



Dear Parents,

It's time to get in gear for another great summer of Preschool Pals. We are fortunate to have many returning staff from last year, as well as some new faces. This summer looks to be one of fun and excitement and we can't wait to get started.

The purpose of this packet is to give you some general information about how the program is run, answer some frequently asked questions, and update you on the changes that have taken place for this summer.

Things you can do to help us:

- Read your Parent Information.
- Call when your child will be absent (978) 639-3231 (preschool room).
- Label all belongings.
- Post our phone numbers at home and work: (978) 443-1092 (main line) and (978) 639-3231 (preschool room).
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- Pick up on time- children worry when their parents are late.

The deadline to submit all paperwork is May 17th. 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

DROP OFF PROCEDURES

Preschool Pals **begins at 9:00am**. Please be sure to drop off your child at that time. **Drop off will take place in Fairbank Community Center Room 4**. When dropping off your child, please be sure to **SIGN IN**. Staff will be stationed at the sign in area for any assistance. It is important that you adhere to the sign in policy so we can accurately keep track of the children in our care.

The program ends at **12:00pm**. **Pick up will be outside the FCC Gym**. Being prompt for pick up is imperative. As in the morning, our staff is scheduled to be cleaning up and doing other duties. You will pick your children up from the gym and when you arrive it is neces-

sary to **SIGN OUT**. **A photo ID is required**. These procedures are to guarantee the safety of your child.

LATE PENALTY PROCEDURE

If a child is still here after the 12:00 pick up time, beginning at 12:10 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

Please take the time to call in if your child is going to be absent. Our mornings are very busy and it will be a big help to us if we know we are not waiting for your child to show up when they are home sick. All children must be accounted for. Please call **978-639-3231 (preschool room)** during Preschool Pals office hours (8:30-12:30). If you need to speak with someone directly, please call **(978) 443-1092 (main line)**. The Park & Recreation office is open from 8:30-4:00pm, during other times you may leave a message.

LOST AND FOUND

Our Lost and Found will be located inside the Pre-school Pals room (Room 4). Please do not send your child with any valuables. **Once again, please label everything.**

A TYPICAL DAY

Preschool Pals begins at 9:00am. Drop off will be in FCC Room 4. Campers will participate in activities and arts and crafts. There will be story time and snack. Our Preschool Pals director and staff will be with the children at **ALL** times. Preschool Pals ends at 12:00pm and pick-up is outside the FCC GYM.

SNACK

Snack is not provided at Preschool Pals due to the high number of allergies. **Please send your child with a PEANUT FREE snack and plenty of water.**

BATHING SUITS

Please pack a bathing suit for your child on Wednesdays. We have Wet Wednesdays that we spend outside. **Both the towel and swimsuit should have their name clearly written on the tags in case they get misplaced.**

CLOTHING/FOOT WEAR

Our program philosophy supports active play. For this reason, we request that your child **wear comfortable play clothes to camp that you won't mind getting little dirty**. We suggest you **send your child in sneakers** because they will be doing a lot of running around. Sandals, flip flops, crocs, etc. can result in sore feet. For safety reasons, rubber-soled shoes or sneakers are preferred.

SUNSCREEN

Lather your child up with sunscreen before the start of the program. If necessary, your child can ask their counselor to reapply sunscreen that is brought in from home. Please put sunscreen in a small plastic bag labeled with your child's name. Hats are also a good idea to keep kids safe from the hot sun.

POTTY TRAINED

ALL PRESCHOOL PALS PARTICIPANTS MUST BE POTTY TRAINED IN ORDER TO PARTICIPATE IN THIS PROGRAM. NO EXCEPTIONS!

MEDICAL FORMS/HEALTH ILLNESS INFORMATION

You must fill out the Park and Recreation Health History forms in this packet, provide a record of your child's most recent physical exam and immunizations dated within the past 24 months, and return all to Park and Recreation before May 17th. All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent. Our camp medical staff will be in the shed during the morning hours to collect medications and answer any questions you might have. The camp medical staff will contact you before the first day of camp regarding allergies or medications your child will need during camp hours. The medical staff will be the one administering the medications to the children at the appropriate times. For questions, please call 978-443-1092.

We realize 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. We realize that it is difficult for parents to leave work for a sick child, but we take your child's best interest into consideration when calling you. 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 degrees should remain at home until the temperature 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.
- **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.

- **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.
- **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) 639-3231 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.

