



TOWN OF  
**CARLISLE, MASSACHUSETTS**



# **Carlisle Recreation Summer Fun 2024 Parent Handbook**

**Carlisle Recreation**  
**The Brick Building**  
**97 School Street**  
**Carlisle, MA 01741**

**Summer Fun**  
**Spalding Field, Carlisle School Gym & The Brick Building**  
**Church Street**  
**Carlisle, MA 01741**

**Carlisle Recreation Department: 978-759-7632**  
**Director of Recreation: Holly Mansfield**  
**[hmansfield@carlislema.gov](mailto:hmansfield@carlislema.gov)**

*Welcome Parents and Guardians!*

We are delighted that you have chosen Carlisle Recreation Summer Fun for your child this summer!

The *Parent Handbook* describes our program, philosophy, policies, and practical details that make the Summer Fun experience easy for you and rewarding for your child. Please read this handbook and keep it for future reference. Our staff at Carlisle Summer Fun and the Carlisle Recreation Department are always happy to address your questions or concerns.

**CARLISLE RECREATION'S MISSION / VISION:**  
***Make Life-Long Learning Fun!***

## **OUR PROGRAM**

The goal of our program is to create an atmosphere for children to grow socially and physically. Our dedicated staff works to engage children in activities both challenging and fun.

A variety of age-appropriate activities is offered each week including:

Arts & Crafts, Tennis, Sports, Group Challenges, Nature, Games, Free Play, and more.

Additional special activities are based on the week's theme.



## SUMMER FUN INFORMATION

### CONTACT LIST

**Recreation Staff: Office Phone: 978-759-7632 / Cell Phone: 978-844-1567**

Recreation Director, *Holly Mansfield*      Email: *hmansfield@carlislema.gov*

**Summer Fun Staff**

Summer Fun Director, *Teresa Riffe*

Assistant Co-Director, *Mary Hamilton*

Assistant Co-Director, *Nate Blunt*

**Absences**

If your child is not going to attend Summer Fun for the day, please report any absence by calling the Recreation office at 978-759-7632.

**Drop-Off and Pick Up Address**

Spalding Field

Church Street

Carlisle, MA 01741

**Summer Fun Hours**

Monday – Friday

9:00am to 3:00pm

*Extended hours for additional prices are available as follows:*

8:15am to 9:00am for Pre-Summer Fun

### **Drop-Off**

All participants will be dropped off at Spalding Field located on Church Street (unless otherwise noted). When dropping off and picking up, a staff member will assist with helping the child out with their belongings.

The staff members will then contact the appropriate summer Counselor to let them know that their participant has arrived and will be joining their group. Additional staff and CITs will help with guiding children to their group. Parents/Guardians should not physically get out of the car unless indicated by staff.

### **Early Pick-Up**

If your child will be leaving early, please notify the Recreation Director in writing on the morning of the designated day. The staff will have your child prepared to depart at your requested time.

### **Pick-Up**

All participants will be picked up at Spalding Field located on Church Street (unless otherwise noted). Again, the pick-up system will be a drive-through system where the staff member will radio to the Summer Counselor that the participant's parent is there for pick-up. The child will then walk over to their car. The Summer Staff will help participants keep their belongings neat and together throughout the day, so children remember to grab everything at the end of the day. Parents should not leave their vehicle when picking up their child.

### **Late Pick-Up**

We close promptly at 3:00pm. For all children not picked up by the end of the program, the following late policy will be in effect:

- Less than 10 minutes:            Grace Period
- 10-15 minutes:                    \$15.00 per child
- 20-30 minutes:                    \$25.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

NOTE: When a child is not picked up in emergency situations including, but not limited to inclement weather or natural disasters, we will follow the above "late pick-up" policy listed above starting 45 minutes from when the parent has been informed of the need for participants to be picked-up.

### **Refunds**

*No refunds after 4:00pm on April 30, 2024, unless your child's space can be filled.*

However, in the event of a medical issue, a refund will be considered with receipt of a letter from the child's pediatrician.

