



# **Vacation Program Parent Handbook 2023/2024 School Year**



**Acton Recreation Center  
50 Audubon Drive  
Acton, MA 01720**

**[recreation@actonma.gov](mailto:recreation@actonma.gov)**

**Acton Recreation Department: 978-929-6640 x0**

## ***Welcome Parents!***

We are delighted that you have chosen the Acton Recreation Department's Vacation Program!

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day easier for you and your child. Please carefully read this handbook and keep it for future reference. The staff at the Acton Recreation Department would be glad to address any of your questions or concerns. Once again, welcome!

## **ACTON RECREATION'S MISSION / VISION**

***Building a sense of community through quality recreation.***

### **OUR PROGRAM**

The goal of our program is to create an atmosphere for children to grow socially and physically; our dedicated staff works with peer groups to engage the children in activities that are challenging and fun.

A variety of age-appropriate activities are offered each week including:

Arts and Crafts, Active Games, Team Building Games, Theater Games, Outdoor Play, and more.

## **VACATION PROGRAM INFORMATION**

### **CONTACT LIST**

#### **Recreation Staff: 978-929-6640 X0**

Recreation Director, *Melissa Settipani-Rufo*

Recreation Events & Program Coordinator, *Maura Haberman*

Office Manager, *Mary Lou Repucci*

[msettipani@actonma.gov](mailto:msettipani@actonma.gov)

[mhaberman@actonma.gov](mailto:mhaberman@actonma.gov)

[mlrepucci@actonma.gov](mailto:mlrepucci@actonma.gov)

### **Absences**

If your child is not going to attend the program for the day, please report his/her absence by calling the recreation department, 978-929-6640 x0.

### **Drop-Off & Pick-Up Address**

Acton Recreation Center  
50 Audubon Drive  
Acton, MA 01720

### **Program Hours**

Monday – Friday

9:00am to 4:00pm (May drop off anytime between 8:45-9:15; and pick up between 3:45-4:15)

### **Drop-Off**

Sign your child in with a staff member each morning.

### **Early Pick-Up**

If your child will be leaving early, please notify the Recreation Department, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

### **Pick-Up**

Sign your child out when you pick them up from the program. Please bring a photo ID with you every day. If someone other than yourself or the persons authorized on the registration form will be picking up your child, a written note must be submitted to the Recreation Director ahead of time. This person must also bring a photo ID with them when they pick up the child.

### **Late Pick-Up**

Our program closes promptly at 4:15pm. For all children not picked up by the end of the day, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

NOTE: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above “late pick-up” policy listed above starting 45 minutes from when the parent has been informed of the need for campers to be picked-up.

### **Children at Risk**

Parents who arrive to the recreation center in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

### **PROGRAM ATTIRE**

Please remember to dress your child appropriately for our program. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials. Here are some reminders of clothes for our program:

- T-Shirts/Long-sleeve T-shirts
- Pants; jeans or sweatpants
- Socks
- Sweatshirts/hoodies
- Tennis Shoes or Sneakers
- For outdoor play: jacket, hat, gloves/mittens. If there's snow on the ground: snow pants and boots!
- LABEL EVERYTHING!

### **CONDUCT**

Acton Recreation staff is committed to providing a safe and welcoming environment for all of our registrants and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are at our facilities or participating in our programs. We do not permit language or actions that can hurt or frighten another person. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Acton Recreation management will investigate all reported incidents. Dismissal from the program or termination may result. **No refunds will be given for these instances.**

## **DISABILITIES**

In order for the Acton Recreation Department to provide the best program experience for your child, we ask that prior to registration, you consult with recreation staff regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

## **DISCIPLINE POLICY**

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from an activity, removal from an activity and placed with a staff member away from the group, suspension from the program, or removal from the program. Unacceptable measures may include; verbally degrading a participant, physical punishment, isolation without proper supervision.

## **EXPECTATIONS**

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the campers toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the program. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management at school, it is imperative that this information be shared with the staff. This will enable us to work more effectively and productively with your child.

## **ENROLLMENT, WITHDRAWAL & PAYMENT POLICIES**

There are two ways to enroll your child: 1) Online – [www.actonrec.com](http://www.actonrec.com) or 2) With our paper registration form completed with a check made out to "Town of Acton," cash, or credit card. Refunds/credits will be issued as follows:

You may withdraw from this program up to 7 business days prior to the start date; a non-refundable administrative fee of \$25 will be applied to all registrations. After that time, no refunds will be issued. All requests must be submitted in writing to the Recreation Department ([recreation@actonma.gov](mailto:recreation@actonma.gov)) requesting withdrawal and refund request. Refund/Withdrawal

requests are not accepted through instructors. It will take two-three weeks for the refund to be processed.

Exception to policy: a written letter from a licensed physician excusing participant from a program prior to the first class.

The Acton Recreation Department reserves the right to remove a child from any program due to behavioral or other concerns. In this event, there will be no refund given.

### **GENERAL PROGRAM SCHEDULE**

Children participate in a variety of activities each day. Here is an example of what a typical program day could look like:

8:45 – 9:15am	Drop-Off/Attendance
9:00 – 10:00am	Arts & Crafts
10:00 – 11:00am	Gym
11:00 – 11:30am	Team Building Activity
11:30 – 12:00pm	Lunch
12:00 – 12:45pm	Outside Game
1:00 – 1:45pm	Theater Game
1:45 – 2:15pm	Board Games
2:15 – 2:30pm	Snack
2:30 – 3:30pm	Gym
3:30 – 4:00pm	Outside Free Play
3:45 – 4:15pm	Pick-up

### **LOST AND FOUND**

The Recreation Department has a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all children's belongings in their backpack or with them, Acton Recreation will not be held responsible for lost or stolen items.

