

# Boys & Girls Club Toddler Time and 4 & 5 Year Old Playground Program

## Welcome to Summer '13!

Welcome to the Boys & Girls Club of Assabet Valley's new Toddler Time Program and our 4 & 5 Year Old Playground Summer Programs! We are so excited to partner with Mt. Calvary School to bring your lil ones tons of summer fun! Our main goal is to provide each and every child with a fun and safe place to play, learn, and build friendships.

These programs will be led by Mt. Calvary teachers. Our Toddler Time program will have a 6-1 ratio and our 4&5's will have a 10-1 ratio.

The program Director will be Mt. Calvary teacher Denise Teague. Boys & Girls Club counselors and counselors in training will be on site as well to ensure staff to child ratios. 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!

### DATES & HOURS

MONDAY—THURSDAY JULY 8TH—AUGUST 15TH  
9:00AM—12:00PM  
EARLY DROP OFF: 8:30AM

### PHONE NUMBERS

Boys & Girls Club Office Phone:  
978-461-2871  
Denise Teague, Director:  
978-596-6114

### SUMMER PROGRAMS DAILY SCHEDULE

8:30am	Early Drop off
9:00	Regular Drop off
9:00-9:30	Welcome Time Table Top Activities Song/Activity
9:30-10:30	Outside Time/Outdoor Activities (games, sand box/table, water table, outdoor painting, bubbles, outdoor projects)
10:30-11:00	Snack Time (Snack provided by parents/guardians)
11:00-12:00	Free Play
12:00	Pick-up

### PAYMENT POLICY

Program fees are due on the day of 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 or you will be responsible for payment unless we can fill your spot. Please send written notice to Wendy Allegrone-Leslie, Executive Director, [allegrone@bgcav.org](mailto:allegrone@bgcav.org).  
Questions about your account? Please call 978-461-2871.

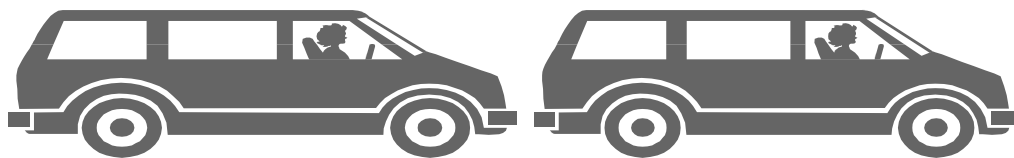
### WHAT TO BRING

- ⇒ Change of clothes/bathing suits
- ⇒ Diapers/pull up, wipes
- ⇒ PEANUT FREE SNACK
  - ⇒ Water Bottle
  - ⇒ Towel & Sunblock

### MUSIC MAN & INFLATABLES

Ed Morgan, better known in greater Boston simply as "The Music Man" will be coming to perform a series of sing-a-longs with our little ones. The songs are an interactive blend of original & traditional children's songs. Please see Calendar of Events for details.

We will be renting different inflatables throughout the summer. All inflatables will be age appropriate for all children. Please see Calendar of Events for details.



# THE PICK-UP & DROP-OFF POLICY

## 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 Mt. Calvary School.
- 3 **PICK-UP.** Pick-Up will take place at Mt. Calvary School.
- 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.

## WHERE DO I DROP OFF?

Mt. Calvary School is located at 472 Mass Ave in Acton. Enter the parking lot off of Prospect Street. Proceed to the end of the parking lot and enter the double doors at the far left of building. *Signs will be posted.*

## 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.

All children must bring a change of clothes 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! Please label all clothing items with your child/children'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 program. If you wish to pack some extra for the afternoon, please label them and we will see that they are applied again.

## TRANSPORTATION POLICY

The Boys & Girls Club is not responsible for transportation to or from the program. Employees are prohibited from transporting program participants.

## BATHROOM POLICY

1. A teacher will assist children as needed in the bathroom.
2. If a child has an accident, two members of the staff will assist the child in changing to their spare clothes. No child will ever be punished for a toileting accident. They are a natural part of growing up.
3. The bathroom outer door is not to be closed during camp hours.
4. Hands are always washed thoroughly with soap and water after toilet use. Hand washing procedures are posted in all bathrooms.
5. Toilet handles are to be flushed after every use. Handles are cleaned regularly.
6. The lights are not to be shut off during program hours.
7. No one sits on the floor in the bathroom.
8. Soiled clothing will be sent home in a ziplock bag and parents must remember to replace them the following school day.
9. All children are required to bring an extra set of clothing, diapers/pullups and wipes to camp each day.
10. Staff will wash their hands after accompanying children to the restroom.
11. Staff will make periodic reminders to students to use the bathroom and all children are encouraged to use the bathroom before snack time.

## ODDS & ENDS FROM THE DIRECTOR

- 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 w/plenty of water and a snack. **All food brought to the program needs to be peanut free.** We will eat snack around 10:30 each day.
- Children should wear play clothes. They will get dirty.
- If you need to get in touch with the Club, 978-461-2871. If you need to get in touch with the Director, please call Denise Teague at 978-596-6114.

## 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 Acton 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 "Parent Pick-Up 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

**\*Please send all money in a zip lock bag labeled with your child's name and amount.**

### CRAFT THURSDAYS

Crafts Thursdays will be only offered to our 4&5 yr old participants. This is different from the regular crafts that will be offered through out the week. Participants that want to participate must sign up with Denise and pay the \$5 to reserve their spot. See attached calendar for crafts.

### ICE CREAM

An Ice Cream truck will be coming to Mt. Calvary for (\$2.00) per participant. Participants must bring \$2 to get an ice cream. Please bring money in a zip lock bag that is labeled with your child's name.

(Times are indicated on Events Calendar.)

## THEME DAYS

This summer, the 2 & 3 and 4 & 5 Year Old Playground Program has scheduled 6 theme days in coordination with our Theme Weeks. This summer's theme days will be: Animal Day, Dress up in your Favorite Team Gear, Silly Hat Day, Wear your Favorite Sun Glasses, Super Hero Day & Backwards Day!

**Animal Day!** What is your favorite animal?

**Dress up in your Favorite Team Gear!** Red Sox, Patriots, Bruins, Celtics or whoever your favorite team is!

**Silly Hat Day!** Wear your Silliest Hat.

**Wear your favorite Sun Glasses!** Purple, red or themed glasses?

**Super Hero Day!** Dress up like your favorite Super Hero

**Backwards Day!** Wear everything you got backwards!

# WE HOPE TO SEE YOU NEXT SUMMER!