

# Safety Village



Summer 2019

Dear Safety Village Parents and Guardians,

Welcome and thank you for signing-up for the Northampton Parks & Recreation Department's Safety Village summer program! This parent packet contains all the information about the Safety Village as well as the department's policies and procedures. Please read through the following information for details regarding your child's participation.

Each day is filled with presenters, craft projects, singing, games as well as bike riding through the village. Your child will be put into one of four groups, each one designated by a color (red, green, yellow, or blue) which they will stay in for the two weeks. Participants receive and wear a "Safety Village" name tag with their name on it each day as well as a "Safety Village" shirt.

The Northampton Parks & Recreation Department hires experienced individuals to work with your children throughout the summer. We are happy to welcome back Amber as our Safety Village Director. This will be Amber's 6<sup>th</sup> year with Safety Village and her second year as the Director! Our staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school. They are required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor positions are certified in CPR, Epi-Pen administration and First Aid. All of our summer day camps fully comply with the State Health Department Codes and Inspections for Licensed Day Camps.

If you have any questions or concerns throughout the summer, please do not hesitate to contact us by calling the Northampton Parks & Recreation Department Office at (413)587-1040 or by emailing us at [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov). Your feedback lets us know how we are doing.

Sincerely,

Rebecca Learnard  
Recreation Supervisor

Shelby Michna  
Assistant Director of Parks Recreation

Ann-Marie Moggio  
Director of Parks & Recreation



<b>Session Dates:</b>
<u>Session A:</u> July 1 <sup>st</sup> – July 12 <sup>th</sup> (no program 7/4)
<u>Session B:</u> July 15 <sup>th</sup> - July 26 <sup>th</sup>
<u>Session C:</u> July 29 <sup>th</sup> - August 9 <sup>th</sup>

## CAMP INFORMATION SHEET

### PROGRAM DESCRIPTION

Safety Village is a half day program that runs from 8:30am – 12:00pm and is for children ages 4 to 6, as of 8/31/19. Safety Village is offered in three, two-week sessions starting July 1<sup>st</sup>. This is the 29<sup>th</sup> year that we are offering the Safety Village Program. The Village at Arcanum Field features a miniature replica of Northampton complete with streets and sidewalks. Children ride bicycles with training wheels through the village and walk the sidewalks to learn traffic and pedestrian safety first hand. Each day is also filled with presenters, arts and crafts projects, and singing. You will receive a more detailed daily schedule before your session begins. Campers must be toilet trained before attending camp.

### PRESENTERS

Each session at Safety Village will feature local area presenters that will teach the kids about safety awareness. Participants will receive a daily schedule a few weeks prior to the start of the session that they are signed up for. The local presenters and the topics that will present may include the following:

**The National Grid** will be bringing “Hazard Hamlet” to show children the importance of electrical safety as well as their bucket truck. Children may even get to sit in the truck’s bucket.

**Cooley Dickinson Hospital** will discuss visits to the hospital, and some general safety guidelines, including buckling up while in a car and wearing your helmet while on a bike.

**The Northampton Dog Officer** will discuss how to act around strange dogs, what to do if they see injured animals that are not their pets and other safety tips about animals in general.

**The Massachusetts State Police Dispatch** will discuss with the children what happens when you dial 911.

**The Northampton Police Department** will come, speak with the children about police officers duties and safety practices. Children may get to look inside a real police car!

**The Northampton Fire Department “EMT” crew** will be coming to discuss the importance of knowing to call 911 in case of an emergency and bringing an ambulance for the children to tour. The children will talk about what it would be like to ride in an ambulance if they are ever involved in an accident. Also, the children will be shown all the equipment needed on an ambulance and may even get to go inside!

**Park Ranger Tom from the Park Ranger Corp of Engineers** will teach about water safety by having children participate in group activities and games. The importance of life jackets and water safety will be discussed as well as what is safe and not safe to do while in the water.

**The Northwestern District Attorney’s Office** representative will speak to the children about good touch/bad touch, strangers, and physical and sexual abuse. This presentation is age appropriate and very professional.

**The Northampton Fire Department** will teach the children about fire safety and what to do in case of a fire. All children will be able to sit in the fire truck and get their pictures taken. They will also practice how to Stop, Drop, and Roll and see what a fire fighter looks like when in uniform. This is also ice cream day; the children's snacks will consist of a small sundae.

**Northampton Parks & Recreation Leaders** will discuss safety while riding a bicycle, stress wearing a helmet at all times, and other tips on how to stay safe in the car, on a boat, etc. Program staff will also remind and reiterate the day’s safety lessons.

### FIRST DAY JITTERS

We understand that this is some children's first experience with an organized program. We anticipate that some children may be nervous and hesitant but please be assured that we will help with the transition.

