

Town of Stoughton

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www.stoughton-ma.gov

Stoughton Recreation Parent-Child Handbook 2025

Pre-Playground and Open Playground will run from 6/30/2025-8/8/2025 (closed 7/4) 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 at a minimum one staff to every five children ages 6 and under, and one staff for every ten children ages 7 and up. We are not currently able to 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 programs, Open Playground does not separate into age groups and follow a strictly regimented day-to-day schedule. Instead, our program operates in a large, outdoor 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 projects, 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 on site weekly 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.

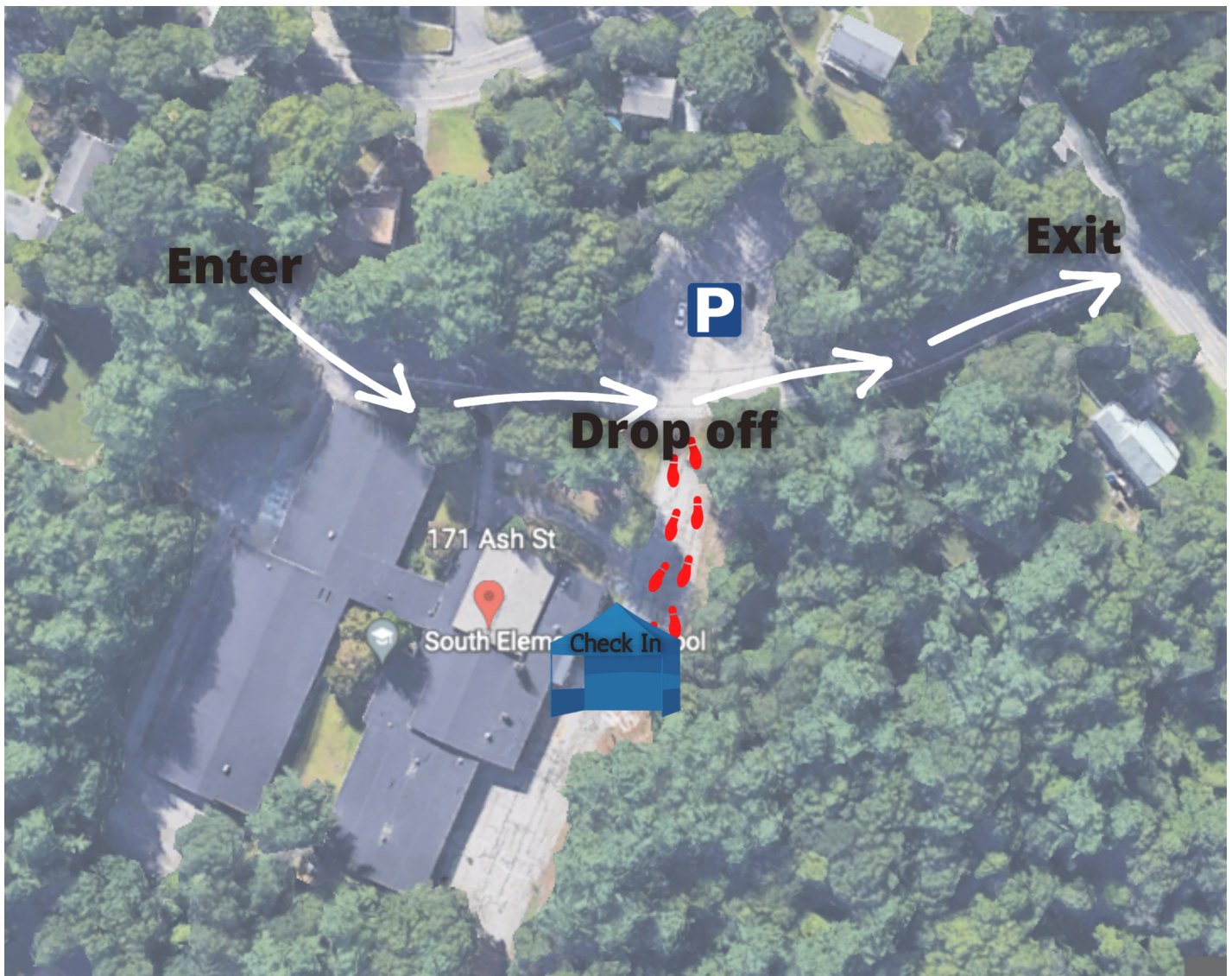
Snack and Lunch

Each child should pack a snack, lunch, and labeled, 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

Drop-off and Pick-up

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** and parking is available in the lot on 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. 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.

If your child is being picked up by anyone other than the members listed on your Recreation account or emergency contacts, you must let us know in writing (email works best) and provide their name and contact information. This includes carpool, rideshare, etc. This is for the safety of all participants.



Early Pick-Up and Late Pick-Up Policy

Please walk your child down and check them in on Monday of each week. 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 tent with a staff member. If you are late, 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.**

Visitor Policy:

Pre-Playground and Open Playground are a closed campus. For the safety and security of all participants, visitors are not permitted. This includes friends, family, or other guests staying for the day, as well as parents or guardians remaining on-site during operating hours. This includes use of the playground during program hours. Only registered participants and authorized staff are allowed to participate on site.

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.* 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 or extreme weather, we will consult with emergency professionals within the town to determine if 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, 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.

Field Trips:

Field trips are pay-as-you-go add-ons and are not required- there is a normal day at the South School for those who do not attend the field trips. Some field trips are age restricted. Participants are expected to follow all program rules and failure to meet these expectations may result in loss of field trip privileges. There are no field trips for Pre-Playground participants.

