

Dear Parent & Camper,

On behalf of the Montague Parks & Recreation Department, Parks & Recreation Commission and Staff, we would like to welcome you review the following information. We're sure that both parents and kids are looking forward to the summer, and we're confident we can give your child a healthy, rewarding, and FUN experience.

Please review ALL the information included in this brochure. We would like to note that we will be holding two Parent & Camper Orientation sessions through *Zoom* before camp begins. These meetings are NOT mandatory, but we do encourage all parents attending one of the sessions as we will be covering a lot of information. Pre-registration is required, so please contact us at recdir@montague-ma.gov or call (413) 863-3216 before camp registration begins.

Please also remember that all pertinent health forms must be submitted a couple weeks prior to your child's first day of camp. If you have any immediate questions, please do not hesitate to contact us at (413) 863-3216. We look forward to another exciting summer, and thank you for your continued interest in MPRD programs!

Jon Dobosz, CPRP, CPO
Director of Parks & Recreation

Kelly Trinque
Summer Camp Director

Camp Dates/Times:

(Dependent upon Gill-Montague Regional School District cancellations)

Mondays thru Fridays: 9:00am – 3:00pm

Children may register for the entire summer or individual weeks

FEE SCHEDULE: Please refer to updated brochure for current pricing

PRE/POST CARE - \$30/child/week; Family discount available;
(See Page 8 for details)

*Montague residents are those individuals who reside in one of the five villages:
Turners Falls, Millers Falls, Montague Center, Montague City, & Lake Pleasant.*

Tax Deduction Information:

The programs offered by the Montague Parks & Recreation Department do not qualify as "day care" or "dependent care" as defined by IRS regulations. Therefore, the costs of these programs are NOT deductible on individual tax returns, and the Town is not obligated to provide its tax identification number for this purpose.

Photographs of Participants -

Occasionally we will take pictures during programs and events for use in our program brochures and Facebook © page. If you or any member of your family DO NOT wish to have your picture taken, please contact our office at 863-3216 or see us at the event immediately. By not informing us, you give permission to use those photos in MPRD promotional material.

Camp Mission

To help each child develop mentally and physically in a safe and enjoyable environment built on mutual respect, understanding, and positive relationships.

MPRD reserves the right to modify and change any policy noted in this brochure at any time if deemed necessary

CAMP SITE INFORMATION

- ⇒ Each site needs to have at least 10 children pre-registered (for that site), each week to remain open.
- ⇒ If your child is pre-registered for a site that has been removed, he/she will be transferred to another age-appropriate one.

Location:	Ages/Groups	*Enrollment Limit Per Week
• Unity Park	5 & 6	20
	7 & 8	20
	9 - 12	20

**MPRD reserves the right to combine groups due to low enrollment*

Communication System -

REMIND © App

Please download the *Remind* © app on your phone for announcements, including implementation of *Inclement Weather Plan* (see below), health-related notifications, and other program updates.

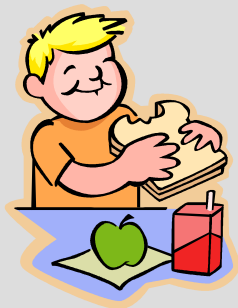
Inclement Weather Plan -

- Camp will be held on rain days, indoors at Turners Falls High School. Drop off and pick up will take place at the front entrance unless otherwise noted.
- If it starts to rain after drop-off, your child may be bussed to TFHS for the day. Please note that there are a lot of factors involved when making the decision to initiate the move. If we do transport the children offsite, you will be notified.

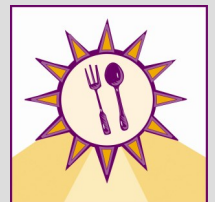
It is always best to contact MPRD to confirm the location of your child's site on inclement days

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Summer Free Lunch Program



- Sites - Unity Park, Turners Falls High School Café, and Sheffield Elem.
 - Times - to be determined
- ⇒ The Summer Free Lunch Menu will be available by mid-June.



