

# Town of Stoughton

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www.stoughton-ma.gov

## **Stoughton Recreation Teen Extreme Caregiver-Child Handbook 2026**

We are excited to welcome you and your teen to Teen Extreme! This outlines everything you need to know before your first day. You **MUST** review it with your child before the program begins:

**Dates and Times:** Teen Extreme will run from 6/30/2025-8/8/2025 (closed 7/4) from 8:30 am-2:30 pm. located on the Upper Campus of the South Elementary School at 171 Ash St in Stoughton. There is no extended day option. You can sign up weekly or for the whole summer.

**What to bring:** Each day, your child should come prepared with a **labeled refillable water bottle, sunscreen, snack, and lunch**. They should also wear or pack **closed toe sneakers** each day as some activities and trips require them for participation. Your child will also be provided with a Stoughton Recreation t-shirt that they may be asked to wear on certain days.

**Attendance:** Arrive on time for program sessions and activities. Drop off is at the **first driveway entrance** upon arriving at the South School and **participants must be walked down and checked in on Monday of each week**. The second entrance is for Open Playground and Pre-Playground. Inform program staff beforehand if your child will be absent, tardy or picked up early.

**Bus:** By signing up for this program, you are providing permission for your child to be transported by bus to and from field trip locations. All field trips are included in the price of the program. Attendance on field trips are required if your child attends the program, there is no option to stay on-site during field trip days. *Please note that the Recreation Department cannot be held responsible if participants arrive late and miss the bus. In general, field trips depart by 9 am and return by 2:15 pm.* If you are late, parents and guardians will be given a first time, 15-minute grace period to pick up their child from the program. After that, you will be charged \$10 for every 15 minutes you are late.

**Drop-off and Pick-up:** Please walk your child in on the first day of each week. 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 carpooling, rideshare, etc. This is for the safety of all participants. If you wish for your child to walk home after the program, permission must be granted at the time of registration. If you would like to grant permission at a later date, please contact the Recreation office. Permission to walk home must be granted in writing.

**Sunscreen Guidelines:** Please apply sunscreen on your child every day before arrival. 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 participants 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](http://www.stoughtonrec.org), email from Stoughton Recreation, Stoughton Recreation Facebook page <https://www.facebook.com/StoughtonMaRecreation>

**Snack and Lunch:** Everyone should pack a snack, lunch, and **refillable water bottle** each day. Remember - it's hot out there!! Please pack enough water and snacks to last the day. There may be times when a pizza lunch is provided and we will do our best to let you know in advance.

**Safety First:** We prioritize safety at all times and expect participants to do the same. Follow safety rules and guidelines provided by program staff, especially during outdoor activities and field trips. Jeopardizing safety may result in dismissal from the program. Our staff ratios are one staff for every ten children ages 7 and up. We are not currently able to provide any 1:1 staffing for programs.

**Visitor Policy:** Teen Extreme is 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 or school facilities during program hours. Only registered participants and authorized staff are allowed to participate on site.

**Communication:** Encourage open communication with program staff. If your teen has any questions, concerns, or needs assistance, they should feel comfortable approaching a staff member. Questions regarding the trips or program can be answered in person by the program director, or by phone or email to the office.

**No Drugs or Alcohol:** The use of drugs or alcohol is strictly prohibited during the program. This includes tobacco and vaping products. Participants found with drugs or alcohol on their person will face immediate consequences, including possible expulsion from the program. Additionally, appropriate authorities may be notified.

**Technology Policy:** We want your kids to socialize and have fun! Cell phones or tablets may be allowed during designated times or for specific purposes as determined by program staff. Otherwise, these items or similar technology should be kept off or on silent mode. The Town of Stoughton is not responsible for any lost or damaged items. Photos and videos should not be taken without consent.

**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.

**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

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

This policy has 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 days. Refunds after 6/22/2026 will only be considered for injury or medical reasons that prohibit participation, with a doctor's note.

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

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