

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 the Junior Patoma 2018! We are planning a full schedule of fun and games, archery, tennis, 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 and answer questions about our policies and procedures. Please be sure to read all the information carefully.

Drop Off/Pick Up- Junior Patoma

DROP-OFF

- Drop-off for Junior Patoma Program is at Stoddard Park, 880 Stoddard Park Rd, and they gather at the picnic tables in the park by 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 promptly at 8:45am. Please be sure to arrive on time each day!
- **On the first day** you will want to park and walk your child over to sign in, you will find out what group your child will be in and make sure all the paperwork is completed.
- **After the first day** you can stay in your car and drop them off in the morning, and a counselor will help direct participants to their groups.

PICK-UP

- Dismissal takes place beginning at 3:00pm.
- **Please do NOT line up for pick-up before 2:50 pm.** We have swim programs going on all afternoon and people need to be able to get in and out of Stoddard without a long line blocking them! We will move pick-up along as quickly as possible. Instructions for the pick-up procedure will be e-mailed in June with the Supervisor Letter.
- We will pass out a pick-up identification card on the first day of the program. Please have your child's identification card ready for our staff at pick-up; they will need this card to verify for pick-up.
- Please stay in your 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 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.**

Early Dismissal

- We do allow for participants to be dismissed throughout the day for various reasons. However due to the number of activities going on in the afternoon early dismissal must be done by 1:45 pm. Any early dismissal requests for after 1:45 will be for emergency situations only.

Weather Days

- We make every effort to run the program every day, and would only cancel in the case of an extreme weather situation. We will send out an email by 8 am if we are going to move a program. Rainy days

are always very challenging, as it is difficult to predict the weather. Our building at 1750 Washington St. may be available for Junior Patoma rain days but please check your e-mail for information.

- It is very possible that if you have children attending both Senior and Junior Patoma, they may be going to different places to get out of the rain, please read your emails.
- If it downpours first thing in the morning we may have a delayed start to the day please check your e-mail for information.
- 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

- We will send out an email if a thunderstorm moves in and need you to pick up your child early.

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 at the bottom of this parent packet and available 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. The waiver is at the bottom of this packet.

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 1, 2018

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

Attire

- We recommend that 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.
- 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

- For Junior Patoma participants, bathing suits are a necessity, as we swim every day. We recommend sending your child in their suit under their clothes, and putting a change of clothes in their backpacks.

Sunscreen

Please apply sunscreen to your child before the beginning of the program each day, as we are outside all day, every day. 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. We do NOT provide sunscreen for participants.

Lunch, Snack and Water

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

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. Participants are not required to wear the program shirt each day, but are welcome to do so. If the shirt is lost, an additional shirt may be purchased for \$6.00. **Size options** youth small, youth medium, adult small, and adult medium. Adult sizes are longer in the sleeves and shirt length.

Tennis

If you own a tennis racquet, please label it and send it in daily. If you do not own one, we will be happy to share one of ours!

Swimming Lessons and Free Swim

- Swimming is a big part of our daily routine. Patoma participants are required to participate in our daily swim lessons in order to enjoy the afternoon "free swim". This is a safety precaution and there are **NO exceptions** to this policy. Please discuss this policy with your child so s/he is aware.
- Massachusetts General Law c.111, & 127A ½ (Christian's Law), requires that all minors are swim tested at the first swim lesson. 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 (iPods or gaming equipment) are not allowed by participants. We are not responsible for lost or stolen or damaged items.

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).

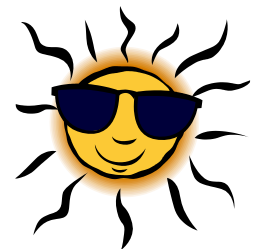
We will try to accommodate all **group requests**. However these requests **MUST** be made in advance and limited to 1-2 friends. This can be done on-line when registering or written on a registration form when submitted. You can also email the general email at hollistonparkrec@holliston.k12.ma.us with requests.

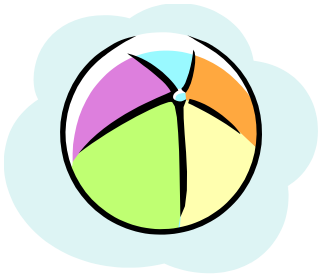
Once the program starts if you have any concerns or questions about groups you need to talk to or email the program supervisor, whose contact information will be available in June. Other concerns can be addressed with the Recreation Director, Mark Frank frankm@holliston.k12.ma.us or call our office at 508-429-2149.

Hopefully we were able to answer most of the questions you may have. In June you will be receiving a letter of introduction from the Junior Patoma Supervisor letting you know some more of the program particulars, but if you have any further questions don't hesitate to contact us at 508 429-2149. We look forward to having you join us this summer!

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 ½ (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)

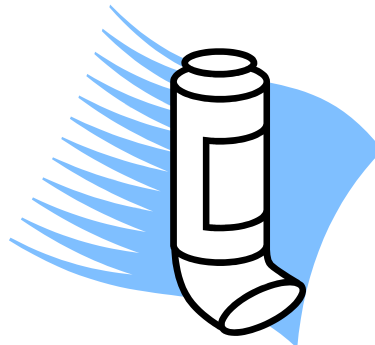
Special Notes:

- 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: _____

