



Summer 2019

Dear Teen Expeditions Program Parents and Guardians,

Welcome and thank you for signing-up for the Northampton Parks & Recreation Department's summer programs. This parent packet contains information on the Teen Expeditions summer program as well as the department's policies and procedures. Please review the packet thoroughly and make sure to go over all the necessary information with your teen.

The Northampton Parks & Recreation Department's mission is to promote the health and general wellbeing of the individual and the community. We hope to create memories that your child will remember for years to come while offering a safe environment where your child will grow through the various activities that we offer in each of our age-appropriate programs.

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. 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 and Recreation Leader 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. Your feedback lets us know how we are doing.

Once again, welcome to the Northampton Parks & Recreation Department Summer Programs! Please make sure to keep this handbook to use as a guide throughout the summer, it is also posted on our website, www.northamptonma.gov/recreation.

Sincerely,


Rebecca Learnard
Recreation Supervisor


Shelby Michna
Assistant Director of Parks & Recreation


Ann-Marie Moggio
Director of Parks & Recreation

Registration/Changes Policies

Please note the registration policies below:

A. Additions to Original Registration

- a. 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.
- b. To request a change, please submit your request in writing one of the following ways:
 1. Email: recreation@northamptonma.gov
 2. Mail: Northampton Parks & Recreation Department, 100A Bridge Rd, Florence, MA 01062
 3. Fax: 413-587-1045
 4. Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m., or put it in the mail box by the door after hours.

B. Summer Camp Payments

- a. All balance are due June 7, 2019

C. Refunds

- a. All sessions have a \$25 non-refundable deposit; there is also a \$10 service charge for all refunds.
- b. Requests for cancellations of sessions are subject to the policy stated above.
- c. **Refund** 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.
- d. To request a refund, please submit your request in writing one of the following ways:
 1. Email: recreation@northamptonma.gov
 2. Mail: Northampton Parks & Recreation Department 100A Bridge Rd, Florence, MA 01062
 3. Fax: 413-587-1045
 4. Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m., or put it through the mail slot in the door after hours.
- e. There are no refunds once a program begins.
- f. Please allow 4-6 weeks for your refund to process.

We look forward to a fun and active summer of 2019!

Once you have completed reading this packet, if you have any other questions, comments or concerns, please feel free to contact us at the Parks & Recreation Department office, Monday through Friday, 8:30am - 4:30pm.

Northampton Parks & Recreation Department

Office Staff

Director	Ann-Marie Moggio
Assistant Director	Shelby Michna
Recreation Supervisor	Rebecca Learnard
Recreation Supervisor	John Knowles
Aquatics Supervisor	Jim Miller
Department Secretary	Jackie Lienert
Senior Clerk/Secretary	Sandra Gross

Contact

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"

Program Description Teen Expeditions



Teen Expeditions is a full day program held Monday through Friday, 8:30a.m - 4:30p.m for young adults entering grades 7 – 10. The program is offered in seven, one-week sessions starting June 24th and **starts and ends at JFK Middle School**. Each day the program goes on an “expedition” via bus or our mini-bus. Participants will be introduced and exposed to a variety of outdoor recreational opportunities, which are designed to stimulate an appreciation for the outdoors and recreation. Each week’s activities and special events are created around the weekly themes (see below). A Teen can sign up for one week, several weeks or the whole summer.

****You will receive a detailed daily calendar before each session begins****

<i>Session Dates</i>	<i>Weekly Themes</i>	<i>Highlights</i>
Session 1 June 24 – June 28	Summer Kickoff!	Lake Wyola, Interskate 91, Soarin' Indoors
Session 2 July 1 – July 5 (NO camp 7/4)	Explorers, Unite!	Tie-Dye, Chesterfield Gorge, Brownstone Adventure Park
Session 3 July 8 – 12	Good, Old Fashion, Summer Fun	Copper Hill Foot Golf, Erving State Forest, Sonny's Place
Session 4 July 15 – 19	Bikes, Strikes, & Hikes	Ice Cream Bike Trip, Yard Goats Baseball game, Ropes Course, Mt Greylock Hike
Session 5 July 22 – 26	Test the Comfort Zone	DAR State Forest, Campardy, Central Rock Gym, Tubing at Satan's Kingdom
Session 6 July 28 – August 2	Beat the Heat	Ocean Beach, Powder Ridge Snow Tubing & Zipline, Mt Monadnock hike
Session 7 August 5 – 9	Last Hoorah	Ice Cream Bike Trip, Bounce Trampoline, Lake Wyola, Pizza Party

**schedule above is subject to change.*

Field Trips

The program begins and ends at JFK Middle School however, the program does not stay on location. A bus or a mini bus trip will be taken daily, weather permitting. The Parks & Recreation Department has a 14 passenger mini bus and we also use a Smith Vocational School mini bus to visit local attractions. A school bus will be used for the trips that are not in the local area. A detailed daily agenda for each session will be given or mailed to each participant prior to the first day of the program. Field trips are included in the cost of the session. Some of our bus trips will require early departure. We will inform you of these dates and departure times.

