

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

**SUMMER KIDS PROGRAM 2025**

Camp Sneak Peak (1 week) – Monday, June 24 – Friday June 27, 8:30 a.m. – 3:30 p.m.  
Summer Kids’ Program (6 weeks) – Monday, June 30 – Friday, August 8, 8:30 a.m. – 3:30 p.m.  
Camp Rewind (1 week) – Tuesday, August 12 – Friday, August 15, 8:30 a.m. – 3:30 p.m.

**PARENT HANDBOOK**

Kindly review all the information provided in this handbook and refer to it as needed throughout the summer. Should you have any questions after reviewing the contents, please do not hesitate to contact the Parks and Recreation Office by phone at (401) 822-9107 or via email at [recprograms@coventryri.gov](mailto:recprograms@coventryri.gov)

**TABLE OF CONTENTS**

<b>MISSION STATEMENT/VALUES.....</b>	<b>2</b>
<b>HOURS OF OPERATION.....</b>	<b>2</b>
<b>LOCATIONS.....</b>	<b>2</b>
<b>DROP-OFF LOCATIONS &amp; PROCEDURES .....</b>	<b>3</b>
<b>PICK-UP LOCATIONS &amp; PROCEDURES.....</b>	<b>3</b>
<b>REGISTRATION FORM .....</b>	<b>3</b>
<b>PICK-UP LISTS/EMERGENCY CONTACTS.....</b>	<b>3</b>
<b>MAKING CHANGES TO THE PICK-UP LIST .....</b>	<b>4</b>
<b>LATE FEES .....</b>	<b>4</b>
<b>PARENT/GUARDIAN COMMUNICATION .....</b>	<b>4</b>
<b>WHAT TO WEAR &amp; WHAT TO PACK .....</b>	<b>4</b>
<b>WHAT NOT TO PACK.....</b>	<b>4</b>
<b>DAILY ACTIVITIES.....</b>	<b>4</b>
<b>PAID FIELD TRIPS.....</b>	<b>5</b>
<b>FIRST AID.....</b>	<b>5</b>
<b>DISCIPLINE POLICY.....</b>	<b>5</b>
<b>REFUNDS.....</b>	<b>6</b>
<b>SICK POLICY .....</b>	<b>6</b>
<b>FAQs.....</b>	<b>8</b>
<b>ACKNOWLEDGMENT/SIGNATURE PAGE .....</b>	<b>9</b>

## MISSION STATEMENT

Our Summer Kids Program offers a unique opportunity for children to build relationships, learn, grow, create, and discover their true potential. The Town of Coventry takes pride in fostering the social, emotional, and physical development of all youth.

## VALUES

An exceptional program is one where every child is valued. Our staff recognizes each child as a unique individual with something valuable to contribute. They engage with each child by name, fostering open communication and actively listening to their thoughts and needs. We are committed to creating an environment that prioritizes the interests and well-being of the youth. Ensuring that the program remains fun and safe throughout the day is essential to providing a truly memorable experience

## HOURS OF OPERATION

Our Camp Sneak Peak will begin on Monday, June 24, through Friday, June 27, from 8:30 a.m. to 3:30 p.m. Our Summer Kids' Program session will run from Monday, June 30, through Friday, August 8, with the exception of Friday, July 4. Camp hours are 8:30 a.m. to 3:30 p.m. Lastly, our Camp Rewind session will take place from Tuesday, August 12, through Friday, August 15, from 8:30 a.m. to 3:30 p.m. All camps have extended hours for an additional fee available from 8:00 a.m. to 4:30 p.m. A late fee will be applied for pick-ups after 3:35 p.m. (after 4:35 p.m. with Extended Hours).

- Please call the office if you are running late in the morning; your child runs the risk of missing a field trip if he/she arrives after 8:45am
- **You cannot drop your child off or pick up at any field trip location.**
- Please notify the office if you plan to pick your child up anytime before the end of camp

## LOCATIONS

### **Pee Wee**

- Main Location: Community Center Side Lawn – 1277 Main Street
- Rain Location: Guy L. Lefebvre Community Center – 1277 Main Street

### **Junior**

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

### **Adventure**

- Main location: Girls Softball Field – 1277 Main Street
- Rain Location: Town Hall Annex Gymnasium – 1675 Flat River Road

### **Discovery**

- Main Location: Girls Softball Field – 1277 Main Street
- Rain Location: Town Hall Annex Teen Center – 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 or VAPING** 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 in the back - the side lawn of community center.

