



PARENT HANDBOOK

Dear Parents,

Welcome to the Chester Recreation Summer Program.

The Recreation Department is happy to be offering an affordable, quality summer program once again this summer at Wason Pond.

Our Summer Program offers a variety of activities including arts & crafts, fishing, games, sports, on-site events, and much more! It is our goal to encourage the youth to accomplish the following:

- Enjoy their summer
- Laugh with their friends
- Make new friends
- Expand their horizons
- Create memories
- Grow in self-respect and self-confidence
- Develop a sense of community and social responsibility

Please read through this Parent Handbook to become familiar with the Chester Recreation Summer Program. This handbook can serve as a source of reference for you throughout the summer. Included are our general policies, procedures, and rules as well as defining our daily and weekly activities. If you have any questions or comments, please do not hesitate to contact us:

Recreation Department – #603-887-3636, Ext. 100 / Cell #603-235-8255 – director@chesternhrec.org

Summer Program – summer@chesternhrec.org

We are looking forward to a wonderful summer!

Sincerely,

Corinna Reishus, Recreation Director
Nicole Johnston, Program Coordinator
Chis Perfetto, Assistant Coordinator
and the entire Summer Program Staff

The Chester Recreation Department reserves the right to modify, without notice, any information contained within this Parent Handbook.

The Program

1.1 Why Chester Recreation?

Contrary to what people may think about children “having it easy”, we know they have their own version of a daily grind with life’s pressure that accompanies it. We believe that summer should be a fun, relaxing time where kids can just be kids. The Chester Recreation Summer Program gives them the opportunity to socialize with children their own age while providing a safe, supervised, positive environment that helps them grow while having fun.

Children are less at risk in a recreational program where they have a sense of community, develop relationships with their peers and counselors, and learn through first-hand experiences. Our trained, caring counselors become role models that help children feel accepted, capable, and included.

The Chester Recreation Summer Program experience is a win-win situation for everyone:

- * Parents win because their children grow and learn.
- * Children win because they have fun and keep busy over summer break
- * The community wins because statistics show that the recreational program experience helps produce healthy, productive adults.
- * Staff wins because they have made a positive difference in a child's life.

1.2 Program Dates

The program runs for five weeks from **Thursday, June 29th** through **Friday, August 4th**. There will be no program held on Monday, July 3 and Tuesday, July 4 in honor of Independence Day.

1.3 Program Hours

The full day program runs 8:00 am – 4:00 pm. The half day program runs 8:00 am – 12:00 pm. Please make sure your child is picked up on time. Late pickup fees will be charged (see 1.18.3).

1.4 Program Location and Facilities

1.4.1 Program Location

The Chester Recreation Summer Program is located at Wason Pond on Raymond Road, Chester. Wason Pond Conservation and Recreation Area including the pond, playground and trails is open to the public.

Program Boundaries

Boundaries are both physical and visual. Fencing will provide physical boundaries at the field and playground. Visual/conceptual boundaries such as when we say, “The road/ parking lot is always off limits” or “no trail walking today” are examples of directives that the participants should realize are places they should not be. Leaving the boundaries of the program without express permission is a violation of our Behavior Management Policies.

1.4.2 Check-In/Out:

Drop-off/Pick-up locations for each group are listed in the Daily Schedule. Parents and children are reminded to follow all health and daily wellness practices including items outlined under Illness/Sick Participants Policy. No participant can go to and from a vehicle on their own.

1.4.3 Art Room

This is an area where your child can open up their creative mind and create whatever they want! We have assortments of crayons, markers, paper, perler beads, rainbow loom, games, puzzles, and so much more!

1.4.4 Playground

The playground will be accessible during program hours and will be supervised in groups within the different ages. All participants are reminded of the safety rules for being allowed on the playground and are subject to the Behavior Management Policies.

1.4.5 Beach

Portable Toilets:

Port-o-potties will be situated near the field and playground. There currently is no portable toilet located at the beach area due to no vehicle access over the walking bridge. However, we are working on another access to hopefully add an additional unit by the beach. All participants must ask a counselor before heading to the toilets so that they can supervise and guide them to the area. Participants are escorted and safeguarded so that they get in and out as quickly as possible.

