Safety Village

Celebrating 25 Years!!!

Summer 2015

Dear Safety Village Parents and Guardians,

Welcome and thank you for signing-up for the Northampton Parks & Recreation Department's 25th year of the 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, arts and crafts projects, singing, and we will ride and walk through the village each day! 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. Particpants 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. Our 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. 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 587-1040 or by emailing us at recreation@northamptonma.gov. Your feedback lets us know how we are doing.

Sincerely,

Erin Carroll
Recreation Supervisor

Shelby Michna
Assistant Director of Parks Recreation

Ann-Marie Moggio
Director of Parks & Recreation

Northampton Parks & Recreation Department
****Please note our office is moving June 1st, details TBA****

Office Staff

Director	Ann-Marie Moggio
Assistant Director	Shelby Michna
Recreation Supervisor	Erin Carroll
Recreation Supervisor	Kathy Weston
Department Secretary	Eileen Wright
Senior Clerk/Secretary	Chris Kostek

Contact

Parks & Rec. Office: Monday-Friday, 8:30a.m.- 4:30p.m.
phone: 587-1040
fax: 587-1045
email: recreation@northamptonma.gov
website: www.northamptonma.gov/recreation
weather changes: 587-1044 or check website and click on "cancellations/changes"

Safety Village

Session Dates:
Session A: June 29th - July 10th
(no program Friday, 7/3)
Session B: July 13th - July 24th
Session C: July 27th - August 7th

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 8/31/15. Safety Village is offered in three, two-week sessions starting June 29th. This is the 25th year that we are offering the Safety Village Program and the 13th year that it will be held at Arcanum Field. 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.

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 Counselors 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 days safety lessons.

SNACKS
A nut free snack will be provided and served to your child each morning. If your child has a food allergy you have not listed on your registration form, please tell a staff person the first day of the program. Water will always be available at the site; however it is recommended that your child bring a water bottle each day. Be sure to put a name on it.

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.

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.

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 then parents, to pick up your child(ren) from their programs. As you will see on the first page of the registration form there is section labeled Transportation on the bottom of the page. That is where you must fill in the names that are authorized to pick your children up from the summer program (beside parents). If someone other then 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.

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 listen 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.*

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

MEDICAL CONDITIONS
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. There must be written permission from the parent/guardian. The Program Director, Amy Thornton should hold onto your child's medications. One the first day of the program, please give the daily medication with an explanation of when to administer, etc. It is imperative, that if your child suffers from asthma or is allergic to bees or anything else, that we need to be informed.

EPI-PEN
The Safety Village Program Director is certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, then please make sure you included that information in registration packet and address the Safety Village Director on the first day of your child's session. You will leave your epi-pen with the Safety Village Director.

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) Stopping by during office hours, 8:30am - 4:30pm, Monday - Friday
B) Dropping it off at the Parks & Recreation Department
C) Faxing it to 413-587-1045
D) Scan and email it to recreation@northamptonma.gov

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.

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:

a) Water Bottle
b) Bike Helmet with name printed on it
    - We provide the bikes with training wheels. No bikes from home are allowed.
c) Comfortable clothing, jacket for cool mornings
d) Snacks will be provided through the program, examples include graham crackers, goldfish, popcorn and pretzels
e) 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.

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, wandering away from activities without permission from staff 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 Recreation Department's summer program with further consequences possible.

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 587-1044 or visit our website at 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.**

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 587-1040 to speak with the Recreation Supervisor or send us an email at 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 your 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.

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
    - 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

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.

ABOUT OUR CAMP DIRECTOR

Safety Village Director: Amy Thornton

The summer of 2015 will be Amy's 11th summer at the Safety Village Program and 9th year as the Director. She is a graduate from UMass, Amherst with a Bachelors of Fine Arts Degree in Art Education and is working on her Masters in Art Education. When it isn't summer and Safety Village time, Amy is a full-time art teacher for students in Kindergarten through sixth grade. She loves the summer weather and likes to be outside as much as possible, hiking, reading, snowshoeing, swimming and gardening. She also likes to cook, bake and eat ice cream!

Questions for the Director:

What is your favorite thing about being the Safety Village Director?
My favorite thing about being Director of Safety Village is hearing all the stories that the kids come up with and playing games.

What do you enjoy most about working with children?
Kids have such a unique outlook on life and it's refreshing to hear their thoughts and ideas. They are so funny and you never really know what is going to come out of their mouths!

What is your favorite Safety Village game? My favorite game is Safari, with parachute games coming in a close second.

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