

TOWN OF HOLLISTON

Parks & Recreation Department

1750 Washington Street Holliston, MA 01746

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

February 1, 2018

Dear Parents,

Welcome to Senior Patoma 2018! We are planning a full schedule of fun and games, archery, arts and crafts, field trips, swimming, ice cream making, theme days, field days and a few more 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 and answer questions about our policies and procedures. Please be sure to read all the information carefully.

Drop Off/Pick Up

DROP-OFF

- Drop-off for Senior Patoma Program is at Stoddard Park and they gather under the pavilion.
- Drop-off begins at 8:25 and ends at 8:45. Please do not drop your child off before 8:25 am, as supervision will not be available.
- Our schedule of activities begins at 8:45 am. Please be sure to arrive on time each day!

PICK-UP

- Dismissal takes place beginning at 3:00pm (Tuesdays pick-up will be at 5pm due to the field trip-except for Thursday July 5th which is the field trip day that week) from under the pavilion.
- Please stay in you car; a staff member will bring your child to you. Please be patient on the first day of the program during dismissal, as it takes a day to get the system in place.
- *Please be on time for pick-up! Parents who are consistently late picking up their child will be required to pay late fees to cover the cost of keeping staff late.*
- Included in this packet you will find an authorization form for other people to pick-up your child. Please send your completed form in with your child on the first day of the program. We will only release your child to those listed on the form! We also require a note from the parent stating that your child will be going home with another person on a particular day.

THE 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

- We make every effort to run the program every day, and would only cancel in the case of an extreme weather situation. Rainy days are always very challenging, as it is difficult to predict the weather. We will send out an e-mail by 8 am if we are going to change locations or plans for the day. Senior Patoma will use the arts & crafts cabin for rainy days while Junior Patoma may move to our building at 1750 Washington St. If there are consecutive rain days, we may take another field trip such as roller skating a movie or bowling (due to the costs associated with running an additional field trip, this option is a last resort).
- It is highly recommended that you send your child everyday with light rain gear and an extra pair of socks and sneakers. Everyone needs to exercise a little patience on weather days. It's never easy on anyone. Thanks in advance for your understanding.

Early Release Weather related

We do not have the space to keep everyone out of the rain when unexpected heavy thunderstorms move in later in the day; it is advisable for you to pick up your child for an early release if at all possible. We do have space available in the arts & crafts cabin for those that may not be able to get their child right away. Senior Patoma will wait for pick up under the pavilion at Stoddard Park or at the arts & crafts cabin. An e-mail will be sent out advising you of the situation.

Medical Information

- Parents of children with special medical needs should contact the Parks & 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. These forms are available at the bottom of this packet and in our office.
- Holliston Parks & 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 which is also at the bottom of this packet.
- 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 Parks & Recreation Department reserves the right to request that a parent come to the program to administer prescription drugs to their child.

BOARD OF HEALTH REGULATIONS REQUIRES THAT EVERY PARTICIPANT HAVE A CURRENT HEALTH/IMMUNIZATION FORM ON FILE WITH THE RECREATION DEPARTMENT. PARTICIPANTS MUST HAVE THEIR FORMS IN BY JUNE 1st 2017

E-Mail: hollistonparkrec@holliston.k12.ma.us or Fax 508-429-0696 or Mail: 1750 Washington St.

Attire

- We recommend your child dress appropriately for an "outside all day program." Just as in the schools, we discourage tight-fitting clothing, very short-shorts and inappropriate language on T-shirts, etc. We have noticed this trend increasing, particularly with this age group, over the years and advise that those types of clothing are just not appropriate for an outdoor, experiential-type program.
- Please do not allow your child to wear expensive clothing or jewelry. **We will not be responsible for lost or damaged articles of any kind.**
- All personal articles, especially beach towels, program t-shirts, water bottles and lunchboxes should be clearly labeled.
- Comfortable footwear is "a must"! We suggest sending your child in sneakers, and packing a pair of flip-flops or sandals for the beach.

Bathing Suits

Bathing suits are a necessity, as we swim everyday. We recommend sending your child in their suit under their clothes, and putting a change of clothes in their backpacks. We will require the participants to take a swim test the first day in order to determine their swim level.

Sunscreen

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 we can remind your child to re-apply sunscreen later in the day. Please send in your sunscreen daily, clearly labeled with your child's name. We do not provide sunscreen for program participants.

