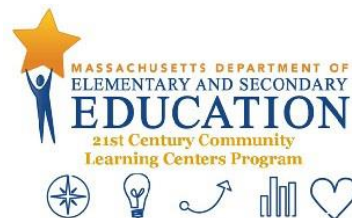




# 2021 FAMILY HANDBOOK

**Program Dates:**  
**July 6<sup>th</sup> – August 13<sup>th</sup>**

**Monday – Friday**  
**8:30 a.m. – 3:00 p.m.**



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# Welcome

Thank you for completing the online registration for 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.

## 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, 2021 and cannot turn 14 until on or after July 1, 2021 in order to be eligible to participate. Online registration is first come, first serve and operates on a rolling basis until all spots are filled.

## Days of Operation

### Days of Operation at all Sites:

Tuesday, July 6, 2021 to Friday, August 13, 2021.

All programs run Monday through Friday, 8:30 AM – 3:00 PM

**All programs will be closed Monday, July 5<sup>th</sup>, 2021 in observance of Independence Day.**

## 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, the child may be dropped from the program.** If a participant does not meet the attendance requirements they may be dropped from the program, 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.

## Program Staff Contact Information

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

<b>ECOS at Forest Park</b> Site Cell: (413) 335-2097 Address: 293 Sumner Avenue Springfield, MA, 01108	<b>Esther D. Alicea, Education Coordinator</b> Cell: (413) 313-1355   Email: <a href="mailto:eaicea@springfieldcityhall.com">eaicea@springfieldcityhall.com</a>
<b>Central High School</b> Site Cell: (413) 335-5381 Address: 1840 Roosevelt Avenue Springfield, MA, 01109	<b>Channing Calcasola, Program Coordinator</b> Cell: (413) 355-6229   Email: <a href="mailto:ccalcasola@springfieldcityhall.com">ccalcasola@springfieldcityhall.com</a>
<b>Renaissance</b> Site Cell: (413) 335-1466 Address: 1170 Carew Street Springfield, MA, 01104	<b>Gabriela Santiago, Program Coordinator</b> Cell: (413) 426-5639   Email: <a href="mailto:gsantiago@springfieldcityhall.com">gsantiago@springfieldcityhall.com</a>

<b>If you cannot reach your Program Coordinator please call the Educational Coordinator:</b>	
<b>Esther Alicea</b> <b>Email: <a href="mailto:eaicea@springfieldcityhall.com">eaicea@springfieldcityhall.com</a></b> Cell: (413) 313-1355	
<b>Other Contact Information</b>	
<b>Randy Piteo</b> (413) 750-2711 (office)   (413) 896-3258 (cell)	<b>Recreation Office</b> (413) 787-6434
<b>Website</b> <a href="http://www.springfield-ma.gov/park/">http://www.springfield-ma.gov/park/</a>	
<b>Facebook</b> <a href="https://www.facebook.com/City-of-Springfield-Parks-Recreation-Afterschool-Program">https://www.facebook.com/City-of-Springfield-Parks-Recreation-Afterschool-Program</a>	

## Cohort Information

Staff will be assigned to the same cohort for the duration of the entire program. **Groups will not exceed 10 campers and 2 counselors per cohort.** Cohorts will not be combined at any time and staff will not float between cohorts, unless needed to provide supervision of specialized activities or to provide breaks for other staff. There might be multiple cohorts of campers and counselors in the same area, but will maintain separation between cohorts and at all times to comply with the Governor's most recent Gathering Order. We will ensure campers/staff belongings are stored in a manner to prevent groups congregating. Stagger use of communal spaces, such as classrooms and recreation areas, to reduce congregating and disinfect in between uses. We have developed safe pickup/drop off procedures to maintain physical distancing and prevent the mixing of campers. Please see page 5 for procedures for the first drop off, in which parents/ guardians must remain in the car for pickup/ drop off.

# Drop-Off and Pick-Up Procedures

A drop off time will be assigned by cohort. Parents/Guardians must remain in their vehicles at all times. Morning drop-off is between 8:30 AM – 9:00 AM for all campers. Parents/Guardians pull into the site and wait for a counselor. Children are then escorted from their vehicles by a camp counselor. Campers go straight to their cohort to drop-off their belongings and meet their group.

## Drop-off times

(Cohort A): 8:30 AM – 8:45 AM

(Cohort B): 8:30 AM – 8:45 AM

(Cohort C): 8:45 AM – 9:00 AM

(Cohort D): 8:45 AM – 9:00 AM

A pick-up time will be assigned by a cohort. Parents/Guardians must remain in their vehicles during pick-up. Pick-up time is between 2:30 PM – 3:00 PM for all campers. If a camper is not picked up by 3:00 PM, the parents/guardians will be contacted to arrange a pickup as soon as possible (charges will apply). Parents/Guardians should pull into the site and wait for a counselor. Children are then escorted to their vehicle by a camp counselor.

