

**TOWN OF COVENTRY
DEPARTMENT OF PARKS & RECREATION**

SUMMER KIDS PROGRAM 2022

Tuesday, July 5 – Friday, August 12
8:30 am – 3:30 pm

PARENT HANDBOOK

Please read through all of the information in this handbook and keep it handy throughout the summer. Feel free to contact the Parks and Recreation Office, via phone at (401) 822-9107 or email at parksandrecreation@coventryri.org with any questions once you've read through the information.

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LOCATIONS

Pee Wee

- Main location: Babe Ruth Field – 1277 Main Street
- Rain location: Guy L. Lefebvre Community Center – 1277 Main Street

Junior

- Main location: Girls Softball Field – 1277 Main Street
- Rain location: Guy L. Lefebvre Community Center – 1277 Main Street

Discovery

- Main location: Community Center Side Lawn – 1277 Main Street
- Rain Location: Town Hall Annex Gymnasium – 1675 Flat River Road

There are restrooms and portable toilets located at each facility. There are also tents for shade at each location. There is **NO SMOKING** on Town property; this includes parents waiting to pick-up children. Pets are not allowed inside buildings or on athletic fields.

DROP-OFF LOCATIONS & PROCEDURES

Please follow all posted signs and directions at each location.

Pee Wee

- Park in the lot behind the Community Center, drop off at the Babe Ruth Field

Junior

- Park in the upper lot by the tennis courts, drop off at the Softball Field

Discovery

- Park in the lot behind the community center, drop off in the back of the side lawn

Your child **MAY NOT** be dropped off at any field trip location unless you've made prior arrangements with the Parks & Recreation office.

PICK-UP LOCATIONS & PROCEDURES

Please follow all posted signs and directions at each location. ID checks and sign-out will be completed with staff at the entrance to each location. You or any other pick-up person **MUST** show a valid photo ID at pickup.

Pee Wee

- Park in the lot behind the Community Center

Junior

- Park in upper lot by the tennis courts

Discovery

- Park in the lot behind the community center

Your child will **ONLY** be released to the authorized individuals on their pick-up list.

REGISTRATION FORM/PICK-UP LIST

The registration form/pick-up list asks for important information about your child such as allergies and medical conditions.

The registration form/pick-up list has room for up to 10 authorized individuals and doubles as an emergency contact list. Be sure to include yourself and any other people who can be contacted in the event your child needs to be picked up early.

Anyone who is not on your child's pick-up list or does not have their photo ID **WILL NOT** be permitted to remove your child from the facility.

MAKING CHANGES TO THE PICK-UP LIST

You may add or remove an authorized individual from your child's pick-up list at any time. Requests for changes to the pick-up list must be submitted via email to parksandrecreation@coventryri.org and must originate from the email address linked to your coventryrecreation.com account.

LATE FEES

The camp day ends at 3:30. Extended day, additional fee, ends at 4:30.

After the designated pick-up time has ended, you or any other pick-up person will be charged a late fee. There is a 10 minute grace period.

- The late fee starts at \$5.00 and increases by \$5.00 every 10 minutes
- Payment is due at the time of pick-up or the following morning at drop-off
- Cash is the only acceptable form of payment

PARENT/GUARDIAN COMMUNICATION

Schedule changes and other important information will be communicated via email to the email address linked to your coventryrecreation.com account. Please make sure this email address is current, as this is our primary source of mass communication. When time permits, we will provide paper notices to you.

WHAT TO WEAR & WHAT TO PACK

Please make sure that your child comes dressed to play outside! Masks are not required outdoors and are optional indoors. Please send your child with a mask in the event that we encounter an activity that will require masks, such as a field trip. Color t-shirts must be worn on field trip days. Footwear must have a closed toe and no open back. Please make sure all of your child's belongings are clearly labeled with their first and last name. You should send your child with the following items:

- A backpack
- Face mask
- An insulated lunch box
- A refillable water bottle
- Sunscreen
- A hat and sunglasses
- A bathing suit, towel, and change of clothes
- A sweatshirt and/or raincoat

DAILY ACTIVITIES

There will be a schedule of activities every day for your child. All campers are expected to participate in every activity. Please ensure your child has a bathing suit, towel and pair of sneakers every day to participate in water games. NOTE: if your child refuses to participate in the daily activities, you may be contacted to either speak to your child to have them participate, or be asked to pick up your child from the program.

PAID FIELD TRIPS

All field trips must be pre-paid in advance. Due to the many factors involved in the planning of field trips, there will be NO exceptions to this policy. Several venues will require a "safety waiver" be signed by the child's guardian. You will either be provided with a copy or directed to the specific website in advance of the trip. Failure to provide the waiver will result in your child not attending the field trip.

FIRST AID

Our employees are trained in First Aid and are CPR/AED certified. They have access to first aid kits at all times and can treat basic/minor injuries. Serious injuries may require the use of EMS.

In the event of a non-serious incident, your child will be given the option to call and talk to you. If your child does not want to talk, you or another pick-up person will be notified during pick-up. In the event of a serious injury, you will be notified immediately. Asthma attacks, bug bites/stings with documented allergies, other allergic reactions, bumps/bruises above the neck, broken bones, and burns are considered serious injuries.

CONFLICT RESOLUTION & DISCIPLINARY ACTION

A parent/guardian or another pick-up person will be notified during pick-up of any minor conflicts that arise during the day.

