

# WESTFORD RECREATION



## 2024 PARENT HANDBOOK

*\*Summer Beach Party at EBC\**

*\*Destination Exploration\**

*\*Kids Club\**

# Westford Parks & Recreation

65 Main Street 3<sup>rd</sup> Floor  
Westford, MA 01886

Phone: 978-692-5532

Fax: 978-392-4471

Destination Exploration .....	978-799-1007
Kids Club.....	978-799-9586
Summer Beach Party at EBC.....	978-799-1007

Kids Club and Summer Beach Party serving ages 4-13, and Destination Exploration serving ages 7-13.  
Operating Monday-Friday, 9:00 a.m.-3:00p.m. Two, three, or four-day options, as well as a full-week option, are available.

## PROCEDURES

### REGISTRATION

Registration for all summer programming is available at [www.westfordrec.com](http://www.westfordrec.com). Create an account (if you do not already have one) and follow the steps, adding all household members and completing all required questions and documentation. If you are having trouble accessing an old account, please give the office a call and we can help.

### **Two, Three, Four-Day or Full Week Program**

- Once registered, no switching of selected days. See transfer policy
- Sibling discount applies to full week registration only.
- Call to ask about our Town of Westford Employee Discount Program

### DEADLINES

**Full Week:** Sign up is due the Thursday prior to the week your child is attending. (If space is available)

**Single Day:** Sign up is due the business day before 12 p.m. (If space is available)

A \$25 late fee will apply to any registration received after the deadlines.

### PAYMENTS

Credit card payments can be made directly through the [westfordrec.com](http://westfordrec.com) website

\*\*Children will not be accepted at any program without prior registration.

### ABSENCES

The program director must be notified if your child will be absent. Please call the Recreation Office and leave a message at (978) 692-5532, or leave a message on the program cell phone.(listed above)

### DIRECTIONS

*Destination Exploration* and *Summer Beach Party at EBC:*

- Entrance to East Boston Camps is across from Stony Brook Acres, 1 Plain Road.
- Follow the road onto the property. Please follow the **10 MPH** limit and be aware of other pedestrians/vehicles.
- Follow the road and signs for Westford Recreation program.

*Kids Club:*

- The Nabnasset School is located at 99 Plain Road.

## Swim lessons and occasional pickup will be located at Edwards Beach (Corner of Birch and Williams Ave)

- From Westford Common (Police Department on your right and the J.V. Fletcher Library on your left).
- Follow Depot Street Past Abbot School (on right), go over train tracks.
- Bear right at the fork onto Plain Road.
- Take Plain Road past Nabnasset School and take a left onto Williams Avenue.
- Follow Williams Avenue to the end and turn left. Edwards Beach will be on your right.

## DROP OFF/SIGN-IN PROCEDURE

All children should be brought to the program by a parent/guardian or authorized individual.

## Destination Exploration and *Summer Beach Party at EBC*

When you arrive at East Boston Camps follow the dirt road past the parking area and through the open yellow metal gate. Follow the road until you see the **Destination Exploration sandwich board** that will instruct you to turn left into the designated drop off area. Drive towards the cabins and pull forward to the designated spot where your child may get out of the vehicle. A staff member will be standing there so your child can be checked in. Adults, please remain in your vehicle. There is limited space for parking, and we do not want to hold up the drop-off line. If you do need to speak to the program staff, you will be guided to a parking spot where you can park and exit your car. Drop off can be hectic so we encourage parents to reach out with any questions or concerns ahead of time.

**\*\*\*PLEASE BE AWARE THAT THE TEAMWORKS ADVENTURE CAMP ALSO TAKES PLACE ON THE EAST BOSTON CAMPS PROPERTY. IF YOU HAVE DRIVEN ALL THE WAY UP THE ROAD TO THE UPPER CAMP, YOU HAVE GONE TO FAR\*\*\***

## Kids Club:

When you arrive at the Nabnasset School, please park and walk your children up to the group of counselors on the sidewalk. The group of counselors will be placed next to the groups numbered signs along the sidewalk of the school. They will then be brought to the next meeting spot to meet the rest of the children in that group.