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

Technology Policy:

No Cell Phones/Electronic Devices. Our program is designed to provide participants with a safe, engaging, and fully immersive experience. To support this environment, participants are not permitted to bring personal electronic devices, including cell phones, tablets, smartwatches with messaging capabilities, or handheld gaming systems. Participant safety is our number 1 priority, our staff is fully prepared to respond to any situation that may arise. In case of emergency staff will contact the appropriate party immediately. If a participant brings an electronic device, it will be safely stored and returned at the end of the session. Repeated issues may be addressed in partnership with families to ensure the best possible experience for all.

Personal Belongings Policy

The Recreation Department is **not responsible or liable** for any personal items that are lost, stolen, misplaced, or damaged while attending our program. This includes, but is not limited to, toys, games, electronic devices, trading cards, sports equipment, jewelry, clothing, and other personal belongings brought from home. staff will make reasonable efforts to assist in locating missing items; however, the Recreation Department cannot guarantee the recovery of lost property and assumes no responsibility for the replacement or repair of personal belongings. By registering a child for the summer recreation program, parents/guardians acknowledge and accept this policy and understand that bringing personal items to camp is done at their **own risk**.

Photo/Video Policy:

Periodically, the Recreation Department photographs/videos program participants for promotional use online and in print. Unless the participant/guardian informs us of their desire not to be photographed in writing, (email is the best way to do this) the Recreation Department will use photographs/videos for their promotional purposes.

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.

Cancellation Policy:

If you need to cancel your registration, the last day to do so is 6/22/2026. There are no refunds after this date. 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. Programs will not be pro-rated for missed classes. Refunds after 6/22/2026 will only be considered for injury or medical reasons that prohibit participation, with a doctor's note.

Early Bird Full-Session Cancellation/Refund Policy:

The Early Bird Full-Session Discount applies to the full six-week program. If you request a cancellation, please note we can only process a full refund - *partial refunds for individual weeks are not available with the Early Bird Discount*. If you wish to adjust your registration, you must cancel for a full refund and re-register for individual weeks at the standard rate, pending availability.

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

Stoughton Recreation 781-341-1300 x9244 Recreation@Stoughton-MA.gov