



CPR Playground Programs

*Please note that this guide excludes Summer Playground/Teen Adventure. Information for our summer programming will differ in some capacities. For the most up to date information, please review our 2023 Summer Playground/Teen Adventure Handbook.

DAILY NEEDS:

- ❖ Backpack
- ❖ Refillable Water Bottle
- ❖ Lunch
- ❖ Snack
- ❖ Sunscreen (if applicable)
- ❖ Weather-appropriate attire for going outside
- ❖ Socks and Sneakers

**Please have your child's first/last name labeled somewhere on their belongings to avoid any loss or confusion.*

An email will be sent out the Sunday prior addressing all pertinent information for the coming week's schedule. Please make sure that your email and phone number are up to date in our system.

REGULAR DROP OFF:

- Drop off will take place at the Clinton Parks & Recreation Building (560 High Street) at 9:00am.
- Participants should not be dropped off before 8:45am unless enrolled in *Early Care*, otherwise a \$20 early care fee will be applied to your account for each early drop off.
- All parents/guardians must always remain in their vehicles to expedite the check-in process. Please pull up alongside the CPR building into the ring parking lot.
- A staff member will greet the program participant in their car, and they will be signed in and escorted inside.
- Participants must be checked in before entering the building.
- Parents/guardians are NOT permitted inside the building or beyond the check in table for any reason. We understand that separation can be hard, but our policies are in place for the safety and security of the children.

EARLY CARE DROP OFF:

- Early Care drop off begins at 8:00am. Children should remain in their vehicles until that time.
- Regular drop off process applies.

- A participant must be enrolled in Early Care prior to the Friday before the week in which extended day is desired.

REGULAR PICK UP:

- Pick up will take place at the *Clinton Parks & Recreation Building (560 High Street)* at 3:00pm.
- All parents/guardians must always remain in their vehicles to expedite the check-out process. Please pull up alongside the CPR building into the ring parking lot.
- A representative from the department will approach your car in the pickup line and sign your child out before escorting them to you.
- ID is always required for pick up from youth programs, if anyone other than the listed guardians will be picking up your child please reach out to the CPR Office in advance, otherwise your child will not be released.
- Children MUST be checked out by a supervisor before they can leave the premises.
- Please arrive on time for program pick up or drop off. If you are going to be late picking up or need to pick up early, please call the office so accommodations can be arranged in advance.
- If a parent or guardian is more than 15 minutes late to pick up without notice, an additional \$20 late care fee will be applied to your account.

LATE CARE PICK UP:

- Late Care ends at 4:00pm. If you are late picking up without prior notice, a \$20 late fee will be applied to your account for every additional 15 minutes.
- Regular pick-up process applies.
- A participant must be enrolled in Late Care prior to the Friday before the week in which extended day is desired.

LUNCH:

- Please be sure to pack your child with a full lunch and a separate snack each day.

DRESS CODE:

- All apparel may not have inappropriate language or graphics on them.
- Socks and sneakers should be worn to all outdoor based programming. *Participants must have fully closed toed shoes that tie/fasten. Crocs are not sneakers!*
- Please dress appropriately to the weather and in clothes that you don't mind getting dirty, as outdoor play & crafts are a common part of our day!
- In the instance that the dress code is not followed, the parent/guardian will need to bring a change of clothes/shoes or pick the child up from the program as soon as possible.

FIELD TRIPS:

- Field trips have a hard departure time that will be announced at the beginning of the week. If your child is not present at the program by the predetermined time, they will not be admitted on the field trip that day.
- If sending additional money for a field trip, please put it in a resealable plastic bag with your child's name written on it. Turn in upon check in for counselors safe keeping. We will not be responsible for any money that is not handed in to our staff at check in.
- If your child exhibits unsafe or inappropriate behavior during a field trip, the participant will be separated from the group, a call home will be issued, and the parent/guardian will need to pick up their child from the field trip location immediately.

- Please be sure your child is wearing their CPR provided shirt, to ensure they are uniform with the group.
- All field trips are late return. The estimated return time will be between 4:00-6:00pm depending upon the location of the respective venue. Regardless, care will be provided at the CPR Building until 6:00pm. Upon return to the building, a remind message will be sent out and parents may come sign their children out at any point before 6:00pm.
- Field trip days can be unpredictable due to traffic and unforeseen circumstances, a remind message will be sent out when we are leaving the venue noting our ETA, any additional changes and updates will be provided this way as well.
- On field trip days, no regular programming will occur. If you do not wish for your child to attend the field trip, they will need to be kept home for that day. Refunds/credits will not be provided for those not attending a field trip.
- Cell phones may be used on the bus, but we are not responsible for lost or damaged property!

PLEASE NOTE: If late/early fees are applied to your account, your child will be unable to participate in future weeks or other programs until this is paid in full.

CODE OF CONDUCT:

- The parent/guardian and child must read and sign the Code of Conduct prior to attending the program. A copy will be kept on file at the CPR office. All policies will be applied to this program for all participants.
- Until this is signed by the child and adult, the child will not be permitted to participate in the program.
- A new Code of Conduct will need to be submitted each year.