## GROUPS

Your child will be assigned to one of four groups, each one designated by leader name and color which they will stay in for the two weeks. Participants receive and wear a "Safety Village" name tag with their name on it as well as a "Safety Village" shirt that needs to be worn on the last day of the program for their graduation ceremony.

## CAMP STAFF

Our wonderful staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school. Our staff is required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor positions are certified in CPR, Epi-Pen administration and First Aid. We maintain a 1:5 counselor to participant ratio in Safety Village.

## DROP OFF/SIGN-OUT

*For your child's safety we ask parents to abide by the following drop-off/pick-up procedures.*

Park cars in the lot next to the concession stand at Arcanum Field. Walk the child over to the staff at the meeting area which will be clear to you when you arrive. When you arrive to pick up your child, please do not approach the groups until they are at their pick-up area which will be designated on the first day. Please be aware that it is mandatory to sign your child out each day with their counselor. If someone other than the parent/guardian is picking up, you must provide a note to the counselor and this person must be authorized on your registration form.

## AUTHORIZED INDIVIDUALS FOR PICK-UP

There needs to be authorization for people, other than parents, to pick up your child(ren) from their programs. If someone other than the people listed on the registration form is to pick up your child then you must send a written note the morning of stating the person that is allowed to pick up your child.

## LATE/EARLY FEE

A supervision fee will be imposed for any child who is picked up late or dropped off too early. A ten minute grace period will be extended. **Following this time a fee will be assessed.** First time offenders will be warned and the fee will be assessed only for repeated incidents. The fee will be \$5.00 for every ten minutes of waiting time. The fee must be paid within 48 hours of the incident. Failure to do so will result in the suspension of the participant until paid. We understand sometimes incidents such as traffic, etc. occur. Please try to call the office to let them know if you are late. Chronic lateness may result in suspension from programs. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call has been received.

## CORI/SORI BACKGROUND CHECKS

Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks are done on all City Parks & Recreation Department staff members that work at our summer programs.

## POLICIES

Parents have the right to review background check procedures, health care policies, and discipline policies upon request.

## EMERGENCY PROCEDURES – MAJOR INCIDENTS

In the event of an emergency, serious injury or illness parents will be contacted immediately. If we cannot reach you through the numbers that you listed on your registration form then we will then try to call the person you listed on the registration form as your emergency contact person. **IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM as a contact!** We hope never to have to call an ambulance, but all such fees will be your responsibility. We will always try to contact you and have you pick up your child. This is **YOUR RESPONSIBILITY**, to have someone *always available*.

## Storage and Administration of Medication

### **EPI-PEN**

All program Supervisors and Recreation Leaders are certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, then please contact the Parks & Recreation Office before the program begins so that we have all the proper information before the program starts. **The Northampton Parks & Recreation Department requires that any camper who requires any type of medication to be given at camp MUST provide medication authorization orders AND emergency action plans for all allergies and diabetes.** Please also address your child's allergy to your child's counselor on the first day of camp.

## **Storage and Administration of Medication (continued)**

### **Medical Conditions**

Northampton Parks & Recreation Department encourages all medications to be given at home. If your child must have medicine during camp hours, parents must fill out and submit the Authorization to Administer Medicine to a Camper Form at LEAST two weeks prior to the start of your child's camp. This has to be approved by the Camp's Health Care Consultant. Medication will only be administered by the Health Care Supervisor(s) designated by the HCC and authorized to administer prescription medications. All medication prescribed for participants shall be kept in original containers bearing the pharmacy label which shows the prescription number, date filled, name of medication, and directions for use. All other over the counter medications for the participant shall be kept in the original containers containing the original label. The program director, Amber Michon should carry your child's medications. It is imperative, that if your child suffers from asthma or is allergic to bees or anything else, that we be informed.

### **IMMUNIZATION & PHYSICAL RECORDS**

We need to keep immunization and physical records for all summer participants on file. Please provide a copy of your child's records when you are registering for summer programs. We will not take registrations without a copy of your child's immunization and physical record. (Usually, your pediatrician's office can run a copy if you ask) You may register and get a copy of your child's records to the Parks & Recreation Department by the following options:

- A) Stop by during office hours, 8:30am - 4:30pm, Monday- Friday
- B) Dropping it off at the Parks & Recreation Department & place in the mail box by the door
- C) Faxing it to (413)587-1045
- D) Scan and email it to [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)
- E) Upload the Immunization & Physical Record Document to "Family Member Documents" in your online account with the Rec Department

### **MENINGOCOCCAL DISEASE**

Meningococcal disease can refer to any illness caused by the type of bacteria called Neisseria meningitides, also known as meningococcus. These illnesses are often severe and can be deadly. They are infections of the lining of the brain and spinal cord and bloodstream infections. Meningococcal vaccination is recommended for all adolescents. Call your primary care physician and follow the recommended immunization schedule to ensure that your camper gets the meningococcal vaccines.

