

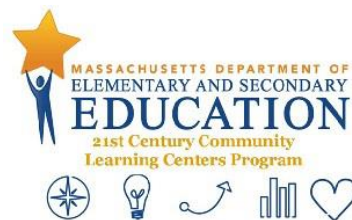


2019

FAMILY HANDBOOK

Program Dates:
July 1st – August 9th
Program Closed Thursday, July 4 & Friday, July 5

Monday – Friday
8:30 a.m. – 3:00 p.m.



WELCOME

Thank you for registering your child in the Springfield Park and Recreation Division's Summer Enrichment Programs. We are committed to providing innovative programs, and learning experiences for participating children. The Summer Enrichment Programs are designed to introduce children to a number of new opportunities and activities that build upon the skills they learn throughout the school year. With this in mind, our programs have been carefully planned and developed for your children.

Parents and guardians should note that this program is not a drop-in program, but rather an enrichment program with a specific schedule and sequential activities planned for the six weeks of programming.

When families and staff build positive, trusting, working relationships and communicate regularly, children benefit. We hope that this *Family Handbook* will help build an understanding between you and our staff. Most importantly, there needs to be good two-way communication between us. We will keep you informed about your child's experiences, achievements, new skills and any special concerns or problems. We welcome your feedback and involvement in your child's Summer Enrichment Program for their benefit.

Who We Serve

The Parks and Recreation Summer Enrichment Program is open to Springfield residents ages 6 to 13. Children must turn 6 by July 1, 2019 and cannot turn 14 until on or after July 1, 2019 in order to be eligible to participate. Registration is first come, first served and operates on a rolling basis until all spots are filled.

All pre-registration fees for participants are non-refundable, no exceptions.

Program Staff Contact Information

Please use the numbers below if you need to contact the Summer Enrichment Program.

Pottenger School Site Cell: (413) 265-6024 Address : 1435 Carew Street Springfield, MA, 01104	Esther D. Alicea, Program Coordinator Cell: (413) 313-4974 Email: eaalicea@springfieldcityhall.com
Central High School Site Cell: (413) 348-9191 Address : 1840 Roosevelt Avenue Springfield, MA, 01109	Channing Calcasola, Program Coordinator Cell: (413)313-4560 Email: Ccalcasola@springfieldcityhall.com
Liberty Elementary School Site Cell: (413) 265-6023 Address : 962 Carew Street Springfield, MA, 01104	Esther D. Alicea, Program Coordinator Cell: (413) 313-4974 Email: eaalicea@springfieldcityhall.com
ECOS at Forest Park Site Cell: (413) 265-6025 Address : 293 Sumner Avenue Springfield, MA, 01108	Bob Pasini, Program Coordinator Cell: (413) 427-1621 Email: rbasinijr@springfieldcityhall.com
Springfield Renaissance Site Cell: (413) 313-5458 Address : 1170 Carew Street Springfield, MA, 01104	Eryn Ryan, Program Coordinator Cell: (413) 265-6022 Email: eryan@springfieldcityhall.com

If you cannot reach your Program Coordinator please call the Educational Coordinator:	
Katherine Shea Email: Katherineshea@springfieldcityhall.com Cell: (413) 313-1355	
Other Contact Information	
Randy Piteo (413) 750-2711 (office) (413) 896-3258 (cell)	Recreation Office (413) 787-6434
Website http://www.springfield-ma.gov/park/	
Facebook https://www.facebook.com/City-of-Springfield-Parks-Recreation-Afterschool-Program	

Days and Hours of Operation

Days of Operation at all Sites:

Monday, July 1, 2019-Friday, August 9, 2019.

All programs run Monday – Friday.

All programs will be closed Thursday, July 4th and Friday July 5th, 2019 in observance of Independence Day.

All children must be dropped off and picked up between the assigned times.

Drop Off

8:30 AM – 8:40 AM

Children dropped off after 8:40 AM will not be allowed into the program.