Changing Rooms:

We have at least four changing rooms set up during program time for participants to change into their swimsuits for water play or to change into clean clothes. Participants take turns, and if there are many waiting, we have someone “standing guard” to keep them moving along.

1.4.6 Emergency Shelter

During the program if an emergency shelter is needed, all children will be brought into a building on site. Please note that there is limited space and low-energy indoor activities will be planned. Chester Recreation reserves the right to cancel the program in case of inclement weather but will make every attempt to hold the program as usual.

1.5 Program Activities

1.5.1 Daily Schedule

		1-2 Group	3 Group	4-5 Group	6-8 Group
Check in	08:00-08:30	Playground	Upper Field	Lower Field	Trails/CC
Half Day	11:30-12:00	Fields	Fields	Fields	Fields
Full Day	03:30-04:00	Playground	Upper Field	Lower Field	Lower Field

SAMPLE DAILY SCHEDULE

	1 – 2	3	4 – 5	6 – 8	OPTIONS
8:00 – 8:30	Playground	Upper Field	Lower Field	Trails / CC	Drop Off
8:30 – 9:15	Field	Playground	Gaga	Art / Games	Woods
9:15 – 10:00	Art / Games	Beach	Playground	Gaga	Field / Woods
10:00 – 10:45	Beach	Gaga	Art / Games	Field	Woods
10:45 – 11:30	Gaga	Art / Games	Beach	Beach	Field Playground Woods
11:30 – 12:00	Field	Field	Field	Field	Half Pickup
11:30 – 12:00	Tent	Art / Games	Gaga	Gaga	Lunch (1-2)
12:00 – 12:30	Art / Games	Tent	Tent	Trails / CC	Lunch (3-8)
12:30 – 1:15	Art / Games	Beach	Woods	Playground	Field / Gaga
1:15 – 2:00	Beach	Gaga	Art / Games	Woods	Field Playground
2:00 – 2:45	Gaga	Art / Games	Beach / Tent	Beach / Tent	Field Playground Woods
2:45 – 3:30	Playground	Field	Gaga	Art / Games	Woods
3:30 – 4:00	Playground	Upper Field	Lower Field	Lower Field	Full Pickup

1.5.2 Daily Activities

The Chester Recreation Summer Program will be offering a variety of activities throughout the day. If your child does not like one of these regular activities, we will usually offer an alternative choice. However, we will strongly encourage your child to try the scheduled activity because we believe that the merit in learning to participate in new activities is that it broadens horizons and skills. In regard to the activities, we are not staffed to cater to children on an individual basis; however, we do our best to ensure that the children enjoy the activities in which they participate.

A variety of games are played. Sports such as soccer, basketball, kickball, volleyball, and capture the flag are offered as well as lawn games, arts, crafts, performing arts, visual arts, board games, and card games.

1.5.3 On-Site Events

In addition to off-site field trips, we will have some on-site events planned, where a guest will visit Wason Pond and perform/ teach the program participants. These events are usually held during the morning hours so all participants can attend.

1.6 Field Trips (off-site)

Each participant has the option of attending field trips. There is an extra cost to attend field trips. There is no program held on-site on designed field trip days. Field trips will require us to take a bus to the location and are held on most Wednesdays. Please see additional information packet.

1.6.1 T-Shirts are required

For easy identification and safety purposes, each participant is **REQUIRED** to wear their t-shirt on all field trips, or they will not be permitted to go. All participants will receive one t-shirt that will be handed out on their first day of the program. Additional t-shirts can be purchased for \$10.00 if available. T-shirts are required on field trips. As t-shirts are required on field trips, you will need to buy one for \$10.00 if a participant shows up without one and is planning on going on the field trip. This fee must be paid before your child can return to the program the next day.

WEEKS	FIELD TRIPS	THEMES
JUNE 29 – JUNE 30	-----	FOOD MIXUP
JULY 05 – JULY 08	-----	FRISBEE FRENZY
JULY 10 – JULY 14	STONE ZOO	WITCH/WIZARD
JULY 17 – JULY 21	CHUCKSTERS	HOLLYWOOD
JULY 24 – JULY 29	FISHER CATS	SUMMER OF DAVINCI
JULY 31 – AUG 04	CHUNKY'S	CAMP GOES WILD

Participant Information

The Chester Recreation Summer Program is here to provide enriching and rewarding experiences to our participants as well as nurture positive interaction and communication between the participant and the summer staff.