## PICK UP/SIGN-OUT PROCEDURE

Your child will not be released from the program unless a parent/guardian or authorized adult signs them out. **(You may be asked to show ID.)** All adults picking up your child must be authorized on your *Child Info Form*. In case of emergency, telephone authorization will be accepted after verification. Please form a single car line when you arrive. Children will be brought directly to you.

## Kids Club:

The children will either be outside or in the gym to be picked up. It is imperative that you sign your child out with his/her counselor before taking them. Please see your child's counselor with the clip board to sign your initials next to their name.

## Destination Exploration:

Please pull up to where you dropped off in the morning. Remain in your car and a staff member will go get your child. You will be handed the clip board to sign them out.

## WHAT TO BRING

Snack, lunch and drink, bathing suit and 2 towels, change of clothes, sneakers and sandals/water shoes, sunscreen, insect repellent with DEET, and refillable water bottle. Pack a pair of light-colored long pants and a long sleeve shirt that can be tucked in. Rain gear and a sun hat are advisable. PFD (life jacket) if swim test is not passed. Please label all belongings.

## REQUIREMENTS FOR SWIMMING AND BOATING § CHRISTIAN'S LAW

Town of Westford Lifeguards will administer the assessment, in which the swimmer must obtain a level 3. This includes swimming 25 yards front crawl, 25 yards breaststroke, and treading water for a minute and a half. The lifeguards will determine the level of the individual swimmers. Swimmers must demonstrate the strokes with ease and may not touch the ground while swimming. If the child does not reach a level 3, they may still swim, but will be required to wear a life preserver that is coast guard certified (provided

by the parent). Participants who choose to use the paddleboards must be a level 3 swimmer and must also wear a life preserver while out on the water. Swimmers must reach a level 4 to use the raft.

Swim Tests are required for all program participants. All tests will be scheduled on a regular basis by program Site Directors during regular program hours. Massachusetts General Law (M.G.L.) c. 111, §127A½, commonly referred to as “Christian’s Law”, states that all municipal programs must issue a swim assessment for children participating in the program. Life jackets will not be required during scheduled swim lessons. Life jackets will be provided for program participants if they fail to bring their own.

### **GROUP SIZE**

- Group sizes will be less than or equal to 12. This includes 2 staff per group.
- Staff will be assigned to a specific group of participants each day.

### **ALLERGIES, DIETARY RESTRICTIONS, AND SPECIAL LIMITATIONS**

We ask that you please inform us, in writing, if your child has any allergies, dietary restrictions, or chronic health problems so that an individual plan may be arranged for your child. These are posted in a private area for staff notices. If your child has an EpiPen® Auto-Injector, other device used to administer epinephrine, or an albuterol inhaler, you **MUST PROVIDE ONE STRICTLY FOR OUR USE**. We will do our best to plan activities that accommodate your child’s special needs; at times, you may be requested to send a special snack.

### **ADMINISTRATION OF MEDICATION**

Recreation staff cannot administer medication, unless required in an emergency. Please administer medication before the start of program or make the necessary arrangements with the program director to have a parent/guardian or authorized individual administer the medication during program hours. All medication must be labeled in the original container, with the child’s name, name of the drug, dosage, and directions for its administration and storage. Topical nonprescription medications may be administered to a child only with written parent/guardian authorization.

### **ACCIDENTS AND EMERGENCIES**

Emergency information must be kept up to date. Staff must be able to contact parents in the event of an accident or emergency. If any changes occur in address, telephone numbers, or medical information, please notify the **Recreation Department in writing immediately**. Recreation Staff are trained in First Aid and CPR procedures and will provide basic care. Medical emergencies are handled in the most expedient way possible. Under normal emergency circumstances, the staff person in charge will call the local fire department and an ambulance to transport your child to the nearest hospital or medical facility. Every effort will be made to contact you. A staff member will stay with your child until your arrival.