Pick Up

2:45 PM – 3:00 PM

- Dismissal takes place at each site between 2:45 PM – 3:00 PM.
- Children **MUST** be picked up no later than 3:00 PM.
- Children should not be picked up prior to 2:45
- **Dismissal policies are strictly enforced and there will be a fee for late pick-up.**
- **Detailed late fee policy on page 6**

Early Pick-up Policy

Children **should not be picked up prior to 2:45.**

In certain situations, early pick-up may be necessary for a child (such as doctor appointments). In these situations the parent/guardian must provide written documentation in advance, or in extenuating circumstances the parent or guardian calls the site cell phone and speaks to the Site Supervisor to notify them of the need for an earlier pick up time.

Parents/guardians should keep in mind that during specific activities, field trips, or swim days an early pick-up disrupts programming.

Attendance and Participation

Children are expected to attend the Summer Enrichment Program every day. All programs are thematic and include sequential activities; therefore, if participants are absent for a week or more they will not fully benefit from the program. If a participant must be absent, program staff must be notified in advance in writing. **No children will be allowed to attend a partial day due to the nature of the program. Children are expected to attend the program 8:30 AM- 3:00 PM.**

During registration parents/guardians should tell staff if they are planning a summer vacation during the program. If your child(ren) is going to miss a week of the program, the site staff **must** be notified in advance; **if not, he/she may be dropped from the program with no refund.** If a participant does not meet the attendance requirements they may be dropped from the program with no refund, and their spot in the program given to a child on the waitlist.

We encourage all children to take part in every aspect of the program. It is our belief they will grow from the experience. No child will be forced to participate but he/she must attend and be respectful of those who choose to participate.

Drop-Off and Pick-Up Procedures

On the first day of program parents/guardians will be notified of the drop-off/pick-up procedures for their program site. Please note: At many of our sites the main entrance to the building is not used by our program, so it is important to check-in with the site staff on the first day to identify the drop-off and pick-up area.

Drop-off Procedures (8:30 AM – 8:40 AM)

Parents/guardians are required to accompany child(ren) each morning to check in with staff, with the exception of children that walk to the program. **Children dropped off after 8:40 AM will not be allowed into the program that day.**

Pick-up Procedures (2:45 PM – 3:00 PM)

Individuals picking-up children must report to the designated pick-up area during dismissal time each day and complete the sign-out sheet.

During dismissal (2:45 PM -3:00 PM) **children will only be released to individuals identified on their registration form, which is signed and authorized by a parent/guardian. Said individual must be age 18 or older and must present a valid picture I.D. Staff must be informed in writing of any changes to children's pick-up information.**

Walking Policy

Children, age 10 and older, are permitted walk to the program each morning and home from the program at dismissal if a parent or guardian signs a waiver at registration releasing the City of Springfield and the Department of Parks, Buildings and Recreation Management of all liability. Participants of the program, age 10 and older, may also accompany a younger sibling walking if the parent/guardian has signed a waiver for that child as well. Children who walk to the program must check in with staff during the designated drop off time (8:30 AM – 8:40 AM) and must sign-out during dismissal time before leaving the program.

Participants that are signed up as a walker will be dismissed each day with the walkers unless the parent/guardian provides written documentation in advance, or in extenuating circumstances the parent or guardian calls the site cell phone and speaks to the Site Supervisor to notify them that the child will be picked up that day. In this case, the child will not be dismissed as a walker, and regular pick-up policies apply. Pick-up policies include being picked up during dismissal time, 2:45 PM – 3:00 PM and late fees for late pick-up.

Late Pick-Up Policy

All participants must be picked up no later than 3:00 PM each day. If a child remains in the program after 3:00 PM the site staff will contact the parents/guardians listed on the registration form. If the site staff is unable to get a hold of the parents/guardians the site staff will contact the emergency contact and the authorized pick-up individuals. It is of the utmost importance that **parents/guardians provide current contact information** for themselves, emergency contacts and pick-up contacts and that the site staff is able to get a hold of someone and ensure the child will be picked up from the program.

