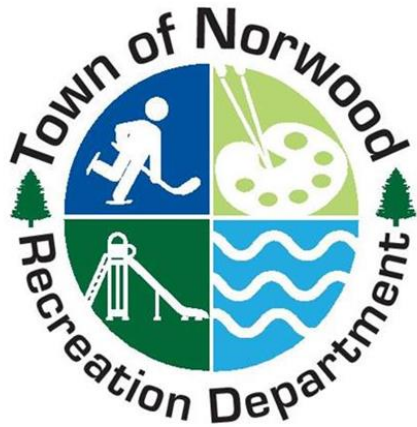


# NORWOOD PLAYGROUND PROGRAMS 2024



## PARENT PACKET

Town of Norwood Recreation Department

Civic Center

165 Nahatan Street

Norwood, MA 02062

781-762-0466

Web: [https://norwoodrec.activityreg.com/selectactivity\\_t2.wcs](https://norwoodrec.activityreg.com/selectactivity_t2.wcs)

## LETTER TO PARENTS OR GUARDIANS

Dear Parents or Guardians:

We are fortunate to have many energetic and enthusiastic staff leading summer 2024! We are looking forward to a great summer and hope you are as well.

We have developed this packet to give you some general information about how the program is run, answer some frequently-asked questions, and update you on any changes that have taken place for this summer. Thank you for your anticipated attention and if you have any questions or concerns, please do not hesitate to ask any of our well trained staff or get in contact with the Recreation Department at 781-762-0466.

| <b>Camp</b>                      | <b>Site</b>                 | <b>Address</b>            |
|----------------------------------|-----------------------------|---------------------------|
| Jr. Play (entering Gr. K-1)      | Cleveland Elementary School | 33 George Willett Parkway |
| Play Camp (entering Gr. 2-5)     | Fr. Mac's Playground        | 295 Vernon Street         |
| Senior Play (entering Gr. 6 & 7) | Fr. Mac's Playground        | 295 Vernon Street         |

See you this summer!

Sam White  
Recreation Assistant Director

Sarah Griffin  
Camp Director

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## CONTACT INFORMATION

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Recreation Office</b> | <b>781-762-0466</b>                   |
| Superintendent           | John Kinney (jkinney@norwoodma.gov)   |
| Assistant Director       | Sam White (swhite@norwoodma.gov)      |
| Program Coordinator      | Marie Kidd (mduffykidd@norwoodma.gov) |
| Administrative Assistant | Allison Penza (apenza@norwoodma.gov)  |
| Camp Director            | Sarah Griffin                         |

## GENERAL INFORMATION

All camp locations will run from 9:00am-3:00pm.

## TYPICAL DAY

The Norwood Playground programs foster an environment of play. Counselors will introduce many playground games, sports, arts & crafts, as well as special events.

## STAFF TRAINING

All staff members go through an extensive pre-summer camp training that reviews our policies and procedures. In addition, all staff must be First Aid/CPR certified prior to the start of the playground camp season.

## CAMPER BEHAVIOR POLICY

The staff is trained to foster good behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating behavior problems and creating an environment that helps avoid bad behavior.

- If staff members feel a child is acting inappropriately they will send a "warning notice" home with the child. The child will not be allowed back into the playground until a parent or guardian signs the warning notice and returns to the site supervisor.
- If a child receives 3 warning notices, we will ask the parent or guardian to meet with the playground supervisors to discuss appropriate disciplinary actions.
- The Recreation Department reserves the right to immediately expel a child, based on the situation, without refund of a payment, if a child poses a safety risk at camp. Such examples of this behavior would include excessive tardiness for parent pick up, derogatory slurs, physical altercations, or leaving/threatening to leave the designated program area. The same behavior expected during the school day is expected at camp. Referrals and recommendations for alternative programs that may be better suited for the participant will be shared, when these situations arise.
- Appropriate behavior is expected from all participants at all times in recreation programs. To ensure safe and enjoyable programs and facilitates for all participants, the Norwood Recreation Department has developed the following Code of Conduct:

Campers must:

- Show respect to all participants and staff
- Show respect for equipment, supplies, and facilities
- Refrain from using foul language and obscene behavior
- Refrain from causing bodily harm to other participants or staff
- Absolutely no Alcohol or Tobacco products on camp premises, this includes vaping. (If caught will be removed from the rest of sessions and summer - no refund)

## DROP OFF/PICK UP PROCEDURES

- All programs begin at 9:00am and pickup is promptly at 3:00pm.
- If you are late, you will be charged a late fee of \$5 for every 5 minutes you are late, and will need to pay off the balance before camper returns to camp.
- When Dropping Off/Picking Up this summer, our staff will sign your child in and out with your verbal permission. PLEASE make sure you check in/out with the person with the clipboard.

If you plan on picking your child up earlier than the designated pick-up time, we ask that you inform the site supervisor that morning. No child will be allowed to leave the playground unless arrangements are made **IN WRITING** that morning. A child is not allowed to leave the playground unless accompanied by a parent or approved guardian. No child will be allowed to walk or ride their bikes home without written consent from their parent/guardian.

## DAILY DROP-OFF AND PICK-UP LOCATIONS

At each site, please look for signage.

- Families will pull up to the drop-off/pick-up area and a staff member will come to the car and sign the participant in. At Pick-up, a staff member will come to your car to ask the name of the participant and bring them to your car. Adults shouldn't leave vehicle during pick up or drop off.
- Senior Play participants will be able to sign themselves out only at the conclusion of the day. Signing out during camp hours will not be permitted. This would have to be **IN WRITING** to the supervisor at the beginning of the day.

**Jr. Play (Cleveland School – 33 Westover Parkway):** Pick up and Drop off at loop at the school front door

**Play Camp (Savage Center – 275 Prospect Street):** Pick up and Drop off at Savage Center

**Senior Play (Savage Center – 275 Prospect Street):** Pick up and Drop off at Savage Center

## EXTENDED DAY PROGRAM

Please register 24 hours in advance for eligible Extended Care Programs.

- The fee for extended day is \$25.00 per hour (Jr. Play) and \$20.00 per hour (Play Camp & Sr. Play)
- If you do not register and are late for pick up, your account will be charged \$10.00 per child for the additional time. After extended care ends, you will be charged \$2 per minute, and that must be paid at the Norwood Recreation Department before your child can return to camp.

**Junior Play (Cleveland School):** 8:00am-9:00am (morning option only) - \$25.00

**Play Camp (Fr. Mac's):** 8:00am-9:00am (\$20.00) and/or 3:00pm-4:00pm (\$20.00)

**Senior Play (Fr. Mac's):** 8:00am-9:00am (\$20.00) and/or 3:00pm-4:00pm (\$20.00)

## ABSENTEE & CANCELLATION PROCEDURES

- You do **NOT** have to call the Recreation Office when your child will not be attending the program for one day. We take attendance and if children are not there we will mark them as absent. **No refunds are available for any missed time at camp.**
- Please refer to the Recreation Department Refund Policy in regards to any cancellations.

## SNACK & LUNCH

### Snack:

- Snacks are not provided. Please pack a nut free snack if possible. We will break from activities mid-morning for a snack.
- Occasionally, local ice cream trucks will come by the playgrounds to sell items; they are of no affiliation with the Town of Norwood. Campers can purchase products from the ice cream truck at the Site Supervisor's discretion.
- If you are okay with your child purchasing ice cream or other snacks from these vendors, please send them with a small amount of money, not to exceed \$5 per child. If you do not want your child to buy or eat food from these vendors, you need to instruct them not to purchase anything. Playground staff is not responsible for determining who can and cannot go to the ice cream trucks or eat the food.