1.7 Parent/Guardian Communication

Communication, cooperation, and teamwork are a critical part of the Parent/Guardian-Program relationship. Our staff appreciates parents/guardians who keep us informed of their child's special circumstances or any transitions in the home life. This keeps us plugged in and sensitive to your child's needs.

1.7.1 Parents must contact the office when:

- Information on your registration has changed.
- Someone other than those listed on your child's forms will be picking your child up. Please send a note or email to let us know. You may give the note to your child's lead counselor; they will be responsible for informing the program coordinator.
- A child is not able to be picked up on time. A number of staff members would be willing to stay after with your child as a "babysitter" and you can make arrangements directly with the staff member.
- An incident or change occurs in your child's life that alters his/her attitude or behavior or causes severe distress.
- Emotional upset (i.e., divorce, loss of a pet, death in the family).
- Your child is contagious (i.e., head lice, pinkeye, chicken pox). Please do not send your child with ANY contagious illness, including but not limited to these examples, for the health and safety of staff and other participants.

1.7.2 Parents will be contacted immediately when:

- Your child has received an injury which could require immediate medical attention and/or EMTs have been called. We ask that if we do have to contact you regarding an emergency that you would immediately come and attend to your child.
- Your child exhibits a medical condition which could be contagious or threatening to others in the program.
- Your child is ill and is unable to participate in daily activities.
- Your child acts out of appropriate behavior and is causing disturbance to the well-being of the program or has violated the behavioral contract.

1.7.3 Parents will be notified at pick up time when:

- We want to share your child's accomplishments.
- Your child exhibits unusual behavior
- Your child complains of a non-emergency condition or symptom
- Your child receives a minor injury that does not require the service of a professional in the medical field.

1.8 Age Groupings

Our program is divided into manageable groups by like-grades. This allows for us to offer age-appropriate activities as a group and allows the participants to play with their school friends.

The projected groups this season are as follows: 1st-2nd, 3rd, 4th-5th and 6th-8th.

This is subject to change based on participation numbers.

1.9 Daily Gear

Please make sure your child is dressed for a full day of fun and games. We suggest play clothes that can get dirty and a pair of athletic shoes. All shirts must cover the navel. Any graphics on clothing depicting violence, alcohol, illegal substances, or cigarettes are prohibited. Below are items that your child should bring every day. **Please take the time to label all clothing as well as towels, backpacks, lunch containers, and water bottles.**

Lunches & Snacks

Participants are to bring their lunch and snacks every day unless otherwise noted. There are snack options available to purchase if needed. All participants should be getting a nutritious lunch each day. Keep in mind that full day participants are here from 8:00am - 4:00pm and are active throughout the day. Participants are very hungry by snack and lunch time.

- Clearly label your child's lunch container.
- Instruct him/her on the proper use of this container (i.e., closing tightly after use, keeping it clean).
- Snacks and lunches should always be packed in a well-insulated thermos container or cooler.
- Always include at least one good-sized ice pack in the cooler to last through the day.
- Pack a nutritious snack for snack time. The participants have 2 snacks during the day, morning and afternoon.
- Pack a well-balanced lunch for lunch time.
- While sweets are fine, too much sugar can lead to dehydration in the heat.

Water

Hydration is essential! Participants must come prepared for a long, hot, thirsty day. Please send with your child a large, filled water bottle (no glass please). Clearly label your child's water container. There will be water containers available for staff to fill up throughout the day as needed. Donations of disposal water bottles are welcomed.

Swimsuit & Towel

Most days we will be playing water games or swimming in Wason Pond. However, no one is forced to get wet. It is recommended that your child wear their swimsuit under their clothes and change into dry clothes after swim time. Please make sure your child brings a towel.

Sunscreen

Sunscreen should be applied to your child prior to drop off. Your child should bring a bottle of sunscreen each day (See Sunscreen Policy). If your child is particularly sensitive to the sun, a hat may also be appropriate. In this case, please remind your child to keep his/her hat on throughout the day.

