

# Town of Stoughton

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www.stoughton-ma.gov

## **Stoughton Recreation Parent-Child Handbook 2024**

Pre-Playground and Open Playground will run from 7/1/2024-8/9/2024 (closed 7/4 and 7/5) from 8:30 am-2:30 pm. Open Playground participants may separately register for After Playground for extended care from 2:30-4 pm daily. There is no After Playground for Pre-Playground. Pre-Playground and Open Playground are located at South School at 171 Ash St in Stoughton. Our staff ratios are one staff to every five children ages 6 and under, and one staff for every ten children ages 7 and up. We do not provide any 1:1 staffing for programs.

### Open Playground:

We embrace and encourage the idea of free play in a supervised environment. Unlike most summer camps, Open Playground does not separate into age groups and follow a strictly regimented day-to-day schedule. Instead, our program operates in a large group setting and offers an extensive selection of activities to participate in, including but not limited to organized sports games and tournaments, arts and crafts instruction, special events, themed activities and on-site entertainers across the campus. Children get to exercise the freedom of choice in a supervised environment. The South School boasts a unique campus giving us access to basketball, a large shaded playground, picnic tables, a large field space and a baseball diamond. Our skilled staff is comprised of high-school, college, and post-grad counselors, many of whom are teachers or pursuing a degree in education. A mental health counselor from the Stoughton Youth Commission will be present weekly on site as well.

### Pre-Playground:

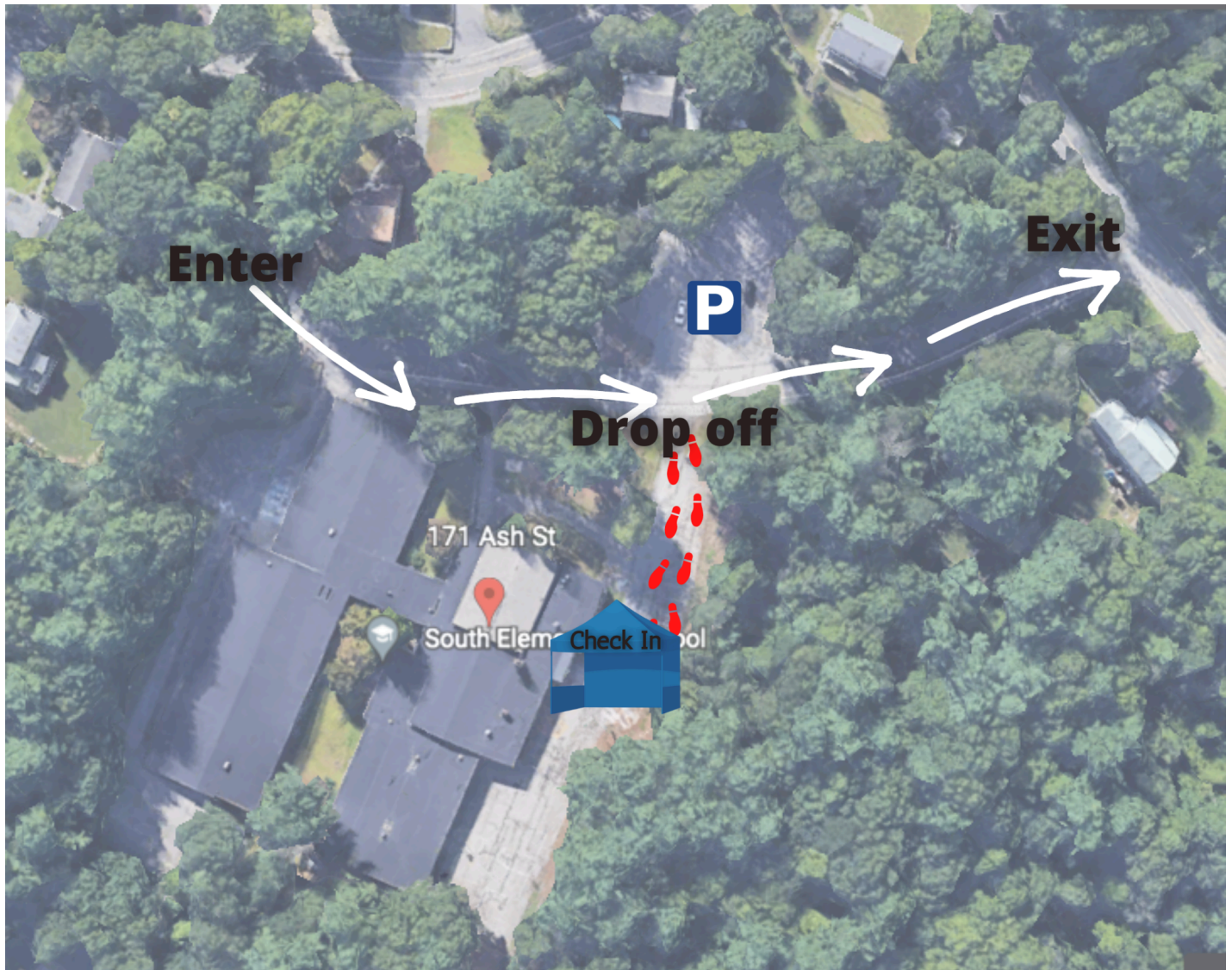
Pre-Playground is a structured program led by counselors that focus on creativity and the power of play. Our goal is to engage all children in the most beneficial way through arts and crafts, outdoor and indoor games and special events. The program will take place inside classrooms in the South School and follows more of a traditional daily schedule. Pre-Playground is a nut-free program. Our skilled staff is comprised of high-school, college, and post-grad counselors, many of whom are teachers or pursuing a degree in education. Pre-Playground snacks and lunches must be nut free. Anyone registered for Pre-Playground must be FULLY potty trained (can go without any help) and there are no exceptions. We cannot accommodate children that are not fully independently potty trained.

