**WELCOME!**

Thank you for registering for one of our summer programs! We ask that you review the included information and policies before the start of programs so that everyone will have a safe and enjoyable summer.

**COVID-19 INFORMATION**

We are optimistic we will be able to run our summer programming as scheduled. We will, however, be monitoring the Covid-19 situation and following all state and local guidelines throughout the summer. Programs may be altered or canceled in accordance with the evolving guidance. If we cancel a program for any reason, including Covid-19 guidelines, you will not be charged a cancellation fee. However, our $10 cancellation fee does apply if you choose to cancel out of a program which runs. Follow us on social media for up to date information on the status of summer programs.

**BE PREPARED**

Send participants with a face mask, plenty of water, sunscreen, and a warm change of clothes. For programs that go outdoors, apply sunscreen before leaving the house. Remember to put participant's name on all belongings.

Some programs ask that participants bring a snack(s) or lunches. A lunch box or cooler with your child’s name on it makes identification easier. If you are asked to pack a lunch, please be sure to pack a healthy lunch with plenty to drink. Please ensure all food brought to programs is peanut free. Participants often eat together and we want to make sure everyone feels safe dropping off their child(ren) at programs.

**CANCELLATIONS**

Call the cancellation line at 781.270.1695 (option 3) or visit our Facebook or Twitter pages when you have any concerns about weather cancellations.
FIRST AID & SAFETY

Please take the time to check your online household to ensure that all information is up-to-date (especially emergency contact information). If your child is sick or hurt, the faster we can contact you the better they will feel. In the unlikely event that we need to call you to pick up your child, you must be able to make arrangements. When registering for any program, please provide us with as much information as possible regarding a participant’s allergies, any accommodations needed, medications, or other information that will help us keep your child safe and happy this summer. We strive to accommodate participants of all abilities and limitations, but we cannot help if we are not aware of a need.

All staff are certified in First Aid, CPR, and EpiPen use and will administer if necessary. We do not however, have a nurse on staff and cannot dispense any medication. If your child requires daily medication, please try to adjust their schedule so you can dispense it earlier or later in the day. For children with an EpiPen, please review the guidelines of our EpiPen Policy:

EPI-PEN GUIDELINES

Before staff can accept an EpiPen we require two forms be submitted; a parent or legal guardian must fill out an Authorization to Administer Medication form. Additionally, an Action Plan must be completed by the participant’s physician. Staff will not accept an EpiPen until these forms are filled out completely and submitted.

When dropping off an EpiPen at a program the medication should be in its original container with the complete pharmacy label on it. The EpiPen must be given to the Program Director in a clearly marked bag with the participants name on it and stored in a cooled lunch bag or container.

Our full EpiPen Policy and forms to be filled out can be found at: www.burlingtonrecreation.org and finding the parent portal.

PICK-UP POLICY

In the event a participant will be returning home on their own or someone other than the parent or guardian listed on the registration form will be picking them up, we require prior notice.

Parents/guardians must provide a handwritten note directly to a staff member, indicating any additional people who will be allowed to pick up their participant after a program. Staff may ask for identification upon child’s pick up.

DISCIPLINE POLICY

We expect all participants to adhere to rules we have set to ensure the summer is safe and enjoyable. We require participants listen to staff, use appropriate behavior, and respect themselves and others. There are several methods we use with children to encourage good behavior but there are times we may ask a participant to take time off from the program. If we find that a participants behavior has become unsafe or significantly disruptive to a program we may send participants home for part of a day, following days, or the remainder of the program. If this action is taken we want the parent to understand this is a last resort. If a participant is sent home for any amount of time, refunds will not be given. Please impress upon your child the importance of good behavior. Parents and caregivers should make alternative arrangements for the pickup of their child(ren) in the event the park closes suddenly due to weather or there is a behavior problem.
Staff and volunteers are not expected to stay past the end of the program, so please be considerate by arriving on time. Late pick-ups may result in children having to miss future program dates, or suspension from the program.

Emergency Information

Our action plans vary from program to program; please see your specific program’s welcome letter for program specific information.

Photography Policy

Personal photography and videotaping, defined as media of self, friends, and/or family obtained informally, is prohibited at Burlington Parks and Recreation Department programs and activities. Personal photography used for commercial purposes is also prohibited at Burlington Parks and Recreation Department programs and activities. Taking photos or video of individuals without their consent is prohibited and is cause for immediate removal from Burlington Parks and Recreation Department facilities, suspension from Burlington Parks and Recreation Department programs and possible legal ramifications.

The Burlington Parks and Recreation Department reserves the right to photograph and film program participants for publicity purposes. Images or videos may be used for program flyers, newsprint, town website or social media. The participant or the participant’s family will not receive any compensation for any use of the photographs, videos or images which may be taken by the Department. If for any reason you do not want photographs or videos to be taken of yourself or your child, notify the Director of Parks and Recreation or Program Coordinator. However, participants, parents and guests are asked not to photograph or film program participants without their knowledge and consent. If you are taking pictures or videos of your family member to post on social media, websites or other public postings online, avoid capturing identifiable images of other participants. Do not post photos of other people online without their consent.

Lost & Found and Misc.

We cannot be responsible for lost or stolen property. We have a lost and found area at each program or for each group. At the end of each week, lost and found items will be thrown away or donated.

We suggest valuable or treasured items be left at home. If your child(ren) brings money to the program for any reason, please impress upon them the importance of keeping the money in a safe place and not to share or give it to other participants.