

Dear Parents,

It's time to get ready for another great year of Sudbury Adventure! This summer we have mixed in new and exciting venues that are sure to be a good time. We look forward to a fun and memorable summer with your children.

The purpose of this packet is to inform you regarding general practices and expectations of Sudbury Adventure. It will give you a better understanding of what is required of parents, campers, and of our staff for the entirety of the summer.

Please do the following things before the start of camp:

- Read your Parent Packet and recap the policies and procedures with your kids.
- Complete all the attached forms by **May 1st**, no child will be allowed to participate without them.
- If your child is going to be absent, please email [SardagnolaT@sudbury.ma.us](mailto:SardagnolaT@sudbury.ma.us) to inform us.
- Label all belongings, this will allow us to determine who owns what when items are misplaced.
- Post our 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. If we don't know about it, we can't make changes or accommodations!
- Please drop off and pick up your child on time, these trips are too much fun to afford missing the bus! You can also take advantage of our Early Drop Off/Extended Day options.
- Please remember that the itinerary for the week may change due to weather, attendance or other factors beyond our control. We will always provide you with as much advanced notice as possible.

The deadline to submit all paperwork is **May 1st**. No child will be allowed to attend camp without paperwork, there are no exceptions.

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

Youth Coordinator: (978) 639-3227

### FIRST DAY OF CAMP DROP-OFF PROCEDURE

We invite parents to join us for the first 5-10 minutes of the first day of camp, though it is not mandatory. We will conduct staff introductions, go over rules, structure of the camp, and the planned activities. Once this is done we will break off into groups to play ice breakers.

### DROP OFF/PICK UP PROCEDURES

**The program begins at 8:45am.** The bus often leaves right after drop-off and we will not be able to hold the bus. Please don't be late! **Drop off and pick up will be at the Basketball Courts at the Fairbank Community Center.** We will have check-in signs and greeters at the courts. Participants may do this on their own or parents may join them. Please make sure that your child has made contact with a staff member.

Our staff needs time before camp starts to set up the days activities, we cannot watch children during this time. If you have to drop your child off early, please sign up for our early drop off program facilitated by Sudbury Summer, which has staff already assigned to that sole responsibility. You can register for this at [SudburyRec.com](http://SudburyRec.com).

**The program ends at 3:30pm.** Being prompt for pick up is extremely important. **You will pick your children up at the Basketball Court at the Fairbank Community Center.**

We ask that an adult checks your child out with our designated staff when their ride has arrived. If your child will be walking or biking home, please send a note or e-mail to [SardagnolaT@Sudbury.ma.us](mailto:SardagnolaT@Sudbury.ma.us) to give them permission to leave on their own.

### LATE PENALTY PROCEDURE

If a child is still here after the scheduled pickup time, beginning at 3:40pm parents will be charged \$15.00 for the first 10 minutes they are late and \$5.00 for each additional 10 minutes after that.

### EARLY DROP OFF

Early Drop Off will be to be determined by Sudbury Summer staff. Check back in the coming weeks for information.

(See the EARLY DROP OFF form on the last page of packet.)

### ABSENTEE PROCEDURE

All children must be accounted for. Please e-mail [SardagnolaT@Sudbury.ma.us](mailto:SardagnolaT@Sudbury.ma.us) if your child will not be attending the

program for the day. The office is open from 8:30-4:00pm, during other times you may leave a message.

### TRIPS

Every week we go on five field trips to places such as Canobie Lake, Water Country, the movies, Boston, and more. We have planned extensively for these trips and there is a 1:8 ratio of staff to children. All participants have a staff member assigned to them and they will travel with the kids wherever we go.

Before the start of each week an email will be sent out with details about the events planned for the week. We will include information about where we are going, what to bring and what to wear. There will be days that participants will be asked to wear their camp T-shirt. T-shirts will be handed out on the first day of the program. Please ensure that your child wears their camp shirt on the designated days, this helps camp staff easily identify all of our participants.

### LUNCH/SNACK

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.) Be sure to pack a good size lunch, the kids will work up an appetite. Please tell your children not to share their lunches with other kids due to the high number of allergies.

Finally, please include extra drinks (like water or sports drinks) to prevent dehydration. Please send your child with a snack to eat. Snack is not typically provided due to the high number of allergies and parental concerns over what children are eating.

### BATHING SUITS

Bathing suits are needed a few days a week, depending on our destinations. Please check the weekly email for specific details. You will also need to provide your children with a towel on those days.