THREE STRIKE ACCOUNTABILITY SYSTEM:

- A strike will be given if a “camper” is exhibiting behavior that violates our program code of conduct. Any time a strike is given, the child will sit out from the current activity, and a parent will be informed at pick up, or a call home will be issued depending upon the severity.
- Any strikes accumulated “reset” at the start of each week with a clean slate.
- Upon the first strike a staff member will discuss with the camper why the strike was given and restate what the expectations for behavior are moving forward as well as what the following appropriate consequences will be.
- If the same behavior continues, or another violation is exhibited a second strike may be given with or without additional warning, and the camper may need to have a conversation with a program or department supervisor to discuss the exhibited misconduct as well as the following consequences. At this time a call home may occur.
- Consequences will always be dealt according to the severity of actions.
- If a third strike is given, a parent/guardian will be called, and the participant will need to be picked up immediately from the program and cannot return the following day, or possibly for the remainder of the week. At this time a parent meeting may be scheduled to discuss steps moving forward.
- If a participant repeatedly receives three strikes, a parent meeting will be scheduled, and the participant may be asked to leave the program temporarily or indefinitely.
- Per our Code of Conduct and behavior policy, there are some zero tolerance behaviors, such as acts of violence, that are grounds for immediate dismissal, countermanding the three-strike system.

SUNSCREEN PROTOCOL:

- Weather permitting, the first layer of sunscreen should be applied by a parent/guardian upon arrival to the program.
- A second layer will be applied late morning during snack.
- A third after lunch before additional outdoor play.
- If additional applications are needed for your child, please reach out to the office directly so accommodations can be made.

NOTE: All applications throughout the day are overseen and assisted as needed by program staff.

CELL PHONE/DEVICE POLICY:

- Cell phones/devices can be brought to the program and may be permitted for occasional use during bus rides, or indoor free play, but outside of permitted times must be powered off and placed out of sight.
- If the cell phone/device for any reason becomes a distraction, or is used inappropriately, it will be placed in the office and returned to the parent/guardian at pick up.
- If the cell phone/device becomes an ongoing distraction, it will no longer be permitted at the program.
- If for any reason a parent needs to get ahold of their child during program hours, please contact the office and we will get you in touch with your child.

PROGRAM PAYMENT:

- 100% payment is due at time of registration, or a payment plan must be established with the office to hold your spot (registrations will not be processed without at least a 50% initial payment).
- The remaining balance must be paid in full at least 14 days prior to the start of the program otherwise registration will be canceled without additional warning.
- Payments for Early Care/Late Care must be made by the Friday prior to the week you are attending and paid in full through RecDesk, or by coming in the CPR office with cash, or checks made out to the "Town of Clinton". Late Care and Early Care payments are not accepted upon check in, and you must pre-register the week before the desired week of extended day.

CANCELLATION/REFUND POLICY:

- No refunds will be issued if a participant withdraws from a week that has begun. No exceptions.
- If a program is canceled by the department a full refund will be issued. Refund checks are issued by mail from the Town of Clinton and must be processed by the town accounting and treasury departments. This process will typically take 4-6 weeks for reimbursements to be remitted.
- If a cancellation is requested prior to 14 business days, a program credit will be issued and can be used on any Clinton Parks & Recreation program. These credits never expire.
- If a participant requests a cancellation within 14 business days, no refund or program credit will be given.
- Any program credits issued at any time for a Playground Program with a field trip will subtract the \$40.00 field trip fee from the total tuition cost, as all field trips are paid in advance.
- If for any reason a participant is asked to leave a program for any length of time, no refund/credit will be provided.

SICK POLICY – WHEN TO KEEP MY CHILD HOME:

- If the child has a fever over 100F, the student may return to the program once the fever is under 100F without Tylenol/Advil/Motrin for 24 hours.
- May return if no vomiting and/or diarrhea for twelve hours.
- Skin conditions including impetigo, ringworm, scabies, and other unidentified rashes need to be evaluated by a physician and have a note stating that the rash is not contagious.
- Pink Eye with active drainage---may return once antibiotic has been started.
- Active Strep Throat---may not return to the program until at least 24 hours after beginning appropriate antibiotic treatment and resolution of fever
- If someone in your household has an active case of COVID-19, please send your child to the program wearing a mask.
- If an entire week is missed due to illness, and a doctor's note is submitted, we will issue a program credit minus the \$40.00 field trip fee (if applicable) to be used for future CPR programming.

LOST & FOUND:

- Participants are responsible for keeping track of their own belongings, please keep that in mind when deciding what to send with your child each day.
- At the end of the week all unclaimed lost & found items will be sent out in an email, and items will be held for pick up for 14 business days. At which time all unclaimed items will be donated.

MEDICATIONS:

- Medications should be turned into a supervisor directly upon check in and may not for any reason remain in a child's bag throughout the day.
- Any medications that need to be administered while at the program must be listed on RecDesk upon enrollment, AND a separate email must be sent to the program director prior to the start of the program.
- All medication must be in the original bottle, clearly labeled with the child's name, dosage, and administration instructions.

****Additionally, please notify the office upon enrollment if your child has any underlying conditions that may affect their experience at Clinton Parks & Recreation's Programs.***

CONTACT INFORMATION:

Director of Parks & Recreation -- **Mackenzie Maloof**

mmaloof@clintonma.gov

(978)-365-4140 ext.300

Recreation Coordinator – **Laura Taylor**

ltaylor@clintonma.gov

(978)-365-4140 ext.301

Office Hours: Monday-Friday 8:30am-3:30pm (visits by appointment only)