### **TICKS AND DEET**

Ticks are part of our natural world, and as such, we know that children and staff can be exposed to ticks anywhere in nature, whether it is a schoolyard or hiking trail. It is our intention to raise awareness about how to prevent tick-related illnesses in general and not to cause you alarm. Deer ticks, which can be smaller than a freckle and are extremely hard to see, contain the bacterium which causes Lyme disease. Typical symptoms of Lyme include fever, headache, fatigue, and a characteristic skin rash and can lead to a serious disease. Steps to prevent Lyme disease include using insect repellent containing DEET, removing ticks promptly and wholly (body AND head), and wearing lightly colored long-sleeved shirts and pants. It is suggested that you check your child daily for ticks. Pay close attention to waistlines, groin, under arms, behind knees, ears, and around the hair line. A tick bite itself does not cause infection. To transmit a disease, a tick would need to be attached for at least 24 hours, which is why daily tick checks are so effective. If you find one, pull the entire tick straight out, and save it for lab testing. Putting hydrogen peroxide on the wound is recommended. For tips on proper tick removal and additional information, check the CDC’s website: [http://www.cdc.gov/ticks/removing\\_a\\_tick.html](http://www.cdc.gov/ticks/removing_a_tick.html)

### **RULES, BEHAVIOR MANAGEMENT, AND DISCIPLINE**

Westford Recreation staff is trained to use positive behavior management techniques. In all situations, we communicate with the child’s parent(s). If it is not possible to resolve the issue, we may determine that dismissal from the program is necessary. We believe in a positive approach to managing children’s behavior using redirection and dialogue. Our goal is to assist in developing self-control and engaging children in socially acceptable behaviors. Adults will model, coach, and encourage guidance techniques of discipline that are fair, consistent, and respectful of children. This is based on the understanding of individual needs and behavior of

children at varying developmental levels. Simple and understandable rules are established so expectations and limitations for children are clearly defined. Acceptable guidance techniques of our staff include:

- Focusing on and reinforcing positive behavior by using encouragement and words of praise.
- Anticipating problem-triggering situations.
- Limiting the child's participation in any action that triggers unacceptable behaviors.
- Soliciting cooperation.
- Involving children in setting of rules and in discussion on how to handle inappropriate behavior.
- Providing alternatives to undesirable behavior.
- Allowing the chance to regroup and regain control in a quiet and relaxed area.
- Removing the child from stressful situations.

Staff may remove a child from an activity, if necessary. Parents will be contacted as the need arises. If children are physically or emotionally harming themselves or others, or are a threat to the safety of others, parents/guardians will be notified immediately

### **PROCEDURE FOR INAPPROPRIATE AND/OR UNACCEPTABLE BEHAVIOR**

1. If a child is not cooperating or following the rules, we will first try to redirect the behavior through adult intervention and guidance techniques. We will attempt to provide options and choices for a child to help bring about positive change. **If the issue is of a serious nature, you will be called for immediate pickup of your child.**
2. If a child is unable to gain control, the child will be given a warning that he/she will have to take time away from the group to gain control.
3. If a child does not respond to the warning or if the behavior requires immediate adult intervention and consequences, the child will be removed from the group. The child will indicate when he/she is ready to return to the group after talking with an adult. An incident report will be issued, and the child's parent/guardian will be required to sign the report to acknowledge receipt.
4. The Recreation Director will reach out to have a conversation with the parents to ensure we making appropriate behavioral accommodations for the child.

**After three incident reports have been recorded, your child will be suspended and/or removed from the program.**

**No refunds or credits will be given. PLEASE NOTE: Depending on the circumstance, it is at the discretion of the program director and the Director of the Recreation Department to decide the length of suspension period, a termination decision, and/or if a child needs to be picked up immediately.**

## **POLICIES**

### **AGE REQUIREMENTS**

These requirements are set up out of concern for your child's safety and well-being and will be STRICTLY ENFORCED. Violators will be removed from the program with NO reimbursement of fees. PROOF OF AGE MAY BE REQUIRED IF DEEMED NECESSARY.