Late Pick-Up Fee

There will be a late fee charged for any child picked up after the dismissal time of 3:00 PM. Fees are to be paid in cash only at time of pick up or no later than sign-in the following day. This fee is per child. Parents/guardians must accompany their child(ren) into the building for sign-in if a late fee is owed. Children will not be allowed to attend the program until the late fee is paid. There are no exceptions to this fee. **Parents/guardians, who violate the pick-up time policy, will jeopardize their child's continued participation in the program.** Written documentation of each occurrence will be provided.

Time of pick-up	Late Fee Charged	Time of pick-up	Late Fee Charged	Time of pick-up	Late Fee Charged
3:06 PM	\$10.00	3:18 PM	\$34.00	3:30 PM	\$58.00
3:07 PM	\$12.00	3:19 PM	\$36.00	3:31 PM	\$60.00
3:08 PM	\$14.00	3:20 PM	\$38.00	3:32 PM	\$62.00
3:09 PM	\$16.00	3:21 PM	\$40.00	3:33 PM	\$64.00
3:10 PM	\$18.00	3:22 PM	\$42.00	3:34 PM	\$66.00
3:11 PM	\$20.00	3:23 PM	\$44.00	3:35 PM	\$68.00
3:12 PM	\$22.00	3:24 PM	\$46.00	3:36 PM	\$70.00
3:13 PM	\$24.00	3:25 PM	\$48.00	3:37 PM	\$72.00
3:14 PM	\$26.00	3:26 PM	\$50.00	3:38 PM	\$74.00
3:15 PM	\$28.00	3:27 PM	\$52.00	3:39 PM	\$76.00
3:16 PM	\$30.00	3:28 PM	\$54.00	3:40 PM	\$78.00
3:17 PM	\$32.00	3:29 PM	\$56.00	<i>Fees continue to accrue until child is picked up. *All fees are per child.</i>	

After 3:30 PM the Department of Children and Families will be notified that the child has not been picked up.

What to Wear

All children need to wear clothing that is appropriate for an active summer program with activities taking place outdoors, indoors and in various weather conditions. Children should wear the following:

Shorts (must be mid-length or longer)

**Socks
Sneakers**

T-Shirts

**Baseball Cap or Hat (to be worn outside only)
Light Jacket or Sweatshirt if needed**

If there is inclement weather, such as rain, your child should wear appropriate clothing. All items brought to the program should be clearly labeled with child's name. **We are not responsible for lost or stolen items.**

What Not to Wear

Sandals, flip flops, open toe shoes, revealing clothes (short-shorts, belly shirts, spaghetti strap tank tops, bikinis), and any clothing with inappropriate words or images that are not suitable for young children, nor for participating in a summer program with outdoor activities. Bikini bathing suits are not allowed.

Children that are dressed inappropriately will be sent home.



What to Bring

Children should bring a backpack or bag **each day** with their name clearly written on it. Backpacks should contain:

Appropriate Bathing Suits (no bikinis)
Towel
Change of Clothes
Personal care items (no sharing)
Water Shoes
Reading Books
Frozen Water Bottle (to be brought each day)
Sunscreen (no sharing)

What Not to Bring

Children should not bring expensive items to the summer program. This includes: cell phones, toys, iPods, iPads, hand-held game systems, and jewelry. Money should only be brought on field trip days. **We are not responsible for lost or stolen items.**

Children should not bring food to the program unless the parent has completed a special diet form.

No peanuts or nuts or nut products of any kind are permitted.

Parent/Guardian Contact Information

Parents/guardians **must provide working phone numbers** for themselves and emergency contacts which include cell phone numbers. The numbers provided must be for someone who is **18 years of age or older** and can be reached **immediately** in the event of an emergency or to pick the child up from the program.

Parents/guardians **must also provide working phone** numbers for the authorized pick-up individuals listed on the registration form. These individuals will be contacted in the event the child is not picked up during the designated dismissal time.

Failure to provide working phone numbers could result in the child's removal from the program.

Transportation

Transportation is provided for field trips only.

