

# Welcome to Summer '13!

Welcome to the Boys & Girls Club of Assabet Valley's Half Day Playground Summer Program! This year the Playground Program will be held at the newly renovated Coolidge Playground. The Club's Team is so excited for another fun, game packed summer! Our main goal is to provide each and every child with a fun and safe place to play, learn, and build friendships.

The first step is to always hire a caring staff willing to work at achieving the goals. As in past years, the summer's focus will be on "safe fun in the sun." We would like all children to feel comfortable during the time they spend with us.

To reach this goal, many of last year's staff have returned. The 2013 Playground staff is comprised of Directors: Jen Kuo & Kate Farrell. Counselors: Joey Westerman, Jamie Poh, James Aguste & Johnny Caso. Plus our Art Director, Laura Booth who will

be bringing creative, theme inspired art projects to program members twice a week.

All staff are certified in CPR & First Aid.

The entire staff is eager to begin working with your child/children beginning Monday, July 8th. Thanks for giving us the opportunity to do so. We are confident you will like what you see!

Please don't hesitate to call us with any questions!!!

## DATES & HOURS

MONDAY—FRIDAY JULY 8TH—AUGUST 16TH  
8:30AM—12:00PM

Game Room Phone Number: 978-897-2474  
Club Office Phone Number: 978-461-2871

## Boys & Girls Club Rules

A list of rules has been established for the well-being of all children. We fully expect each child to abide by these rules and each parent or guardian to support the consequences if a child is unable to do so.

If an infraction has been committed the child will be given a warning. These warnings will be documented by the counselor of the child and given to the directors of the program as soon as possible. At the director's discretion, continued neglect of the rules may lead to a loss of field trip privileges and the possible suspension or expulsion from the program. Please ensure your child understands the Club's Rules stated below!

## Playground RULES

### CHILDREN MUST REMEMBER:

1. Respect counselors and each other. (No putdowns!)
2. Stay with the group!
3. Keep your hands to yourself!
4. Use appropriate language at all times.
5. No leaving program areas.
6. No member is allowed to go outside the designated program area.
7. STAFF must walk children across the street.
8. Any ball that goes outside designated program area ask a STAFF to retrieve it.
9. All trash must be picked up and placed in proper disposal can.
10. If you are feeling sick and need to call home please ask a STAFF to call.
11. Do not go through anyone else's belongings
12. There are no climbing on the stairs of the building.
13. Members are not allowed to climb on the fence or any kind of trees.
14. Do not throw any rocks or sticks.
15. Leave personal belongings at home.

## CLUB PAYMENT POLICY

Program fees must be paid **two week prior** to the session your child is attending. If your child will not be attending our program, you must give us a two-week written notice. We need to know of any cancellations so we can give the reservation to another child. Unless we receive a two week written notice of cancellation you will be responsible for payment of the entire session. If your child is attending our program for the whole summer or multiple weeks you may make weekly payments.

Questions about your account?

Contact Wendy Allegrone-Leslie or

Pat Bishop at 978-461-2871.

See Attached Form!

## For Safety's Sake

As mentioned, safety is our main goal, but it has two parts: physical and emotional. Everyone has the right to their own physical space which must not be violated by another child (see rule #3) Also, each child should expect no verbal abuse, which is every bit as dangerous as physical abuse. With this in mind, it is stressed that no "put downs" be used while at the Club. This falls under rule #1.

For safety's sake, attendance will be taken on a daily basis. It is important to know who is present at all times. If you drop your child off after 8:45am, please bring him or her directly to the Club's front desk. We want to be sure that your child is accounted for at all times!

If you are picking a child up early, please send in a note to the counselor who will record the change on his or her daily attendance sheet. If someone other than a parent or legal guardian is to pick up your child, please include that information in the note and be sure their name is included on the Parent Pick Up Form which is handed out on the first day. If it is to be a long-term situation, then one note detailing the time frame. This step is considered a necessary precaution.

