

Dear Parents,

It's time to get ready for another great year of Sudbury Summer! We are fortunate to have many returning staff from last year as well as some energetic new staff. We are looking forward to a great summer and hope you are as well.

The purpose of this packet is to give you some general information about how the program is run, provide you with all required paperwork, and update you on the changes that will take place for this summer. **If you have attended Sudbury Summer before, please read through this packet carefully as there have been changes in policy.**

SUDBURY SUMMER OPEN HOUSE: Wednesday, June 26th, 6:30pm (5:30 for Inclusion), at the Fairbank Community Center

Please do the following before the start of camp:

- Read your Parent Packet.
- Fill out and return all required forms to your sudburyrec.com account.
- Register for Extended Day or Early Drop Off options if needed. These programs fill up quickly. **We cannot accept same day registrations for these options this year.**
- Let us know if your child has any learning or behavioral concerns so we can be prepared to make camp a positive experience for them.

Please remember the following during camp season:

- Call when your child will be absent 978-639-3260 (Summer Camp Office Phone).
- Label all belongings.
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- Post The Park & Recreation's, main phone number 978-443-1092, at home and at work.

The deadline to submit all paperwork is May 17th. NO child will be allowed to attend camp without paperwork. Please reach out with any questions you might have. We are looking forward to another fantastic summer!

Thank you,
Sudbury Park and Recreation Staff
(978) 443-1092

40 Fairbank Road, Sudbury, MA 01776

Park & Rec Main: (978) 443-1092

Seasonal Camp: (978) 639-3260

www.SudburyRec.com



FAIRBANK COMMUNITY CENTER ADDRESS:
40 FAIRBANK ROAD
SUDBURY, MA 01776

Sudbury Park & Recreation Atkinson Pool Main line:	(978) 443-1092
Sudbury Summer Camp Office:	(978) 639-3260
Sudbury Summer Nurse:	(978) 639-3263
Atkinson Pool:	(978) 443-1092

IMPORTANT DATES

FRIDAY, MAY 17:	CAMPER PAPERWORK DUE
SATURDAY, JUNE 15:	LAST DAY TO WITHDRAW FROM CAMP WITH A REFUND (\$30 CANCELLATION FEE)
WEDNESDAY, JUNE 26:	SUDBURY SUMMER OPEN HOUSE 6:30PM (5:30PM FOR INCLUSION)
MONDAY, JULY 1:	FIRST DAY OF MINI SESSION
THURSDAY, JULY 4:	NO CAMP - FOURTH OF JULY
FRIDAY, JULY 5:	NO CAMP
MONDAY, JULY 8:	FIRST DAY OF SESSION I
MONDAY, JULY 22:	FIRST DAY OF SESSION II
MONDAY, AUGUST 5:	FIRST DAY OF SESSION III
FRIDAY, AUGUST 16:	LAST DAY OF SUDBURY SUMMER

FIRST DAY OF NEW SESSION DROP OFF PROCEDURES

Sudbury Summer will begin at 8:30am on the first Monday of each new session. This will allow parents to ask questions to our staff, and let the children get to know our staff and their group before their day begins.

DROP OFF/PICK UP PROCEDURES (PHOTO ID)

Sudbury Summer **begins at 8:45am**. Campers should be dropped off in front of the Fairbank Community Center, at the fenced in area. When dropping off your child, please be sure to **SIGN IN**. Staff will be stationed at the sign-in area for assistance. It is important that you adhere to the sign-in policy so we can accurately keep track of the children in our care.

If you have to drop your child off earlier, please sign up for our early drop off program. (Please see Early Drop Off/Extended Day Procedures for more information).

Sudbury Summer **ends at 3:00pm**. Being prompt for pick up is extremely important. Please see the late penalty procedure.

When you arrive for pick up, it is necessary to **SIGN OUT**. **Please bring your photo ID**. Pick up is in the same area as drop off. **Please be sure to fill out an authorized pick up form, anyone not listed on that form will not be allowed to take a child home until contact with a parent is made.**

In the event of inclement weather - drop off and pick up will occur in the Fairbank Community Center Gym.