### **Mildly ill Campers**

If child comes to recreation staff reporting they are not feeling well. The staff will take the following steps.

- Ask the child how long they have not felt well
- If they feel like they are going to be sick
- If they would like to try to stay at camp or would like to go home.
  - If the child would like to go home, call the parent and make arrangements for pickup. If the parent can't be reached call the emergency contact.
  - If the child would like to stay at camp, check in with the child each half hour to see how s/he feels.

Keep the child isolated from the other children, until he or she is feeling better or is picked up by a parent. A child must be picked up by a parent if they have a fever, severe headache, anything unresolvable, a blow to the head, bleeding that doesn't stop with standard first aid, deep wounds, nausea or vomiting, or any condition that the staff doesn't feel comfortable handling; or where a child expresses a need to be with the parent.

### **WHAT TO PROVIDE EACH DAY**

T-shirts, shorts, socks and sneakers will prepare your children for any activity. Sandals or flip-flops **ARE NOT RECOMMENDED!!!** Please put your child's name on everything!! Please bring the following each day:

- Water Bottle
- Bike Helmet with name printed on it
  - We provide the bikes with training wheels. No bikes from home are allowed.
- Comfortable clothing, jacket for cool mornings
- A nut-free snack that does not need to be refrigerated.
- Sunscreen: please apply to your child in the morning before we start.

### **WHAT NOT TO BRING**

Please do not send your child with electronic devices, which include iPods, cell phones, etc or anything that you do not want to lose or share to the summer programs. Electronic devices are not allowed at the program.

The Northampton Parks & Recreation Department is not responsible for lost or stolen items.

## **RAIN LOCATION & INCLEMENT WEATHER**

If it is raining in the morning or if inclement weather is predicted we will be using our indoor rain location, which will be at Leeds Elementary School. **Our 24 hour information hotline is (413)587-1044 or visit our website at [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation) and click on cancellations for weather updates, both the hotline and website will be updated usually by 7:30 a.m.**

## **BEHAVIOR CONTRACT**

A behavior contract will be issued for children who are using foul language, not keeping hands to themselves, not listening, distracting other participants and other actions that are taking away from the program on a constant basis. The contract will list the goals that the child is going to work on as well as the plan to accomplish a more positive experience for the child. Failure to follow this contract may result in a one-day suspension from the Parks & Recreation Department's summer program with further consequences possible.

## **REPORTING ABUSE & NEGLECT**

All children who attend the Northampton Parks & Recreation Summer Programs shall be protected from abuse and neglect. All staff that work at the summer programs at the Northampton Parks & Recreation Department are trained by the District Attorney's office. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Recreation Supervisor right away. As law requires, all suspected cases of abuse or neglect will then be reported to the Department of Children & Families immediately. Summer Program staff are mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the Department Children & Families. The Northampton Parks & Recreation Department will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the summer programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.

## **SUSPENSION/TERMINATION/REMOVAL FROM PROGRAM**

The Parks & Recreation Department reserves the right to remove any participant from the Program for any of the following reasons:

- Three incident reports on file or two incident reports filed per session.
- A child brings harm to another child or staff person resulting in injury.
- Unpaid fees.
- Failure to follow the programs rules on a consistent basis.
- Consistent late pick-ups or early drops-offs.

The Parks & Recreation Department may determine other issues not listed that could result in suspension or termination from the program.

## **PARENT COMMUNICATION**

Please make sure that you discuss any questions, comments, concerns, or suggestions you may have about our program or your child with the on-site summer program Director. If, after speaking with him/her, you still have concerns, please contact the Parks & Recreation Department at (413)587-1040 to speak with the Recreation Supervisor or send us an email at [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov). We are here to meet the needs of each family. Please let us know of anything that we can do to make you and your child's experience one that they will remember fondly forever.

## **REGISTRATION/CHANGES POLICIES**

### **Additions to Original Registration**

Changes to the initial registration must be made in writing **at least one week in advance of the requested change**. A non-refundable \$25 deposit per session is required. All balances are due Friday, June 7, 2019.

### **Refunds**

- All sessions have a \$25 non-refundable deposit; there is also a \$10 service charge for all refunds.
- Requests for cancellations of sessions are subject to the policy stated above.
- **Refund & Changes** (from original registration) requests must be made in writing to the Parks & Recreation Department and must be submitted at least one week prior to the start of the program session.
- To request a change, please submit your request in writing one of the following ways:
- Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)
- Fax: (413)587-1045
- Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m.
- There are no refunds once a program begins.
- Please allow 4-6 weeks for your refund to process

**We look forward to seeing  
you soon!  
Enjoy your summer!!**