We would like to thank the G-M Reg. School Dist. for administering this great community service!

PROGRAM CURRICULUM & ACTIVITIES

DAILY ACTIVITIES: Our staff develops a schedule of activities for every day we are on-site

- Theme weeks - Each week we have a different theme, where much of the programming is dedicated to that theme.
- Weekly Activity Schedules are distributed every Monday of that given week. These schedules provide a general rundown of what is planned for that week, as well as the permission slip for the field trip/special event.

General Weekly Schedule: **Subject to Change*

- Mondays - On-site activities.
- Tuesdays - On-site activities
- Wednesdays - Laurel Lake
- Thursdays - On-site activities
- Fridays - Field Trip or Special Event (*additional cost*)



- A variety of activities are planned at each site, which is subject to change daily. Activities offered include, but are not limited to, arts & crafts, group games, sports, contests, field trips, entertainers, shows, free play, etc.
- Parents should check their campers backpacks when they get home for schedules, notices, craft projects, permission slips and other materials.

LAKE DAYS (Laurel Lake, Erving State Forest)

- Children who are not Level 3 Swimmers (as deemed by the American Red Cross) must bring their own **(properly fitted)** USCG certified Personal Flotation Devices (PFD's) when aquatics are planned, and wear them when they are in the water. *Level 3 Swimming Skills noted on Page 5.*
- Children should bring: Large beach towel, snack & lunch (optional), water, and sunscreen in a bag/backpack with their name on everything. Please review "Sunscreen Policy".
- Children are NOT REQUIRED to swim.
- "Buddy checks" will be done every 10-minutes throughout the day by the MPRD lifeguards.
- Each child will be given wristbands to wear on all lake days.
- All campers are subject to "Christian's Law" - See Health Policies & Procedures.
- Children will be accompanied by counselors to the bathroom and changing room
- The Unity Park site will be open for those children choosing not to go to Laurel Lake.

However.....A two-day notice must be given to the MPRD Office if your child will not

Be participating in Lake Day.....and, there must be a minimum of eight children staying back for it to be feasible to keep back a staff member at Unity Park.

- Lake Day itineraries available on the back of each week's schedule

American Red Cross LEVEL 3

“Stroke Development”



If your camper does not show competency in the below skills, they will be required to wear a USCG certified Personal Flotation Device at all times when in the water until they are able to successfully perform them. Please provide your camper with their own certified PFD, and make sure it fits properly.

- Jump into deep water from the side
- Dive from sitting and kneeling positions, in water at least 9 feet deep
- Bobbing while moving toward safety, 5 times in chest-deep water
 - Rotary breathing, 10 times
- Survival float, 30 seconds (in deep water)
- Back float , 30 seconds (in deep water)
- Change from vertical to horizontal position on front and back (in deep water)
 - Tread water , 30 seconds (in deep water)
- Flutter, scissor, dolphin and kicks on front (3-5 body lengths)
 - Front crawl , 15 yards
 - Elementary backstroke, 15 yards
 - Scissor kick, 10 yards

Safety Topics

- Reach or Throw, Don't Go
- Think Twice Before Going Near Cold Water or Ice
- Look before you leap

“CHRISTIAN’S LAW” - Swimmers deemed as being “At-risk”, or “non-swimmers” are required to wear a USCG certified life-jacket when swimming per Massachusetts Board of Health regulations. “At-risk” swimmers are those who do NOT possess the swimming skills of a Level 3 Swimmer as defined by the American Red Cross. We encourage parents to review the skills criteria noted above, and we will notify parents of an new regulations pertaining to this law. Children whose skill level are unknown will be required to take a swim test for the camp lifeguards.