Lunch, Snack and Water

We do not have refrigeration available for lunches. We recommend packing your child's lunch in a small cooler. Pack a hearty snack, and don't forget plenty of water in a labeled bottle!

Program T-shirts

Your child will be given a program T-shirt. Please make sure the shirt is clearly labeled with your child's name. These shirts are very important as **participants are required to wear them on all field trips**. If the shirt is lost, an additional shirt may be purchased for \$6.00.

Field Trips

Two field trips are planned and included in the fee, and they are a major part of this program. Tuesday field trips include Water Wizz, Canobie Lake Park and Water Country and will return at 5 pm due to the distance and extended time for kids to enjoy these parks. Please be prompt when picking your child up! Some trips may include lunch, others you will want to bring your lunch or money for lunch, we will let you know in advance of this by e-mail.

Tennis, Swimming, Games, Arts & Crafts

Junior Patoma participants are used to having these activities as a major part of their day. Senior Patoma participants are cycled into these areas as scheduling permits, so they do not take place everyday, although it is not unusual to have a "free swim" activity each afternoon.

Swim

Massachusetts General Law c.111, & 127A ½ (Christian's Law), requires that all minors are swim tested the first day. This law also requires our program, or parent or legal guardians to provide a snug fitting Coast Guard Approved personal flotation device to a non-swimmer or an at-risk swimmer. These PFD's are available at our waterfront.

Cell Phones, Electronic Devices and Program Participation

- Electronic devices are extremely distracting and their use inhibits the child's ability to participate in healthy, team-building, outdoor activities. Please help your child learn how to "unplug."
- Cell phones may be brought to the program by participants but are absolutely **not** allowed to be used during the day. The staff reserves the right to take cell phones away from participants (should that become necessary, they will be returned to parents at the end of the day). We have phones available on-site for use if needed.
- Electronic devices (phones, tablets, iPods etc.) may be used on the bus with the permission of the Program Supervisor, but **MUST be put away for all activities**.
- Please discuss this policy with your child prior to the beginning of the program. *We are not responsible for lost, stolen or damaged items.*

Group Requests

Senior Patoma does **not** break up into smaller groups while at Stoddard Park. Please do NOT make group requests when registering. Groups are made when going on a field trip and at that time the Supervisor and kids will work out how the kids are broken up.

Another Note on Senior Patoma:

- This is an outdoor, experiential program, heavy in field trips and fun, but not without certain expectations.
- We do require that participants willingly involve themselves in all the activities. A certain amount of 'hanging-out' time—something this age group loves—is built into each day. However, there are also scheduled activities such as games, arts & crafts, archery and others that participants are expected to willingly and ungrudgingly take part in.
- Participants are expected to be respectful towards staff members and peers. It is not at all fair to those who WANT to attend the program and enjoy DOING, to be disrupted by those that don't.
- Please be advised that children who are disruptive or disrespectful will not be permitted to attend field trips, or may even be asked to leave the program.
- Due to staffing constraints, we cannot supply supervision to those who are held back from field trips.
- Absolutely no refunds will be given under these circumstances or after the start of the program.
- Please have a discussion with your child before the first day so they are fully aware of the program expectations and consequences of their behavior.

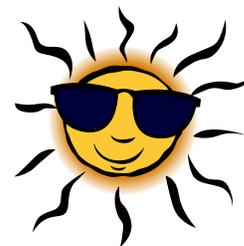
Mosquito/Tick Spray

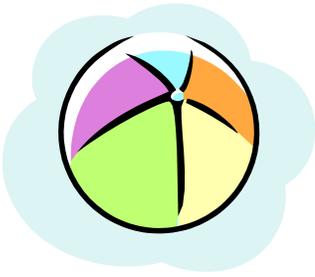
Since the program takes place in a wooded area with trails, we spray the trails from Stoddard to the tennis courts, softball field/archery field and arts & crafts cabin by Patoma and the Stoddard picnic area with organic mosquito/tick control spray. We will do this up to twice a summer, once in June and again in late July (these applications the Parks & Recreation Department pays for). We also have the state come by and spray the picnic area at Stoddard once a year (this application is free).