ABSENTEE PROCEDURE

Please call in if your child is going to be absent. It is helpful to inform us when your child won't be able to attend camp. All children must be accounted for. Please call our Camp Director at (978) 639- 3260. The office is open from 8:30-4:00pm, during other times you may leave a message.

EARLY DROP OFF/EXTENDED DAY PROGRAM

Early drop off is from 7:45 - 8:45am and extended day is from 3:00 - 5:00pm.

Early drop off Fees: \$10.00 per day, \$75 per session

Extended Day Fees: \$20.00 per day, \$145 per session

Registration is open online at www.SudburyRec.com. Sign up today because space is limited.

SAME DAY REGISTRATION IS NOT AVAILABLE THIS SUMMER!

LATE PENALTY PROCEDURE

Pick-up times are strictly enforced. If your child **is not** registered for Extended day you must pick them up by 3:00pm to avoid a late fee. If your child is registered for extended day you must pick them up by 5:00pm to avoid a late fee.

Because we realize that work and traffic conditions sometimes are beyond your control, we will allow for one late pick-up. Late fees will be charged per day as follows:

After 3pm:

(Not signed up for extended day): \$15

After 5pm:

5:10 - 5:20 - \$15

5:20 and on - for every 10 minutes that passes is an additional \$5.

No child will be admitted to camp the following day with this balance outstanding.

SNACK

Snack is not provided at Sudbury Summer due to the high number of allergies. Please send your child with his or her own snack and plenty of water.

WATER BOTTLES

Please include extra drinks (like water or sports drinks) to prevent dehydration. We recommend bringing a labeled water bottle that can be refilled in one of our many "hydration stations" during the day.

Helpful Hint: Freeze drinks the night before and they will remain cold for most of the day.

NO PETS

Because of the number of people at drop off and pick up, we ask that you leave your pets at home.



LUNCH

There is no refrigeration or microwave available. We ask that you keep this in mind when packing your child's lunch. Please do not pack items that will spoil in the heat (unless you send them in a small cooler with an ice pack). A sturdy lunch bag or box is best so lunches won't get crushed (although **bagged lunches are best for field trip days**). Be sure to pack a good size lunch, the children's appetites do seem to increase with the day's activities. **Please tell your children not to share their lunches with other kids due to the high number of allergies.** Lunches will be stored in large bins (1 assigned to each group) until it is time to eat. Note: We will be providing pizza on the final day of all full sessions. If your child does not want pizza, they will need to pack a lunch.

BATHING SUITS

Bathing suits are needed for all children. If your child has an early swim lesson, we recommend sending your child with their bathing suit on under their clothing to camp. Campers will have a swim lesson and a free swim period each day. Children will also need a towel. **Both the towel and swimsuit should have their name clearly written on the tags in case they get misplaced. If your child has an issue with the pool or needs help in the locker rooms, please let us know.**

CLOTHING

Our program philosophy supports active play. For this reason, we request that your child **wear comfortable play clothes to camp that you won't mind getting a little dirty.**

FOOT WEAR

We suggest you **send your child in sneakers** because they will be doing a lot of running around. Sandals, flip flops, crocs, etc. can result in sore feet. For safety reasons, rubber-soled shoes or sneakers are preferred.

LOST AND FOUND

Our Lost and Found will be located outside by the gate during camp hours and in the Park and Recreation office after hours. Please do not send your child with any valuables - children will be moving from activity to activity which will increase the likelihood of belongings getting lost (especially on field trip days). Please know the Park and Recreation Department and staff are not responsible for any lost items.

SUNSCREEN

Lather your child with sunscreen before the start of the program. If necessary, your child can ask their counselor to reapply sunscreen that is brought in from home. Please put sunscreen in a small plastic bag labeled with your child's name. Hats are also a good idea to keep kids safe from the hot sun.