### Lunch:

- Lunch and drinks are not provided, please pack a lunch each day for your child.
- There is no refrigeration available. Please do not pack items that will spoil in the heat unless you send them in a small cooler with an ice pack.
- A sturdy lunch bag or box is best. Many participants do bring a large, square cooler as it doubles as seating for lunch.
- Please pack enough snacks and extra drinks (like water or sports drinks) as well to prevent dehydration. Please tell your children not to share food with other children due to the high number of allergies.

## CLOTHING & FOOTWEAR

- Our program philosophy supports active (and often messy) play! For this reason, we request that your child wear comfortable play clothes to the programs.
- Sneakers or rubber-soled shoes are preferred over flip flops and sandals for safety reasons. We do lots of running and games. Sandals and flip-flops are ONLY recommended to be worn when entering and leaving the pool area.

## SUNSCREEN

- Please lather your child up with sunscreen before they arrive at the playgrounds each and every day, even if it is cloudy out! Please put sunscreen bottles in a small plastic bag with your child's name on it and have them keep it in their backpack. Instruct them how to reapply and to not share with other children because of allergies.
- Counselors can supervise campers as they are putting their own sunscreen on as well help if needed. Please make sure to give permission for this in your medical packet.

## SPENDING MONEY & VALUABLES

- Please do not send your child to the playgrounds with any large sums of money or valuables. The Town of Norwood is not responsible for these items.
- Items such as cell phones, iPods, Video Game Consoles, and anything and everything you or your child considers valuable should NOT come to the program!
- Label **EVERYTHING**, this includes water bottles, towels, and personal items. If you send them with money, please put in a small bag with their name on it.

## LOST & FOUND

Please check the lost and found bin at your campsite often and remove any items that belong to your child. At the end of every session, the lost and found bins at each site are emptied and brought to the Recreation Department. If items are not claimed, they will be donated. Label everything and do not send valuables!

The Norwood Recreation Department is not responsible for lost items.

## SWIM TIME

We try our hardest to give the option to swim (Playcamp & Sr. Play) or enjoy water activities (Jr. Play) every day. Norwood Recreation Department lifeguards are on-duty at all times when our campers are in the pool. Additionally, Play Camp staff is present in the pool area during pool time.

- Please pack swimming attire each day which includes towels.
- If you are packing a floatation device it must have the US Coast Guard Stamp in order to wear in the pool.

## MEDICAL FORMS & HEALTH INFORMATION

- The Camp Medical Paperwork needs to be filled out and returned to the Recreation Department office in person, via email to ([apenza@norwoodma.gov](mailto:apenza@norwoodma.gov)) or uploaded to your Sportsman account **NO LATER THAN FRIDAY MAY 24<sup>TH</sup>**
- If we do not have this paperwork on file prior to the start of camp, your child will not be allowed to attend camp. Once you fill out the paperwork once, you will be all set!

## MEDICINE

- Our camps have a strict no administering medicine policy. Staff members cannot administer medication, as they are not licensed professionals.
- If your participant needs to take medication on a daily basis, a parent or guardian would have to come to camp to administer it.
- If a child requires medication during camp, please inform the site supervisor at the start of the first day. If a child cannot administer medication by him or herself, a parent/guardian MUST come to the playground to administer the medication.

## EPI-PEN PROTOCOL:

- All Epi-Pens must be labeled with your child's name on it. The EPI-PEN must be current, in the original box, and in a labeled zip-lock bag.
- Epi Pens MUST BE checked in and out each day, we do not keep them overnight.

## EMERGENCY PROCEDURES

In case of an emergency, the parent/guardian will be notified immediately. Please double check with the staff that the phone number listed on their roster (which is generated from our database) is the correct phone number. Please also include an emergency contact person in case you cannot be reached.

## ILLNESS OR INJURY PROCEDURES

We ask that you do not send your child to camp if they are not feeling well that morning. A child may not remain at or come to camp if he/she has any of the following symptoms:

- Fever over 100°F
- Vomiting
- Diarrhea
- Inflammation of the eyes
- Abscess or draining sores
- Rash, unless determined to be non-contagious by a Doctor's note

A child may need to be sent home due to illness, when he/she represents a health risk to other children or staff. If a child is contagious or not feeling well enough to participate in group activities, he/she must remain at home. Parents will be contacted when a camper becomes ill at camp. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents and guardians to leave work for a sick child, but we take your child's best interest into consideration when calling you.