### **RECEIPTS, FLEXIBLE SPENDING AND COMPANY REIMBURSEMENT FORMS**

Receipts may take up to two weeks to generate and process. Please plan accordingly. If you require a *Flexible Spending* or *Company Reimbursement Form* signature, please bring the documentation directly to the Parks & Recreation Department for signature.

### **NON-DISCRIMINATION**

We do not discriminate by any means protected by law, including race, color, religion, gender, national origin, age, or disability. We will provide reasonable accommodation for children with disabilities. However, we may restrict admission of children if we would need to hire another staff member specifically for the purpose of caring for your child.

### **REFUND POLICY**

**Due to staffing requirements, requests for refunds or transfers will be decided on an individual basis, once reviewed by the Director or Assistant Director of Recreation. Refunds will be provided for sickness/injury when documented by a healthcare professional.**

## **REFUND POLICY (continued)**

Because our programs are supported totally by fees, refunds are not given. In the case of a medical withdrawal, a refund will be given minus a 25% administration fee after the Recreation Office receives a doctor's note. In the case of a medical withdrawal, please allow two to three weeks for a refund.

**If a participant withdraws from a program at least seven days prior to the start date, they are entitled to a credit minus a 25% administration fee for EVERY program withdrawal. If a participant withdraws from a program less than seven days prior to the start date, no credit/refund will be issued.**

- **NO** credit/refund if withdrawal is less than seven days prior to the start date.
- **NO** credit/refund for classes missed or forgotten.
- **NO** credit/refund due to participant's inability to attend a make-up/rain date.

## **TRANSFER POLICY /FEE**

If you request to switch from one week (**there is no transferring/switching of days**) to another for:

*Destination Exploration, Kids Club or Summer Beach Party*, **YOU WILL INCUR A \$25 TRANSFER FEE After June 1st.**

Schedule change/transfer requests must be made seven days prior to your child(ren)'s start date(s). Requests received less than seven days will not be accepted due to staffing. **PLEASE NOTE: Westford Recreation cannot guarantee all requests will be granted.**

## **LATE PICKUP POLICY**

If your child is not picked up from the program by 3:00pm, they will be automatically sent to extended day, and a daily fee of \$15 will apply. If your child is not picked up by the end of extended day at 5:30 pm, or by the end of car pickup, a phone call will be made to a parent/guardian. (After three occurrences, you will be asked to schedule a meeting with the Director to discuss continued enrollment.) If parent/guardian cannot be reached, a call will be made to the "Emergency Contacts" on your child's form. The person contacted will be asked to pick up your child. If we are unable to contact anyone after 6:00 pm, the staff member in charge will call the Police Department and a report of action will be placed in the child's file. It is at the staff's discretion to remain at the program site or drop your child off at the Police Department. **PLEASE NOTE:** The Recreation Department is compassionate to parents' needs and understand that most parents are "working parents" and may, from time to time, miss their train, get stuck in traffic, etc. However, we also feel that if you cannot be on time to pick up your child, other arrangements should be made by you. Please keep the program phone numbers handy and call if you will be late.

## **PARENT BEHAVIOR POLICY**

Westford Recreation expects that all adults in contact with the staff, program, families, children, and administrators always act respectfully and appropriately. Behavior, which is abusive, disruptive, or uncooperative will not be tolerated. Inappropriate behavior includes parents/guardians or designees arriving on the premises under the influence of drugs or alcohol.

In the event of inappropriate conduct, we will follow these procedures:

- The individual involved will be asked to attend a meeting with the Director in a timely manner to address the immediate concerns.
- Documentation of the inappropriate conduct and the subsequent meeting will be placed on file.
- When warranted, considerations to suspend, terminate, or decline re-enrollment of the family in the program.
- Families will be informed, in writing, of the decisions made by Westford Recreation.

