Camp KidZone

Summer 2016

Dear Camp KidZone 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 Camp KidZone 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 child.

The Northampton Parks & Recreation Department's mission is to promote the health and general well being 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 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,

Erin Carroll	Shelby Michna	Ann-Marie Moggio
Recreation Supervisor	Assistant Director of Parks &Recreation	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:
Email: recreation@northamptonma.gov
Mail: Northampton Parks & Recreation Department, 90 Locust St., Northampton, MA 01060
Fax: 413-587-1045
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. 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:
Email: recreation@northamptonma.gov
Mail: Northampton Parks & Recreation Department, 90 Locust St., Northampton, MA 01060
Fax: 413-587-1045
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.

e. There are no refunds once a program begins.

f. Please allow 4-6 weeks for your refund to process.

****Please note our office is moving approximately June 1st, to the JFK Middle School Campus****

We look forward to a fun and active summer of 2016!

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, 8:30 a.m. - 4:30 p.m.

Northampton Parks & Recreation Department

****Please note our office is moving approximately June 1st, to the JFK Middle School Campus****

Office Staff		Contact
Director	Ann-Marie Moggio	Rec. Office: Monday-Friday, 8:30a.m.- 4:30p.m.
Assistant Director	Shelby Michna	Phone: 587-1040
Recreation Supervisor	Erin Carroll	Fax: 587-1045
Recreation Supervisor	Kathy Weston	Email: recreation@northamptonma.gov
Department Secretary	Eileen Wright	Website: www.northamptonma.gov/recreation
Senior Clerk/Secretary	Chris Kostek	Weather changes: 587-1044 or check website and click on "cancellations/changes"

Program Description

Camp KidZone

Fun, exciting days await campers! Camp KidZone is a full day program that runs from 8:30am – 4:30pm and is for children entering grades 1 through 4. The program is offered in seven, one-week sessions starting June 27th and is held within the gorgeous 150 acres of Look Memorial Park in Florence. Daily activities include sports, arts and crafts, cooperative games and swimming at the Aquatic and Family Center at JFK Middle School or Musante Beach in Leeds. Each week's activities and special events are created around the weekly themes (see below). Included in the registration fee is a T-shirt for each participant, weekly Pines Theater entertainment shows and an exciting field trip. The participant T-shirt must be worn on field trip days. Extended day is offered to children and families for a minimal extra fee, see options below.

You will receive a detailed daily calendar before each session begins

Session Dates	***Weekly Themes***	***Highlights***
Session 1: June 27 – July 1	Color Combat	Pines Theater (entertainer schedule below) , Bus Trip Bounce Town, Color Wars
Session 2: July 5 – 8 (no camp Monday 7/4)	Mixed-Up Week	Pines Theater (entertainer schedule below), Bus Trip Holyoke Children's Museum (Grades 1&2), Bus Trip Family Golf (Grades 3 & 4), Halloween Day, Egg Day
Session 3: July 11 – 15	That's Entertainment	Pines Theater (entertainer schedule below), Bus Trip Movies in Hadley, Talent Show, Tie-Dye
Session 4: July 18 – 22	Game Show Mania	Pines Theater (entertainer schedule below), Bus Trip Billy Beez, Campardy Game Show, Slip N' Slide
Session 5: July 25 – 29	Wacky Water Week	Pines Theater (entertainer schedule below), Bus Trip Erving State Forest, Scavenger Hunt
Session 6: August 1 – 5	Sports Zone	Pines Theater (entertainer schedule below), Bus Trip Bounce Trampoline, Olympics, Tie-dye
Session 7: August 8 – 12	Final Fling	Pines Theater (entertainer schedule below), Bus Trip InterSkate 91, KidZone Carnival, Pizza Party

**schedule above subject to change*

Units

When you register, you will write down the grade that your child **will be entering in fall 2016.** We break Camp KidZone up into two units; Unit I is for children entering grades 1 & 2 and Unit II is for kids entering grades 3 & 4. Each unit is broken down into groups, where you child will be placed with a Recreation Leader and Junior Leader and no more than 20 children per group. We do not exceed a counselor to participant ratio of 1:10.