T-Shirts (Field Trip Days Only)

All participants will receive one t-shirt that will be handed out the first week of the program. Additional t-shirts can be purchased for \$10.00 if available. T-shirts are required on field trips. All participants must wear a t-shirt on field trips, or they will not be permitted to go on the trip. As t-shirts are required on field trips, you will need to buy one for \$10, if a participant shows up without one and is planning on going on the field trip. This fee must be paid before your child can return to the program the next day.

Sweatshirt and a Change of Clothes (Optional)

Summer mornings at Wason Pond can sometimes be chilly, so we suggest a sweatshirt or light jacket for your child. During the day, clothes may get dirty and wet, so we also suggest a change of clothing to be packed.

1.10 What NOT to bring

The Chester Recreation Summer Program and Program Staff will not be held responsible for lost or stolen items.

If your child brings something inappropriate, the item will be confiscated, and the parent will be notified of the situation at pick-up or by a personal phone call from the Program Coordinator or Recreation Director.

Please do not allow your child to bring:

- Valuable items or objects having personal or sentimental value, especially jewelry.
- Electronics of ANY kind (including but not limited, to handheld video games, cell phones, music players). Participants are NOT permitted to have their cell phones on them. All electronics will be collected in the morning and returned to the child at checkout. In case of emergency, all counselors have a cell phone as well as a walkie-talkie, the coordinators also have an emergency phone and/or personal cellphones.
- The possession of weapons (including knives and camping tools), drugs, alcohol, or cigarettes will be cause for immediate expulsion from the program.

1.11 Medical Insurance

It is the responsibility of the parent or guardian to provide accident and health insurance coverage for their child. The parent or guardian is responsible for all charges and fees for emergency medical treatment.

1.12 Allergies and other Medication

Counselors are not permitted to dispense medication of any kind. If your child needs to take medication while at the program, their counselor will remind your child and supervise the taking of the medication. Supervisory Staff can assist in the administration of medicine only if parental permission is given.

1.12.1 Medication

Medication guidelines are as follows:

All medication shall be in a secured container labeled with your child's name, the name of the medication, the dosage amount, and the time or times to be given.

All medication must be given to the office.

All medication will be kept either with the lead counselor or in the office.

We must have a Medication Authorization Form on file for your child. This shall be completed for each individual medication to be taken by your child.

1.12.2 Allergies and Allergic Reactions

Chester Recreation Summer Program is fully aware that some allergies can be life-threatening. The staff will take every precaution to ensure the health and safety of each participant, but the risk of accidental exposure to a food allergen is present. We believe it is critical that the summer staff, parents, and participants work together to minimize the risk.

Parent Responsibility

It is the responsibility of the parent or guardian to educate and review often with the participant the self-management of his or her food allergy. Your child should know:

- Strategies for avoiding exposure to unsafe foods
- Safe and unsafe foods
- Symptoms of allergic reactions
- How and when to tell an adult about a possible allergic response
- How to read a food label, if age appropriate. For young participants, plan with the program how to handle this.
- How to use an epinephrine auto-injector (such as EpiPen®).

Participant Responsibility

- NEVER trade food with other participants.
- Do not eat anything with unknown ingredients.
- Read every label and check with a counselor (if age-appropriate).
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected.
- Tell an adult if a reaction seems to be starting, even if there is no visible appearance of allergic response.
- DO NOT walk off alone if symptoms are beginning.

Staff Responsibility

- Review the health records submitted by parents.
- In the event of a life-threatening allergic reaction, The Chester Recreation Summer Program will follow the On-Site Emergency Protocol as explained in section 1.28
- A communication device (i.e., cell phone, 2-way radio) will be carried along with any emergency medications and authorizations.

1.13 Lost & Found

We anticipate our Lost-and-Found Box to fill up as the summer days go by. Label everything your child brings to the program. **Please remind your child to check this box regularly at the office.** The Recreation Department and its staff are not responsible for items missing, damaged, or stolen.

Due to space constraints and public health concerns, Lost-and-Found items will be held at the office and discarded each Friday afternoon.

1.14 The Staff

The primary concern of each counselor is the safety and well being of each participant. Taking care of other people's children is a tremendous responsibility that we take very seriously. At the Chester Recreation Summer Program, we only hire high-energy people who are truly interested in making a positive impact in the lives of young people, as well as knowing how to have some **SERIOUS FUN!** Each staff member must go through an extensive application and screening process, which includes a written application, a personal interview, and background checks.