If we feel your child's safety is being compromised in any way, we will help seek alternative transportation. We may also call the appropriate authorities, if necessary. This decision will be made to ensure the safety and well-being of program children, families, staff, and administrators.

## **MANDATED REPORTING OF CHILD ABUSE/NEGLECT**

All staff members are mandated reporters of suspected child abuse and neglect. As such, we are required by law to report any suspected incidents of possible child abuse and neglect. Children exhibiting suspicious bruises, abrasions, burns, or other physical marks will be reported to the Department of Social Services. In addition, we are required to report to the appropriate authorities any suspicion of any action or situation which may endanger the life of a child in our care, including alcohol intoxication or under the influence of drugs. Children will not be released to parents/guardians or designees who are under the influence of drugs or alcohol. Police will be called immediately.

## **COURT ORDERS, CUSTODY AGREEMENTS, AND RESTRAINING ORDERS**

Occasionally, programs are put into a difficult position by parents/guardians who are involved in a custody dispute. It is the parent's/guardian's responsibility to notify the Recreation Department in these types of situations. Difficulties of this type must be discussed with the directors so that we can clarify our procedures and limitations. The parent/guardian **MUST** bring a legible photocopy of the court order in its entirety. Legally, without said documentation, we **MUST** release the child to any parent/guardian that is picking up. In the absence of a court order, the program cannot deny a parent/guardian access to his or her child. We cannot take word of mouth or written notes from parents/guardians stating any of the above.

Even with a court order, our ability to deny access is limited to promptly notifying the custodial parent/guardian and the proper police authority should unsanctioned contact be attempted or occur at the program. Staff members will be instructed not to place themselves in jeopardy to mediate a family dispute or to attempt to enforce a court order. If an unsanctioned parent/guardian chooses to leave the program with the child with a court order in force, the custodial parent/guardian will be required to sign a waiver acknowledging the program's inability to physically obstruct a hostile effort to take the child from the program.

## **BULLYING**

Refer to Westford Public Schools Bullying Policy and Massachusetts General Laws regarding bullying. Bullying is most commonly defined as an individual being exposed repeatedly over time, to intentional injury or discomfort inflicted by one or more other individuals. Bullying will be grounds for disciplinary action up to and including suspension or expulsion for students and terminations for employees. All allegations of bullying will be promptly and reasonably investigated.

## **HARASSMENT**

Refer to Westford Public Schools Harassment Policy and Massachusetts General Laws regarding harassment. All contact and communication will be free from all forms of harassment due to race, gender, sexual orientation, color, religion, national origin, and physical or emotional challenges.

## **PERSONAL ELECTRONIC DEVICE BAN**

We ask that all participants leave their personal electronic devices (e.g. cell phone, iPod, tablet, etc.) at home. These expensive items are often damaged or lost and our staff cannot ensure the safety of such equipment. If you wish to send program-specific electronics, please discuss it with the program director. Westford Parks & Recreation will assume no liability for these device

# Directions for *Destination Exploration* at East Boston Camps

Site Cell#: 978-799-1007

## *Destination Exploration*

**Directors:** Steven Doung, Ben Stanley, Nick Adams

*Destination Exploration* for ages 7-14 is held Monday-Friday, 9:00 a.m.-3:00 p.m. One, two, three, or four-day options, as well as a full-week option, are available. Children may be dropped off starting at 9 a.m. Please do not drop earlier or you will be charged an early arrival fee of \$12.00.

### **Early Arrival and Extended Day Option**

*Early arrival* is available Monday-Friday, 7:30-9:00 a.m. The fee is \$12 per day or \$60.00 per week for residents and \$15 per day and \$70.00 per day for non-residents (except for 4<sup>th</sup> of July week) and *Extended Day*, 3:00-6:00 p.m. and the fee is \$16 per day or \$80.00 per week for residents and \$20 per day or \$90 per week for non-residents (except for 4<sup>th</sup> of July week) **These options must be selected at time of registration to ensure we have appropriate staff.**

### **Swimming & Boating Requirements**

Due to Christian's Law, a swim assessment is required for all children participating in this program. Participants are required to wear Coast Guard approved PFD's while boating, canoeing, etc. In addition, they must be able to do the following:

- Swim 40 strokes out from the shallow part of the lake, turn, and swim back to shore.
- Tread water for two minutes; 15-20 seconds with hands in the air.
- Successfully demonstrate a back float and/or prone float.
- Swim 10 strokes out from the shore and bob back to the shore.

