

# **TOWN OF HOLLISTON**

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Recreation Department

**100 Linden Street Holliston, MA 01746**

(508) 429-2149 Fax (508) 429- 0696

June 2010

Dear Parents,

Welcome to the Holliston Outdoors Summer Programs! We are planning a full schedule of fun and games, arts and crafts and special surprises. Whether you are returning, or coming for the first time, we are delighted you will be spending part of your summer with us! This letter will give you some helpful information about the Outdoors at Goodwill Park Program, and answer questions about our policies and procedures. Please be sure to read all the information carefully.

## **Drop Off/Pick Up- Goodwill Park**

Parking is at a premium at Goodwill Park. We request that you follow these procedures to insure a speedy and orderly drop-off and pick-up.

**DROP-OFF:** Enter Green Street, drive to the end and turn around. Return to the driveway entrance. A staff member will be waiting to check your child in, and note who will be picking up at the end of the morning. A counselor will escort your child to the play area. Drop-off begins at 8:45 am. Our program begins promptly each day at 9:00am. Please arrive on time.

**PICK-UP:** Proceed down Green Street, turn around, and return to the park driveway. A staff member will escort your child to the car. Pick-up begins at 12:20. Our program ends at 12:30. Please be prompt.

To insure your child's safety, we require a completed Release Form (attached in this packet) for each participant. Please complete this form and send it in on your child's first day. We will not release your child to anyone not listed on the form! We may request to see identification.

- **THE ATTACHED PICK UP AUTHORIZATION FORM MUST BE COMPLETED AND TURNED IN TO YOUR CHILD'S COUNSELOR ON THE FIRST DAY. PLEASE DO NOT MAIL THESE FORMS INTO THE OFFICE.**

## **Weather Days-Goodwill Park**

We make every effort to hold the Goodwill Park program everyday, and would only cancel in the event of an extreme weather situation. If you are uncertain about the status of the program, call the office at 429-2149. Generally on rainy days the children spend much of the time under cover in the garage. If it's just sprinkling—they may also play outside in the rain. Please dress your child accordingly.

## **Medical Information**

Holliston Recreation Department staff is not permitted to administer medications of any kind to program participants. Parents who want their minor children to self-administer a prescription must sign a Release of Liability Waiver. If your child is taking antibiotics for any reason, please adjust their medication schedule accordingly so that it is administered at home before and after the program. The Recreation Department reserves the right to request that a parent come to the program to administer prescription drugs to their child. Parents of children with special medical needs should contact the Recreation Office prior to the beginning of the program. Children who may require the use of Epi-Pens or inhalers must have a signed permission form on file.

- **BOARD OF HEALTH REGULATIONS YEAR REQUIRE THAT EVERY PARTICIPANT HAVE A CURRENT HEALTH/IMMUNIZATION FORM ON FILE WITH THE RECREATION DEPARTMENT. PARTICIPANTS WHO HAVE NOT TURNED IN FORMS BY JUNE 30 ,2010 WILL BE REMOVED FROM THE PROGRAM**

## **Attire**

We recommend your child dress appropriately for outdoor activities. Please do not allow your child to wear expensive clothing or jewelry. **We will not be responsible for lost articles!** All personal articles, especially beach towels, program t-shirts, water bottles and lunchboxes should be clearly labeled. Comfortable footwear is "a must"! Every Tuesday and Friday is "Water Day" so please be sure to dress your child in a bathing suit on those days to avoid the children from having to change once they arrive at the park.

## **Sun Screen**

We recommend lathering your child up with sunscreen before the beginning of the program each day. Remember...we are outside all day, everyday. If your child is particularly sensitive to the sun, please notify your child's counselor, so that sunscreen can be reapplied later in the day. Please send in sunscreen, clearly labeled with your child's name.

## **Lunch, Snack and Water**

Refrigeration is available for snacks and lunches. Children should bring a very small (labeled) snack and a lunch everyday. We recommend sending your child in with a LABELED water bottle daily. We do request that you refrain from sending in peanut butter for snacks or lunches.

## **Program T-shirts**

Your child will be given a T-shirt on the first day of the program. Please make sure the T-shirt is clearly labeled with your child's name. If the shirt is lost, an additional shirt may be purchased for \$5.00.

It is our goal to insure a fun-filled, safe experience for your child this summer! If you have any further questions, please feel free to contact the Holliston Recreation Department at 429-2149.

Thank you,

**Holliston Outdoors Program Staff**