The program does not begin until 8:30 a.m. **No one is allowed to be dropped off before 8:30a.m.** Supervision of the children cannot be guaranteed until that time! The program ends at 12:00pm. **All children must be picked up by 12:00 p.m.** Repeatedly late pick-up may result in the termination of the program for your child. Since we stress safety throughout the program, it is vital that parents adhere to this procedure.

Thank you for your cooperation.

*Continued on page 2*

# BOYS & GIRLS CLUB PLAYGROUND PROGRAM

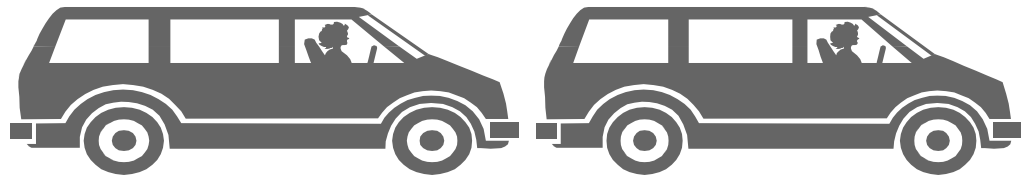
# S U M M E R 2 0 1 3

## Clothing, Sun, Rain & Bugs!

Due to the nature of our program, the children are active a good portion of the day. For reasons of safety, they should be dressed accordingly. Most importantly, **children should wear sneakers!** Other than that, whatever is comfortable for them and allows freedom of movement is acceptable. Also realize that we often work with paints and other art supplies.

It is a good idea to send a change of clothes to camp with your child along with a raincoat and grubby sneakers to play outside in. Mud Soccer, Tug-O-War, and Puddle Splashing are just some of the ways we enjoy mother nature's bath! You may also want to label clothing items with your camper's name.

There is an abundance of sun & bugs at our program. Please protect your child by applying sunscreen and bug spray before coming to the Club. If you wish to pack some extra for the afternoon, please label them and we will see that they are applied again.



## Pick-up & Drop-off Procedures

### THE PICK-UP & DROP-OFF POLICY:

- 1 You **MUST** fill out a Parent Pick-Up Authorization Form on the first day of the week indicating all adults who will be picking up your child/children.
- 2 **DROP-OFF.** Parents, guardians, or babysitters will drop-off children at Fowler Field. **No one is allowed to be dropped off before 8:30 a.m.**
- 3 **PICK-UP.** Pick-Up will take place at Fowler as well unless it begins to rain and children will be at the Club. Parents will be notified of any change in location. **All children must be picked up by 12:00 p.m.**
- 4 The children will be instructed not to leave with anyone who is not listed on their pick-up authorization form. If someone else is to pick them up then the directors must have written instructions directly from the parent or legal guardian.

### Transportation Policy

The Boys & Girls Club is not responsible for transportation to or from the program. Employees are prohibited from transporting program participants. Field trip transportation will be provided by bus or van unless there is an illness or behavioral problem. If this should happen, the Boys & Girls Club or the Program Directors will bring the child back to the Club and notify the parent/guardian.

## Odds & Ends from the Director

- Once again, field trips will be taken by one or more individual groups rather than the entire program traveling at once with the exception of the trip to *Breezy Water Park, Southwick Park Zoo, Patriots Training Camp, Georges Island, Purgatory Chasm and Coco Keys Water Resort*. Field trip permission slips and a calendar of events will be given on the first day of each session.
- Members should bring a bathing suit and towel every day.
- There will be theme days this summer. They are indicated on our summer calendar of events and are further explained on this newsletter's last page.
- **We do not provide snacks!** Please make sure your child comes with a snack, beverage and lunch. **All food brought needs to be peanut free.** We eat snack at 10:00 each day.
- Please pack a lunch that does not need to be heated or put in the refrigerator.
- Children should wear play clothes. They will get dirty.
- If you need to get in touch with us, please call the Club at 978-461-2871.