BEHAVIOR MANAGEMENT

Our staff wishes to work with you and your child to have the best experience possible. Occasionally, there will be behavior problems. In most instances, we will try to redirect behavior or remove the child from the conflict. In some cases, if the problem persists or is severe, our staff will speak to you explaining the incident. If the problem has not been resolved, you will be asked to meet with the Camp Director, staff, and your child to come up with a way to resolve the conflict. In extreme cases, your child may be suspended or dismissed from the program. Removal from the program is a last resort, knowing this would be an inconvenience to you. Sudbury Park and Recreation Department & Sudbury Summer have a zero tolerance policy regarding bullying and making physical threats or violent acts against another child or staff member; a parent will be called immediately should an incident occur and the child will be asked to leave camp for the remainder of that day and session. The child may be given the opportunity to return to camp for the next session, however if another incident occurs the child will not be allowed to return to camp for the remainder of the summer. Please help us to resolve any behavior problems so that we may offer a safe and happy environment for all. Please feel free to contact us before the start of camp if your child has any learning or behavioral concerns so that we can be prepared to make this a successful summer experience.

FIELD TRIPS & MOVIES

Field trips will occur on Wednesdays. These trips will be anything from the movies to the zoo. We understand the parental concerns regarding your child leaving the community center, however, we have planned extensively for these trips. A list of this year's trips can be found at the end of this packet.

There is a 1:10 ratio of staff to child. **Each child MUST wear a Sudbury Summer T-shirt on field trips** so their counselor can easily identify them. Staff will also have on staff T-shirts so they can be quickly identified. Our Camp Director, will attend all of the field trips along with our medical personnel, program specialists, and occasionally our lifeguards. All of the places we will be visiting are experienced in handling school groups and we will have pre-determined rules and procedures between both their staff and ours.



A TYPICAL DAY

Sudbury Summer runs on a block schedule. Children will be rotating indoors and outdoors for various programs and activities. In general, Sudbury Summer children move from activity to activity with their counselor and CIT's. Children have a swim lesson, free swim, arts & crafts, music & drama, sports, science, a free block (with their counselor), snack and of course lunch. The actual time schedule of these activities is different for each group because we are on a rotation system. There are also big events scheduled: field trips, presenters, and special surprises. Prior to the first day of each session, you will be given a calendar via email outlining what is going on each day so you and your child can be prepared.

Example of daily schedule:

8:45 - 8:55: Check-in
8:55 - 9:05: All Camp Morning Meeting
9:05 - 9:15: Group Morning Meetings
9:20 - 10:25: Rotate through block schedule
10:30 - 10:40: Snack
10:45 - 11:45: Rotate through block schedule
11:50 - 12:20: Lunch
12:25 - 2:40: Rotate through block schedule
2:45 - 3:00: Closing Ceremonies
3:00: Check out

RAINY DAY PROCEDURE

If there is inclement weather, the camp staff has a rainy day plan ready to go to keep your children active and still having fun even if it's not in the sun. We will have them rotating through our facility with their groups and counselor doing various activities such as sports in the gym, cooperative games, use of the swimming pool (unless the pool is closed due to thunderstorms), watching movies, doing scavenger hunts, arts and crafts, and board games—just to name a few.

SESSION SCHEDULE EXAMPLE:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1 - Disney Theme	Typical day	Typical day	Field Trip - Movie at the Strand	Dress up day	Presenter
2 - Olympics Theme	Typical day	Typical day	Field Trip - Southwick Zoo	Dress up day	All camp - pizza and Popsicles



RULES FOR POOL

Please be advised that during the camp's free swim, the children will be expected to follow all the pool rules as follows:

1. State Health Code requires that all persons MUST take a shower before entering the pool.
2. You must take off outside shoes before you enter the pool deck.
3. Safety First – NO running, splashing each other, boisterous or rough play in the pool, shower area, locker rooms, or lobby.
4. NO throwing objects (or people) into the pool.
5. No food or drink, gum or candy allowed in the pool or locker room areas.
6. No glass containers permitted in the building.
7. Persons with open blisters, cuts, warts, poison ivy, and bandages are NOT allowed in the pool.
8. Children may NOT sit/stand on adult's shoulders.
9. Jumping in the pool is allowed when done facing forward with feet first entry. (No flips, spins, twist, Dive)
10. Masks are NOT allowed.
11. You may bring your own goggles. (We are NOT responsible for any lost goggles)



