



Summer 2021

Dear Safety Village Parents and Guardians,

Welcome and thank you for signing-up for the Northampton Parks & Recreation Department's Safety Village summer program! This parent packet contains all the information about the Safety Village as well as the department's policies and procedures. Please read through the following information for details regarding your child's participation.

Each day is filled with presenters, craft projects, singing, games as well as bike riding through the village. Your child will be put into one of four groups, each one designated by a color (red, green, purple, or blue) which they will stay in for the two weeks. Participants receive and wear a "Safety Village" name tag with their name on it each day as well as a "Safety Village" shirt.

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 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.

Sincerely,

Handwritten signature of Rebecca Learnard in black ink.

Rebecca Learnard
Recreation Supervisor

Handwritten signature of Shelby Michna in black ink.

Shelby Michna
Assistant Director of Parks Recreation

Handwritten signature of Ann-Marie Moggio in black ink.

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
 - 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 in the mail box by the door after hours. The office opens to the public July 6.

B. Summer Camp Payments

- a. Camp payments are past due, if you still have a balance, please contact our office to set up payment arrangements. All balances are due prior to the start of camp or the camper will be unenrolled.

C. Refunds

- a. All sessions have a \$25 non-refundable deposit; there is also a \$10 service charge for all refunds.
- b. In order to receive a refund, requests must be submitted at least one week prior to the start of the program.
- c. **Refund** requests must be made in writing to the Parks & Recreation Department, email to recreation@northamptonma.gov or send a letter to the office.
- d. To request a refund, please submit your request in writing one of the following ways:
 - i. Email: 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. Please allow 4-6 weeks for your refund to process.
- f. Requests for cancellations of sessions are subject to the policy stated above.

We look forward to a fun and active summer of 2021!

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

Contact

Director	Ann-Marie Moggio	Rec. Office: Monday-Friday, 8:30a.m. - 4:30p.m.
Assistant Director	Shelby Michna	Phone: (413)587-1040
Recreation Supervisor	Rebecca Learnard	Fax: (413)587-1045
Recreation Supervisor	John Knowles	Email: recreation@northamptonma.gov
Aquatics Supervisor	Jim Miller	Website: www.northamptonma.gov/recreation
Department Secretary	Jackie Lienert	Weather changes: (413)587-1044 or check
Senior Clerk/Secretary	Sandra Gross	website and click on "cancellations/changes"

**Session Dates:**

Session A: July 6 - July 16 (no program July 5)

Session B: July 19 - July 30

Session C: August 2 - August 13

CAMP INFORMATION SHEET

PROGRAM DESCRIPTION

Safety Village is a half day program that runs from 8:30am – 12:00pm and is for children ages 4 to 6, as of 8/31/21. Safety Village is offered in three, two-week sessions starting July 6. This is the 31st year that we are offering the program! The Village at Arcanum Field features a complete with streets, sidewalks, and brand new buildings! Children ride bicycles with training wheels through the village and walk the sidewalks to learn traffic and pedestrian safety first hand. Each day is also filled with presenters, arts and crafts projects, and singing. You will receive a more detailed daily schedule before your session begins. **Campers must be toilet trained before attending camp.**

PRESENTERS

Each session at Safety Village will feature local area presenters that will teach the kids about safety awareness. Participants will receive a daily schedule a few weeks prior to the start of the session that they are signed up for. The local presenters and the topics that will present may include the following: *(subject to change)*

National Grid will be bringing “Hazard Hamlet” to show children the importance of electrical safety as well as their bucket truck. Children may even get to sit in the truck’s bucket.

Cooley Dickinson Hospital will discuss visits to the hospital, and some general safety guidelines, including buckling up while in a car and wearing your helmet while on a bike.

The Northampton Dog Officer will discuss how to act around strange dogs, what to do if they see injured animals that are not their pets and other safety tips about animals in general.

The Massachusetts State Police Dispatch will discuss with the children what happens when you dial 911.

The Northampton Police Department will come, speak with the children about police officers duties and safety practices. Children may get to look inside a real police car!

The Northampton Fire Department “EMT” crew will be coming to discuss the importance of knowing to call 911 in case of an emergency and bringing an ambulance for the children to tour. The children will talk about what it would be like to ride in an ambulance if they are ever involved in an accident. Also, the children will be shown all the equipment needed on an ambulance and may even get to go inside!