## DICIPLINE POLICY

The Boys & Girls Club of Assabet Valley endorses fair and age appropriate program rules, which ensure a safe and orderly environment. Program staff, parents and guardians working together, can teach respect for others, the necessity for group rules and the need for peaceful resolution of differences. Within our program, participants are expected to adhere to the same behaviors that are required within the classroom. The Club Staff have final say over what is considered appropriate or inappropriate behavior.

### Examples of Discipline Procedures:

When a child's behavior departs from the program's standards of acceptable behavior, any of the following may take place as deemed necessary by Boys & Girls Club Staff. Conference with child and staff members, Loss of program privileges, Removal from group, Parents notified, Loss of field trip/special event privileges, Suspension from program. Suspension length can vary from 1 day to permanent suspension and is at the discretion of the Youth Services Director & Program Director.  
Please see attached sheet!!

## Dismissal Policy

For the safety of our participants, employees of the Boys & Girls Club will only release your child to the individuals listed on the Parent Pick Up Form. You may list as many people as you want on this form. If your child needs to be released early due to illness/injury and you are unavailable, as stated in the Medical Policy "If we cannot reach the parent/guardian within 20 minutes, we will call the first person listed on your child's authorization form. A message will then be left with parents/guardians to notify them as to who the child is being sent home with".

Specific written notification is required for all changes in your child's pick-up routine. In addition to a day/date specific note, anyone picking up your child must be listed on the authorization form. For your child's safety, verbal notification is not accepted. If unfamiliar to the staff, the person picking up will be required to show picture identification before the staff dismisses your child.

Any changes (including adding or withdrawing names) to the authorization form must be made in writing with the Program Directors.

For the safety of the children, the program does not allow children to be signed in, signed-out, then signed in again later. Once a child is signed-out, he/she cannot be signed-in again that day, unless okayed by the director.

## Is your child planning on attending any of our 2013 Full Day or Half Day Programs?

If your child is attending either our Half Day Playground Program or our Full Day Program, you MUST attend one of these meetings before your child can attend. In these meetings, we will go over all our policies and procedures, all paperwork we need, safety and discipline policies, the events calendar, permission slips, medical policy, etc.

This is also the time to ask questions, register, etc. As many of you know, our summer programs have grown in the last few years. With so many kids attending, to run an amazing program, our staff needs to be focused on the kids for the hours they are with us. These meetings are the most effective, efficient way for us to get everything out there.

### PARENT MEETINGS DATES

Tuesday, June 4th 9:00am-10:00am

Thursday, June 6th 6:30pm -7:30 pm

Monday, June 10th 9:00 am - 10:00 am

Thursday, June 13th 6:30pm - 7:30 pm

If your child registers for Full Day or Half-Day Summer Programs after June 13th, we will hold a meeting for new participants every Tuesday at 5 pm beginning on June 25th.

## MEDICAL POLICY

The following policies are for the protection of the participants and the staff at the Summer Program. Unfortunately, the facilities are not conducive to accommodating children who are not feeling well. Our Staff is CPR and First Aid certified and therefore will have the final decision as to when a child needs to be sent home.

For example, your child would be sent home if:

- They are running an elevated temperature (100.0°F or higher).
- They show signs of any type of rash.
- They have a contagious illness/condition.
- They are nauseous, vomiting or are complaining of a severe headache.
- They receive an injury that requires further medical attention.

Children who are sent home with a contagious illness/condition will not be re-admitted to the program without a doctor's note. For any emergency medical situation, the Maynard Fire Department will be notified first, followed by the parent/guardian. If a parent/guardian is instructed to pick-up a child, transportation for the child must be arranged within the hour. If we cannot reach the parent/guardian within 20 minutes, we will call the first person listed on your child's emergency contact form. A message will then be left with parents/guardians to notify them as to who the child is being sent home with.

### Medications

Staff are not allowed to administer any prescription or over the counter medications. Please administer all medications prior to the start of the program. Please do not send your child to the program with any type of medication. If your child is in need of medication in the event of a bee sting please bring this to our attention upon registering your child.

