

# Leominster Recreation Department

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## Parent Handbook

Summer Programs 2025

Keeping Children Safe While Having Fun

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Our goal is to provide children with a safe and enjoyable program experience where children can develop skills, form friendships, and enhance self-esteem.

# Mission Statement

The Leominster Recreation Department's mission is to provide a wide variety of recreational programs that the residents desire and request along with maintaining recreational property, facilities, and equipment.

## Our Goals

- \*Provide children with a wide variety of activities to include arts and crafts and sports.
- \*Involve children in daily planned activities as well as their choice activities.
- \*Encourage children to make good choices and treat each other with respect.
- \*Provide a fun, safe environment for children to socialize.
- \*Create a fun-filled, creative environment for all participants.
- \*Make sure children are safe at all times.



## Recreation Department Summer Program

### Summer Day Program Hours with pick-up and drop-off:

Regular Summer Program Hours: 9:00am-3:00pm (Sunshine Bunch and Adventure Squad)

Regular Summer Program Hours: 9:00am-1:00pm (Little Flamingos)

Programs begin at 9:00 a.m. and drop off is no earlier than 8:50am and pick-up is at 3:00pm. (Sunshine Bunch and Adventure Squad) and 1:00pm (Little Flamingos)

### Pick-Up/Drop-Off Procedure:

Please remain in your car for drop-off and pick-up. Staff will assist children in exiting/entering cars as well as signing them in and out of the program. Please present your ID to staff as they'll be checking every day.

## Weekly Updates

A weekly newsletter will be sent **via email** on Thursdays that will include a calendar of events and activities for the upcoming week.

# Health and Safety

## Expectations:

Children will remain with their counselor at all times.

Children will use the buddy system when using the bathroom, etc.

Children will always keep hands and feet to themselves.

Children will treat others the way they want to be treated.

Children will respect School, Park Property.

Children will respect staff and others at all times.

We will be using school buildings and will be on school property and children should keep in mind the school rules they follow during the school year.

## **Code of Conduct**

The Leominster Recreation Department (LRD) encourages fun, friendship, and safety in a positive atmosphere. To accomplish this, we have established behavior guidelines that revolve around our four basic principles: respect, responsibility, safety, and kindness. If a child has difficulty with any of these expectations, the program staff will work closely with them in an effort to improve behavior.

## **Bullying Policy**

Our philosophy, which grows from our mission statement, affirms that each of our participants has the opportunity to experience a summer where they can explore new friendships, develop life skills and discover new talents free of judgment or negativity. We maintain a strict policy forbidding bullying.

***The Leominster Recreation Department addresses all bullying incidents seriously.*** We encourage our staff to promote open communication within their groups, so that the participants feel comfortable letting us know if there are any problems at any point during their program experience.

At our summer programs, every child has the right to the best possible summer experience, and we will act proactively to ensure that none of our participants are denied this opportunity. As a summer program we believe positive behavior comes from a cooperative effort between participants, parents, and staff. While we make every effort to establish communication with parents before taking any major disciplinary steps, it is important to note that fighting, demonstration of disrespectful behavior, hitting, biting, bullying, harassing, and displaying destructive behavior are grounds for immediate suspension and possible dismissal from the current session of the program or all future sessions.

## **Discipline**

We promote and expect four basic principles: **Respect, Responsibility, Safety and Kindness.** Leominster Recreation Department staff will treat each child with respect and set clear expectations and boundaries each day. Children are expected to show respect to their peers and staff, and to treat the facilities and equipment with care. For children who experience difficulty with this structure, staff members will work with the child to create an individualized plan that meets the need of the child while ensuring the safety and trust of other participants. Frequent disrespect towards peers, staff or property may result in a child's dismissal from the program for a day or more.

## **Sending a child home**

If we feel a child is deemed to be unsafe at the program or has been warned at least two times for their unsafe behavior, we may choose to send a child home. In the case of any aggressive behavior that could harm a staff member or participant, the child will be sent home immediately. If a child is sent home due to behavioral issues at the program, parents must meet with Program Director and Recreation Director prior to the child's readmission to the program.

