



Saugus Youth & Recreation

## SUMMER PARKS 2024

Parent Information Packet



Welcome to camp! We are looking forward to a great summer. Emily Grant, our programs coordinator, will oversee the daily camp operations, and be on site every day. Crystal Cakounes, our Director, will be running camp logistics and will be on site randomly throughout the day. They will be working with a group of counselors, all older than 16, to provide your child with a safe and fun camp experience. Please take the time to read this entire packet.

### \* Drop Off and Pick Up

Children will be checked in when they arrive and checked out when they leave. **Children should NOT arrive earlier than 8:30 a.m. and must be picked up promptly at 3:00 p.m.** Youth & Recreation Department staff are not responsible for any child who is dropped off prior to 8:30 a.m. No child is to leave early without a permission slip from his/her parent or guardian. If a child needs to leave early you must notify a staff member at the start of the day, and must arrive at the specified time to pick up your child. If a child is to be picked up by someone other than his/her parent or guardian, a note must be given to them with the person's name and telephone number. **Also, please let us know in advance if your child will be walking home, a note is required once.**

### \* Late Policy

All children need to be picked up by 3 pm sharp. Any parent who arrives later than this pick-up time will pay a late fee. This is to compensate the staff on duty for that time. **The fee will be \$5 extra for each 5 minute increment you are late.** Payment will be due when you pick up your child and given to the counselor that waited with your child. **Extensive lateness may result in removal from the program.**

### \* What to Wear

Children should dress in comfortable clothes that they can play in. They will be outside for most of the day and will be participating in various activities, including sports, games, and arts & crafts. On days when it is hot enough outside, we will have a sprinkler for the kids to play in, so bringing a swimsuit or wearing one under clothes is optional on these days. You can pack flip flops for the sprinkler as well. We also recommend a light jacket or sweatshirt, as it might get windy or cool during the day. Children will be responsible for their possessions; therefore, a backpack with your child's last name written on it is recommended, as well as written on anything they bring with them. **Children should bring the following supplies with them on a daily basis: lunch, snacks, drinks, sunscreen (optional), water bottle (that they can refill during the day), light jacket or sweatshirt, towel.** We cannot be responsible for lost or stolen items, so please be aware that it is probably not a good idea to send your children with any valuable items.

### \* Lunches and Snacks

Each child should **bring a lunch and snacks** (morning & afternoon) from home each day, as well as drinks. **Coolers or ice packs are highly recommended.** Your child's last name should be written on coolers/lunchboxes.

### ***What to bring to camp:***

- Packed lunch, drink, and snacks. A reusable water bottle is suggested, as they can re-fill in the school.
- Dress according to weather / Wear sunscreen / Bathing suit and towel for sprinkler
- Sneakers are strongly recommended, sandals for sprinkler
- **A POSITIVE ATTITUDE**

### ***What NOT to bring to camp:***

- Any type of weapon or TOY weapon, such as guns, knives, swords, sharp objects, etc.
- Glass bottles or glass containers
- Please use common sense!

**\*\* Please be aware - although we **will** allow the use of small electronics (iPad, Switch) and cell phones (for emergencies only!); we are **NOT** responsible if they are lost or stolen. Bring these electronic devices at your own risk. **\*\* We are going to restrict the device use to certain times, as we would like kids to be involved in the camp activities. If asked to get off their device, they must do so. **\*\*******

### **\*Bikes/Scooters**

We do allow bikes, scooters, skateboards etc, **but your child MUST have a helmet.** They cannot ride without a helmet. No exceptions.

### **\* Behavior Management**

Children are expected to act in a responsible manner at all times. In case of a dispute or conflict, the staff will calmly attempt to resolve the situation and children may be asked to remove themselves from the activity to calm down and reflect on his/her actions. **If prolonged disciplinary problems occur with a child (i.e. if they are spoken to or written up in excess of 3 times and the parent is notified), the Youth & Recreation Department has the right to expel the child from the program **without refund.** If there are any issues that affect your child's behavior, please let us know beforehand. **Children must behave and treat others as they would want to be treated. **Bullying of any kind will NOT be tolerated. Physical contact will not be tolerated, and if a physical altercation shall arise, that camper will be removed from the program immediately.******

### **\* Medications and Sunscreen**

The Youth & Recreation staff will not be allowed to dispense medication of any kind to your child during the day. If your child requires medication, s/he should take it before and after the program hours (if applicable), not during the program. **Please let us know of any medication your child may require so that we can plan accordingly.** **Exception to this is inhalers & Epi-Pens, and children requiring either may keep it with them. Sunscreen is highly recommended.** It may be best to have your child put sunscreen on before dropping them off in the morning.

### **\* First Aid**

We do not contact parents for minor cuts and scrapes that require basic cleaning and bandage. However, we will contact you when the staff has concerns of an injury or accident. In case of illness, you will be contacted to pick up your child from camp immediately.

### **\* Absences**

If your child will be absent on any given day, please email Crystal & Emily at [youthrec@saugus-ma.gov](mailto:youthrec@saugus-ma.gov) by 8:00 a.m. on the day of the absence. **You may also text them at 857-728-4877 (857-SAUGUS-7)**