

NORTH READING PARKS & RECREATION DEPARTMENT

235 North Street, North Reading, MA 01864

(978) 664-6016, FAX: (978) 664-8061

www.northreadingma.gov/parks-recreation

SUMMERSCAPE and KID CONNECTION PROGRAMS

Welcome to the North Reading Parks & Recreation SummerScape and Kid Connection programs. The staff has planned a fun-filled exciting summer for your child. We have prepared this outline for your information and hope it will help you prepare your child for the time they will spend with us.

DROP OFF & PICK UP

- All children should be dropped off by their parent or guardian at 9:00AM. No sign in required.
- Drop off location is North Reading L.D. Batchelder School, 175 Park St, North Reading. **This year is different drop off procedure.** Please drive up to play ground area. Staff will greet you at your car and sign child in. No need to leave car, please continue out the loop to exit. If you must speak with staff, please park along high school baseball field and walk along sidewalk to playground area.

(Look for our sign-in table in front of playground area - poor weather sign in/out in gymnasium can still be done in a drive through. Staff will greet at car and direct children inside)

- Pick up time is 3PM for SummerScape; 5:30PM for After-Care. Signature is required at pick up.
- Pick up - Parents/guardians should park and walk up to sign out desk at same playground location. This is important as often we need to speak with parents at end of day regarding and incidents during the day etc. In the case of inclement weather, please pick up in gym.
- Any child NOT picked up by 3PM will be sent to After-Care in the Gymnasium and a parent will be called. If a parent is more than 15 minutes late for pick-up at the end of program or at the end of After-Care, the parents will be called and they will be requested to pay a \$15 fee for that day. If they are more than 1/2 hour late for pick-up from After-Care at 5:30, your child will be made to wait outside with a staff member until pick-up is made. A total charge of \$25 will be charged to cover the cost of the two employees that are required to stay after hours. You will also receive a written notice. If you receive two notices, you will be asked to meet with the Recreation Director. Please respect the pick-up times. Many of our staff members have other commitments in the evening.
- Children cannot leave with anyone that is not on their household account "pick up list". In order to be picked up by someone other than the parent or legal guardian, pick up person **must** be on the list and can be added to the list at any time. **NO EXCEPTIONS.** Please understand this is for your child's safety. Person picking up should expect to be asked for Identification if unknown to staff.

WHAT TO BRING label everything!

- **A refillable water bottle labeled with child's name.**
- One healthy snack.
- One bagged lunch and drink
- NO GLASS CONTAINERS.
- Appropriate footwear (sneakers) for running and playing sports.
- Bathing suits and sandals on water day only. Please have child wear bathing suit with clothes over it.
- An extra change of clothes, towel and hat.
- **Bottle of sunscreen labeled with child's name.** We strongly recommend spray or stick as staff cannot help child apply lotion. Please apply BEFORE child arrives for the day. They will re-apply at lunchtime.

PLEASE MARK EVERY ITEM WITH CHILD'S FULL NAME IN PERMANENT INK.

LOST & FOUND ITEMS WILL BE KEPT UNTIL ONE WEEK AFTER COMPLETION OF THE PROGRAM.

MEDICATION POLICY Only medications of an emergency nature will be dispensed; i.e. epi-pens, inhalers. The Parent/Guardian Authorization for the Dispensing of Inhaler or Epi-Pen Form must be completed and returned to the program before any medication can be brought to the program. This form is available at the Parks & Recreation office or our website. Please contact us with any questions.

NRP&R CELL PHONE POLICY

Cell phones are not allowed out during the day at SummerScape or Kid Connection by registrants.

Directors and Assistant Directors will have their phones on them all day. Any parent who needs to can reach us through the Director's phone number or the office. If a child brings a phone it must stay in their back pack and they must ask for permission from a staff member to use their phone.

| | | |
|-----------------------|---------------|--------------|
| Recreation Director: | Lynne Clemens | 978-390-2471 |
| Recreation Programmer | Nancy Ursino | 617-640-1853 |
| Office number | | 978-664-6016 |