### **Children at Risk**

Parents who arrive at Summer Fun in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parents of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's emergency contact list.
- Call the other parent or guardian.
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parents will be advised that either Child Protective Services or the Police will be called.

### **2024 Summer Fun SCHEDULE**

Carlisle Summer Fun runs for 6 consecutive weeks, with each week having its own unique theme. Please refer to our highlights document for specifics about each week.

#### **Weekly Summer Fun Dates:**

Session 1: June 24– June 28

Session 2: July 1 – July 3 (3 days) (No program on 7/4 & 7/5)

Session 3: July 8 – July 12

Session 4: July 15 – July 19

Session 5: July 22 – July 26

Session 6: July 29 – August 2

#### **Summer Fun ATTIRE**

Please remember to dress your child appropriately for Summer Fun. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials. Here are some reminders of clothes for Summer Fun:

- T-Shirts
- Shorts
- Socks
- Appropriate clothing for Summer Fun: No halter or tube tops; No clothing with inappropriate language.
- Tennis Shoes or Sneakers (No sandals or flip flops, please!)
- LABEL EVERYTHING!

#### **COMMUNICATION**

All communication will be sent via email or text. Please be sure to update your account with any changes to your email address and text options. Communication will include information regarding the weather, a change in pick-up location, scheduled events, etc.

## **CONDUCT**

Carlisle Recreation staff are committed to providing a safe and welcoming environment for all of our registrants and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are at our facilities or participating in our programs. We do not permit language or actions that can hurt or frighten another person. Specifically, this includes:

- Angry or vulgar language including swearing, name calling, and shouting.
- Physical contact with another person in an angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation with words, gestures, body language or other menacing behavior.
- Behavior which intends to or results in theft or destruction of property.
- Carrying or concealing any weapons or devices that may be used as weapons.
- Sharing inappropriate content on personal cell phones

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Carlisle Recreation management will investigate all reported incidents. Dismissal from Summer Fun or termination may result. **No refunds will be given for these instances.**

## **DISABILITIES**

In order for the Carlisle Recreation Department to provide the best experience for your child, we ask that prior to registration, you consult with the Recreation Director regarding any special needs your child may have. Due to the fact that there are some medical treatments and procedures that legally Summer Fun staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

## **DISCIPLINE POLICY**

If your child needs to be disciplined, acceptable measures may include stern verbal warnings, time-out from an activity, removal from an activity and placed with a staff member away from the group, suspension from Summer Fun, removal from Summer Fun. Unacceptable discipline measures may include verbally degrading a participant, physical punishment, isolation without proper supervision.

## **EXPECTATIONS**

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the participants toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from Summer Fun. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the

Summer Fun staff. This will enable us to work more effectively and productively with your child.

### **POTTY TRAINING POLICY**

All participants are expected to be fully potty trained before attending Summer Fun. Carlisle Recreation Programs do not have the facilities conducive to a young child's development when it comes to potty training needs. Staff are also not trained to help children with potty training. If your child is not yet completely potty trained, our program is not recommended for your needs. If your child has a bathroom related accident during the program, a parent will be called and expected to pick up the child from the program.

### **ENROLLMENT, WITHDRAWAL & PAYMENT POLICIES**

There are two ways to enroll your child: 1) Online – [carlislema.myrec.com](http://carlislema.myrec.com) or 2) With our paper registration form completed with a check made out to "Town of Carlisle," or credit card. No cash will be accepted. All withdrawals from a program and/or refund requests must be submitted in writing by email: [hmansfield@carlislema.gov](mailto:hmansfield@carlislema.gov). Refunds/credits will be issued as follows:

- All Summer Fun Participants
  - No refunds are issued after April 30<sup>th</sup> unless your child's space can be filled.
  - If there is a medical concern and your child is not able to attend Summer Fun, please provide a note from your child's pediatrician indicating the medical issue which prohibits your child from attending the program.
  - Refunds will be issued if Summer Fun closes due to Extreme Heat/Weather.
  - All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through Summer Staff.

