

PATTON PARK SUMMER PARK PROGRAM
2025 PARENT/GUARDIAN & PARKSTER MANUAL

Hamilton-Wenham



Recreation

Est. 1995

Dear Parent and Guardians,

Welcome back for summer 2025! We are very excited to start the Summer Park Program at Patton Park. During this summer at Patton Park, campers will have the opportunity to make new friends, learn new games, create arts & crafts, and participate in a variety of field trips and activities. In this manual, you will find important information (drop off and pick up spots, protocols, what to bring, rain day policy, etc.) for the upcoming Summer Program. **Please make sure that your child brings the following items to the program EACH day**

- ❖ Backpack
- ❖ Snack and lunch (no glass containers)
- ❖ Extra Water & Water Bottle
- ❖ Sunscreen
- ❖ Bathing Suit and Towel
- ❖ Sneakers/sandals with a heel strap
- ❖ Tiny Tanks and Little Generals should be a full change of clothes in a zip locked bag labeled with their name

Remember to **label all items your child brings to the program.** In the event that something does not return home with your child, please see our lost and found bin located at the entrance of the pool. The contents of the lost and found are emptied and donated periodically during the summer. Please read the information in this manual carefully as we hope it will answer most of your questions about the program.

See you soon!

The Patton Park Summer Program Staff

Patton Park Administrative Staff

Park Director	Nate Richards
Park Assistant Director	Erin Carroll
Activities Director	Kayleigh Hills
PM Park Director	Sarah Carroll
Communications Director	Meagan Carroll
Recreation Department Director	Sean Timmons
Recreation Department Assistant	Danielle Kiely

2025 Hamilton-Wenham Recreation Department Patton Park Parent/Guardian & Parkster Manual.

Please read this manual carefully. We look forward to meeting you and having a wonderful, fun-filled summer!

Location:

The Patton Park Summer Program is held at Patton Park. We use the fields, tennis courts, volleyball courts, basketball courts, and pool.

Contact Information:

Park Phone: 978-626-5271

Park Email: summer.pattonpark@gmail.com

Patton Park Office:

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

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 child at the end of each day. We **strongly** suggest that you **label everything** you send to park with your child.. **The lost and found is donated periodically during the summer and then again the conclusion of the program.**

Text & Email Blasts:

We encourage all families to enroll in our text and email blasts. We 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 ensure you are enrolled in both of these

Newsletters:

We will email a newsletter to all families at the beginning of each session. These newsletters will contain important notices (field trip information, special activities, etc.).

Please make sure your contact information is correct and up to date on our registration software MYREC.com to ensure receipt of the above.

Paperwork:

The following paperwork is required for all participants. Please complete each individual form for each child from your household who attends the program

Forms marked with an asterisk only need to be completed is applicable to your child

EMERGENCY INFORMATION AND HEALTH FORM

PARKSTER RULES AND PROCEDURES

WALKER/BIKER PERMISSION SLIP

AUTHORIZATION TO ADMINISTER MEDICATION

Sign-in/Sign-Out Procedure:

- ❖ Sign-in begins at 8:45 AM and ends at 9:00 AM. The first activities for all groups start at 9:10AM. For your camper's safety, we require parents/guardians to sign their camper in with their counselors. If you are running late for any reason, please bring your camper to the Camp Office at the pool, and a director will drop them off with their group.
- ❖ **Unless your child has a walker/biker permission slip, a parent/guardian or someone on his/her pick up list MUST sign your child out.** The Emergency Information and Health Form contains a section to list persons allowed to sign your child out.
- ❖ Sign-out will begin at **1:15 PM** and end promptly at **1:30 PM**. You must sign your camper out in the same fashion you signed them in unless your camper has a walker/biker permission slip signed and on file with the Park Leadership team.
- ❖ If an individual who is not on your approved pick up list will be picking up your child please contact the park office to alert staff
- ❖ Staff members will ask individuals to show proof of identification so please be prepared and have an ID on you.
- ❖ For the safety of the all, please exercise extreme caution when driving in and around the various parking areas throughout the park. If parking across the street at the Winthrop School or Public Safety Building we kindly ask you use the crosswalk at the corner of Bay Road and Asbury Street

