

# Patton Park Summer Program 2019 Parent Manual

Dear Parents and Families,

Welcome to summer 2019! We are very excited to see you at Patton Park. In this manual, you will find important information (drop off and pick up spots, protocols, what to bring, etc.) for the upcoming Summer Program. Please read carefully as we have **new** policies. We are looking forward to meeting you and having a wonderful, fun-filled summer!

See you soon!

The Patton Park Summer Program Staff

### Sessions Schedule

Session	Theme	Dress Day (always Wednesdays)	Field Trip (Jr. All Stars and All Stars only)
1: June 24-28	Spirit Week	Dress to show us what you love!	<b>Thursday June 27</b> LEGOLand Discovery Center
2: July 1-5 <b>(no park Thurs. July 4)</b>	Independence Week	Red, white & blue	<b>Tuesday July 2</b> Laser Craze
3: July 8-12	Animal Planet	Animal Dress Day	<b>Thursday July 11</b> New England Aquarium
4: July 15-19	Water Week	Ocean Dress Day (creatures/pirates/etc)	<b>Thursday July 18</b> Take Flight Adventure Park
5: July 22-26	Music Mayhem	Dress like a favorite musician/wear music-related clothing	<b>Thursday July 25</b> Canobie Lake Park
6: July 29- Aug. 2	Color Craze	Competing Colors (you'll be assigned red or yellow)	<b>Thursday August 1</b> Dave 'n' Busters
7: August 5-9	Throwback Week	Dress like people did "back in the day"	<b>Thurs. August 8</b> Water Country
8: August 12-16	Wacky Week	Mismatch Day	<b>Thurs. August 15</b> Kimball Farms
<b>Note: No park on Thursday July 4<sup>th</sup>!</b>			



### **Patton Park Administrative Staff**

<b>Park Director</b>	Hannah Lynn Mell
<b>Park Assistant Director</b>	Tristan Burke
<b>Park Assistant Director</b>	Lila Frankenstein
<b>Recreation Department Director</b>	Sean Timmons
<b>Recreation Department Assistant</b>	Danielle Kiely

### **Location**

The Patton Park Summer Program is held at Patton Park. We will be using the fields, tennis courts, and pool. Parksters will be able to use the playground only at the discretion of the park director as this is a popular spot and is very busy during the day. The children will be playing sports, tennis, doing arts/crafts, and participating in counselor/CIT-led activities (CLAs). They will also enjoy plenty of time at the pool. On rain days, we'll meet at the Recreation Department behind the library. (More info on that to follow!)

### **Patton Park Office**

The Park Program office is located within the pool area. Should you need to contact Hannah, the Park Director, please feel free to send an email to [summer.pattonpark@gmail.com](mailto:summer.pattonpark@gmail.com). For more immediate assistance, you may call the Recreation Center (978-468-2178) or the Park Office (978-626-5271).

### **Newsletters**

We will email a newsletter to all families before each week-long session. These newsletters will contain important notices (dress days, special activities, etc.). We will be sending newsletters to the email address(es) provided during registration. If you ever experience a problem opening the attachment, please call the Recreation Office at 978-468-2178. A copy of the newsletter will also be hanging in the Recreation Office and the Park Office.

### **Text & Email Blasts**

We encourage all parents of our parksters to enroll in our text and email blasts. We will use both of these functions to communicate things such as rain day announcements, field trip return times, or any type of pickup location changes that may happen during the camp day. You can enroll in both of these through your online account, or contact our office and we will assist you in making sure you are enrolled in both of these.



### **Child out Sick / Absent Policy**

If your child will not be able to attend camp due to illness or for any other reason, please call the Park Office at 978-626-5271 before 8:30AM. If there is no answer, please leave a message with your name, your child's name, age, and group. Remember to speak **slowly and clearly**.

### **Lost and Found**

The lost and found will be located inside the Patton Park Office. We do our best to get lost items back to your children at the end of each day. We **strongly** suggest that you **label everything** you send to park with your children. We try to limit the amount of lost and found items. **At the end of the summer all items will be donated.**

### **Travel Groups**

This summer, there will be 6 travel groups. Each travel group will have 3-6 counselors accompanied by CITs. Our age groups are:

Tiny Tanks	4-year-olds
Little Generals	5 & 6-year-olds
Frog Catchers	6 & 7-year-olds
Young Explorers	7 & 8-year-olds
Junior All Stars 9s	9-year-olds
Junior All Stars 10s	10-year-olds
All Stars	11 & 12-year-olds

Each group will have a designated sign in/out spot. These spots will be spread throughout the park to alleviate traffic congestion.