Hopefully we were able to answer some of the questions you may have. It is our goal to insure a fun-filled, safe experience for your child this summer! You will be hearing from your Senior Patoma Supervisor shortly to let you know about all the program particulars for the session your child is attending. If you have any additional questions, please feel free to contact the Holliston Parks & Recreation Department at 429-2149.

Thank you,

Holliston Outdoors Program Staff 2018





Authorization to Pick-up Form 2018

Program: _____ **Session:** _____

(child's name) _____

The following people are authorized to pick-up my child:

(name) (phone number)

(address)

(name) (phone number)

(address)

We require a note from the parent stating that your child will be going home with another person on a particular day. This note should be brought into the child's supervisor the day before or the day of the change.

Thank you!

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SWIM INFORMATION

This information helps our swim instructors understand your child's swim level for the swim test. Massachusetts General Law c.111, & 127A 1/2 (Christian's Law), requires that all minors are swim tested the first day.

Participant Name:

Age:

Please circle one:

Swim Level: Beginner Intermediate Advanced

Comments:



PERMISSION FORM FOR EPI-PENS/INHALERS

NAME OF PARTICIPANT: _____ PHONE: _____

AGE: _____ DATE: _____

NAME OF PROGRAM: _____ DATE(S) ATTENDING _____

A: Reason inhaler/Epi-pen/Benadryl is needed:

B: How can child avoid needing to use inhaler/Epi-pen/Benadryl

C: Under what circumstances should the inhaler/Epi-pen/Benadryl be used?

D: Who should be contacted if treatment is deemed necessary? (When an Epi-pen is used, 911 will be contacted automatically)

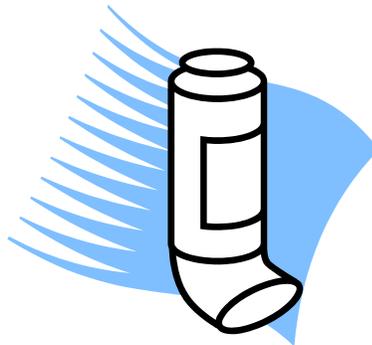
Special Notes:

- The parent should hand the medication directly to the child's counselor each morning at drop-off, and retrieve it directly from the counselor each day at pick-up.
- Participants **will not** be permitted to carry their medication in their backpacks.
- Program Supervisor and your child's counselor should be notified if any treatment was done prior to attendance in the program.
- The inhaler/Epi-pen must be clearly labeled and in the original pharmacy container.

I give permission for my son/daughter to self-administer inhaler/Epi-pen/Benadryl assisted by a member of the Holliston Outdoors staff.

SIGNATURE OF PARENT/GUARDIAN

DATE



MEDICATION ADMINISTRATION

(Does not apply to Epi-pens® or inhalers)

Parents who want their minor child to self-administer a prescription must submit a written request specifying the following:

- The medication is necessary to the participant's health and must be taken during program hours;
- Neither parent is available during program hours to administer the medication;
- The participant is physically and mentally capable of assuming that responsibility; and
- The participant has been adequately instructed in self-administration of the medication at home.

The Parks & Recreation Director will determine whether or not the Parks & Recreation Department sponsored program will comply with the parent's request. Self-administered medication will be kept in a specified location, in accordance with the requirements of 105 CMR 430.000. The Director has sole discretion in determining whether campers are permitted to carry medication on their person, if parents provide a release relieving the Department of all responsibility.

WAIVER

This is a release of liability - Read before signing

This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

To the fullest extent allowed by law, I agree to **WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY** the Town of Holliston, its officers, directors, employees, agents, and leaders from **any and all liability** on account of, or in any way resulting from Injuries and Damages, even if caused by negligence of the Parks & Recreation Department, its officers, directors, employees, agents, and leaders, in any way connected with the self-administration of medication by my minor child. I further agree to **HOLD HARMLESS** the Town of Holliston, its officers, directors, employees, agents, and leaders from any claims, damages, injuries or losses caused by my request that my child be allowed to self-administer his/her own medication while at Holliston Outdoors Programs. I understand and intend that this assumption of risk and release is binding upon my heirs, executors, administrators and assigns.

I have read this document in its entirety and I freely and voluntarily assume all risks of such Injuries and Damages and notwithstanding such risks, I request that my minor child _____, be allowed to self-administer medication (which has been prescribed by a physician) while participating in Town of Holliston Recreation Programs.

Name: _____

Signed: _____

Date: _____