Park Ranger Tom from the Park Ranger Corp of Engineers will teach about water safety by having children participate in group activities and games. The importance of life jackets and water safety will be discussed as well as what is safe and not safe to do while in the water.

The Northwestern District Attorney's Office representative will speak to the children about good touch/bad touch, strangers, and physical and sexual abuse. This presentation is age appropriate and very professional.

The Northampton Fire Department will teach the children about fire safety and what to do in case of a fire. All children will be able to sit in the fire truck and get their pictures taken. They will also practice how to Stop, Drop, and Roll and see what a fire fighter looks like when in uniform. This is also ice cream day; the children's snacks will consist of a small sundae.

Northampton Parks & Recreation Leaders will discuss safety while riding a bicycle, stress wearing a helmet at all times, and other tips on how to stay safe in the car, on a boat, etc. Program staff will also remind and reiterate the day's safety lessons.

FIRST DAY JITTERS

We understand that this is some children's first experience with an organized program. We anticipate that some children may be nervous and hesitant but please be assured that we will help with the transition.

GROUPS

Your child will be assigned to one of four groups, each one designated by leader name and color which they will stay in for the two weeks. Participants receive and wear a "Safety Village" name tag with their name on it as well as a "Safety Village" shirt that needs to be worn on the last day of the program for their graduation ceremony.

CAMP STAFF

Our wonderful staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school. Our staff is 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 positions are certified in CPR, Epi-Pen administration and First Aid. We maintain a 1:5 counselor to participant ratio in Safety Village.

What to Provide Each Day

T-shirts, shorts, socks and sneakers will prepare your children for any activity. Sandals or flip-flops ARE NOT RECOMMENDED!!! Please put your child's name on everything!! Please bring the following each day:

- Water Bottle
- Bike Helmet with name printed on it
 - o We provide the bikes with training wheels. No bikes from home are allowed.
- Comfortable clothing, jacket for cool mornings
- A nut-free snack that does not need to be refrigerated.

Sunscreen: please apply to your child in the morning before we start with a sunscreen that is a *minimum* of SPF 25.

What Not to Bring

Electronic devices of any sort are not allowed. This includes, but is not limited to, cell phones, hand held video games, tablets, etc. Please don't send your child with personal toys 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.

Inclement Weather (Rainy Days, Pop-up Thunderstorms)

If it is raining in the morning or if inclement weather is predicted we will be using our indoor rain location, which will be at Leeds Elementary School. **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, both the hotline and website will be updated usually by 7:30 a.m.**

Program Procedures & Policies

COVID-19 and Camp this summer

Northampton Parks & Recreation's Summer Day camps are licensed by the local board of health and complies with all state and local requirements in regards to COVID-19 in addition to following Minimum Standards for Recreational Camps for Children: State Sanitary Code Chapter 1V.

While not required, we will institute many safety measures and mitigation strategies in designing our summer programs to limit the spread of COVID-19. We recognize that children under 12 are unable to receive the vaccine, and have implemented several safety measures.

We will be limiting the number of children in each group size in all our programs. Staff will be assigned to one cohort/group of children for each session. We will also be including our full policy for preventing and responding to COVID -19 at the end of this packet. Please read thoroughly and then feel free to ask us any questions.

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 complete the required portions in CampDoc.** 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.

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, please provide the appropriate information in CampDoc. **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.

Mildly ill Campers *Non-COVID related illness*

If a 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 they are feeling better or are 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.

Policies

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



Immunization & Physical Records

Starting in 2021, the Parks and Recreation department has started working with CampDoc. CampDoc is an electronic health record system used by camps. Each camper will have their own profile and this is where you will upload your child's immunization and physical records. CampDoc's is where you will also provide any relevant and necessary medical information (allergies, inhalers, medication, EpiPen, etc.). Once you have registered for a session of camp you will receive an email to complete your CampDoc profile.

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 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.