Swimming

All Summer Programs have designated swimming sites and/or spray structures. A water activity schedule is available at the site (*schedule is subject to change). **One-piece bathing suits and nylon/mesh shorts are the only acceptable swimwear for girls and boys.** Female participants are only permitted to wear one piece, non-revealing bathing suits with no cut outs. Only white-colored cotton material, such as a t-shirt, is permitted in the pool. Nylon swim shirts are permitted. **Children are required to bring swim gear every day.**

Children who choose to participate in swimming will be required to complete a swim test with the lifeguard on duty on the first day of swimming. Participants will only be allowed to swim in designated areas as assigned by the lifeguard as a result of their swim test. If a child does not wish to participate in swimming, alternative activities will be provided.

Coast Guard Certified Life Vests are available at all swimming locations in various sizes. Parents/guardians can note on the registration form that their child requires a life vest and one will be provided to them. Life vests brought from home must be Coast Guard Certified and must fit properly.

SUMMER ENRICHMENT PROGRAMMING

Project Based Learning (PBL)

The Summer Enrichment Programs offer fun-filled, challenging, hands-on, project-based enrichment. The Enrichment staff follows a specific PBL curriculum that is based on interests and abilities of the children in the group. Each site has a specific PBL theme (listed on page 14). Children are engaged in active and inquiry based learning through hands-on identification and response to a question. In all of our themes literacy is an important focus area.

Summer Reading

Reading is an important component of our Summer Enrichment Program. Each day, participants will have approximately 20 minutes of reading time. We have a variety of books offered at each site for children of all reading levels. Children are also encouraged to bring books from home. If children do not wish to participate in reading they will be asked to sit quietly for the 20 minutes, so they do not disrupt others that are reading, or will have an option to write in a journal during this time.

Additional reading opportunities will also be provided including read-a-louds, group reading, readers theaters and other literacy activities.

The Springfield Parks and Recreation Summer Enrichment Programs are a partner of the Springfield Reads to Build a Better World summer reading initiative, the Connected Learning in Afterschool and Summer Partnership (CLASP) and the Springfield Library Summer Reading Program.

Enrichment Activities

Other activities offered during the Summer Enrichment Program include team building, games, athletics, swimming, arts, social-emotional skill building and literacy.

Field Trips

Field trips are an important part of the program and fees may be required depending on the trip. A schedule of field trips and cost is available at sites. Our staff will report any upcoming field trips in advance. All field trips must be paid prior to the field trip. **Money will not be accepted on the day of the field trip, and if a child did not attend the program at all during the week of the field trip, they are not eligible to participate.** Permission slips signed by parents/guardians are required in order for children to attend **any** field trip. **Payments for field trips must be cash only. All children will be given a colored t-shirt that must be worn on all field trips. For safety reasons, if the child does not wear the appropriate t-shirt they will not be able to attend the field trip.** All sites are closed during field trips. **No staff** will remain at the site with children not attending. Those not planning to attend the field trip cannot attend the program that day. Field trips are for participants only. Family members or other guests are not allowed to attend the field trips.

Food

Breakfast and lunch will be provided at all sites. **No outside food is allowed** unless the parent/guardian has completed a Summer Meal Program, Food Allergies & Diet Modifications form.

The Parks and Recreation Summer Enrichment Program is committed to ensuring that all participants get a nutritious breakfast and lunch daily. The Parks and Recreation Department has partnered with Sodexo to provide breakfast and lunch each day at no cost to participants.

The food service staff is able to make some modifications based on your child's needs; for example if they cannot have tuna fish due to an allergy, then on the day tuna is served an alternate lunch will be provided for the child.

Exceptions:

Children may be permitted to bring food from home if they have food allergies or special dietary needs (*must be noted on the registration form*). If a child requires dietary modifications, the parent/guardian must complete an additional form at registration noting their dietary needs. The Summer Enrichment Program is not able to provide food storage for meals brought from home (including on field trip days when meals may be eaten offsite). Meals brought from home must meet the program standards of being a healthy and nutritious meal. Meals brought from home and must follow all program guidelines.

No peanuts, nuts or nut products. No exceptions. Some participants have life threatening allergies.

Medications

The Department of Parks, Buildings and Recreation Management is not equipped or staffed to administer medication to children. Children must be able to administer their own medication and the medication must be in its original bottle with original label that includes the child's name. At registration parents/guardians must complete a permission form to self-administer medication for any medication the child needs to have during the program day. Please see Site Supervisor regarding medication storage.