If a camper is injured at camp and goes to the Doctor, we will need a Doctor's note before the camper returns to camp.

## HIGH HEAT DAYS

Children will take part in limited outdoor activities on high heat days and will be given several water and shade breaks throughout the day. Alternative activities may include quiet games, water play, and special events. Please send your child with a water bottle every day that they can refill and carry with them.

## RAINY DAY PROCEDURE

If there is inclement weather, the staff has a rainy day plan to keep your children active and still having fun, even if it is not outdoors! We have an agreement with the School Department to use the facilities in case of rain. The locations are as follows:

| <b>Camp</b>          | <b>Location</b>             |
|----------------------|-----------------------------|
| Jr. Play             | Cleveland Elementary School |
| Play Camp & Sr. Play | Savage Center               |

Campers and staff will be in the gymnasium, cafeteria, or classrooms of the respective buildings. No one will be allowed in the pools when thunder has been heard or lightning has struck. Lifeguards have a procedure that they will follow and will let counselors know when it is safe for children to return to the water.

## FIELD TRIPS

- Jr. Play:** Jr. Play does not go on field trips. Entertainment/Special Guests will be brought in weekly.
- Playcamp:** Playcamp does attend field trips at an additional cost. Camper must be enrolled the week of camp to attend that field trip. Field trips are optional. Register online or at Civic Center.
- Senior Play:** Senior Play field trips are MANDATORY. If a camper does not want to attend, they must stay home for the day. Field trip cost included in weekly fee for camp. Sr. Play also has the option to attend Play Camp Field Trips at an additional fee.

## Frequently Asked Questions

| <u>What Should Your Camper Bring to Camp?</u>  | <u>What Should Your Camper Leave at Home?</u>  |
|--|--|
| <ul style="list-style-type: none"><li>● Sneakers</li><li>● Tee shirts</li><li>● Shorts</li><li>● Backpack</li><li>● Change of clothes</li><li>● Appropriate weather gear</li><li>● Hat or visor (optional)</li><li>● Bathing suit</li><li>● Towel</li><li>● Sunscreen</li><li>● Lunch and snacks</li><li>● Water bottle</li><li>● Epi-Pen (if necessary)</li></ul> | <ul style="list-style-type: none"><li>● Electronic devices</li><li>● Cell phones</li><li>● Jewelry</li><li>● Makeup</li><li>● Toys from home</li><li>● Weapons of any sort-fake or real!</li></ul> |

| <u>Camper Expectations</u>   | <u>Important Responsibilities for Parents</u>   |
|--|---|
| <ul style="list-style-type: none"><li>● Stay with your group at all times</li><li>● No climbing on gates, fences, or trees</li><li>● No inappropriate or abusive language permitted</li><li>● No hitting, kicking, or other physical abuse permitted</li><li>● Listen to and respect the rules and boundaries of games and activities</li><li>● All campers will be expected to display good <i>teamwork</i>. How we play is more important than whether we win or lose!</li></ul> | <ul style="list-style-type: none"><li>● Label all belongings</li><li>● Check the lost and found if any of your campers belongings are missing</li><li>● Be on time when dropping off and picking up your child</li><li>● If you are running late for pick up, please call the Norwood Recreation Department, so the appropriate site supervisor can be notified</li><li>● <b>Ensure that all camp forms are filled out completely and returned by Fri. 5/24.</b></li><li>● Make camp aware in writing if someone other than the parent/guardian will be picking up if not listed on the pick-up list</li><li>● Advise the site supervisor of any health concerns your child might have</li><li>● Explain camp rules and expectations to your child prior to the start of camp</li><li>● Ask questions if you want information on camp activities</li><li>● Read the camp newsletter, so you're up-to-date</li></ul> |