If you'd like to transfer your child to a different session, there will be a \$25 processing fee. All transfer requests must be made in writing and will be approved if space is available in the requested session. The Carlisle Recreation Department reserves the right to remove a child from any program due to behavioral or other concerns. In this event, there will be no refund given.

### **FINANCIAL ASSISTANCE**

The Carlisle Recreation Department seeks to make its services available to all people, regardless of their ability to pay. If assistance is needed, please send a request in writing to the Recreation Director, Holly Mansfield at [hmansfield@carlislema.gov](mailto:hmansfield@carlislema.gov).



## **GENERAL SUMMER FUN SCHEDULE**

Children participate in a variety of activities each day. The activities can be all participant wide activities and group activities. Here is an example of what a typical day could look like:

8:15 – 9:00am	Early Drop – Additional Fee
9:00 – 9:30am	Attendance & Morning Meeting
9:30 – Noon	Groups will rotate between Tennis, Craft, Field time, Free Play
12:05 – 12:45pm	Lunch
12:50 – 2:00pm	Groups will continue the rotation with Tennis, Craft, Field time and Free Play
2:00 – 2:45pm	Group wide Game
2:45 – 2:50pm	Pack-Up
2:50 – 3:00pm	Pick-up

Summer Fun activities have been designed to fit the theme of each session and include ice breakers, arts & crafts, games & fitness, music, transitional activities, and special events.

## **LOST AND FOUND**

Carlisle Recreation has a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all participants' belongings in their backpack or with them, Carlisle Recreation will not be held responsible for lost or stolen items. Please take a quick check of your child's backpack at the end of the day before leaving. Lost items are much easier to recover on the same day they are lost.

## **LUNCHESES & SNACKS**

Participants should bring a non-perishable, nut-free lunch, beverage, and filled water bottles daily. Please pack a healthy and balanced meal. Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the participants' first and last name. Please do not provide your child with food that will need heating or to be microwaved.

We have one snack period daily. Please send extra food for these times as well as a water bottle.

## **NUT-FREE**

Carlisle Recreation Programs are nut-free. Please do not send your child in with items that are made with any types of nuts.

## **MEDICAL / EMERGENCY INFORMATION**

### **Essential Forms:**

As required by the local licensing authority, each participant must have a completed:

- ✓ **Summer Fun Registration Form or Online Registration**
- ✓ **A copy of their physical (must be within 18 months) and immunization forms submitted the Recreation Director at [hmansfield@carlislema.gov](mailto:hmansfield@carlislema.gov)**
- ✓ **Additional forms and information will be emailed to you one week prior to the start of the participants' first day. Please review and complete all forms and bring them on the first day of your registered session.**

All medical forms should be submitted at least 3 weeks prior to when your child starts Summer Fun. Physicals must be dated within 18 months. Please be sure that the information on the registration forms is accurate and complete. Please do not leave any of the fields blank on the forms.

### **Illness Policy:**

Children must be healthy enough to participate in the program's daily routine. For the safety and comfort of your child and other participants, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please send an email by 7:45am and let the Recreation Director know of your child's absence. When your child has a fever (of 100) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms return to normal. We may require a physician's release for any medical or health condition. *If your child becomes ill while at Summer Fun, you will be asked to pick up your child as soon as possible.*

The following are defined as illness or communicable health problems:

- COVID-19
- Influenza
- Conjunctivitis (Pink Eye)
- Lice
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach.
- Signs of general fatigue or discomfort
- An open rash
- Knowledge that the child has had a fever within the past 24 hours.