## Additional Pricing

### Craft Tuesdays

The Club will be having \$5 craft Tuesdays. This is different from the regular crafts that will be offered throughout the week. Members that want to participate must sign up with the counselors and pay the \$5 to reserve their spot. See attached calendar for crafts.

### Kayaking Trips

The first 13 members to sign up ages 8-12 will be going kayaking. The Club will be providing transportation to and from Coolidge to the Kayaking location at Lake Boon in Stow. The kayaking trips are \$8/per person and are due on the day of the trip. All trips will take place at Lake Boon in Stow. The trips are scheduled for Wednesday, July 17th at 9:15 am, Wednesday, July 31st at 9:15 am and Thursday, August 14th at 9:15 am. All members participating must be at Coolidge promptly at 8:30am.

### PERMISSION SLIP

To participate in Kayaking a permission slip must be signed.

This is on a first come, first serve basis.

**Please be aware of all ages for each trip.**



### Ice Cream

An Ice Cream truck will be coming to the Club for (\$2.00) per participant. Participants must bring \$2 to get an ice cream. Dates for each of the ice cream outings are posted on the activity calendar.

## "Bring a Friend Day"

Bring a friend to the Half Day Playground Program on July 12th for FREE! This is your chance to show your friends what the Playground Program is all about.

# FIELD TRIP INFORMATION

## Field Trip Information

The Field Trip Permission Slip is enclosed in this packet. Please sign next to which field trip your child/children will be attending.

**Full Day Field Trips** are optional for **Playground participants**. There is a \$40 additional fee for all **Full Day Field Trips to Breezy, Southwick Zoo, Coco Keys Water Resort, Patriots Training Camp or Drumlin Farms, Purgatory Chasm and Crane Beach or Bonkers Funhouse.**

**\*\*Our Playground Program will still operate at Coolidge Park on Field Trip days.**

## THEME DAYS

This summer, the Playground Program has scheduled twelve dress-up days in coordination with our Theme Weeks. Dress up days will be Tuesdays and Fridays, unless otherwise noted. This summer's dress up days will be: Bandanna Day, Crazy Hair Day, Black and Orange Day, Wear Your Hawaiian Shirt, Wear Your Favorite Sunglasses, Wear Your Favorite Flip-flops, Wear Your Favorite Sports Gear, Wear Your Favorite Sports Hat, Backwards Day, Funny T-Shirt Day and Dress Up Like a Staff Day.

July 9th: Bandana Day - How many different bandanas do you have?

July 12th: Crazy Hair Day - How crazy can you make your hair?

July 16th: Black & Orange Day - Show your Maynard Spirit.

July 19th: Wear your Hawaiian Shirt

July 23rd: Wear your favorite sunglasses!

July 26th: Wear your Favorite Flip Flops - I hope your feet don't stink!

July 30th: Wear Your Favorite Sports Gear - Red Sox, Patriots, Bruins, Celtics or whoever your favorite team is!

August 2nd: Wear your favorite Hat!

August 6th: Backwards Day - Wear everything you got backwards!

August 9th - Crazy Hair Day - How crazy can you make your hair?

August 13th: Funny T-Shirt Day - Wear a silly T-Shirt.

August 16th: Dress Up Like a Staff Day - Pick a member of the staff and dress like they do.

## McDonalds Day

On Wednesday, July 17th, Club members will walk to Maynard's Downtown McDonalds. Thanks to owners, Paula and Don Wright, members will get an inside look at how McDonalds operates. Plus members will get an opportunity to help make their own food. Members can bring additional money to purchase menu items. We will be leaving the Coolidge at 10am.

## Field Days With Camp Stow

The Boys & Girls Club will be hosting two "Field Days" at Lake Boon in Stow. Members should bring a bathing suite and towel. Also please make sure you pack a lunch that does not need to be heated up. Water bottle is recommended. Please wear Black & Orange to represent the Club in all the field games.