## Personal Items/ Labels

It is strongly suggested that parents label articles of clothing and other possessions brought to the program by the child. Easy identification of belongings will prevent them from being lost or misplaced. It is strongly suggested that you do not send your child to the program with valuables. The Leominster Recreation Department has plenty of activities to keep your child entertained. The Recreation Department is not responsible for any lost, stolen, or broken objects.

## Daily Sign-In/Sign-Out:

The Recreation Department prides itself on our daily Sign-In/Sign-Out procedure. Children must be signed in and out daily by a parent or authorized person. Children will only be released to people specifically authorized with their name on the signature form or advanced authorization from the parents in writing. Please make sure that you have included yourself on the list of pickups when you are filling out the form. **NO exceptions will be made.** Children may not sign themselves in or out. For the safety of your child, individuals will be required to show proof of ID. It is the Recreation Department's concern that all children remain safe at all times. At the afternoon dismissal, a Summer Program Director will come to your car and ask for your child/ren's names. Your child/ren will be brought to you. This process goes quickly once the staff gets to know you in person and by the vehicle you drive.

Participants will only be released from the program in the custody of his/her legal parents or guardian unless written permission is granted to another individual by the legal parent or guardian and approved by the Leominster Recreation Staff.

**Leominster Recreation Department policy requires a photo ID for release of children.**

## Late Pick-ups

We realize on occasion you may be late in the event of an emergency or unexpected circumstance. We ask that you please **call the Leominster Recreation Department Office (978) 534-7529** and notify someone you are running late.

# What to Bring to the Summer Programs:

### **Daily Items to Bring – Please make sure all items are labeled with your child/ren's name:**

- Comfortable backpack for the day.
- Lunch will **not** be provided at any of the locations. Please pack a **peanut and tree nut free** lunch and snack daily. Sharing of food is prohibited due to food allergies.
- Water bottles
- A change of clothes on the days with water play, which will be communicated in the emailed weekly newsletter.
- Closed toe shoes.
- Sunscreen.

### **Things Not to Bring:**

### **Anything you do not want shared, broken or lost. LRD is not responsible for personal items.**

- Cell Phones
- Electronics
- No sharp objects (i.e. pocket knife)
- Jewelry
- Expensive personal belongings

**We are not liable for lost, damaged, or stolen items.**

**Should you have any questions about these items, please call the Leominster Recreation Department @ 978-534-7529.**

### **Medications:**

There is no nurse or certified staff member to administer prescription medications to program participants. Parents/Guardians must make alternate provisions to administer prescribed medications to their child during the program if necessary.

### **Plan for care of mildly ill participant:**

Mildly ill participants will be brought to the front office area and parent/guardian will be contacted. The parent and Program Director will determine the appropriateness of the participant remaining at the program for the rest of the day. If the Program Director feels the participant is unlikely to participate for the remainder of the day, they will encourage the parent/guardian to pick up their child. A quiet area will be available for the participant to rest until they feel better or are picked up.

### **Procedures for identifying and protecting children with allergies and/or other emergency medical information:**

**All participants must have complete medical information on file**, which includes allergies and any current chronic illness. All parents/guardians should have completed medical and allergy information during the registration process and should contact the Recreation Department with any updated information.

All children with asthma are encouraged to have an extra inhaler in the Summer Program Director's office in addition to the inhaler they carry with them.

Any child with an anaphylactic allergy must bring an epi-pen to the program.

**All participants must be toilet trained and diaper free.**

Your child's health and safety are very important to us at the Leominster Recreation Department. Therefore, all our staff are CPR trained. Everyday injuries such as bumps, bruises and scrapes may occur and will be treated.

Depending on the time of day and the degree of the accident or illness the staff will call the parent/guardian. At that time a decision will be made by the parent/guardian as to whether the child will stay at the program, or arrangements will be made to have the child picked up and taken home or the hospital to be checked. If a child is being picked up, only an authorized person may pick the child up. At no time will a staff member be authorized to transport children in their cars.

In an emergency, 911 will be called and parents/guardians will be notified immediately. The determination of a 911 call will be made by staff on the scene as to how severe the injury or illness is.