The Summer Enrichment Programs has a nurse available in case of emergencies.

Program Cancellations

In the event of an emergency, program cancellations will be posted on TV 22 News, and on the Recreation Division's office phone 787-6434. In addition cancellations and other important announcements will be posted on the Springfield Parks and Recreations Facebook page: www.facebook.com/City-of-Springfield-Parks-Recreation-Afterschool-Program

All of our programs include a variety of activities that occur outdoors in various weather conditions. Additionally, some of our programs take place in non-air conditioned buildings. **If a parent/guardian thinks it is too hot on a particular day to send their child to the program, please contact the site to notify them the child will not be attending that day due to the weather.** This will count as an excused absence and will not be penalized.

Positive Youth Development

As outlined by the department of Public Health: *“Discipline and guidance shall be consistent and based upon an understanding of the individual needs of the child. Camp staff shall direct discipline to the goal of maximizing growth and development of the child and for protecting the group and the individuals within it”.*

The Parks and Recreation Summer Enrichment Program Positive Youth Development plan is set in place to provide all participants with a positive experience. In order to ensure the quality of this program and safety of participants and staff, **we expect all participants** to adhere to and follow all program rules and norms. The Positive Youth Development system is in place to protect each participant’s freedom to learn and have fun as a valued member of our Summer Enrichment Program.

Please note we are a separate entity from Springfield Public Schools and do not have access to any medical or behavioral records. Parents/guardians should share any information that will be helpful in providing programming for your child. This includes strategies for behavior management and redirection for the child. While we are not staffed or equipped to provide one-on-one programming and behavior management, we will make every attempt to work with the parent and the child, within our program limits, to address and redirect unacceptable behavior.

Parents/guardians should also inform the staff if your child is having difficulty at the program. If your child is not following the norms, rules or limits established for the program, the Site Supervisor and staff need your input.

At each site, children will participate in the creation of site norms, rules and limits, which will be clearly explained to the children frequently so that they understand them and feel secure that the adults care enough about their safety to enforce them. Appropriate methods of behavior management will be used in dealing with unacceptable behavior.

The following procedures (on the next page) will be implemented when children misbehave or do not follow program rules and limits. The Parks and Recreation Summer Enrichment Program staff reserves the right to bypass one or more steps in the process if a situation warrants. The Positive Youth Development Strategies list also highlights ways in which positive behaviors will be acknowledged.

Positive Youth Development Strategies

- PBIS reward system
- Shout-outs given by staff members or peers to recognize a participants good behavior
- Gentle reminders, re-direction and offered acceptable choices.
- Time away from the situation with a staff member to discuss what unacceptable behavior was demonstrated and identify alternate appropriate behaviors.
- “Think Sheet” to help the child reflect on their behavior and the consequences of their actions.
- After repeated reminders and discussion with a staff member the child will lose privilege in program. Occurrence will be documented and requires a signature acknowledging notification from parent/guardian.
- Repeated defiance of rules and behavior that threatens the physical and/or emotional safety of the child, other children or staff (i.e. hitting, biting, kicking, throwing objects or pushing) will result in **suspension (typically 1-4 days) or termination from the program**. Occurrence will be documented and requires a signature acknowledging notification from parent/guardian.
- **Extremely violent/threatening behavior, housing a weapon or a child is seriously injured or property is damaged will result in immediate termination** from the program. Occurrence will be documented and requires a signature acknowledging notification from parent/guardian.

At no time will a behavior incident be dealt with in a demoralizing, humiliating, abusive manner. No child will be subject to neglect, cruel, unusual, severe or corporal punishment including: verbal abuse, ridicule, humiliation or denial of food. **No staff member will be subject to verbal or physical abuse by a child enrolled in the program. This includes foul language.**

Bullying Policy

The Summer Enrichment Program does not tolerate bullying of any kind between participants and/or staff. Many of our participants attend the Summer Enrichment Program to help build their social skills and friendships. However, this community building is to be conducted in a positive way and will not include taunts, threats or physical violence of any kind.