### **What to Bring**

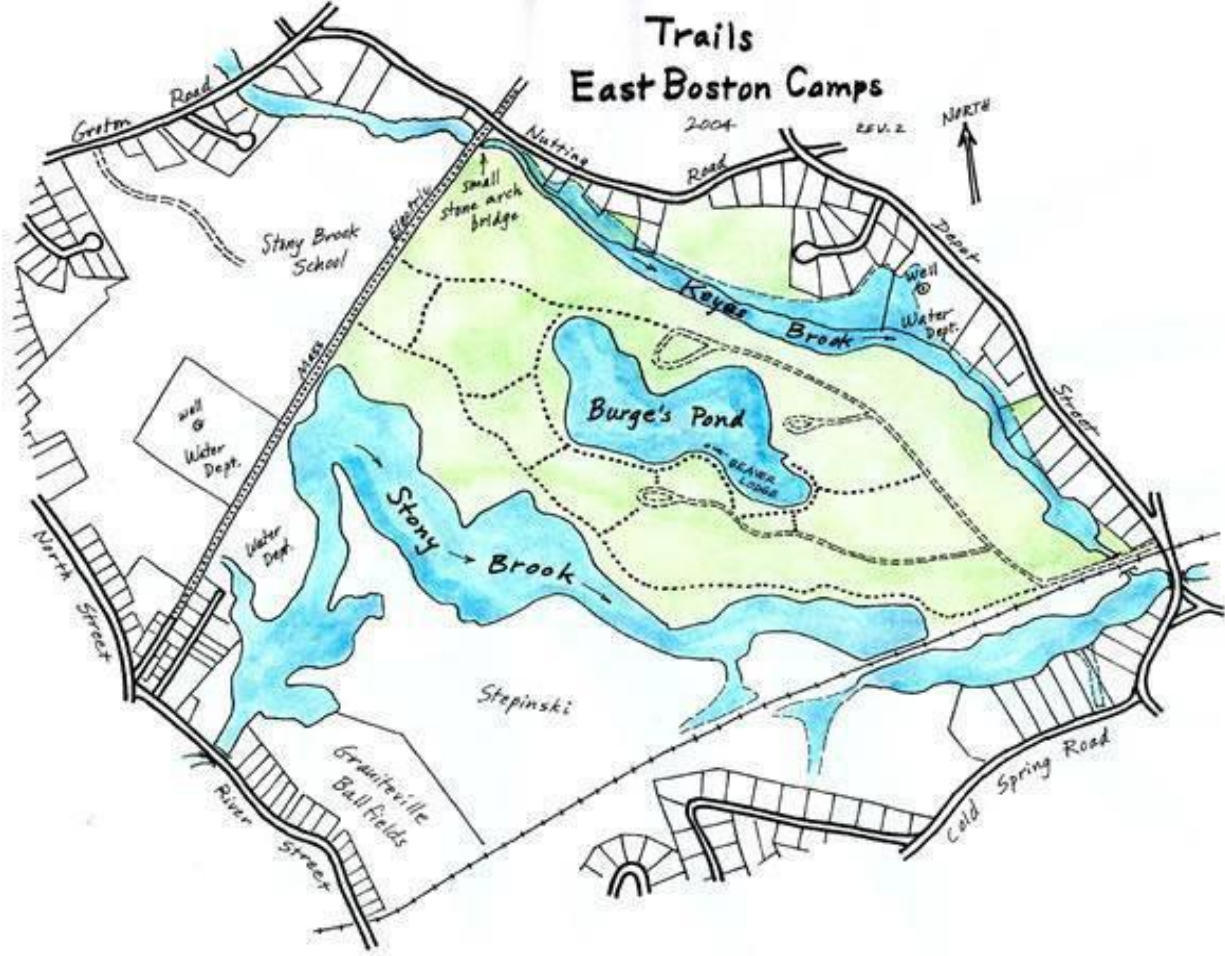
Your child(ren) should bring a snack, lunch and drink, bathing suit and towel, change of clothes, sneakers and sandals/water shoes, sunscreen, insect repellent with DEET, and refillable water bottle. If your child(ren) are enrolled in *Extended Day*, be sure to pack an additional snack. Pack a pair of light-colored long pants and a long sleeve shirt that can be tucked in. Rain gear and a sun hat are advisable. Please label all belongings.