### **Sign-in and Sign-out Spots**

<b>Travel Group</b>	<b>Age</b>	<b>Location</b>
Tiny Tanks	4	Pool
Little Generals	5 & 6	Pond (in front of brown garage)
Frog Catchers	6 & 7	Gazebo
Young Explorers	7 & 8	Tennis Courts
Junior All Stars 9s	9	Little League Diamond
Junior All Stars 10s	10	High School Diamond
All Stars	11 & 12	High School Diamond



**For the safety of the children, please exercise extreme caution when driving down the dirt path to the baseball fields. Also, for safety purposes, identification will be checked. If someone not on your pick-up list is picking up your child, you MUST send your child with a **signed** note. If a counselor does not know the person picking up your child they will ask for an ID—be prepared.**

Sign-in begins promptly at 8:45AM and ends promptly at 9:00AM. The first activities for all groups start at 9:15AM. For your child's safety, we require parents/guardians to sign their child in with their counselors. If you are running late for any reason, please bring your parksters to the camp office at the pool and a director will drop them off with their group. If your child is not signed in, you will be called by the camp director. This is for the safety of your children. **Unless a child has a **signed permission slip** to walk or bike, a parent/guardian or someone on his/her drop off/pick up list MUST sign the child in.**

Sign-out begins at 1:00PM and ends promptly at 1:15PM. You must sign your child out in the same fashion you signed them in unless your child has a **walker/biker permission slip** signed and on file with the camp director. **Please talk with your walker/biker to make sure s/he knows to sign in and out with the counselor.** If your child attends PM Park, the same policy applies.

### **AM Park**

Morning Park is an option for parents to drop their children off at park at 8:00AM with a counselor. **EARLY MORNING DROP OFF IS AT THE PLAYGROUND.** Our counselors will supervise children at the playground until the regular hours of the program start. The counselor in charge will then drop off the children with their group and they will start their day.

### **PM Park**

PM Park now runs Monday through Friday and is **LOCATED NEXT TO THE POOL.** In the afternoon the parking lot for the pool will be quite full. You may park over by the big baseball field and walk over to pick up your children. This is the closest route to our location. Pick up ends promptly at 3:30.



### Daily Schedule

Each day your child will participate in Arts & Crafts, Sports, Swimming and Tennis lessons, Counselor Led Activities (CLAs) and special events. Our counselors will select activities for each group according to their age and skill level. These are our planned daily schedules for each group. These schedules are subject to change!

Time	Tiny Tanks	Little Generals	Frog Catchers	Young Explorers
8:45-9:00	Drop Off	Drop Off	Drop Off	Drop Off
9:15-9:45	Swim	Swim	Arts & Crafts	Tennis
9:50-10:20	CLA	Sports	CLA	CLA
10:25-10:55	Sports	CLA	Choice	Swim
11:00-11:30	Lunch	Lunch	Lunch	Lunch
11:35-11:55	Arts & Crafts	Tennis	Swim	Choice
12:00-12:30	Choice (for extended day campers)	Choice	Sports	Arts & Crafts
12:35-1:00		Arts & Crafts	Tennis	Sports

Time	Jr. All Stars 9s	Jr. All Stars 10s	All Stars
8:45-9:00	Drop Off	Drop Off	Drop Off
9:15-9:45	Sports	Sports	CLA
9:50-10:20	Arts & Crafts/CLA	Arts & Crafts/CLA	Tennis
10:25-10:55	Swim	Tennis	Arts & Crafts
11:00-11:30	Lunch	Lunch	Lunch
11:35-11:55	CLA	Choice	Sports
12:00-12:30	Tennis	Swim	Swim
12:35-1:00	Choice	CLA	CLA



### What to Bring Each Day

Please send your child with the following items and **CLEARLY** label them. All items are to be kept in a backpack. **Please do not bring any trading cards, toys, or electronics.** Park Staff is not responsible if items are lost, stolen, or broken.