### Snack and Lunch

Each child should pack a snack, lunch, and refillable water bottle each day. Pre-Playground snacks and lunches must be nut free. *Open Playground has no dedicated lunch time* - kids have the freedom to choose, though most eat around 12:00 pm. And remember - it's hot out there!! Please pack enough water and snacks to last the day

### Arrival and Departure

Please enter the South School through the one-way road and drop your child off along the sidewalk on the right at the second driveway. Parents or guardians must walk their child to check-in on their first day each week. Parents or guardians are responsible for ensuring that their child safely arrives to and from the designated drop-off/pick-up area during program hours. Parents may park in the parking lot to the left side of the road. Do not drive past the cones into the staff parking lot to ensure the safety of all children. Do not enter the schools through the main doors. Counselors will meet all Pre-Playground participants at the check-in tent to walk them into their classrooms.



### Early Pick-Up and Late Pick-Up Policy

Pre-Playground and Open Playground are a closed campus. Please be sure your child checks in and out with a counselor or director at drop off and pick-up. You can park along the street or in the side parking lot, but please do not drive beyond the cones. If you arrive early to pick up your child, you must check them out under the blue tent. This is necessary for safety and to avoid any confusion during the multiple check-in times we hold through the day. Parents and guardians will be given a first time 15-minute grace period to pick up their child from the Open Playground program. After that, you will be charged \$10 for every 15 minutes you are late. *DO NOT drop your child off before 8:30 am.*

### Sunscreen Guidelines

Please apply sunscreen on your child every day before arriving at the playground. *Playground staff cannot and will not apply sunscreen to the participants once they arrive at camp.* This is for the safety of both staff and children. Counselors will remind the children on multiple occasions throughout the day to apply their sunscreen when necessary. We encourage you to purchase and pack spray sunscreen for ease of use.