**\*Members must be at dropped off and picked up at Lake Boon.\***

## Museum of Science

On Monday, July 22 the Museum of Science will be visiting the Boys and Girls Club.

## Carnival Day

On Wednesday, July 10th, there will be an inflatable waterslide and a huge obstacle course for the members to enjoy. Please make sure your child comes with a bathing suit towel and if needed sun block.

## Public Safety Day

We will be hosting the Maynard Fire Department and Maynard Police Department as well as other local Police and Fire Departments and the Middlesex Sheriff. Lunch will be provided.

## FIELD TRIPS

\*A Certified Lifeguard will be on staff for all water Field Trips

### \*Breezy Water Park

We will be going to Breezy Water Park in Douglas, MA two times throughout the summer. If rain cancels these trips, they will be rescheduled. The children will depart from the Club at 8:45 a.m. and return at 4:00 p.m.

### Welcome to Breezy Picnic Grounds Waterslides

... a family owned recreational facility nestled in the heart of the Blackstone Valley National Heritage Corridor. Children will enjoy swimming in crystal-clear Whitins Reservoir, riding the waterslides, including the Tunnel Twister slide (all with unlimited rides!), or just relaxing in the clean well-groomed grounds.

Since we'll be spending the entire day at the water park, we recommend that you pack two peanut free snacks and a lunch for your child. Another option you may choose is to send them with some money as food is served on the premises. Other items that should be packed include a bathing suit, towel, and extra set of clothing (you'd be surprised at how many children drench the clothes they wear to the park), water shoes, and sun screen. A trained Lifeguard will be on Staff.

### Coco Keys Water Resort

On Thursday, July 11th, we will be going to Coco Keys Water Resort in Fitchburg. We will be leaving the club at 9:00 a.m. and will be returning to the club at 3:00 p.m. Members must bring a lunch or you may choose to send them with some money as food is served on the premises. Other items that should be packed include a bathing suit, towel and water shoes. A trained Lifeguard will be on Staff.

### Southwick Zoo

Thursday, July 18th, we will be taking a field trip to the Southwick Zoo. Members will be split up into groups and will be led through the park by the Club staff. We will be eating lunch at the park, participants should bring a snack and lunch as we will be there for the majority of the day. You can also send your child with money as there are places to buy food and souvenirs. We will be leaving the club at 9:00 a.m. and will be returning at 3:00 p.m.

### Patriots Training Camp OR Drumlin Farm

This summer we will be taking a trip to Foxboro, MA to attend the Patriots training camp. There is also a Kidz Zone, with a bunch of blown up obstacles for the kids. In order to participate in the Kidz Zone parents must fill out a waiver form and return it to the Club by Monday, July 22nd. Please pack a lunch, water bottle and sun block. This tends to be a hot day so please bring plenty to drink! If your child would prefer to attend Drumlin Farms please notify a Director. Patriots Training Camp and Drumlin Farms is subject to change.

### Purgatory Chasm

The Purgatory Chasm is a unique natural landmark, Purgatory Chasm runs for a quarter of a mile between granite walls rising as high as 70 feet. Popular with picnickers and rock-climbers alike, the Chasm is believed to have its origin in the sudden release of dammed-up glacial melt water near the end of the last Ice Age approximately 14,000 years ago. We will be leaving the club at 9:00 am and returning at 3:00 p.m.

### \*Crane Beach

At Crane Beach, you'll enjoy one of the finest beaches and outdoor recreation destinations on the East Coast. With its clean, inviting water, miles of shoreline, and mesmerizing views, Crane Beach has been a favorite with the ocean-loving public for generations. We recommend all children ages 7+ attend Crane Beach.

### Bonkers Funhouse

Enjoy a fun filled day at Bonkers Funhouse, Nominated by Nickelodeon fans as "best indoor play space." Bonkers offers a sky high frog hopper, merry go round, a huge maze and more. We recommend all children ages 5 and 6 attend Bonkers Funhouse for safety reasons.