## Pick-up times

(Cohort A): 2:30 PM – 2:45 PM

(Cohort B): 2:30 PM – 2:45 PM

(Cohort C): 2:45 PM – 3:00 PM

(Cohort D): 2:45 PM – 3:00 PM

\*\*\* Detailed late fee policy on page 5\*\*\*

## Early Pick-up Policy

Children **should not be picked up prior to 2:30.**

**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, or swim days an early pick-up disrupts programming.

During dismissal (2:30 PM -3:00 PM) **children will only be released to individuals identified on their online 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 has signed the waiver online as part of registration releasing the City of Springfield and the Department of Parks, Buildings and Recreation Management (DPRBM) 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 – 9:00 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, 2:30 PM – 3:00 PM and fees apply 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) to camp 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 regularly violate the pick-up time policy, could 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	Fees continue to accrue until child is picked up. *All fees are per child.	

**\*\*\* After 3:30 the Department of Children and Families will be contacted if we are unable to reach anyone**

# Health Screenings

## Before Program

- ✓ Campers must be tested 72 hours prior to July 6<sup>th</sup> and provide a negative test result to program to program coordinators.
- ✓ Must complete the COVID-19 Waiver prior to program
- ✓ Monitor for any COVID-19 symptoms in the last 24 hours
- ✓ Continue to practice proper hygiene – washing hands, wearing a mask, and socially distancing

## During Program

- ✓ Continuously monitor campers for COVID-19 symptoms
- ✓ We will be keeping track of potential COVID-19 exposures by continuing contact tracing.

## After Program

- ✓ Continue to monitor for any COVID-19 symptoms in the last 24 hours
- ✓ Continue to practice prior hygiene– washing hands, wearing a mask, and socially distancing

NOTE: If a camper or staff member is diagnosed with COVID- 19, they must notify the Educational Coordinator. Program officials will then engage the local health authorities to implement contract tracing. Contact tracing is key to slowing the spread of COVID-19 and helps protect the community

**If and when there is a positive diagnosed COVID-19 case of a staff member or camper, program officials will contact by sending out an email or calling all staff members or campers.**

Campers must be tested 72 hours prior to July 6<sup>th</sup> and provide a negative test result to program coordinators via email:

ECOS - Esther Alicea: [EAlicea@springfieldcityhall.com](mailto:EAlicea@springfieldcityhall.com)

Central 21st CCLC- Channing Calcasola: [Calcasola@springfieldcityhall.com](mailto:Calcasola@springfieldcityhall.com)

Renaissance -Gabriela Santiago: [GSantiago@springfieldcityhall.com](mailto:GSantiago@springfieldcityhall.com)

# What to Wear

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

**Mask**

**Shorts (must be mid-length or longer)**

**Socks**

**Sneakers**

**Camp issued T-Shirts**

**Baseball Cap or Hat (to be worn outside only)**

**Light Jacket or Sweatshirt if needed**

*Students must wear camp issued t-shirts every day to camp.*

*T-shirts will be distributed on the 1<sup>st</sup> day of camp.*

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.**

# Face Masks

Face masks coverings are required and should be provided by the camper/parent. All students will be required to wear a face mask during camp, inside Springfield Enrichment Programs facilities only unless they have a medical exemption or are taking a mask break. Students will also be asked to practice mask breaks, which includes taking face masks off and putting them back on.

## 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:

**Towel**

**Extra masks**

**Change of Clothes**

**Personal care items (no sharing)**

**Appropriate Bathing Suits (no bikinis)**

**Water Shoes**

**Reading Books**

**Reusable water bottles**

**Frozen Water Bottle (to be brought each day)**

**Sunscreen (no sharing)**

\*\*\* Personal supplies from staff and campers (i.e., hats, brushes, towels, and bags) and drinking containers (i.e., water bottles) must never be shared with others.\*\*\*

## 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. **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

There will be NO TRANSPORTATION or FIELD TRIPS provided this year.



## Swimming (if applicable)

Due to COVID-19, swimming may or may not be available to campers. 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.**

If swimming is available 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.

## 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 Recreation's Facebook page: [www.facebook.com/City-of-Springfield-Parks-Recreation-Afterschool-Program](https://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. **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.

## 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.

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

## 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.

## Food Service Safety

Social distancing will be maintained during all meals and cohorts will remain consistent (will not intermingle). Breakfast and lunch will be provided at all sites. **No outside food is allowed** unless the parent/guardian has completed the online registration on the Summer Meal Program, Food Allergies & Diet Modifications form. All food from home **MUST BE** kept on the child/children throughout the camp day.

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 during online registration noting their dietary needs. The Summer Enrichment Program is not able to provide food storage for meals brought from home. 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 and kept in child's backpack.

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

## DURING MEALS

Meals will be distributed to each camper one at a time, while maintaining social distancing in their cohorts.



### Campers will follow these steps during meals:

- Use hand sanitizer
- Will receive their meal, paper towel, and sanitizing wipes
- Return to cohort areas
- Use a sanitizing wipe on their hands
- Wipe down their area with the sanitizing wipe
- Place a paper towel on their area
- Remove their mask and place the mask on the paper towel
- Eat and **not** share food
- Dispose of their trash one at a time



## Medications

The DPBRM 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. During online 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.

## 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. **Due to COVID-19, visitors (parent/guardians) to program are not allowed.**

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

## 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

- Positive Behavior Intervention and Supports reward system
- Shout-outs given by staff members or peers to recognize a participant's 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.

## Grant Reporting Requirements

In order to offer the Parks and Recreation and 21<sup>st</sup> 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.

## Summer Theme



### 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.