### Rain Day and Heat Advisory Policy

In the case of inclement weather, we will go inside the South School to do low impact activities such as board games, crafts or a movie. Parents are welcome to keep their child home but there are no cancellations due to rain. In the event of a heat advisory day, the program will be canceled for that day to ensure the safety of all. All cancellations can be found on all these platforms: [www.stoughtonrec.org](http://www.stoughtonrec.org), email from Stoughton Recreation, Stoughton Recreation Facebook page <https://www.facebook.com/StoughtonMaRecreation>

### Walker Waivers

If you wish for your child to walk home after Open Playground, permission must be granted at the time of registration. A child will not be permitted to walk home without this completed documentation. If you would like to grant permission at a later date, please contact the Recreation office. Permission must be granted in writing.

### Illness, Medication and Allergies

*All medications and allergies must be made aware of to the Director and included in your registration. If your child has an epi-pen, please provide two labeled epi-pens in a bag or container. Medicine should be administered by a parent or guardian. Parents/guardians are responsible for checking for illness symptoms, including a fever, each day before drop off. Do not send your child to the program if, your child or anyone in your household have a fever, your child or anyone in your household have flu like symptoms, a cough, sore throat, sneezing, wheezing, shortness of breath, trouble breathing, vomiting or loss of sense of taste or smell, your child or anyone in your family or household has been exposed or in contact with a suspected or confirmed COVID patient in the past 14 days*

### Cell Phone Policy:

We want your kids socializing and having fun! Cell phones may be allowed during designated times or for specific purposes as determined by program staff. Otherwise, cell phones should be kept off or on silent mode. Photos and videos should not be taken of minors without their consent.

### Behavior Policy:

Appropriate behavior is expected from all participants at all times in recreation programs. To ensure safe and enjoyable programs and facilities for all participants, the Stoughton Recreation Department has developed the following Code of Conduct:

Children must:

- Refrain from using foul language and obscene behavior
- Refrain from causing bodily harm to themselves, other participants or staff

- Maintain a safe environment for themselves and others
- Be considerate to all participants, staff, equipment, supplies and facilities
- Abide by the guidelines encouraged by Stoughton Public Schools Bullying Policy.

These guidelines have been developed to make recreation programs safe and enjoyable for all participants. Additional rules may be developed for particular programs as deemed necessary by staff. The Stoughton Recreation Department strives to protect and respect the rights of all participants. A positive approach will be used when handling behavior issues. The Stoughton Recreation Department reserves the right to dismiss a participant at any time depending on the severity of the conduct.

If a participant does not follow our code of conduct, our policy is as follows:

- First instance - the staff will address the situation immediately. They will engage in a conversation with the child, discussing the behavior and its impact. Depending on the severity of the behavior, staff may contact parents or guardians at this time. Depending on the severity of the behavior, the staff may choose to write a written incident report at this time.
- Repeated behavior - staff will address the situation immediately. A written incident report will be completed and may be escalated. Parents or guardians will be contacted at this time. Temporary or permanent removal from the program may occur depending on severity and persistence of the behavior, the child's safety and well-being, participant and staff safety and well-being, and overall impact to the program community.

**Our policies aim to prioritize the safety and well-being of all participants and staff to the best of our abilities.**

**Please note:** There are NO REFUNDS within 24 business hours of the start of the program (7/1). Any approved cancellations prior to this date resulting in a refund will incur a 5% cancellation fee. Programs will not be prorated for missed classes. Participants may be eligible for a refund or account credit on a case by case basis prior to the first day of a program and is not guaranteed. Any approved cancellations resulting in a refund will incur a 5% cancellation fee, unless the cancellation of the program is initiated by the Recreation Department. In the event that the minimum registration requirement is not met, the program will be canceled. In such instances, participants will receive a full refund, and notification of the cancellation will be sent via email.

If you have any questions, please do not hesitate to reach out to us:

Stoughton Recreation 781-341-1300 x9244 [Recreation@Stoughton-MA.gov](mailto:Recreation@Stoughton-MA.gov)