What to Provide Each Day

Please send your child in comfortable clothing with socks and sneakers, sandals and flip-flops are not for hiking. You will also need a backpack (with comfortable straps) to hold the following items:

- Non-refrigerated Healthy Lunch
- At least 2, one-liter capacity water bottles- along with some kind of juice for your lunch... No soda!! (This does not quench thirst properly for hikers and bikers).
- Plenty of Snacks - Items like raisins, fruits, and granola bars are not only nutritious, but provide that extra energy boost!
- Hat, sun screen, and bug spray (a definite must).
- A rain coat (we will always try to go rain or shine).
- Sweatshirt/Extra Layer - the temperature maybe cooler in the woods or on top of a mountain. You will need to prepare for weather changes.
- A bathing suit and towel (most days).
- When needed, a bike (mountain or road) in good condition.
- A bike helmet **will be mandatory** when we bike.
- A sense of adventure, a positive attitude, and ready to have fun.

What Not to Bring

Please do not bring electronic devices, which include iPods, iPads, cell phones, hand held video games, etc or anything that you do not want to lose or share at the summer programs. We are a phone free program! The Parks & Recreation Department is not responsible for lost or stolen items.



Inclement Weather (Rainy Days, Pop-up Thunderstorms)

If it is raining in the morning or if it is predicted for the afternoon then we will assess the situation and the days planned activity. If we can remain safe, we will continue with our planned activities. Many of our adventures will be taking us out of the Northampton area where it may not be raining. We do however have space at JFK Middle School and Bridge Street School for indoor activities. **Our 24 hour information hotline is (413)587-1044 or visit our website at www.northamptonma.gov/recreation and click on cancellations for weather updates.**

Program Procedures & Policies

Storage and Administration of Medication

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.

Your child's counselor 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) Stopping by during office hours, 8:30am - 4:30pm, Monday - Friday
- B) Dropping it off at the Parks & Recreation Department after hours in the mail box by the door
- C) Faxing it to 413-587-1045
- D) Scan and email it to 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 get the meningococcal vaccines.

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 allergies and diabetes.**

Please also address your child's allergy to your child's counselor on the first day of camp.

Special Arrangements

If there are any specific medical concerns we should know about your child (medical problems, allergies, etc.), please write this information down on the registration form for our Recreation Leaders!

Policies

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

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 they feel.

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.

Drop Off/Sign-Out Procedure

Drop-off in the morning is at 8:30am at JFK Middle School, outside in the back of the building by the basketball and tennis courts. (Drop off on a few days may be a bit earlier for destinations that are further away). Pick-up/sign out is daily between 4:15 – 4:30pm. At the end of every day staff will have sign out sheets. It is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. If your child plans on walking/riding to and from TEX, staff must receive a note giving them permission.

Under no circumstance should children be dropped off and left outside at JFK Middle School in the early morning before the program time begins as there is no supervision. This could result in dangerous situations when lightning storms or severe weather occurs and the child is outside with no shelter to go to.

Walkers/Bikers

As you read previously, it is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. If your child plans on walking/biking to and from the Teen Expeditions program, then you must provide the staff with a signed note giving them permission. That will serve as signing out at the end of the day. Parents should have a backup plan for walkers/bikers on rainy days. If your children are walking/biking home then they need to leave the site of the program. Once they leave they are not the responsibility of the program. Children cannot leave their program until 4:15pm.

Authorized Individuals for Pick-up

There needs to be authorization for people, other than 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 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. Firsttime 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. (The Parks & Rec office closes at 4:30pm). You can try our JFK pool office after 4:30pm, 587-1046. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call or contact has been received.

Safety

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 and volunteers that work and volunteer 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 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*.

Reporting Abuse & Neglect

All children who attend the Northampton Parks & Recreation Summer Camps 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 Camp staff is 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.

Crossing Streets

We always use extreme caution when having participants cross the streets. A staff member will stand in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the participants across the street while the other staff follows the last child.

Absences and Tardiness

Absences

Please call the Northampton Parks & Recreation Department at (413)587-1040 or email recreation@northamptonma.gov to inform us if your child will be absent from their program. The Parks & Recreation Office opens at 8:30am., and there is voicemail. The office will inform staff at your child's summer program.

Field Trip Departures

The Teen Expeditions summer program will go on a trip each day. The bus or shuttle bus will typically leave JFK Middle School by 8:45am in the morning or sometimes earlier. It is your responsibility to get your child to their program on time; buses will not wait for tardy participants.

Behavior & Discipline Policy

Behavior Contract

All program participants are expected to behave appropriately. If behavior becomes a problem, a behavior contract will be issued for children who are continually disruptive. This includes 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 or further discipline from the Parks & Recreation Department's summer camps with further consequences possible. If child has to be removed from the program no refund will be given.

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 camp fees for a session.
- 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.

Communication

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 you and your child's experience one that they will remember fondly forever.

Enjoy your summer!!!