- **Sneakers** must be worn at all times. **No sandals or flip flops, please.** When they get damp they become slippery, which poses a safety issue. We do a lot of running!
- Children must bring a backpack that carries everything they bring to park. Staff and CITs are not responsible for carrying a parkster's bag.
- Children should bring a bathing suit, towel, and tennis racket each day.
- **Tiny Tanks & Little Generals should come to park dressed in their bathing suits,** as they will be swimming first.
- Children are to bring a lunch and snack everyday. There is a set time for them to have a snack in the morning and they will be eating lunch at **11:00 AM** every day. There is no refrigeration available. **Due to an increase in food allergies, our program is NUT FREE. Please do not send your child(ren) with any type of candy as most at least contain small traces of nuts.**
- Please send your child with **lots and lots of water.** We have bubblers that they can use to refill water bottles.
- Hats are strongly recommended and sunscreen must be worn. Please apply sunscreen at home before coming to park. **Due to possible allergies, we cannot provide sunscreen to parksters.** Please send sunscreen labeled with your child's name. The staff will help children reapply and will remind them to put on their hats to avoid sunburns.

### Cell Phone/Smart Watch Policy

While we understand the need for cell phones for some of our older participants (as they walk or bike to park), during park hours all cell phones & smart watches must be silenced and kept in backpacks. If there is an emergency, you may call the Park Office. If a child needs to get in contact with you, park staff will call using the office phone. If a child is using a cell phone/smart watch during the camp day, the counselor/director will take the phone/watch and return it to her/him at day's end.



### Medication Policy

Medication prescribed for parksters must be kept in the **original** container bearing the pharmacy label, prescription number, date filled, physician's name, name of pharmacy, name of medication, directions for use, and the patient's name. **Due to our Medication Administration Policy, we cannot accept any medication unless it is in the original container. This includes the box EpiPens come in. If we are given a medication outside of its original container, we will not be able to administer it.**

Only the Park Director will administer non-emergency medication. Parents/guardians **must** fill out and sign the Special Requests Form allowing the Park Director to dispense medication. On the first day of Park, any medication (especially EpiPens) must be checked in at the Camp Office **before** you sign your child in to their group. For the safety of your child, we ask that you meet with the park director on the first day of camp to go over any EpiPens or medication. We want to make sure we administer them properly. We also ask that you have a **small picture of your child** attached to the medication. Emergency medications will travel with your child's group daily and will be locked in the camp office at the end of the day.

### Rainy Day Policy

The Patton Park Summer Program is **rain or shine**. Should the weather forecast call for a greater than 70% chance of rain during park hours, the program for Frog Catchers, Young Explorers, Jr. All-Stars & All-Stars will be held at the Recreation Center at 16 Union Street (located behind the library). We will have rainy day activities for the parksters using the gym and the library. **New this year:** the rain day location for Tiny Tanks & Little Generals will be the Community House across from Patton Park. Parents may choose to keep children home or send them to the program. If your child is not attending, please follow the absence protocol. Should it start to rain while we are at the park, we will move all parksters and activities to the Community House across from the Park. **In the event of a location change due to rain, you will be notified via email & text blast as soon as possible.**

### Photo Release

For promotional purposes we will take photos of many of our fun activities this summer. If you **DO NOT** wish your child to be photographed, please e-mail the directors at [summer.pattonpark@gmail.com](mailto:summer.pattonpark@gmail.com) with "Photo" in the subject.





### Field Trips

The **Junior All Stars and the All Stars** will go on one field trip per session. While these groups are away from the park, we will have in-house entertainment for the younger groups.

This year the field trips are:

Session	Date	Location
Session 1	<b>Thursday</b> June 27 <sup>th</sup>	LEGO Land Discovery Center
Session 2	<b>Tuesday</b> July 2 <sup>nd</sup>	Laser Craze
Session 3	<b>Thursday</b> July 11 <sup>th</sup>	New England Aquarium
Session 4	<b>Wednesday</b> July 17 <sup>th</sup>	Take Flight Adventure Park
Session 5	<b>Thursday</b> July 25 <sup>th</sup>	Canobie Lake Park
Session 6	<b>Thursday</b> August 1 <sup>st</sup>	Dave n Busters
Session 7	<b>Thursday</b> August 8 <sup>th</sup>	Water Country
Session 8	<b>Thursday</b> August 15 <sup>th</sup>	Kimball Farms

Field trip permission slips will be sent to the email address we have on file; extras will be available at the office. **Permission slips will be available starting the Thursday prior to the start of each session. This gives families enough time to fill them out and send them in to the director.**

The Park will provide each Junior All Star and All Star with a **camp t-shirt** that **MUST** be worn on all field trips. Please **do not send your child(ren) on a field trip with money**. All expenses will be prepaid. Unless specified by the park director, children must be sent on a field trip with a lunch.