Program Curriculum & Activities, cont.:

FIELD TRIPS & SPECIAL EVENTS - Policies & Procedures

1. As part of the playground fee, each child will be given a Montague Summer Camp t-shirt to wear on all field trips. If a child loses the t-shirt, the parents will be charged the cost of replacing that shirt (\$8.00)
2. Field Trips & Special Events are an additional fee. This fee covers transportation, admission, materials, supplies, etc. Attendance will be taken before departing both the camp & field trip sites.
3. Children may only participate in field trips during weeks for which they are registered.
4. All field trips are optional. The UNITY PARK site may be open for all ages for those not attending. However,
 - a. The MPRD Office must be informed two days prior if your child will not be participating in the field trip.
 - b. There must be a minimum of eight children staying back for it to be feasible to keep back a staff member at Unity Park.
5. We CANNOT accommodate last minute registrations for field trip participants. Deadlines must be adhered to for accountability and safety reasons.
6. NO CHANGES the day of the event.
7. Separate sign-up/permission sheets will be provided to parents on the Weekly Activity Schedule.
8. Parents & participants are responsible for registering for trips, permission slip authorization, and any other paperwork or verification no later than 24 hours notice of trip departure. *Staff members do not track down payments or paperwork, nor will any staff member have money to give or loan to children.*
9. Special trips may require early attendance or a late return/pick-up. You will be notified.
10. Field trip itineraries are available upon request.
11. While off-site, camps/programs must comply with all health-related requirements set forth and enforced by the field trip site
12. Any camper/staff who develops symptoms off-site will be isolated and the parents must travel to the field trip site and pick-up that individual immediately.



SIGN-IN/SIGN-OUT POLICIES & PROCEDURES

SIGN-IN POLICY:

- The parent of any child that comes on-site before 8:45am will be charged a \$5.00 “extended care” fee. Our staff members need appropriate time to prepare for the day, and any child that comes on-site requires supervision. No child is “just fine” if they end up getting injured, or worse.
- Unless a parent/guardian stays on-site with their child, staff members will be noting early drop-offs and will contact the Main Office for billing purposes.
- Attendance is taken each day between 9:00am - 9:15am. If you expect to be late, call the MPRD Office.
- Upon entering the site, your child will not be allowed to leave without your written or verbal permission to the Site Supervisor.
- Absent – If your child is unable to attend playground on any day for any reason, please contact the MPRD Office as soon as possible.

PICK-UP POLICY:

- The parent of any child that remains on-site after 3:15pm will be charged a \$5.00 “extended care” fee. Our staff members are budgeted to a certain time, and we do not have the financial means to provide extra care. Our staff will be noting late pick-ups, and will contact the Main Office for billing purposes unless the staff member is paid directly.
 - PARENTS, and/or those noted on the pick-up list must sign their child out with a staff member upon leaving.
 - Children must be picked up on-time by an authorized individual. We will *only* relinquish your child to an individual authorized to pick-up your child. If the individual picking-up your child is not on the list they will be asked to provide picture ID, *and*, the parent will be contacted by phone to make sure this individual has authorization. If we are unable to contact a parent, we will NOT allow that child to leave with that individual.
 - If any of the pick-up information changes during the summer, you MUST contact the office Immediately to avoid any confusing situations.
 - If your camper needs to leave early from the program, please notify the counselors or office as soon as possible.
 - Children riding bikes to Camp will not be allowed to leave their site until 3:00pm.
- ⇒ *If a child who bikes/walks to Camp is expelled for the remainder of the day, that child will not be allowed to leave the site until that child's parents have been notified.*

PRE/POST CARE -

- **Pre-care starts at 8:30am; Post-care offered until 4:00pm @ \$30/week/child (family discount available)**
- All parents who wish to utilize pre/post care **MUST** pre-register their child. This is not a day-to-day drop-in program.
- This program is offered through the department only. Any child care arrangements with individual staff members must be held off Town of Montague property due to liability concerns.
- All sign-in and pick-up policies apply to pre/post program care.

PERSONAL PROPERTY -

- All personal items that your children bring should be labeled with their name, site, and phone number.
- Campers are not allowed to bring personal music or game players to the program (except when we're at the lake). They prove to be too disruptive and distracting to the flow of the program.
- Staff are not responsible for lost or stolen items. Due to the amount of children in the program, it is not feasible for staff members to account for a child's personal items.
- If your child is missing personal items, contact the MPRD Office as soon as possible so we may take the appropriate steps to recover the item.
- The Lost & Found box is kept in the Unity Park Fieldhouse, and all contents are permanently discarded **7** days after the last day of camp.

PROPER ATTIRE -

- Closed toe sneakers are required, except for lake days and Water Day, where campers should be sent with sandals or water appropriate footwear. Crocs are NOT appropriate footwear, except for lake days.
- Participants are to wear clothing that allow them to play comfortably and safely. Clothes will get dirty.
- Appropriate attire includes: shorts, t-shirt, pants, and sweats.
- Skirts are NOT recommended.
- Parents will be asked to pick-up their child if they come to camp wearing attire that displays offensive or inappropriate language or illustrations.

GUESTS: *Camper guests are currently not permitted*



GENERAL HEALTH POLICIES & PROCEDURES

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

The more you tell us about your child, the better our staff will be able to provide support. Confidential medical and psychological conditions will be shared on a need-to-know basis without stigmatization.

REQUIRED HEALTH FORMS - The following forms **MUST** be provided 2 WEEKS prior to your child attending the program.

- ⇒ Physical Examination - a report of physical examination conducted during the preceding **18** months
- ⇒ Certificate of Immunization - written documentation in accordance with the most current immunization schedules developed pursuant to recommendations of the Centers for Disease Control and Prevention.
- ⇒ Health forms can either be faxed to the office (413) 863-3229; or can be scanned and sent via e-mail to either ***recclerk@montague-ma.gov*** OR ***recdir@montague-ma.gov***.

GENERAL HEALTH & SAFETY REGULATIONS –

- *If your child suffers from any condition (before or during the program) that is contagious to others, they will not be allowed to attend until they are cleared by a doctor and a note is given to the Director stating that the child may attend/return to the program.*
- If a child becomes ill during the program, parents will be contacted to pick-up their child immediately.
- Should any health related information change during the summer, we must be notified *immediately* so we may make the appropriate changes on their registration form.
- Home/work/cell phone/pager numbers/emergency names & numbers must be current.
- Accident & Incident Forms - will be filled out by staff members, with signed copies given to the parents and Main Office.
- Campers who are not feeling well, or are in need of additional care will be brought to the camp's infirmary, located in the Unity Park Fieldhouse.
- Staff will administer basic first-aid or medical assistance commensurate with their training
- Any child who requires immediate emergency care will be transported to;

**Baystate Franklin Medical Ctr.,
164 High St.,
Greenfield, MA. 01301; (413) 773-0211.**

CHILDREN WITH SPECIAL NEEDS: If your child requires one-on-one supervision during school, they will most likely need similar care for Camp. However, MPRD does not have the resources to provide one-on-one supervision. Parents/guardians must make separate arrangements outside of the program, then coordinate with the Parks & Recreation Director.

HEAT EXHAUSTION & HEAT RELATED CONCERNS - Strong consideration is given to weather conditions in relation to that particular day's activity plan. The counselors will use their best judgment regarding the level of activity due to high heat and humidity, in addition to other inclement weather conditions. While we do take numerous water breaks on especially oppressive days, we still encourage all children to drink plenty of fluids and to take short breaks when needed.

If the heat index is forecasted to be 100 degrees or above, camp will be held at Turners Falls High School.