1.14.1 Staff Certifications

The program coordinators, lead counselors and the majority of our staff are certified in First Aid CPR AED. In addition, some summer staff members hold higher certifications if swimming is offered for Water Safety Instruction and Lifeguarding.

1.14.2 Participant to Staff Ratio

Our low participant to staff ratio will enable us to provide close supervision and care. A typical participant to staff ratio is about 5:1.

1.15 Contact Information

The Recreation Director can be reached at 603-887-3636, Ext. 100 / Cell 603-235-8255.
You can contact the summer staff by e-mail at summer@chesternhrec.org.

Policies and Procedures

1.16 Payment Policy

All program fees are due no later than the first day of the program. Your child will not be able to attend the program if these fees are not paid in full or other arrangements have been made with the Recreation Department. The Recreation Department does have a Financial Assistance Program for half day participants. Please contact the Recreation Department directly for further information.

1.16.1 Receipts/Tax ID number

If you are taking your program payment as a child-care tax deduction, please keep your online registration receipts or cancelled checks as proof of payment. Our Tax ID# is 02-6048069.

1.17 Refund Policy

1.17.1 Program Fees

A refund request must be submitted to the Recreation Department in writing and will be at the discretion of the Recreation Department.

1.18 Check-In & Check-Out Policy

The safety of your child is the number one priority for the Chester Recreation Summer Program. Chester Recreation requires that each participant be signed in and signed out every day by a parent/guardian.

The person who is picking up your child for the day may be required to present a photo ID to verify identity. A responsible parent/guardian or authorized individuals whose names are listed on the Participant Release Authorization Form are the only people who will be able to sign out a participant. Every effort is made by our staff to get to know the people who come to pick up participants. However, each participant has anywhere from 1 to 5 persons who are authorized to pick them up, and in the course of a few short weeks we cannot be expected to remember every face. Please do not get offended or aggravated when a staff member checking out participants continually asks for identification.

If you need to have a person other than those listed to pick up your child, you **MUST** send in a note or call to give us permission. Summer staff reserves the right to retain a child if proper notification of release or adequate photo ID is not provided. Our policy is to call another person on the pickup list if proper ID is not available. Then wait for ID to be shown or call police.

1.18.1 Late Drop-Off

Children arriving late for the program will be expected to join their respective group activity. Please check in directly with the lead counselor or the office. Do not let your child walk into the program unattended. You must check your child in directly with either the office or lead counselor.

1.18.2 Visitors

Non-scheduled visitors will not be allowed to interact with the Chester Recreation Summer program. Any pre-approved visitor will be asked to sign a visitor log indicating date, nature, and time of visit and time of departure.

1.18.3 Late Pickup

These violations are a very serious issue and concern for our staff, and we try to manage to make it easier for all by creating an extended care program that is comparably cost- effective. You can opt for:

Basic Program

- If a participant is dropped off before 7:55 am or picked up after 4:05 pm (12:05 pm for half day), parents will be charged \$10.00 per offense. Payment must be made before the participant is allowed to return to the program. Please arrive on time to pick up your child.

After Program

- If your child is not able to be picked up on time a number of staff members would be willing to stay after with your child as a “babysitter” if you are willing to make arrangements directly with the counselor and you have authorized the counselor to be a person to pick up the participant. This arrangement is made separate from the program.

1.18.4 Habitual Violations

If abuse of late pick up occurs, parents could lose their child’s privilege to attend the program. No refunds will be issued for payments if privileges are revoked.

1.19 Behavioral Management Policy

In order to maintain a friendly, fun, safe environment in our summer program, we have a written behavior management policy for participants. These policies ensure that each participant is treated fairly and consistently. We want all participants to be able to have a positive experience at the Chester Recreation Summer Program at all times.

Parent/Guardian and participants must read, understand, and sign a Behavior Management Policy that must be returned by the first day of the program to the Program Director and/or Recreation Director. If there are any questions, please do not hesitate to ask.

Discipline will be constructive in nature and include techniques such as:

1. Using limits that are fair, consistently applied, appropriate and understandable to your child's level
2. Providing your child with reasons for limits
3. Giving positively worded directions and redirecting your child to acceptable behavior
4. Helping your child to constructively express his/her feelings and frustrations to resolve conflict.

Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, hazing and stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Physically harming another person: includes but not limited to – hitting, biting, kicking & slapping

Breaking program rules: includes but not limited to defiance, uncooperativeness, insubordination, unruliness.

OFFENSES:	1 st	2 nd	3 rd	4 th	5 th
Verbally threaten to use guns, knives or any weapon to harm another	Immediate Expulsion from program NO REFUND				
Possession of a weapon					
The use of drugs and/or alcohol					
Stealing	Write Up Parents notified 2 day suspension Damage restitution	Expulsion from Program Damage restitution NO REFUND			
Willful destruction of property					
Physically harming another person					
Physical fighting					
Bullying <i>(Physical or verbal)</i>					
Disrespect of staff	Write Up Parents notified Damage restitution	Write Up Parents notified Damage restitution 2 day suspension NO REFUND	Expulsion from Program Damage restitution NO REFUND		
Found out of program boundaries					
Cursing					
Careless damage to REC property					
Inappropriate Language	Verbal Warning	Write Up Parent notified	Write up Parents notified Discussion of suspension	Write Up Parents notified 2 day suspension NO REFUND	Expulsion from program NO REFUND
Breaking Playground Rules					
Breaking Program Rules					

1.20 Damage to Equipment and Facility Policy

Normal wear and tear are expected, but careless use and abuse of equipment will not be tolerated. If your child has lost or damaged equipment due to blatant disregard, you will be asked to replace the item. If replacement or restitution is not made in a timely manner, your child will be suspended from the program (no refund) until the item is replaced.

1.21 Photo & Video Policy

Chester Recreation Department reserves the right to photograph facility, activity and program participants at any and all department sponsored events for potential future use. All photos will remain the property of the Chester Recreation Department and may be used in future program guides, on Chester Recreation Department controlled social media pages, press releases for promotional purposes or in recognition of department sponsored events. If you do not wish to have your picture taken, please notify the Recreation Director before your child attends the program.

1.22 Inclement Weather Policy

The Chester Recreation Summer Program is primarily an outdoor program, and our indoor facilities are limited. We reserve the right to cancel the program due to inclement weather.

1.22.1 Light Rain

We consider these days liquid sunshine and it just adds to the fun! For the most part our program will be held outdoors.

1.22.2 Torrential Downpours

If these downpours persist during the program, all children will be brought under cover or into a building on the property.

1.22.3 Thunder & Lightning

The policy is clear and straightforward. If anyone hears thunder or sees lightning, the field will be cleared immediately and must remain cleared for thirty minutes after the last sound of thunder or lightning bolt. All children will be brought into a building on the property.

1.22.4 Severe Heat

Physical activity is limited when the heat index reaches 90°F. With the exception of water play, participants will participate in low-energy activities.

1.23 Dress Code Policy

Participants should come dressed for a full day of fun and games. Clothing should not be an excuse for non-participation. We recommend play clothes that can get dirty and a pair of athletic shoes.

No skirts (unless shorts/tights/pants are worn underneath). If a skirt is worn, it is to fall to or below the fingertips when the child is standing up straight.

No short t-shirts/crop tops; all shirts must cover the navel.

Any graphics on clothing depicting violence, alcohol, illegal substances, or cigarettes is prohibited.

If a participant comes to the program in prohibited clothing, a parent/guardian will be called to bring in appropriate apparel. If a parent/guardian cannot be reached, the participant will be issued a t-shirt at the cost of \$10 to be paid when your child is picked up.

1.24 Sunscreen Application Policy

Unless express written permission is given, the Chester Recreation Summer Program Staff are not permitted to apply sunscreen to your child. Although this policy may seem contrary to our safety and care philosophy, it is necessary due to possible allergies and potential improper application that may lead to sunburn. All participants will receive reminders from their counselors to apply sunblock. If permission is given, staff can assist in applying sunscreen (spray only) provided by you.

1.25 Illness/Sick Participants Policy

If a participant is not feeling well enough to participate in the summer program, he/she should stay home. Any child who has the following symptoms within a 24-hour period is not permitted to attend the program.