Park cars in the lot next to the concession stand at Arcanum Field. Walk the child over to the staff at the meeting area which will be clear to you when you arrive. For this age group we are going to ask parents/guardians to walk their child over to drop off each day, but if another camper is ahead of you please respect the group space and wait till the space has cleared before approaching. When you arrive to pick up your child, please do not approach the groups until they are at their pick-up area which will be designated on the first day. As there are two staff assigned to each group, one counselor will carry the check in/sign out sheet and will approach you to complete this process. Please be aware that it is mandatory to sign your child out each day with their counselor. If someone other than the parent/guardian is picking up, you must provide a note to the counselor and this person must be authorized on your registration form.

**We are trying a new process this summer, so please be patient as we begin this.*

Authorized Individuals for Pick-up

There needs to be authorization for people, other than parents, to pick up your child(ren) from their programs. 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. Chronic lateness may result in suspension from programs.

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 that work 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 Programs 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 Program staff are 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.

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.

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.

Behavior & Discipline Policy

Behavior Contract

A behavior contract will be issued for children who are using foul language, not keeping hands to themselves, not listening, distracting other participants 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 from the Parks & Recreation Department's summer program with further consequences possible.

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 fees.
- Failure to follow the program's 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 (413)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!

Northampton Parks & Recreation Summer Day Camp 2021 COVID-19 Policies and Information

Information

We will be obtaining, through our registration system emails and Camp Docs, home phone numbers, work numbers and cell phone numbers so our staff can reach you at any time. In addition we require at least two emergency contacts (who are different from parents/guardians) for us to contact as needed. NPRD always contacts parents and guardians first. Please make sure someone is always available in case of an emergency.

The first day of camp, the staff will go over in detail with each camp group COVID protocols and daily expectations, including how to ask for masks.

Encourage Hygiene and Handwashing

There are several bathrooms at Look Park, both by the drop off area, and also located throughout the Park that will have handwashing facilities with soap dispensers. There will also be three bathrooms at the Safety Village facility with soap and paper towels.

We will be encouraging hand washing or hand Sanitizing before and after lunch and after using the bathroom. Our Staff will inform and remind campers not to share any personal items (towels, hair ties etc.). As part of the registration process we will be asking each parent/guardian permission to use hand sanitizer (with at least 60% alcohol.)

Personal Protective Equipment (PPE) & Masks

While no longer required, staff and campers will be encouraged to bring facemasks if they would like to. Masks can become sweaty and dirty and should be swapped out as needed. Extra facemasks will be provided by the department for those who would like them, kids just need to ask their counselor for one.

Screening & Monitoring

Our staff will be trained on the symptoms of COVID, and will be visually monitoring the children within their group for any signs of illness. Temporal thermometers will be on site and staff will continuously and actively monitor campers each day for symptoms. If your child has any symptoms or is not feeling well, or has been potentially exposed to someone who has COVID, please keep your child at home.

Isolation & Quarantine

If a camper is displaying symptoms of COVID they will be put in isolation immediately. If possible, the child will isolate outside. Depending on where the group is, the child and a staff member will find a quiet location, under a shade tree a significant distance from the rest of the group. The parents/guardians will be contacted immediately, using the phone numbers they provided upon registration. If a parent/guardian can't be reached, NPRD will call the emergency numbers. We expect a parent/guardian to pick up the camper immediately.

The potential case would be reported immediately to the Board of Health. NPRD staff would follow all guidelines for isolation or quarantine as directed by the BOH.

Isolation & Quarantine (continued)

If a symptomatic individual tests negative, they may return to camp after they have no symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If, after the individual tests negative, and a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to camp based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).

Northampton Parks & Rec Staff will work with the local board of health to help identify and notify close contacts and for guidance on quarantine requirements.

Transportation and Travel

This year we will primarily take trips to places where we can secure a private rental, especially if that space is indoors. For example, Interskate 91 is a place that we can rent just for our camp, and we do plan to go there. The only exception to this is a trip to Nomad's that Camp Hamp is taking. We will also be taking outdoor trips to state parks and other outdoor locations.

We will also work hard to maintain cohorts as much as possible during all transportation and travel.

If a camper shows symptoms on a field trip, that camper will be immediately isolated with one of the leaders. Parents/Guardian would be contacted first, then emergency contacts to see if someone can come pick up the child who is in isolation. The staff will be asked to wait with the child until the parent/guardian can transport the child.