### **Accidents / Emergencies**

All precautions will be taken to prevent serious health risks to all participants. If a minor injury occurs, First Aid will be administered on location by our certified staff. The following procedures will be followed:

- ✓ First Aid will be provided, and the incident recorded in the Summer Fun log.
- ✓ The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff and the Summer Director and Recreation Director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parents, or other responsible adults will be notified. In general, if a major injury or health problem arises, and professional medical care is required, the following steps will be taken:

- ✓ Immediate First Aid will be administered by the staff until professional services arrive.
- ✓ 911 will be called.
- ✓ You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- ✓ A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- ✓ The incident will be described in writing in the Summer Fun incident report log.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

### **Emergency Plan**

Summer Fun has a site-specific emergency plan including an assembly area program, notification system, locations of fire extinguishers, first aid kits, etc. Staff have been trained and are expected to be well-versed in emergency procedures. Drills will be conducted throughout the summer to practice safety procedures.

**Shelter:** In the event of an emergency that requires an inside shelter, participants and staff will assemble in the school gymnasium, cafeteria, or the Brick Building. With inclement weather, the staff will bring their group to their assigned shelter area.

**Facility Evacuation (in case of fire, or other emergency):** In the event of an emergency requiring facility evacuation, participants and staff will exit the area and meet on the Plaza by the Carlisle School. Summer Fun staff will take attendance of participants in their groups, directors

will make sure that everyone has left the facility, and the Summer Director and Assistant Summer Director will be responsible for medication and first aid kits.

### **Medication Policy**

Our medication policy is primarily established to accommodate the administration of emergency medication(s) only (inhalers, epi-pens, etc.). Commonly prescribed medications by physicians for the treatment of short-term illnesses and any “over the counter” medications will not be administered by the Summer Fun staff. A parent or guardian must administer any needed medications.

- Complete the medication authorization form included in your Summer Fun registration packet.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child’s name, the name of the medication, the dosage amount, and the time or times to be given.
- Hand all the medications to the Summer Director. Participants are not allowed to keep medications with themselves, backpacks, or lunch bags.
- All medications will be locked up and given to your child if needed.

### **Sunscreen & Hand Sanitizer**

The Carlisle Recreation Department encourages your child to use and bring sunscreen to Summer Fun every day. Please apply sunscreen to your child before Summer Fun drop-off and pack spray sunscreen in your child’s backpack. Staff will help children throughout the day with the application of sunscreen spray, if requested. Staff can only help with spraying sunscreen on the child without rubbing it in.

All children and staff are required to either wash their hands or use hand sanitizer before transitioning to the next activity/block.

### **Bug Spray**

The Carlisle Recreation Department encourages your child to use and bring bug spray to Summer Fun every day. Please apply bug spray to your child before Summer Fun drop-off and pack bug spray in your child’s backpack. Staff will help children throughout the day with application of bug spray, if requested. Staff can only help with spraying the bug repellent on the child without rubbing it in.

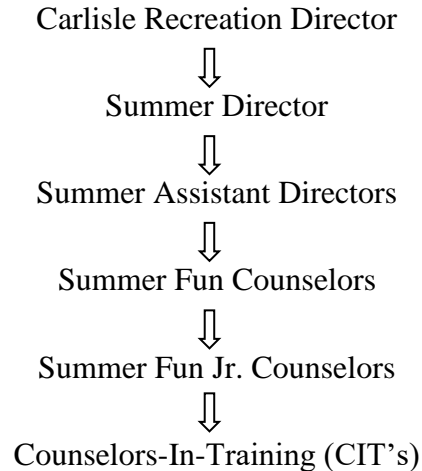
### **Allergies**

Recreation Staff will try their best efforts to accommodate these participants without inconveniencing other participants. If you’re aware that your child is severely allergic to something, it is your responsibility to notify the Carlisle Recreation Department in advance so we can take the proper precautions.

### **Special Diets**

Summer Fun staff must be made aware of any child who requires a special diet due to medical or religious reasons.

### **ORGANIZATIONAL CHART – CARLISLE RECREATION**



### **PERSONAL BELONGINGS**

Please do not allow your child to bring personal belongings to Summer Fun. The Carlisle Recreation Department cannot be responsible for the loss or damage of phones, toys, games, clothes, or other personal belongings.