- Temperature over 100 degrees F
- Vomiting or Diarrhea
- Eye irritation/Pink Eye
- Sore Throat
- Contagious Rash
- Head Lice
- If a participant becomes sick while at the program, the child's parents or guardian will be contacted and asked to pick up their child. If the parent or guardian cannot be reached the emergency contact will be notified.

1.26 First Aid

The program coordinator, lead counselors and the majority of our staff are certified in First Aid CPR AED. The Office is equipped with First Aid supplies for minor injuries (cuts, scrapes, stings, etc.), and lead counselors carry a small kit of supplies at all times.

Summer Staff will maintain incident reports. These reports document injuries and any First Aid rendered. Any incidents handled by the Summer Staff will be reported to the parent/guardian.

Staff will carry two-way radios when on-site and will have the ability to contact the office, the Program Coordinator or other Staff at all times.

In cases of incidents or accidents, the appropriate staff member(s) will fill out a written report and document all actions taken and correspondence made with supervisors and the parents of those children involved. Please notify us if there are ever any changes or additions to your contact information.

Staff will administer basic First Aid, and in the event of a minor injury will follow the On-site Emergency Procedure for minor injuries.

1.27 On-Site Emergency Procedures

- If a major or life-threatening injury or accident occurs during program hours, it will be handled in the following manner:
 - 911 will be called immediately.
 - The parent/guardian will be notified.
 - Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.
- In the event of an emergency or natural disaster, the following procedures will be in effect:
 - Children will remain on site until an authorized person picks them up.
- In the event of a site evacuation, children will be taken to the Wason Pond Community Center located at 603 Raymond Road. Efforts will be made to contact parents/guardians should evacuation be necessary.
 - Staff will remain with the children until an authorized person arrives.

1.28 COVID-19 Policies

The Chester Recreation Summer Program will be following the COVID-19 state and national guidelines. For additional information, please visit: <https://www.covidguidance.nh.gov/>.

The Chester Recreation Department reserves the right to modify, without notice, any information contained within this Parent Handbook.

A Letter to my Chester Recreation Summer Program Counselor

We are excited that you will be joining the Chester Recreation Summer Program this year !

To help us plan days full of fun, exploration and adventure, please answer the following questions to tell us a little about yourself.

My name is: _____. My friends call me _____.

I will be _____ years old during the program and I will be entering _____ grade in the fall.

I'm excited to come because . . .

My favorite outside game/activity is . . .

Other things you might find interesting about me are . . .

I have attended Chester Recreation Summer Program before, and some of my best memories/favorite activities from that time are . . .

CHESTER RECREATION SUMMER PROGRAM

PARENT QUESTIONNAIRE

The “Parent Questionnaire” (to be filled out by the parent/guardian) and “A Letter to My Chester Recreation Summer Program Counselors” help the Chester Recreation Summer Program staff provide your child with the best experience. This is a really important way for your child’s counselors to get to know them and prepare to give them the best care possible, before the program begins.

Participant’s Name: _____

Parents/Guardians Name(s): _____

Is this your child’s first day program experience? ☐ YES ☐ NO

Does your child make friends: ☐ Easily ☐ Fairly Easily ☐ Some Difficulty

Comments: _____

What do you want your child to take away from their experience? How can we best help your child accomplish this?

Does your child have any questions or concerns regarding their upcoming experience? Do you, as parents and guardians, have any questions or concerns?

Are there specific situations or activities that your child is especially looking forward to?

Any pertinent information regarding your child we should know (parental status, major life changes, family members, school, new siblings, etc.) that may affect their experience?

Please describe any special circumstances that may affect your child's experience.

How would you describe your child socially (outgoing, shy, active, quiet, etc.)? How do they react in new situations?

How do you best calm/comfort your child when they are upset or angry?

Are there any other important things or additional information about your child you would like the counselors to know?

CHESTER RECREATION SUMMER PROGRAM BEHAVIOR AGREEMENT

At the Chester Recreation Summer Program, we strive to create a safe community where individual differences are valued, where participants and staff can accept new challenges, and where everyone can have fun. Creating such a community requires the commitment of all participants and staff. The guidelines listed below outline the general behavior expectations for Chester Recreation Summer Program participants and staff. Please review the guidelines and sign below.

