



Summer 2019

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 (413)587-1040 or by emailing us at [recreation@northamptonma.gov](mailto: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](http://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:
  - i. Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)
  - ii. Mail: Northampton Parks & Recreation Department 100A Bridge Rd, Florence, MA 01062
  - iii. Fax: (413)587-1045
  - iv. 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:
  - i. Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)
  - ii. Mail: Northampton Parks & Recreation Department, 100A Bridge Rd, Florence, MA 01062
  - iii. Fax: (413)587-1045
  - iv. 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.

*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: 413-587-1040  
Fax: 413-587-1045  
Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)  
Website: [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation)  
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 24<sup>th</sup> 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\*\***

<b>Session Dates</b>	<b>Weekly Themes</b>	<b>Highlights</b>
Session 1 June 24 – June 28	School's Out for Fun	Pines Theater Show, Bus Trip Interskate 91, Talent Show, Ice Cream Social
Session 2 July 1 – July 5 (NO camp 7/4)	Holidaze	Pines Theater Show, Bus Trip Erving State Forest, Tie Dye, Halloween Day, Egg Hunt
Session 3 July 8 – 12	Color Competition	Pines Theater Show, Bus Trip Nomad's Adventure Quest, Color Competition
Session 4 July 15 – 19	Keepin it Cool	Pines Theater Show, Bus Trip Billy Beez, Water Relays, Scavenger Hunt, S'Mores
Session 5 July 22 – 26	Champions Week	Pines Theater Show, Olympics, Campardy, Bus Trip Bounce Town (Unit I) Sonny's Place (Unit II)
Session 6 July 28 – August 2	H <sub>2</sub> O, Just Add Water	Pines Theater Show, Bus Trip Lake Wyola, Spray Park, Slip N Slide, S'Mores, Survivor Olympics, Tie Dye
Session 7 August 5 – 9	Summer Blowout	Pines Theater Show, Bus Trip Bounce Trampoline, 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 2019**. 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 can be found at [www.lookpark.org](http://www.lookpark.org).

**Swimming Schedule**

Camp KidZone swims Monday, Tuesday, & 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.

## 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 26	Interskate 91	Hadley, MA
Session 2	Wednesday, July 3	Erving State Forest	Erving, MA
Session 3	Wednesday, July 10	Nomad's Adventure Quest	South Windsor, CT
Session 4	Wednesday, July 17	Billy Beez	Holyoke, MA
Session 5	Wednesday, July 24	Unit I: Bounce Town Unit II: Sonny's Place	Windsor, CT Somers, CT
Session 6	Wednesday, July 31	Lake Wyola	Shutesbury, MA
Session 7	Wednesday, August 7	Bounce Trampoline	Springfield, MA

*\*schedule subject to change\**

## 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 and \$20 for Session Two because there will be no Thursday, 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....

- 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**.
- Bathing suit and a towel - There is a swim period every afternoon. Monday, Tuesday, & 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.
- 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.

Your child is responsible for this bag and may be wearing it throughout the day, please keep this in mind while preparing the bag!

## 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 (413)587-1044 or visit our website at [www.northamptonma.gov/recreation](http://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](http://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 \$50 for a resident, \$57 for a non-resident, \$32 for a senior citizen, and \$42 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 2019.

### 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**

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.

#### **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.

#### **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.

#### **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, after hours in mail box by the door
- C) Faxing it to (413)587-1045
- D) Scan and email it to [recreation@northamptonma.gov](mailto: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 meningitidis*, 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 gets the meningococcal vaccines.

## **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 themselves 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 backup 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 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.** 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.

### **Late/Early Fee (continued)**

*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**

#### **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 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**

Please call the Northampton Parks & Recreation Department at (413)587-1040 or email [recreation@northamptonma.gov](mailto: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.

### **Behavior Contract (continued)**

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 program's rules on a consistent basis.
- Consistent late pick-ups or early drop-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 them, you still have concerns, please contact the Parks & Recreation Department at (413)587-1040 to speak with the Recreation Supervisor or send us an email at [recreation@northamptonma.gov](mailto: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.

We look forward to seeing  
you soon!

Enjoy your summer!!