Bikers/Walkers:

- ❖ If you would like your child to bike or walk to and from camp, please make sure to complete the **Biker/Walker Permission Slip**
- ❖ At the end of the day bikers and walkers must remain at the program until they are dismissed. The bikers and walkers may leave starting at 1:15pm. If enrolled in PM Park, bikers and walkers will be dismissed starting at 3:30pm
- ❖ All bikers should know their safe biking rules and should abide by these rules when riding to and from the program. After a child leaves the Patton Park property, our staff can no longer provide supervision.

Sign-in/Sign-Out Locations:

Each group will have a specific location in the park for Sign in and Sign out. These spots take into account each groups first activity of the day to limit travel distance.

Sign-in and Sign-out

Spots

Travel Group	Grade	Location
Tiny Tanks	Entering Pre-K	Picnic Tables by Pond
Little Generals	Entering K	Volleyball Court
Frog Catchers	Entering 1 st	Gazebo
Swamp Ducks	Entering 2 nd	Basketball Court
Young Explorers	Entering 3 rd	Tennis Courts
Junior All Star 4 th	Entering 4 th	Little League Baseball Diamond*
Junior All Star 5 th	Entering 5 th	Little League Baseball Diamond*
All Stars	Entering 6 th & 7 th	High School Baseball Diamond*

For the safety of the all, please exercise extreme caution when driving in and around the various parking areas throughout the park. If parking across the street at the Winthrop School or Public Safety Building we kindly ask you use the crosswalk at the corner of Bay Road and Asbury Street

What Your Child Should Bring to Park:

Please send your child with the following items and **CLEARLY** label them. All items are to be kept in a backpack.

- ❖ **Snack & Lunch** – There is no refrigeration for food & drink at camp so please plan accordingly. If our staff notices your child has forgotten a lunch we will notify you immediately. Due to an overall increase in food allergies we are a **NUT FREE** program.
- ❖ **Water** – Participants should bring at least 2 water bottles each day. We do have water dispensers on site where children can re-fill if needed.
- ❖ **Bathing Suit, Towel & if needed a floatation device** – Use of the pool will be available to participants on a daily basis, on hot days we will also have plenty of water activities in the park. Swim shirts are recommended, especially for children who burn easily. Although floatation devices are available at the pool, parents/guardians are encouraged to pack their own if your child requires one. Bubbles and Coast Guard approved life jackets including puddle jumpers are acceptable forms of floatation devices. No inflatable floatation devices will be allowed.
- ❖ **Sneakers** – Your child's feet will be safer when wearing sneakers when participating in the program at the Park. Please do not send your child in sandals without a heel strap, flip-flops, or other un-supportive shoes.
- ❖ **Hats & Sunscreen** – Unless it is a rain day, we will be outside for the duration of the program. Hats are strongly encouraged and sunscreen must be worn. Please apply sunscreen at home prior to your arrival at the park and pack the bottle with your child's backpack. The re-application of sunscreen is part of our daily schedule, and staff will make sure it is applied as needed.
- ❖ **Hand Sanitizer** – This will provide a quick and easy opportunity for participants to wash their hands prior to eating snack and lunch.
- ❖ **Change of clothes** – Tiny Tanks and Little Generals should bring a full change of clothes in a zip locked bag labeled with their names on it.