I WILL SHOW RESPECT FOR MYSELF

- I will show respect for myself by having a positive outlook, eating well, and getting plenty of sleep.
- I will make the most of learning opportunities by participating in activities, trying new things and having a positive attitude.
- I will talk with my counselors if I am feeling uncomfortable about any activity or experience.

I WILL DEMONSTRATE RESPECT FOR OTHERS

- I will respect other people's ideas and values, even if they are different from my own.
- All of my actions and language will have a positive impact on the people in the Chester Recreation Summer Program community.
- Behavior that is disrespectful, or that could potentially harm (physically or emotionally) a participant or staff member, is unacceptable in the Chester Recreation Summer Program community.

I WILL SHOW RESPECT FOR THE NATURAL ENVIRONMENT AND FACILITIES

- I will be sensitive to the natural environment. This means treading lightly on the land, picking up trash, program supplies, equipment, and personal items.
- The buildings and activity equipment supplied by Chester Recreation Summer Program are for use by all participants. I will care for both in a responsible manner.

I WILL SHOW RESPECT FOR THE HEALTH AND SAFETY OF MYSELF AND OTHERS

- I understand that it is important to abide by safety standards provided by summer staff, especially in water-related and adventure challenge experiences.
- I understand that it is important to stay with the group, respect and listen to the directions of my counselors.
- I understand that the possession and use of tobacco, alcohol, or illegal drugs is prohibited.
- I understand that fireworks, firearms and other dangerous weapons are not allowed.

I have read, along with my parents, the above behavior guidelines and we understand that in order to create a community where everyone can challenge himself or herself to make friends and have fun, our commitment is necessary. As a participant, I will do my best to follow the above behavior guidelines.

The Recreation Director reserves the right to dismiss a participant when in his/her judgment the participant's behavior interferes with the rights of others, the smooth functioning of the group or activity or violates the program principles of conducts. In such cases no refunds will be given.

My parents and I understand that the breaking of this agreement can be grounds for dismissal.

Participant's Name: _____

Participant's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CHESTER RECREATION SUMMER PROGRAM

MEDICAL TREATMENT & MEDICATION AUTHORIZATION FORM

Emergency Medical Treatment Authorization or Refusal

In the event I, _____ cannot be reached in an emergency requiring medical attention for my child, _____, I hereby give my consent to the staff of the Chester Recreation Summer Program to secure proper emergency treatment and transportation of my child as deemed necessary.

The Chester Recreation Summer Program required the following information regarding medication needs of participant in Chester Recreation Summer Program. Please note the following policies:

- All medication shall be in a secured contained labeled with your child's name, the name of the medication, the dosage amount, and the time or times to be given.
- All medication must be given to the Program Coordinator or Recreation Director.
- All medication will be kept either with the Lead Counselor or in the Office.
- We must have a Medication Authorization Form on file for your child. This shall be completed for each individual medication to be taken by your child.

Summer staff are not authorized to administer medication. They will remind and supervise the taking of medication for the participant and medication listed below.

Name of Medication: _____
Dosage Amount of Medication: _____
Frequency of Dosage of Medication: _____
Time(s) to be taken during program hours: _____
Duration of treatment: _____
Possible side effects and adverse reactions: _____
Other information: _____
Health Care Prescriber (Name and Telephone): _____

Insurance Information:
Carrier or Plan Name: _____
Carrier Address: _____
Group Number: _____
Name of Insured: _____
Relationship: _____
ID Number: _____

Parent/Guardian Name: _____ Phone _____

Parent/Guardian Signature: _____ Date _____

CHESTER RECREATION SUMMER PROGRAM

RELEASE AUTHORIZATION FORM

Participant's Name(s): _____

Participants will only be released to Authorized Persons. The Authorized Persons designated below shall be authorized to pick up your participant(s). Please include the names of any and all individuals you may arrange to have pick-up your participant(s). This extends to parents/guardians, relatives, babysitters, carpool drivers and all emergency contacts. **Please make sure you include yourself.**

NAME

PHONE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE MAKES SURE YOU INCLUDE YOURSELF IN THE NAMES LISTED ABOVE.

PLEASE NOTE: At the time of pick-up, the picking-up adult will be asked to produce government-issued photo identification. This is to ensure the safety of the participant. There will be no exceptions to this policy. Your signature below acknowledges acceptance of this policy.

Parent/Guardian Signature: _____ Date _____