Parent Suggestions

Your questions, suggestions and concerns are important to the success of the Summer Enrichment Program. If your child enjoyed a particular event or activity or you appreciate something special at the program, please tell the staff. Parents/guardians should also notify the staff of any questions or concerns they have. They can notify staff in person at the site or by calling the Program Coordinator. Parents/guardians are welcome to visit the program at any time during the summer, however they must be accompanied by a staff member at all times. Parents/guardians that would like to visit should notify the Site Supervisor.

We appreciate your suggestions and feedback and look forward to working collaboratively to make this a positive experience for your child.

Grant Reporting Requirements

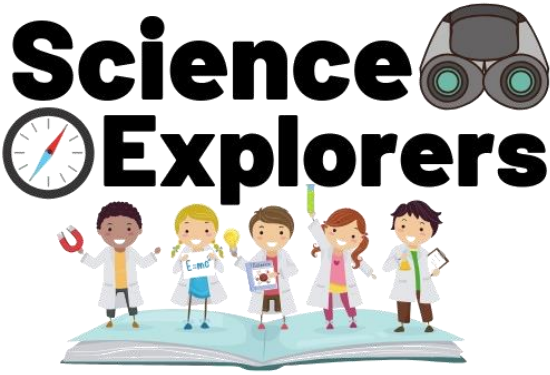
In order to offer the Parks and Recreation and 21st CCLC Summer Enrichment Programs, we have to meet state, and federal grant reporting requirements, including a Survey of Afterschool Youth Outcomes (SAYO) of students by their teachers and program staff. These assessments will not become part of your child's school record; they will be considered privileged and confidential information. They will be used to help individualize the Summer Enrichment program to better meet the needs of individual children and to evaluate the program's effectiveness.

Mandated Reporter

All staff are mandated reporters as determined by the Commonwealth of Massachusetts. We are legally bound to report any incidents in which we have reasonable cause to suspect abuse or neglect of any child under the age of 18.

2019 Sites and Themes

Science Explorers



Program Location: Renaissance School

Theme: Science Explorers

Spend your summer exploring a variety of science topics including engineering, space and the solar system, nature and the environment and more. Each week will feature different hands-on projects and engineering design challenges. Participants will also explore the Abbey Brook Conservation Area and will learn more about the plants, trees and wildlife in that area. The exploration continues in our science lab where participants will make slime, volcanoes and other cool experiments!

Program Location: Central High School

Theme: Sports of All Sorts

What sorts of sports? Basketball, soccer, lacrosse, tennis, golf, ice skating, track and yoga just to name a few! Participants will explore a variety of different sports this summer and will also learn the history, and rules of each game. The fun continues off the field where participants will focus on qualities of an athlete like teamwork, sportsmanship, leadership, scholarship and goal setting. Health, wellness and nutrition are also a focus, and participants will learn about healthy meals to fuel mind and body.



Program Location: Liberty Elementary School

Theme: Arts in Action

Performing and visual arts are the focus of this creative summer program. Participants will explore various visual and performing art forms including hands-on art projects, music and dance. Theater Arts will also be an important component and participants will work collaboratively on set design, costumes, choreography and acting to put on a production at the end of the summer.



Program Location: ECOS in Forest Park

Theme: EcoAdventures

All adventurers, wildlife lovers and nature enthusiasts – this program is for you. Enjoy a summer of adventure and exploration in Forest Park including the forest, ponds, streams, wildlife and much more. Participants will learn about habitats, ecosystems, plants, animals, insects and micro-organisms through hands-on projects and experiential learning in Forest Park.

ECO ADVENTURES



Pottenger Elementary School

Theme: Destination Science

Get your passport ready! As we travel to Destination Science. At this summer program participants will travel the globe learning about different biomes, habitats, ecosystems, animals and plants. Participants will also spend their summer planting and sustaining a beautiful Monarch Butterfly Garden while learning about plant life-cycles, insects and pollinators. Join us on this adventure to learn more about the environment, the world around us and the plants and animals we share it with.

This site is funded through the DESE and the 21st CCLC grant.

Program Location:

