



North Reading Parks and Recreation
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Welcome to the North Reading Parks & Recreation Kids Connection and Summerscape Programs. The staff has planned six - eight fun-filled and exciting weeks for your child. We have prepared this outline for your information and hope it will help you prepare your child for the time they will spend with us.

DROP OFF & PICK UP

All children must be signed in and out of the program by their parent/guardian with their counselors at 9:00 AM.

Pick up is at 11:45 AM. For Kid Connection and 3 PM for Summerscape

Both drop off and pick up are at our new Recreation Center at Ipswich River Park at 5 Central Street for Kid Connection

Drop off and pick up will be at the turn around circle in the top of the entrance of the Middle School for Summerscape.

Any child not picked up from Summerscape by 3PM will be sent to aftercare in the Gymnasium and a parent will be called.

If a parent is more than 15 minutes late for pick up at end of program or at end of Aftercare, they will be asked to pay a \$10.00 fee for that day. If you are more than $\frac{1}{2}$ hour late for pick up your child will be made to wait outside with a staff member until pick up is made. A total charge of \$20.00 will be charged to cover the cost of the two employees that are required to stay after hours. You will also receive a written notice. If you receive 2 notices you will be asked to meet with the director. Please respect pick up times. Many of our staff members have other commitments in the evening.

Children **MUST** have a written note to be picked up by someone other than the person who signs them in. The note **MUST** be submitted the morning of the change. **NO EXCEPTIONS.** Please understand this is for your child's safety.

WHAT TO BRING

A water bottle. We prefer refillable and reusable bottles with names on them.

One healthy snack for Kid Connection.

One healthy snack and a bag lunch and drink for Summerscape.

NO GLASS CONTAINERS

Be sure your child wears appropriate shoes/sneakers that can get wet. **NO SANDALS.**

An extra change of clothes
towel and hat.

PLEASE MARK EVERY ITEM WITH CHILD'S FULL NAME IN PERMANENT INK. LOST & FOUND ITEMS WILL BE KEPT UNTIL ONE WEEK AFTER COMPLETION OF THE PROGRAM

CHILDREN WILL SPEND SOME TIME OUTDOORS. PLEASE APPLY SUNSCREEN BEFORE YOU SEND YOUR CHILD TO THE PROGRAM. CHILDREN IN SUMMERSCAPE SHOULD BRING A BOTTLE OF SUNSCREEN TO BE KEPT AT THE PROGRAM WITH THEIR NAME LABELED ON IT. THEY WILL BE ASKED TO REAPPLY AT LUNCHTIME.

MEDICATION POLICY

Only medications of an emergency nature will be dispensed, i.e. epi-pen, inhalers. The Authorization for the Administration of Medications form must be completed and returned to the program before any medication can be brought to the program. This form is available at the Parks & Recreation office. Please contact the office with any questions.

FIELD TRIPS

Field trips are held every Wednesday for the Summerscape participants. If you choose not to attend the field trip, there is no program at the Little School that day. The field trips are at an additional fee and each one will require a permission slip and payment by the Monday morning prior to the trip. Children must wear their Parks & Recreation t-shirts on the day of the trip. Field trip permission slips will be available the entire week before a trip at the sign in table.

BEHAVIOR POLICY

See attached policy.