FREE SWIM

After lessons, when children are in free swim, they will be asked to sit on bleachers before they get in the water to go over pool rules. At this time pool staff will remind them of the following camp rules and general pool rules:

- All children in Level 1 and Level 2 must wear a bubble during free swim in the designated roped off area, for the first day of each session.
- If you need to leave for any reason, get a counselor.
- If you sat out of lessons, you will sit out of free swim.
- In order for children to use diving board, they MUST be in Level 3, Level 4 or Level 5 and swim one length of the pool doing a proficient crawl stroke, and tread water for 1 minute. The dive well test will be given ONCE each camp session.
- One person on the diving board at a time.
- The next person in line may not go until the person before them has reached the ladder.

The Atkinson Pool offers swim lessons to participants in the Sudbury Summer program.

The Atkinson Pool will be teaching American Red Cross swim lesson programs during Sudbury Summer.

To better help us place your child in the correct swim level, please carefully read the swim level descriptions below for the level that best describes your child's ability. On the first day of each session, the pool staff will re-evaluate the placement of each child to ensure they are in the proper swim group. **Please note: bubbles are not used during lessons.**

Please Note: Our Mini Session does NOT include swimming lessons

LEVEL 1 - Introduction to Water Skills - Helps students to begin developing positive attitudes, good swimming habits and safe practices in and around the water.

Skills to be Taught: Basic water safety rules, submerging mouth, nose and eyes. Opening eyes underwater and picking up a submerged object. Swimming on front and back using arm and leg actions, discuss and demonstrate how to use a lifejacket. Exhaling underwater, bobbing, and floating on front and back.

Safety Topics: How to stay safe in and around the water, and how to recognize an emergency and call for help.

LEVEL 2—Fundamental Aquatic Skills - Gives students success with fundamental skills, including learning how to float without support and to recover to a vertical position. ***Must be able to fully submerge face comfortably***

Skills to be Taught: Enter and exit water independently, submerge entire head, and blow bubbles with opened eyes independently. Floating on front with face in the water unsupported, float on back unsupported. Change direction of travel while paddling on front or back and treading water.

Safety Topics: To be safe in & around the water, including the use of lifejackets, recognizing lifeguards and practicing sun safety.

LEVEL 3 - Stroke Development - Builds on the skills in level 2 by providing additional guided practice in deep water.

Skills to be Taught: Jumping into deep water from the side, bobbing to safety, entering head first from the side in a sitting or kneeling position. Rotary breathing, survival float, back float. Changing from vertical to horizontal position on front and back. Flutter, scissor, dolphin and breaststroke kicks on front. Front crawl and elementary backstroke.

Safety Topics: "Look before you leap," performing a simple non-swimming assist and how to recognize, prevent, and respond in cold water emergencies.

LEVEL 4 - Stroke Improvement - Develop confidence in the strokes learned in level 3 and improve other aquatic skills.

Skills to be Taught: Headfirst entries from the side in a compact and stride position. Swimming underwater, feet first surface dive, survival swimming, front crawl and backstroke open turns, and treading water using two different kicks. Front and back crawl, elementary backstroke, breaststroke, sidestroke & butterfly. Flutter and dolphin kicks on back.

Safety Topics: What to do when exhausted or caught in a dangerous situation. Recreational water illnesses - what they are and how to prevent them.

LEVEL 5 - Stroke Refinement - Provides further coordination and refinement of strokes.

Skills to be Taught: Shallow-angle dive from the side then glide and begin a front stroke. Tuck and pike surface dives, submerge completely. Front flip turn and backstroke flip turn while swimming. Front and back crawl, elementary backstroke, breaststroke, sidestroke and butterfly.

Safety Topics: Review above topics, how to call for help and the importance of knowing first aid and CPR.