Please make a quick check of your child's backpack at the end of the day before leaving. Lost items are much easier to recover on the same day they are lost.

### **LUNCHES & SNACKS**

Our Program is nut free! Please do not pack anything with peanuts or tree nuts. We do not sell or give away food items during the program.

Please pack a healthy and balanced meal. Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches

(and all containers inside lunches) with the child's first and last name. Please do not provide your child with food that will need heating or to be microwaved. Staff is not responsible for food preparation or pre-heating meals.

We have one snack period in the morning. Please send extra food for this time as well as a water bottle or drink.

## **MEDICAL / EMERGENCY INFORMATION**

### **Illness Policy:**

Children must be healthy enough to participate in the program's daily routine. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the Recreation Department by 8:30am and let the Recreation Director know of your child's absence. When your child has a fever (of 100) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. ***If your child becomes ill while at our program, you will be asked to pick up your child as soon as possible.***

The following are defined as illness or communicable health problems:

- COVID-19
- Conjunctivitis (Pink Eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Knowledge that the child has had a fever within the past 24 hours

### **Accidents / Emergencies**

All precautions will be taken to prevent serious health risks to all children. In the event that a minor injury occurs, First Aid will be administered at the recreation center by our certified staff.

The following procedures will be followed:

- ✓ First Aid will be provided and the incident recorded in our log.
- ✓ The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff. The child will be transported to the nearest hospital for any necessary treatment and parents or other responsible adults will be notified. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- ✓ Immediate First Aid will be administered by the staff until professional services arrive.
- ✓ 911 will be called.
- ✓ You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- ✓ A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- ✓ The incident will be described in writing in our incident report log.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away where there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

### **Emergency Plan**

The Recreation Department has a site-specific emergency plan including an assembly area program, notification system, locations of fire extinguishers, first aid kits, etc. Staff has been trained and is expected to be well-versed in emergency procedures.

**Facility Evacuation (in case of fire, or other emergency):** In the event of an emergency requiring facility evacuation, children and staff will exit the building and meet in the front parking lot. Staff will take attendance, supervisors will make sure that everyone has left the facility, and the Recreation Director will be responsible for medication and first aid kits.

### **Medication Policy**

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and “over-the-counter” medications will not be dispensed without written consent from the child’s parent.

- Complete the medication authorization form.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child’s name, the name of the medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, etc.) to the Recreation Coordinator. Children are not allowed to keep medications with themselves, backpacks, or lunch bags.
- All medications will be given to your child at the prescribed times.



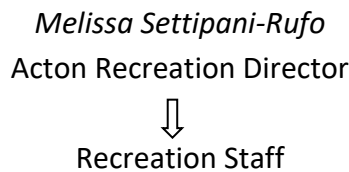
### **Allergies**

There has been an increase in the number of children with severe allergies. We try our best to accommodate these children without inconveniencing other children. If you're aware that your child is severely allergic to something, it is your responsibility to notify the Acton Recreation Department in advance so we can take the proper precautions.

### **Special Diets**

Staff must be made aware of any child who requires a special diet due to medical or religious reasons.

#### **ORGANIZATIONAL CHART – VACATION PROGRAM**



### **PERSONAL BELONGINGS**

Please do not allow your child to bring personal belongings to our program. The Acton Recreation Department cannot be responsible for the loss or damage of toys, games, clothes, or other personal belongings.

#### **Please do not bring the following items:**

- Any electronic games / devices (including, but not limited to: Nintendo Switches, Gameboys, PSPs, iPods, mp3 players, iPads, etc.)
- Cell phones
- Weapons of any sort – fake or real!
- Valuable items

### **PHONE CALLS**

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Recreation Department with your questions or concerns at any time: 978-929-6640 x0.

### **RULES & SAFETY**

Safety is paramount to our program. All children MUST be brought to and picked up from the program by a parent or authorized person. All adults picking up children will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Program rules will be established and taught to the children at the beginning of the day and regularly reviewed to ensure the safety of all children. Please review the following list of rules with your child:

### **General Rules**

1. Stay with your group at all times.
2. No climbing.
3. No horseplay or screaming or yelling.
4. No inappropriate or abusive language is permitted.
5. No hitting, kicking, or other physical abuse is permitted.
6. Listen to and respect the rules and boundaries of games and activities.
7. All children will be expected to display *good teamwork*. How we play is more important than whether we win or lose!

### **STAFF**

The Acton Recreation Department strives to hire a highly qualified, well-trained staff to conduct our programs. The staff is comprised primarily of college students, high school students, recent graduates, and young professionals. The staff members are innovative and creative individuals who love working with children. All staff are certified in First Aid, CPR, and AED. The children to staff ratio is 10:1.

### **TAX INFORMATION**

The Town of Acton's Federal tax ID number is 046-001-062.

### **TRANSPORATION**

There is no transportation available to and from our program. All guardians are responsible for bringing and picking up their child.

### **WEATHER**

As a recreation department, we believe that outdoor play is an important element in a child's life. In our program we will play outside if the temperature is 25 degrees or higher. Please make sure you send your child with appropriate outdoor attire.

You will receive a 100% refund if the program does not run, due to weather. Recreation staff will notify you by email and phone by 8:30am if we need to cancel the program for the day.

If you have any questions or concerns, please feel free to contact the Acton Recreation Department at 978-929-6640 x0 or [recreation@actonma.gov](mailto:recreation@actonma.gov).

***We look forward to a happy and vacation program with your child! ☺ ☺ ☺***