**If your child is not going to attend a field trip, parents/guardians are responsible for making other arrangements. We cannot accommodate any Junior All Star or All Star not attending field trips.**



## Pool

Please review the pool rules with your child(ren). Our Tiny Tanks & Little Generals will take swim lessons during their swim time. All other groups will have free swim. Counselors are required to swim with their parksters. Any participant using the pool during free swim **must pass the swim test in order to swim in the deep end**. Flotation devices are available at the pool for those that need them, but parents are encouraged to pack their own flotation device for their child. Bubbles and Coast Guard Approved Life Jackets, including puddle jumpers, are acceptable forms of flotation.

### Veterans Memorial Pool Rules and Regulations

- ★ Swimming is only allowed when a lifeguard is on duty.
- ★ All persons are required to take a cleansing shower before entering the pool.
- ★ No person with a communicable disease is allowed in the water.
- ★ No person with an open cut is allowed in the water.
- ★ A bathing suit is required of all swimmers. Non-toilet trained children must wear swim diaper.
- ★ **Swimmers age 16 and under are asked to take a swim test upon entering the pool. Bathers choosing not to take the swim test are considered non-swimmers. Swimmers must pass the test every summer in order to swim outside the designated swim area. Upon completion of the swim test, swimmers will be marked with a wristband that they must wear in the pool.**
- ★ **To pass the test, a swimmer begins in the deep end, treads water for 30 seconds, then swims 25 yards (belly down, head above the water) without stopping, to the satisfaction of the lifeguard or supervisor on duty.**
- ★ Swimmers may be tested on the spot by pool staff if their ability is in doubt.
- ★ Children must be 11 years old and pass the swim test to be left alone at the pool. Other children must be with a responsible swimmer at least 16 years of age.
- ★ **Children 8 years and under must be supervised at all times by a parent or guardian.**
- ★ **Children under the age of 8 who do not pass the swim test must be within an arm's reach of an adult in the water.**
- ★ After 5:30 PM, the pool is reserved for families and adult swimming. An adult over the age of 21 must accompany all children under the age of 16.



- ★ Fins, snorkels, inflatable flotation devices, and toys are not allowed. **Acceptable forms of flotation include: Coast Guard approved life jackets, puddle jumpers, and foam bubbles.**
- ★ Flotation devices (including noodles) are NOT allowed in the deep end of the pool.
- ★ Diving is prohibited; jumping is allowed in 5 feet or deeper.
- ★ The starting blocks are for Swim Team use ONLY.
- ★ No running, pushing, or horseplay allowed at any time.
- ★ Food and beverages are not allowed on the concrete pool deck or in the bathhouse. No glass or ceramic containers are allowed in the gated area.
- ★ Smoking is not allowed in the pool area.
- ★ Patrons who fail to obey these rules may be asked to leave and may have their membership privileges revoked for the summer or, in extreme cases, permanently.
- ★ Photography and videography are PROHIBITED at the Veterans Memorial Pool.

### **Swim Test Rules**

1. Jump in deep end of the pool.
2. Submerge the head without holding nose.
3. Tread water for 30 seconds.
4. Swim length of pool on your front without stopping; body must stay horizontal throughout the swim.
5. All parts of the test must be done in a continuous manner without stopping.
6. The doggy paddle is acceptable so long as the swimmer's legs do not drop vertical at any point during the swim.
7. The swimmer must swim on the surface of the water without dropping hips or feet and must keep head above the water during the tread and swim portions of the test. A swimmer may rotary breathe during the swim portion.
8. You can attempt the test only one time per day.
9. Any stopping, standing, or grabbing the wall will result in a failure for that day; you can try again the next day.
10. If you don't pass or don't want to take the test, you will be given a red wristband and you may need an adult to swim with you.
11. The test must be completed to the satisfaction of the lifeguard or supervisor administering the test in order to pass.