MEDICAL FORMS/HEALTH ILLNESS INFORMATION

You must fill out all the Park and Recreation Health History forms in this packet, provide a record of their most recent physical exam and immunizations dated within the past 18 months, authorization to administer medication (if applicable) and return all to Park and Recreation before May 17th. All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent. Our medical personnel will be at the shed during the morning hours to collect medications and answer any questions you may have. The medical personnel will contact you before the first day of camp regarding allergies or medications your child will need during camp hours. Our medical personnel will be the one administering the medications to the children at the appropriate times.

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided and a staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interest into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illnesses encountered in camp and our policies concerning attendance with them:

- **Coughs/Colds:** Children with colds and coughs may attend camp as long as they feel well enough to follow daily routines (especially outdoor play). If a fever accompanies cold symptoms, the child must stay at home.
- **Fever:** A child with a fever over 99 should remain at home until the temp is normal for 24 hours.
- **Strep:** A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.
- **Ear infections:** A child may attend camp as long as he/she is not experiencing great discomfort or fever. A note must be provided as to whether or not swimming lessons are allowed.
- **Rash:** Please notify your child's counselor and staff if your child has an existing rash when he/she comes to camp. The medical personnel will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.
- **Vomiting:** A vomiting child must remain at home until he/she can tolerate a normal diet for 24 hours.
- **Diarrhea:** A child with diarrhea must remain at home until free of diarrhea for 24 hours.

- **Chicken Pox:** A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried. A note from the doctor will be required regarding the status of swimming for your child.
- **Conjunctivitis:** A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others. Note from doctor will be required regarding the status of swimming for your child.
- **Head Lice:** If your child has head lice they may not come to camp. The policy is that campers must be lice and nit free in order to be at camp. If lice or nits have been found in your child's head while at camp, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, campers must first be inspected by the camp medical personnel. The medical personnel will determine if they can return to camp.

General first aid will be administered during camp by the medical personnel. Minor cuts or abrasions will be washed, and a topical ointment and a band-aid will be applied.

Should your child contract any listed illness or any other contagious illness, please contact the camp at (978) 639-3260 as soon as possible.

EMERGENCY PROCEDURES

Emergency telephone numbers are posted at each phone. If a child is injured we follow this procedure:

1. If a child needs emergency medical attention, an ambulance will be called. A director or staff member will always accompany a child to the hospital. The child's medical forms will be brought, as they contain pertinent medical information.
2. If poisoning is suspected, poison control will be called.
3. The child's parent will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
4. An accident report will be completed for any injury.
5. A copy of the accident report will be placed in the Park and Recreation office.
6. Parents will be notified of the minor accidents/injuries by the medical personnel at dismissal.
7. All injuries must be logged in the central log book with the camp medical personnel.
8. When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs and a carrier bag for each group.

Required Forms

There are three forms that must be submitted for each child to our office prior to **May 17th** for review by our camp medical personnel:

1. The Authorized Pick up Form is contained in this packet. Only persons listed on this form will be able to pick up your child, they must show a photo ID. Note that this list can be edited over the summer.
2. The Health History Form is also contained in this packet. Please note all three pages must be uploaded and visible to be considered completed. You must update this form each year.
3. Your child's most recent physical and immunization from their doctor's office. Any form that is older than 18 months since the date of the examination will be turned away.

To submit these forms, you may:

1. Upload them to your child's profile on your sudburyrec.com account,
2. Email PDF copies to reforms@sudbury.ma.us,
3. Or bring them to the recreation office at the Fairbank Community Center with attention to Frank Livera, Assistant Director of Parks, Recreation, and Aquatics.

For children with allergies/medication

All campers who need to take **medication during the camp day** are required to fill out the attached authorization to administer medication form. Please note if you have already filled this form out for one of our other programs, you will need to do so again. If your child's paperwork indicates they have/need an inhaler, epi pen, etc. they will be expected to have it at camp. Your child will NOT be able to participate in camp until we receive the medication or a note from the doctor.

Any child with **allergies** that require an epi pen MUST bring the epi pen and the allergy action plan from their doctor's office.

Failure to submit all of these forms **by the deadline or date agreed upon with the Park and Recreation department**, before your child's first day at camp will result in your child's removal from the program and no refunds will be offered. We will not be accepting forms on the first day of camp this year.