#### **Please do not bring the following items to Summer Fun:**

- Any electronic games / devices (including, but not limited to: Nintendo Switches, Gameboys, PSPs, iPods, mp3 players, iPads, etc.)
- Cell phones
- Trading Cards
- Weapons of any sort – fake or real!
- Valuable items

### **PHONE CALLS**

Please do not call to speak to your child or your child’s counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Summer Director with your questions or concerns at any time.

### **RULES & SAFETY**

Safety is paramount to our Summer Fun program. All children **MUST** be brought to and picked up from Summer Fun by a parent or authorized person. All adults picking up children may be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Summer Fun rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all participants. Please review the following list of rules with your child:

### **General Rules**

1. Always stay with your group.
2. No climbing on gates, fences, or trees.
3. No inappropriate or abusive language is permitted.
4. No hitting, kicking, or other physical abuse is permitted.
5. Listen to and respect the rules and boundaries of games and activities.
6. All participants will be expected to display *good teamwork*. How we play is more important than whether we win or lose!

### **STAFF**

The Carlisle Recreation Department strives to hire a highly qualified, well-trained staff to conduct our Summer Fun program. The summer fun staff is comprised primarily of college students, high school students, recent graduates, and schoolteachers. The summer staff members are innovative and creative individuals who love working with children. All staff go through staff training and are certified in First Aid and CPR. The participant: staff ratio for the 4–5-year-olds are 5 to 1, and 10 to 1 for ages 6-13.

### **TAX INFORMATION**

The Town of Carlisle's Federal tax ID number is 046-001-106.

### **TRANSPORTATION**

There is no transportation available to and from Carlisle Recreation programs.

### **WEATHER**

As a recreation department, we believe that outdoor play is an important element in a child's life. During rainy days, Summer Fun will be held in the school gymnasium and exercise room. However, with light rain, summer fun may still organize outdoor activities. Rainy days are specially programmed days and may include low impact games and activities. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the morning.

During periods of extreme heat, the summer staff will scale down physical activities. Participants will not be in direct sunlight for more than 20 minutes at a time. The staff will also remind children to increase their water intake by having many water breaks throughout the day. All precautions will be taken to prevent heat-related injuries during these times. On some occasions we may show a movie in the school auditorium which is air conditioned.

**Hints for the Heat:**

1. Provide at least two drinks for your child.
2. Drinking water is encouraged at Summer Fun.
3. Provide your child with a hat to wear and dress them in light colors.

**COVID-19 Guidelines (Subject to change):**

- We ask that all staff and/or participants stay home if they are sick.
- Cough or sneeze into a tissue or your elbow.
- Summer Fun enrollment and activities will follow the recommendation by the Carlisle Board of Health.
- All participants must bring a filled water bottle labeled with their name on it.
- Participants and Staff will wash their hands or use hand sanitizer every time they switch activities. For example, leaving arts & crafts, before and after lunch, leaving nature block, after sunscreen application times, etc.
- Masks are optional.
- Staff will clean and disinfect frequently touched objects and surfaces, such as doorknobs, faucets, equipment, and more.
- Visitors are not permitted.

**QUICK REFERENCE CHECKLIST**

Did you remember to send?

- Backpack (labeled)
- A healthy lunch and snack that is labeled (no glass containers)
- A water bottle or two (labeled)
- Sunscreen (labeled)
- Hand Sanitizer (labeled)
- Swimsuit and towel on specified days
- A plastic bag for wet stuff
- Bug Spray (labeled)
- A poncho / raingear on wet days
- A complete change of clothes for younger participants
- Mask

If you have any questions or concerns, please feel free to contact the Carlisle Recreation Department at 978-759-7632 or Holly Mansfield at [hmansfield@carlislema.gov](mailto:hmansfield@carlislema.gov)

*We look forward to a happy and safe summer with your child! 😊😊😊*