT

Staff fosters 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 behaviors. Expectations are realistic and limits clearly explained and supported by the environment. When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. Time is allowed for children to learn alternative behaviors and guidance is given in expressing emotions such as anger. In extreme cases, the child may need to be separated from the group for a "time out". Time out will be for a reasonable amount of time, appropriate to the child's age. The child will be supervised at all times. All discipline is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment. The camp director is notified whenever a behavior becomes hard to manage and/or when a parent must be notified of the child's behavior in a formal manner.

Please feel free to contact us before the start of camp if your child has any learning or behavioral concerns so that we can be prepared to make this a successful summer experience.

SPENDING MONEY

Please do not send in money for the days spent at the Fairbank Community Center since there isn't anything for them to buy. If your child needs to purchase a snack, please do so before or after the program hours. On field trip days, spending money is optional. Gift shops, snack shacks, and ice cream stands are sometimes part of the fun of our trips and groups will usually make time for them. Bringing large amounts of spending money is discouraged.



TYPICAL DAY

FIELD TRIPS

Every week we plan to go on one field trip to places such as zoos, parks, or museums. We understand the parental concerns regarding your child leaving the community center. However, we have planned extensively for these trips.

There is a 1:10 ratio of staff to child. **Each CIT MUST wear Sudbury Summer CIT T-shirt on field trips** so their counselor can easily identify them. Staff will also have on their staff T-shirts so your child can quickly see where their counselor is. All of the staff will be equipped with their two-way radios to communicate with each other while off site. Our Camp Director, will attend all of the field trips along with our nurse, the program specialists, and sometimes lifeguards, so it will not just be the counselors with the children. All of the places we will be visiting are experienced in handling school groups and we will have predetermined rules and procedures between both their staff and ours.

A TYPICAL DAY

Sudbury Summer runs on a block schedule. CITs will be assigned to a group and will be rotating with them indoors and outdoors for various programs and activities. The campers have a swim lesson, free swim, arts & crafts, music & drama, sports, cooperative games/activities, a free block (with a counselor but also sometimes run by their CIT), and of course lunch. The actual time schedule of these activities is different for each group because we are on a rotation system. There are also big events scheduled, like talent shows, field trips, presenters, and special surprises. On the first day of each session you will be given a calendar outlining what is going on each day so that everyone can be prepared.

RAINY DAY PROCEDURE

If there is inclement weather, the Sudbury Summer staff has a rainy day plan ready to go to keep your children active and still having fun even if it's not in the sun. We will have them rotating through our facility with their groups and counselor/CIT doing various activities such as sports in the gym, cooperative games, use of the swimming pool (unless the pool is closed due to thunderstorms), watching movies, doing scavenger hunts, arts and crafts, and board games—just to name a few. Just because it's a rainy day doesn't mean it's going to be a boring day! If the weather forecast calls for several days of inclement weather, we may plan an indoor field trip (to the movies or roller skating, for example) and your child will be sent home with a permission slip to be signed and returned.

RULES FOR POOL

Please be advised that during the camp's free swim, the children will be expected to follow all the pool rules as follows:

1. State Health Code requires that all persons MUST take a shower before entering the pool.
2. You must take off outside shoes before you enter the pool deck.
3. Safety First – NO running, splashing each other, boisterous or rough play, in the pool, shower area , locker rooms, or lobby.
4. NO throwing objects (or people) into the pool.
5. No food or drink, gum or candy allowed in the pool or locker room areas.
6. No glass containers permitted in the building.
7. Persons with open blisters, cuts, warts, poison ivy, and bandages are NOT allowed in the pool.
8. Children may NOT sit/stand on adult's shoulders.
9. Jumping in the pool is allowed when done facing forward with feet first entry. (No flips, spins, twist.)
10. Masks are NOT allowed.
11. You may bring your own goggles. (We are NOT responsible for any lost goggles)



FREE SWIM

After lessons, when children are in free swim, they will be asked to sit on bleachers before they get in the water to go over pool rules. At this time pool staff will remind them of the following camp rules and general pool rules:

- All children in Level 1 and Level 2 must wear a bubble during free swim in the designated roped off area, for the first day of each session.
- If you need to leave for any reason, get a counselor.
- If you sat out of lessons, you will sit out of free swim.
- In order for children to use diving board, they MUST be in Level 3, Level 4 or Level 5 and swim one length of the pool doing a proficient crawl stroke., and Tread Water for 1 minute. The dive well test will be given ONCE each camp session.
- One person on the diving board at a time.
- The next person in line may not go until the person before them has reached the ladder.

MEDICAL FORMS/HEALTH ILLNESS INFORMATION

You must fill out the Park and Recreation Health History forms in this packet, provide a record of their most recent physical exam and immunizations dated within the past 24 months, and return all to Park and Recreation before May 1st. All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent. Our nurse will be at the shack during the morning hours to collect medications and answer any questions you might have. The camp nurse will contact you before the first day of camp regarding allergies or medications your child will need during camp hours. Our camp nurse will be the one administering the medications to the children at the appropriate times. For questions, please call 978-443-1092.

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided and the camp nurse or staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interest into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illnesses encountered in camp and our policies concerning attendance with them:

- **Coughs/Colds:** Children with colds and coughs may attend camp as long as they feel well enough to follow daily routines (especially outdoor play). If a fever accompanies cold symptoms, the child must stay at home.
- **Fever:** A child with a fever over 100 should remain at home until the temp is normal for 24 hours.
- **Strep:** A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.
- **Ear infections:** A child may attend camp as long as he/she is not experiencing great discomfort or fever. A note must be provided as to whether or not swimming lessons are allowed.
- **Rash:** Please notify your child's counselor and staff if your child has an existing rash when he/she comes to camp. The nurse will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.
- **Vomiting:** A vomiting child must remain at home until he/she can tolerate a normal diet.
- **Diarrhea:** A child with diarrhea must remain at home until free of diarrhea for 24 hours.

- **Chicken Pox:** A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried. A note from the doctor will be required regarding the status of swimming for your child.
- **Conjunctivitis:** A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others. Note from doctor will be required regarding the status of swimming for your child.
- **Head Lice:** If your child has head lice they may not come to camp. The policy is that campers must be lice and nit free in order to be at camp. If lice or nits have been found in your child's head while at camp, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, campers must first be inspected by the camp nurse. The nurse will determine if they can return to camp.

General first aid will be administered during camp by the camp nurse. Minor cuts or abrasions will be washed, and a topical ointment and a band-aid will be applied.

Should your child contract any listed illness or any other contagious illness, please contact the camp at (978) 639-3260 as soon as possible.

EMERGENCY PROCEDURES

Emergency telephone numbers are posted at each phone. If a child is injured we follow this procedure:

1. If a child needs emergency medical attention, an ambulance will be called. A director or staff member will always accompany a child to the hospital. The child's medical forms will be brought, as they contain pertinent medical information.
2. If poisoning is suspected, poison control will be called.
3. The child's parent will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
4. An accident report will be completed for any injury.
5. A copy of the accident report will be placed in the Park and Recreation office.
6. Parents will be notified of the minor accidents/injuries by the nurse at dismissal.
7. All injuries must be logged in the central log book with the camp nurse.
8. When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs and a carrier bag for each group.