***GENERAL HEALTH POLICIES & PROCEDURES, Continued:**

SUN LOTION POLICY –

- Parents are responsible for applying sun lotion/block to their campers **BEFORE** they are sent to camp. Parents must also send lotion w/ their child so he/she may apply it to themselves throughout the day.
- Campers are responsible for applying lotion to their face, arms and legs.
- The staff will also, periodically throughout the day, remind children to re-apply lotion.
- If children need assistance, staff members will **ONLY** help the child apply lotion to the backs of their necks - and on Lake Days – their backs.
- It is recommended that the solar protection factor of **25** or greater be used for all screens and lip balm

LICE POLICY – While head lice is a common occurrence it can be easily transmitted from one person to another. Children diagnosed with live head lice do not need to be sent home early from camp; they can go home at the end of the day, be treated, and return to after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or camp has nothing to do with getting head lice.

TOILET TRAINING – ALL CAMPERS MUST BE TOILET TRAINED.

- Accidents happen, but if a child has one in their clothing, a parent will be called to pick them up immediately. We recommend that all children are sent with extra clothing.

Policies regarding the *Care of a Mildly Ill Camper, Administration of Medications, and Procedures for providing Emergency Care* are available upon request.

All staff are CORI/SORI checked on an annual basis. Parents may request review of final reports.



BEHAVIORAL RULES & PROCEDURES

Program rules are established with safety in-mind for campers and staff. Creating a climate of respect and healthy interaction will help us achieve that goal. Social conflict is normal and presents important opportunities for learning, and each group may even develop guidelines specific to their site.

However, the following core infractions are not tolerated in our camp, and children may be suspended or permanently expelled from the program without prior notice for any of these infractions;

- ⇒ *Physical abuse - hitting, fighting, biting, etc.*
- ⇒ *Verbal abuse/harassment*
- ⇒ *Foul language/gestures*
- ⇒ *Vandalism*
- ⇒ *Possession of weapons or foreign substances*
- ⇒ *Inappropriate sexual behavior*

Conversely, we expect all participants to.....

- Respect all participants, staff, equipment, and facilities.
- Participate in all activities.
- Follow and be attentive to the directions given by staff members.
- Stay with staff members and the group at all times. No child is allowed to leave the program under any circumstance without permission from parents and staff. Prior notice from parents must given to the staff if they are dismissing/picking up their child early.

A meeting between the parents, site staff, and Director may be needed if your child is having difficulty following these standards.



ACTION PLAN for FOSTERING POSITIVE BEHAVIOR

1. **Developing rules with the campers.** Rules will be reviewed periodically with the group during the program, and every effort will be made to utilize strategies that encourage positive participation.
2. **Encouraging Good Behavior.** Staff members will promote and encourage children to be respectful towards their peers and staff. We will engage in activities that help create a positive environment that brings out the best of each child's character
3. **Rules and behavior guidelines will be enforced without discrimination.** The staff will assess each situation, and will exercise their best judgment in addressing them.
4. **Incident Report Forms.** If there is an incident involving your child, a staff member will complete an incident form where you (or guardian) will be required to sign. A copy will be given to the parent, and a copy will remain in the MPRD Office.
5. **Lines of communication.** Communication should be open between parents and staff to help eliminate negative behaviors and encourage positive participation. We also have a "Communication To Parent" form to keep parents up to date on their child's behavior from time to time if it deems necessary.
6. **Behavior Management Plans.** Such plans may be developed if a child is exhibiting a negative behavioral pattern. A meeting may be scheduled between the parent, child, & staff to develop such a plan. If your child's school has developed a specific plan for him/her, please inform the staff so we can support the effort.
7. **Loss of Privileges.** If a child has had significant discipline problems during the week, they may lose the privilege of attending a field trip, special event or Lake Day.
8. **Removal from Program.** Always the last resort. If a child is being especially difficult during the day, the parents may be contacted to pick up the child immediately. If parents cannot be located, those noted on the child's pick-up list will be contacted. If the poor behavior continues through the long-term, where the safety of the child and others is consistently endangered, the child maybe permanently removed from the program. Refunds will not be honored.