Pines Theater – Franklin King Memorial Children's Series

Look Park offers a variety of children's entertainment shows scheduled each Tuesday morning throughout our program. KidZone children will be attending these weekly entertainment shows and the cost is included in the weekly program fee. Pines Theatre events will be held rain or shine, the rain site is under a large tent. The Pines Theater Franklin King Children's Series Schedule is below:

Session 1	June 28	Ed Popielarczyk's Magical Moments
Session 2	July 5	Guy Collins
Session 3	July 12	The Caravan Puppets
Session 4	July 19	UNH Little Red Wagon
Session 5	July 26	Bryson Lang
Session 6	August 2	Mister G! – funky original song master
Session 7	August 9	Ed Popielarczyk's Magical Moments

Field Trips
Camp KidZone offers a field trip for all sessions. These costs are included in the weekly program fee. All participants and all staff of Camp KidZone will be attending these field trips. Our field trip schedule is as follows (*rain dates are usually the next day):

Session 1	Wednesday, June 29 – Bounce Town – South Windsor, CT
Session 2	Wednesday, July 6 – Grades 1 & 2: Holyoke Children's Museum
	Grades 3 & 4: Family Golf, Hadley
Session 3	Wednesday, July 13 – Movies, CineMark - Hadley
Session 4	Wednesday, July 20 – Billy Beez, Holyoke
Session 5	Wednesday, July 29 – Erving State Forest, Erving. MA
Session 6	Wednesday, August 3 – Bounce Trampoline, Springfield
Session 7	Wednesday, August 10 - InterSkate 91- Hadley

**schedule subject to change*

Swimming Schedule
Camp KidZone swims Monday – Thursday at the Aquatic and Family Center at JFK Middle School. We break up the kids up into two different swim groups, they swim for one hour and we then walk them back to Look Park.
On Fridays we shuttle via bus over to Musante Beach in Leeds for an afternoon of swimming. The kids are shuttle bused over in two groups and everyone is back to the park by 4:00p.m. for regular pick-up.

Arts & Crafts
Each child will have one structured arts and crafts class for 30-45 minutes per session. An afternoon art option will also be available on Thursday afternoons. Each week our Arts and Crafts Supervisor will offer new projects that are based upon the theme weeks.

Extended Day
Camp KidZone is held Monday through Friday, 8:30 am - 4:30 pm. We offer an extended day option that provides participants with 45 minutes of extra supervision in the beginning and end of the regular program hours (7:45a.m – 5:15p.m). The cost is $25.00 per session ($20 for session two because there will be no program on Monday 7/4). You must sign up for the whole session, you cannot choose days during the week.

What to Provide Each Day
For starters, get a knapsack or tote bag and put your name on it. As a matter of fact, **put a name on everything**! (Our lost and found is huge by the end of the summer.) Now, fill the knapsack with....

a) Lunch - We don't have a refrigerator so bring food items and beverages that won't spoil. Please also provide some munchies for a mid-morning **snack** break and afternoon **snack.**
b) Bathing suit and a towel - There is a swim period every afternoon. Monday-Thursday we walk to JFK Middle School for swimming at the Aquatic and Family Center. On Friday afternoons, children are bussed to swim at Musante Beach in Leeds.
c) Hat and **sunscreen** - Even though there is a lot of shade at the park, the **sun** is strong. Please apply sunscreen to your child each morning and the kids will reapply during the day.

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 to the summer programs. The Parks & Recreation Department is not responsible for lost or stolen items.

T-Shirts
Participants in Camp KidZone will receive t-shirts during the first session that they attend. Camp KidZone participants will need to wear their t-shirts on field trip days, which are on Wednesdays.

Inclement Weather (Rainy Days, Pop-up Thunderstorms)

If it is raining in the morning and you are not sure of the Camp KidZone location then please contact the Parks & Recreation Department's **24 hour information hotline at 587-1044 or visit our website at www.northamptonma.gov/recreation and click on cancellations/changes** for program updates.

The rain location for the Camp KidZone program will be at the Aquatic and Family Center at J.F.K Middle School. Enter through the rear door, across from the tennis courts. If the rain continues all day, we will remain at the school. If it clears, we will return to Look Park. If it is predicted that there will be afternoon showers and/or thunderstorms then we will also head over to our rain site at JFK Middle School and afternoon pick-up will be at JFK, not Look Park. If there are any questions to where the pick-up location is then please contact the Parks & Recreation Department's cancellation hotline 413-587-1044 or check out our website at www.northamptonma.gov/recreation and click on cancellations/changes.

Look Park

Look Memorial Park is a privately operated facility, and they do not receive City tax dollars for operation. Therefore, our cooperative agreement with them stipulates that participants **MUST purchase a Look Park Vehicle Entrance Sticker for the Camp KidZone and Camp Hamp programs**. This year we have two options for passes for parents and guardians.

Option 1:

You may purchase a year round season entry pass for Look Park. These stickers are available in person at Look Park or at the Parks & Recreation Department and cost $47 for a resident, $55 for a non-resident, $30 for a senior citizen, and $40 for a non-resident senior. All same household second-vehicle stickers are 1/2 price when purchased with first sticker. These are good for all of 2016.

Option 2:

$20 for Residents or Non-residents, per pass. This special pass is for our Camp KidZone and Camp Hamp programs. It is not a season's pass to Look Park, but a summer camp pass that will allow you entrance into Look Park for picking-up and dropping-off your child. This pass is only good from 7:45am-5:15pm, Monday through Friday while the program is running during the session you are signed up for. This pass is ONLY available for purchase at the Parks & Recreation Department with cash or check only.