Disciplinary action for non-violent acts are as follows:

- A verbal warning to you
- A written warning to you
- A 1 - 3 day suspension for extreme conflicts

If your child has been involved in more than three minor conflicts, we will pursue further disciplinary action; including expulsion from the program

If your child is the aggressor in an act of violence (e.g. hitting, punching, kicking) towards another camper or staff, you will be contacted immediately to pick-up your child from camp and may result in a 1-3 day suspension or expulsion from camp.

SICK POLICY

Developing COVID-19 like symptoms while at Camp

- If a child presents symptoms related to COVID-19 (fever at or greater than 100.4°F, cough, shortness of breath, fatigue, muscle aches, nausea, loss of taste or smell, and/or sore throat), the child will be immediately separated from the group to a quarantine area until a parent/guardian can pick them up. The child will only be able to return to the program once they are symptom and fever free for 24 hours.
- Face Coverings and PPE
Children are not required to wear a face covering when utilizing indoor and outdoor spaces.
- Increased Handwashing/Sanitization
Children and staff will wash/sanitize their hands throughout the day.
- A deep clean of all program areas will take place each evening after program conclusion.

Testing Positive for COVID-19

- If a child or staff member reports that they received a positive result to a COVID-19 test, we ask that you notify the Camp Director **immediately**. The Department will maintain the confidentiality of the individual at all times while mitigating the situation.
- The case will be reported to the RI Department of Health.

- Any person who has tested positive for COVID-19 infection may return to the program once they are symptom and fever free for 24 hours and produce a negative COVID-19 test.

Other Absences & Sicknesses

- If your child is feeling sick, please keep him/her at home. We will not permit any child or staff member feeling under the weather to participate in the program. In the case that a child gets sick during the program, we will ask you to pick him/her up before dismissal time.

DISCLAIMER*

I understand there are risks of physical injury in participating in sports and recreational activities or programs.

I hereby waive any and all claims against the Town of Coventry, which I may or shall in the future have against the Town of Coventry, its agents, contract service instructors or employees, for any property damage or loss, or personal injuries resulting from the recreation programs organized by the Parks and Recreation Department, whether or not caused by the negligence of the Town of Coventry and/or its agents, and/or contract service instructors and/or employees. Due to the strenuous nature of some of these programs, the Town of Coventry strongly recommends that each person consult with their physician as to the extent of their participation.

I understand that refunds/credits will only be provided if the Parks and Recreation Department cancels the program. If a credit is used to pay for a program and that program is cancelled, the credit will be reissued to your account.

I give consent to use names, photographs and/or videos taken of me/my child in future promotional or marketing materials. For bus service, I give consent for my child to be picked up from school/park property by the Coventry Parks and Recreation Department.

I understand that the Coventry Parks and Recreation Department has the right to dismiss anyone from a program due to medical and/or behavioral issues that we are not equipped to handle.

Unless otherwise specified, parents are not permitted to attend youth activities/programs.

I hereby consent to emergency medical procedures deemed advisable for my child in the event I cannot be reached and my child has sustained an injury. The Coventry Parks and Recreation Department does not provide accident or hospitalization insurance for participants of its programs. All participants are advised to have adequate personal coverage. Please consider participant's own health, experience and tolerance for risk before participating in any program.

I understand the above statements and agree to abide by those rules set forth by the Coventry Parks and Recreation Department.

***This is a copy of the disclaimer that you acknowledged during the registration process.**

FAQs

- **Will you administer or hold medication for my child?**
 - Our staff is not responsible for carrying any medication or ensuring your child takes their medication. If your child needs to take medication during the day, you should send them with an individual labeled dose each day.
- **Will you administer or hold an inhaler/EpiPen for my child?**
 - Our staff will not carry an inhaler/EpiPen for your child. If your child has an inhaler/EpiPen it should be secured in an easily accessible part of their backpack and it should be placed in the same spot each day. In the event of a medical emergency our staff will access the inhaler/EpiPen and assist your child with the administration of their rescue meds.
- **Will your staff apply sunscreen for my child?**
 - Our staff can help dispense sunscreen lotion and can spray aerosol sunscreen, but they can't physically apply sunscreen to your child.
- **Are you a peanut-free facility?**
 - We are not a peanut-free facility. Sharing food is not allowed, and children wash their hands before and after eating. Alternative arrangements can be made for lunch and snack time if your child has a severe food allergy.
- **Do I have to send my child with a lunch every day?**
 - Lunch will NOT be provided this year. Please send your child with a lunch and snack in a cooler lunch box along with a refillable water bottle.
- **What if it's really hot out?**
 - If the heat index is very high we will utilize our indoor facilities to cool off. However,, most activities take place outside. Each location has tents to provide shade and your child can take as many breaks as they need. Please send your child with a hat, sunglasses, sunscreen, and a refillable water bottle every day. We provide water so your child can refill their water bottle throughout the day. You can also dress your child in UV protective clothing to help prevent sunburns.
- **Does my child have to wear their camp shirt every day?**
 - Your child is only required to wear a camp shirt if they are going on a field trip. Your child can wear their colored t-shirt every day if they want to. but
- **Can I send my child with spending money?**
 - You may send your child with money if you choose. Any spending money should be kept in a secure location in your child's bag. Your child should only take their money out when it is time to pay. We will not visit the gift store on any field trips.
- **Where can I find items my child lost?**
 - Please label your child's items with their full name. There are lost & found bins at each camp. Our staff puts these items out for you to look through each day. If there are items left with us at the end of the summer, we will donate and/or discard the items.