What Your Child Should NOT Bring to Park:

- ❖ Personal toys and trading cards
- ❖ Electronic devices such as games, iPods or other music devices.
- ❖ Glass bottles or containers
- ❖ No Jewelry. Jewelry can be easily lost or broken
- ❖ Scout knives or anything else that be construed as a weapon
- ❖ Personal money can only be brought on specific field trips. While on a trip if a participant purchases an item not allowed at camp, it will be held by Staff and returned to the camper during the sign out period
- ❖ Other – any objects that you are unsure of please call the Park Office

Cell Phone/Smart Watch Policy:

Many parents and guardians give children cell phones as a means to make sure they arrive at camp safely. While we understand the need for cell phones and smart watches for some of our older participants, especially for those who walk and bike, during normal program hours, all cell phones and smart watches must be kept in backpacks. If a child is not participating and sitting out using their cell phones, they will be asked to put them away. If this behavior persists, children will have to hand their cell phone to the director and will get it back at the end of the day. If there is an emergency, parents/guardians should call the Park Office at 978-626-5271. If a participant needs to get in contact with a parent/guardian, park staff will call using the office phone

Field Trip Protocol:

Both the Junior All Stars and All Stars will go on one field trip per session. 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.

- ❖ Staff will assist participants to make sure they have everything with them before they get on the bus
- ❖ Participants should know their counselors and stay with them at all times. Counselors will be assigned to a smaller specific group of campers on trips.
- ❖ Bus Behavior – While riding the bus there should be no standing or moving in seats. All campers need to stay facing front and keep themselves and their possessions out of the aisles. At no time should any body part, trash, or other items be outside the windows of the bus.
- ❖ **Please do not send your child with anything they are not willing to lose.**
- ❖ Snack and lunch will vary based on the trip. Specific information will be emailed the week before each session.
- ❖ Patton Park Program Tee Shirt (supplied) must be worn on field trip days.

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 will be moved to our rain day locations. We will send email and text blasts when rain days are occurring with information as to where your child's group will be located for the day. We try our best to notify everyone the night before.

Medication Policy:

Medication prescribed for campers shall be kept in the original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the name of the patient, the name of the prescribed medication, and directions for use. All non-emergency medication will be administered at the Park Office by the Park Director(s). We ask that all medication be placed in a zip lock bag which includes a recent picture of your camper.

All medications must be dropped off at the Park Program Office on the morning of your child's first day at the program. Please make sure to relay any pertinent information to the Park Directors at this time.

All emergency medications will travel with your child's group daily and be locked in the camp office at the end of the day.

Parents/guardians must fill out and sign the Authorization to Administer Medication Form allowing the Park Director to dispense medication.

Photo Release:

For promotional purposes the Patton Park Program will be taking photos throughout the summer. Because of all the great activities we have planned we want to make sure to take lots of pictures. If you **DO NOT** wish for your child to be photographed, please email the directors at summer.pattonpark@gmail.com with "photo" in the subject.

Incident/Accident Reports:

- ❖ During the summer staff will complete reports if a participant has an accident or incident which needs to be reviewed and discussed with a parent/guardian.
- ❖ These reports must be signed by a parent/guardian the day of the incident/accident. In the event a parent or guardian is not present during the sign out period of the program a follow up email and/or phone call will be made.
- ❖ A signed accident/incident report or confirmation of the report through a subsequent conversation with parent/guardian is needed for the child to attend the program the following day.
- ❖ The Park Director will contact a parent/guardian right away if an accident/incident needs immediate attention.

Pool:

Please review the pool rules with your child. The Tiny Tanks/Little Generals will have a more structured swim time with pool staff in the water. All other groups will be able to have free swim. Any camper using the pool during free-swim **must pass the swim test if they wish to swim in the deep end.**

Please discuss with your camper whether or not you would like them to take the deep end swim test (rules below). If you are unsure if your child can pass, please notify our office and we can schedule you a time to stop by at the pool during public hours to test before camp starts. Children need to pass the swim test just once in order to swim in the deep end for the duration of camp. The pool will open to the public on Saturday, June 14th.

Floatation devices are available at the pool for those that need them but parents/guardians are encouraged to pack their own floatation device for their child. Bubbles and Coast Guard Approved Life Jackets including puddle jumpers are acceptable forms of floatation. No inflatable floatation devices will be allowed.