**The Northampton Parks & Recreation Department is open Monday – Friday, from 8:30am – 4:30pm. **

Program Procedures & Policies

Storage and Administration of Medication

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. You child's counselor should carry your child's medications. On 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 be informed.

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

Medical Consent Waiver

Please fill out the appropriate consent forms as indicated on the registration form.

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

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.

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

Drop Off/Sign-Out Procedure
For your child's safety we ask parents to abide by the following drop-off/pick-up procedures

Drop-off and pick-up of your child(ren) will be behind the Visitor's Center directly before the tennis courts on the right. Look for the sign that is labeled KidZone. On the first day of the program, you must park your car in the drop-off lane and walk your child over to his or her group. After the first day, when dropping off your child(ren), please enter the drop off lane and go to the farthest point to let your child(ren) out as to not create hold up in the drop-off lane.

Parks & Recreation staff will take the children from the drop-off lane to their groups. Drop-off time is 8:30 a.m. and pick-up time is between 4:00 and 4:30 p.m.

Do not stop at the bottom of the hill or at the entrance of the park to drop off or pick up your child(ren). This causes traffic as well as safety problems. Please find a parking space. Also, drop off is not allowed in the Garden House lot.

At the end of each day we require that parents sign their child(ren) out with their counselor. This is being done in order to ensure the safety of your child(ren). Please enter pick-up lane, park your car and go sign out your child. Please inform the Recreation Leaders on the first day who will be picking up the child(ren) during the session. Send a note if there are any changes. **Permission must be written and signed by the parent/guardian if someone else rather than him/her is picking up the child.**

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 Camp KidZone, 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 back up plan for walkers/bikers on rainy and stormy 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 who are walking or biking cannot leave their program until 4:15pm, unless a parent puts in writing an earlier dismissal time.

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. (The Parks & Rec office closes at 4:30pm)

For emergency reasons only: if you need to call the KidZone program after the Parks & Rec. Dept. office closes at 4:30 p.m., you may try to call the Look Park Visitors Center: 584-5457. Although they are not a part of our summer programs, they may be able to contact us in Look Park.

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 or contact has been received.

Safety

Staff - First Aid, CPR and Epi-Pen Certification

All program Directors and Recreation Leaders are certified in First Aid, CPR and the administration of an Epi-Pen. All Counselors will have a first aid kit to take care of basic accidents. An Incident Report will be filled out by every counselor if an accident occurs and counselors will inform the parents at pick-up about the minor injury.

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.

Staff to Participant Ratios

All of the Parks & Recreation Department programs will have an appropriate staff to camper ratio. The staff to participant ratio for Camp KidZone does not exceed 1:10.

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 to never have to call an ambulance, but all such fees will be incurred at your expense. 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
Camp KidZone will cross the street on a daily basis when walking to the Aquatic and Family Center for afternoon swimming. We always use extreme caution when having children cross the streets. We have participants hold hands with a buddy while one staff member stands in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the children across the street while the other staff follows the last child.

Absences and Tardiness

Absences
Please call the Northampton Parks & Recreation Department at 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.

Late Arrival/Early Pick-up from Summer Programs
Please inform your child's Recreation Leader if your child will be arriving late to the program a day in advance, or inform them in the morning at drop-off for early pick-up. Camp KidZone is held at the spacious Look Park and sometimes it is a challenge for the parents to find their children's group to drop-off or pick-up early. Your child's counselor will have the best idea of where your child's group will be during the course of the day.

Field Trip Departures
Camp KidZone will go on a weekly field trip (see under field trips). 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 of 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 your and your child's experience one that they will remember fondly forever.

ABOUT OUR CAMP DIRECTOR

Camp KidZone Director: Alex Stokowski

This is Alex's 8th summer with Camp KidZone and it will be his 1st year as the Camp KidZone Director. Alex is a student at Salem State University majoring in geography, with a sustainability concentration.
At Salem State, Alex is a member of the Men's Lacrosse Team. In his spare time he enjoys hiking, cycling and spending time outdoors.

I am looking forward to an amazing summer at Camp KidZone!!!

Questions for the Director:

What are you looking forward to as the new Camp KidZone Director?
I am looking forward to spending the summer having a blast with the Camp KidZone campers and staff!!!

What do you enjoy most about working with children?
I am looking forward to the opportunity of leading the youth of western mass to a fun summer!

I am a firm believer in leading by example. Children are refreshingly honest and show respect to those who follow through on their word. Providing a positive supporting role in a child's life is as important to the staff and me as having a fun time in sunny Look Park.

What is your favorite Camp game?
My favorite camp game is the classic steal the bacon.

Enjoy your summer!!!