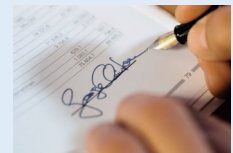
REGISTRATION PROCEDURES

Please Read **BEFORE** Registering

1. Registration is on a first come-first serve basis and is required for participation.
2. We suggest that you call ahead to make sure that the activity/program still has vacancies.
3. Please fill-out the registration form on the back page of this booklet. *Read it carefully.*
4. Either mail or bring the registration form down to our office with the payment:
 - An individual is not considered registered until payment is included with a registration form.
 - Registration forms & payments are processed through the Parks & Recreation Office **ONLY**.
 - **It is not the responsibility of summer staff members to bring these items to the office.**
6. Due to fixed costs associated with Summer Camp, there are no discounted fees for days your child does not attend.
Attendance is charged at full cost for all programs.
7. Registration and payments for a particular week ends the Wednesday before that week.
8. All registrations, transfers and changes are subject to availability.
9. Registration deadlines for weekly enrollment & field trips are strictly enforced.
10. Enrollment limits supersede registration deadlines. Once a program has achieved “full” status, an individual will be placed on a waiting list even if it is within the registration period.
 - Waiting lists are on a first come/first serve basis. As participants withdraw from the program, an individual from the waiting list will then be enrolled. We do not guarantee enrollment in a program for individuals on a waiting list.
11. There is a \$25.00 fee for returned checks.
12. Proof of age must be provided upon registering children 5 years of age
13. We do not accept third-party registrations.
14. If you know, in advance, that your child will not be attending camp for a week which he/she is registered, please contact the MPRD Office immediately. Failure to do so will result in being charged for that week.
15. Previous participation in past program or activity **DOES NOT** guarantee automatic enrollment for current program or activity.
16. MPRD reserves the right to change program specifications due to unforeseen circumstances.
17. Parents who are either separated or divorced - It is not in the interest of the Parks & Recreation Department nor the Town of Montague the specific arrangements between the two parties relative to payments as it is the *participants* of the program who carry the balance, and therefore, further participation is not possible until the charge or balance is paid.

Refund Policy

- Registration fees are not refundable once playground has begun.
- Field trip fees are not refundable. If a trip is cancelled you will receive a full refund.
- If your child misses a playground day/session for any reason, a refund will not be granted.



Cancellations: Programs/Activities may be cancelled due to lack of enrollment, inclement weather, and/or other unforeseen circumstances. We will do our best to inform all participants of such notice. All attempts will be made to provide announcements on the *REMIND* App, Facebook Page, WHAI FM 98.3, and notices at the program site.

SPONSOR-A-CHILD SCHOLARSHIP PROGRAM

Dear Friends,

As we all know, the summer months are those that conjure the most precious memories of our youth. It goes without saying that we would like to have each child experience this through our Summer Camp, which has served Montague children very well over the years.

*Unfortunately, there are many families that do not have the financial resources to support program tuition. Our Sponsor-A-Child Scholarship Program is established to provide children from those families to participate. As you may imagine, funds are very limited, so it makes your contribution that much more significant. If you would like to donate to this program, please send with payment (made payable to the Town of Montague) to the Montague Parks & Recreation Department. **ANY AMOUNT IS HELPFUL.***

*Our scholarship program has served hundreds of children from Montague over the years. We thank those individuals and organizations who provided us the means to offer this program, and we thank **you** for considering this inquiry.*

Scholarship Policy:

This policy is subject to change, and may be modified by the Parks & Recreation Department at any time.

- Available for Montague residents only. Proof of residency required.
- Completion of scholarship application with proof of income is required.
- MPRD follows the National Free School Lunch standards to determine award levels.
- Due to the volume of scholarship requests received, the Parks & Recreation Department is able to offer scholarships for up to two programs per family in a given fiscal year (July 1 – June 30).
- MPRD reserves the right to award funding based upon available funds in the scholarship account.

The scholarship account is funded by private donations (most notably the Turners Falls Athletic Club) and profits derived from MPRD special events, eg. Sawmill 10K Run, Peter Cottontail's EGGstravaganza.