Changing Times:

Please speak with your child about what is appropriate behavior during changing times. Staff do not physically enter the changing rooms (unless there is an emergency) but rather station themselves outside the entrance/exit door. Our staff will have discussions prior to swim time on proper behavior and expectations but we have found that re-enforcement from parents/guardians helps immensely.

Deep End Swim Test:

- ❖ Jump in deep end of the pool and submerge the head and tread water for 30 seconds
- ❖ Without stopping swim the length of pool on your front, body must stay horizontal throughout
- ❖ The doggy paddle is acceptable so long as the swimmers legs do not drop vertical at any point during the swim.
- ❖ The swimmer must swim on the surface of the water without dropping their hips or feet and must keep their head above the water during the tread and swim portions of the test. A swimmer may rotary breathe during the swim portion.
- ❖ Test can only be attempted one time a day
- ❖ Any stopping, standing, or grabbing the wall will result in a failure for that day; you can try again the next day.

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, which they must wear in the pool.**
- ❖ **The test consists of swimmers jumping into the deep end, submerging, treading water for 30 seconds and then swimming 25 yards on their front with 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 eleven (11) years old and pass the swim test to be left alone at the pool. Otherwise children must be with a responsible adult at least sixteen (16) years of age.
- ❖ **Children eight (8) years and under must be supervised at all times by a parent or guardian.**
- ❖ **Children under the age of eight (8) who do not pass the swim test must be within an arm's reach of an adult in the water.**
- ❖ 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 (including noodles) is NOT allowed in the deep end of the pool.
- ❖ Diving is prohibited at our pool; jumping is allowed in five (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.

PATTON PARK SUMMER PARK PROGRAM RULES AND PROCEDURES

As a participant in the Patton Park Summer Park Program I understand:

- ❖ Campers must treat counselors and fellow campers with respect
- ❖ No fighting or physically aggressive behavior
- ❖ No items on the “What NOT to Bring to Park” list in the Parent/Guardian & Parkster Manual shall be brought to the program.
- ❖ Campers must keep their hands to themselves
- ❖ No arguing with counselors or other participants at any time
- ❖ Campers must use appropriate language at all times
- ❖ Campers must stay on property at all times, unless permitted to leave by a parent/guardian
- ❖ Defacing or destroying program, Town, or others’ personal property is not acceptable
- ❖ On field trips, campers must stay with a counselor and their group at all times

Bus Rules

- ❖ Stay seated at all times and refrain from disruptive noise
- ❖ No sticking anything out of the window at any time
- ❖ Keep the aisle clear at all times
- ❖ Trash items are to be put in the trashcan upon arrival at our destination and again when the bus returns to Patton Park

Pool Rules

- ❖ Bathing suit is required to swim
- ❖ No running, or pushing & shoving allowed on deck
- ❖ No diving allowed. “Jumping in the pool is allowed in designated area only
- ❖ No grabbing, holding onto, or general rough play allowed in the water
- ❖ Swimming in the deep end is only allowed for those who pass the deep end swim test
- ❖ Appropriate behavior is expected in the changing area

Biker/Walker Rules

- ❖ A Biker/Walker Permission slip must be completed in order to Bike or Walk to and from the program
- ❖ Bikers and Walkers must remain at the program until they are dismissed unless the Park office is notified otherwise. Regular Day: 1:15pm; PM Park 3:30pm
- ❖ Once Bikers and Walkers leave Patton Park staff can no longer provide supervision

We understand it is the role of our staff to minimize behavior, however repeated failure to follow the above rules and procedures will be subject the following actions by the Program Staff. Incidents in severity could surpass the below actions from Staff.

1. Verbal Warning
2. Time Out
3. Call to Parents
4. Written incident Report

The Park Program reserves the right to suspend/expel participants for continued inappropriate behavior and/or actions. There is no refund for any Program Participant who is asked to leave the program due to behavior issues.

I have read these rules and procedures with my child and we understand them and agree to abide by them.

Parent/Guardian Signature

Participant Signature

Date

To sign electronically please click [HERE](#)