### SUNSCREEN

Your child should come to camp wearing sunscreen. It is also recommended that they bring some with them so that they can reapply it throughout the day. Hats are also a good idea to keep kids safe from the hot sun.



### CLOTHING & FOOTWEAR

Our program philosophy supports physically active participants. For this reason, we request that your child wear comfortable clothes to camp. Send your child in sneakers because they will be doing a lot of walking and running around.

Although sandals are comfortable, they can prevent kids from participating in certain activities and can become uncomfortable after a long period of time. We will let you know in our weekly email when flip flops are encouraged.

### ELECTRONIC EQUIPMENT POLICY

Children are allowed to bring electronic equipment (i.e. cell phones, iPods, cameras, and hand held games) however, we strongly recommend that they don't. The Sudbury Park and Recreation Department will not be held responsible for any lost, stolen or broken equipment. Hand-held devices and iPods are only allowed to be used while participants are traveling on the bus.

### SPENDING MONEY

Spending money is optional. Many of our trips take us to places where kids can buy snacks, lunches or souvenirs but it is the parent's choice as to whether or not you want your children to make those types of purchases. Bringing large amounts of spending money is discouraged. Many campers will bring money to buy lunch or a snack when we are out and about, however, a good portion of kids will bring a bagged lunch for the day. An email will be sent out prior to the first day of camp to indicate the days when bringing lunch from home is the only option and when buying snacks/lunch is available.

### RAINY DAY PROCEDURE

If there is inclement weather, the Sudbury Adventure Program 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. Just because it's a rainy day doesn't mean it's going to be a boring day! If we know in advance that the weather is going to be bad, we will give parents an updated schedule of where we will be going and what we will be doing.

### NO PETS

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

### BEHAVIOR MANAGEMENT

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.

Staff foster good behavior by creating a trusting environment that promotes appropriate behavior. When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. In extreme cases, the child may need to be separated from the group. 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. All discipline is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment.

### MEDICAL FORMS

You must fill out the Park and Recreation Health History Forms, which are available in this packet, as well as include a copy of your child's most recent physical (within the last 18 months.) This must be uploaded to your account in [sudburyrec.com](http://sudburyrec.com) under the correct child (preferred method) or returned to the Park and Recreation Office **before Friday, May 1st**. You may receive a phone call from the camp medical staff once this packet has been returned to us so that your child's needs can be discussed.

### ILLNESS INFORMATION

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. Due to the nature of the camp it is very difficult for parents to pick a sick child up from a venue, so if your child is not feeling well in the morning, please do not send them for the day.



# Early Drop Off & Extended Day

**EARLY DROP OFF:**           **TBD**

**EXTENDED DAY:**           **TBD**

Please note, early drop off and extended day is set up for Sudbury Summer participants. While we do allow Sudbury Adventure participants to register for early drop off and extended day, the structure of the program is geared towards Sudbury Summer. Registration is on a first come first serve basis, and must be done in advance. We do not accept any day off registrations/drop offs.

## 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.

# SUDBURY PARK & RECREATION

## PHYSICAL & IMMUNIZATION REQUIREMENTS

### Required Forms

There are three forms that must be submitted to our office prior to **May 1st** for review by our camp nurse:

1. The *Authorized Pick up Form* is contained in this packet. Only persons listed on this form will be able to pick up your child. Note that this list can be edited over the summer.
2. The *Health History Form* is also contained in this packet. Please note all three pages must be uploaded and visible to be considered completed. You must update this form each year if important information has changed.
3. *Your child's most recent physical and immunization* from their doctor's office. Any form that is older than 18 months since the date of the examination will be turned away.

To submit these forms, you may:

1. **Upload them to your child's profile on your sudburyrec.com account (preferred method).**
2. Email PDF copies to SardagnolaT@sudbury.ma.us.
3. Or bring them to the recreation office at the Fairbank Community Center with attention to Tricia Sardagnola, Youth Coordinator for Sudbury Park & Recreation

### For children with allergies/medication

All campers who need to take **medication during the camp day** are required to fill out the attached *authorization to administer medication* form. Please note if you have already filled this form out for one of our other programs, you will need to do so again.

Any child with **allergies** who has an epi-pen will be required to bring the allergy action plan from their doctor's office.

Failure to submit all of these forms **five business days** before your child's first day at camp will result in your child's removal from the program and no refunds will be offered unless the spot can be filled. We will not be accepting forms on the first day of camp this year.