**\*The Snack Shack is open daily for children to purchase extra snacks/treats.**

### **Two, Three, or Four-Day Program**

- \$80 per day for residents and \$90 per day for non-residents , 9 a.m.-3 p.m.
- You must register by noon, one business day prior to your child(ren)'s start date.
- Once registered, no switching of selected days.
- *Early Arrival* and *Extended Day* options available.
- NO sibling or multi-week discount for partial week
- All **Destination Exploration** policies apply.





# Kids Club

Directors: Tiffany Gintner

**Kids Club** for ages 4 to 13 is held Monday through Friday, 9:00 a.m.-3:00 p.m. One, two, three, or four-day options, as well as a full-week option, are available. Children may be dropped off starting at 9 a.m. Please do not drop off earlier or you will be charged an early arrival fee of \$12.00. If you arrive after 9:15 the staff will be all together on the outside field or the cafeteria getting ready for the morning meeting.

## Early Arrival and Extended Day Option

*Early arrival* is available Monday-Friday, 7:30-9:00 a.m. The fee is \$12 per day or \$60.00 per week for residents and \$15 per day and \$70.00 per day for non-residents (except for 4<sup>th</sup> of July week) and *Extended Day*, 3:00-6:00 p.m. and the fee is \$16 per day or \$80.00 per week for residents and \$20 per day or \$90 per week for non-residents (except for 4<sup>th</sup> of July week) **These options must be selected at time of registration to ensure we have appropriate staff.**

## Field Trips

There may be a field trip planned the week your child attends. If you decide not to send your child on a trip, you must make other arrangements for them as the entire staff will be away. We do not prorate, and we do not refund for the day of a trip. We are in a time crunch so the bus will leave promptly at the designated departure time. We can't wait for your child to arrive. No refunds will be given for missing the bus.

## What to Bring EVERYDAY

Your child should bring a snack, lunch and drink, bathing suit and towel, change of clothes, sneakers and sandals/water shoes, bug spray, sunscreen, and refillable water bottle. If your child is with us for *Extended Day*, be sure to pack an additional snack. Please label all belongings.

## Registration Policies

- Registration forms and payment are due by noon on the Thursday prior to the week your child will be attending the program. Registrations submitted after that time will incur a \$25 late fee. **NO EXCEPTIONS.**
- Sibling discount of \$15, for full weeks only, applies to 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> child registered **AFTER** 1<sup>st</sup> child in same week.
- Our programs are supported totally by fees; **REFUNDS ARE NOT GIVEN.**
- Cancellations made seven days prior to start date are entitled to credit minus a 25% administration fee per each week canceled. Less than seven days prior, no credit will be given.
- **YOU MUST** complete a *Child Information Form* at the time of registration on [www.westfordrec.com](http://www.westfordrec.com). If your child would like to be with a friend, please indicate that on the Child Info form in the "special comment's" section.
- **Please read the complete handbook for a comprehensive list of policies, procedures, and important program information.**

# Summer Beach Party

Director: Recreation Staff

**Summer Beach Party** for ages 4 to 14 is held Monday through Friday, August 14-18 at the **Destination Exploration** Program location. See **Destination Exploration** description above for details. This program covers the weeks we can't run our Kids Club program