### **Junior**

- Park in the lot behind the Community Center, drop off in the Babe Ruth field (large ball field).

### **Adventure**

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

### **Discovery**

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

Your child **MAY NOT be dropped off or picked up 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. Walk to the back of the side lawn.

### **Junior**

- Park in the lot behind the Community Center. Walk to the Babe Ruth field.

### **Adventure**

- Park in upper lot by the tennis courts

### **Discovery**

- Park in upper lot by the tennis courts

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

## **REGISTRATION FORM**

The registration form requests important information about your child, including allergies and medical conditions. Please provide as much detail as possible when completing this section. If your child experiences mental health challenges such as anxiety, depression, or any other conditions, we encourage you to either inform us during registration or contact us directly to discuss. Our goal is to ensure that your child has the best summer experience possible!

## **PICK-UP LISTS/EMERGENCY CONTACTS**

The pick-up list allows for up to five (5) authorized individuals and also serves as an emergency contact list. Please be sure to include yourself and any other persons who can be contacted in the event your child needs to be picked up early.

For security purposes, anyone not listed as an authorized pick-up person or without a valid 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. To make changes, requests must be submitted in person or via email to [recprograms@coventryri.gov](mailto:recprograms@coventryri.gov) . Please ensure that email requests are sent from the address associated with your [coventryrecreation.com](http://coventryrecreation.com) account.

### **LATE FEES**

For our Summer Kids' Program, the program day ends at 3:30 p.m. Extended Day (for an additional fee) ends at 4:30 p.m.

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

- The late fee starts at \$5.00 and increases by \$5.00 for every additional 10 minutes.
- Payment is due at the time of pick-up or by the following morning during drop-off. **NO EXCEPTIONS!**
- 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](http://coventryrecreation.com) account. **Please ensure this email address is up to date**, as it is our primary means of communication. When possible, we will also provide paper notices.

### **WHAT TO WEAR & WHAT TO PACK**

Please ensure your child comes dressed to play outside. **Division t-shirts MUST be worn on field trip days.** Footwear must be closed-toe and have no open back. Additionally, please make sure all of your child's belongings are clearly labeled with their first and last name. Your child should bring the following items:

- A backpack
- An insulated lunch box (we do not provide refrigeration)
- A refillable water bottle
- Sunscreen
- A hat and sunglasses
- A bathing suit, towel, and change of clothes
- A sweatshirt and/or raincoat

### **WHAT NOT TO PACK**

Please do not send toys to camp, as they may be traded, broken, or lost. This includes toys, stuffed animals, trading cards, video games, and action figures, all of which should remain at home. We will provide all necessary supplies and equipment. The same rule applies to weapons or any items that could cause harm, whether real or fake. Our goal is to maintain a safe and fun camp experience for all.

### **DAILY ACTIVITIES**

A schedule of activities will be provided each day for your child. All youth are expected to participate in every activity. Please ensure your child has a bathing suit, towel, and a pair of sneakers each day to participate in water

games. **Please note:** if your child refuses to participate in the daily activities, you may be contacted to either encourage your child to participate or to pick them up from the program.

### **PAID FIELD TRIPS**

**All field trips must be pre-paid in advance.** Please see the field trip calendar and the fee schedule. Due to the many factors involved in the planning of field trips, there will be **NO** exceptions to this policy. **NO REFUNDS** will be processed after the field trip due date. Transfers to another field trip are not allowed.

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 and no refund will be granted.

### **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 or minor injuries. In the case of more serious injuries, EMS may be required.

For non-serious incidents, your child will have the option to call and speak with you. If your child chooses not to, you or another authorized pick-up person will be notified at pick-up. In the event of a serious injury, you will be contacted immediately. Serious injuries include asthma attacks, bug bites/stings with documented allergies, allergic reactions, bumps or bruises above the neck, broken bones, and burns.

### **DISCIPLINE POLICY**

The Coventry Department of Parks & Recreation follows a progressive three (3) Strike Discipline Policy. Our goal is to be proactive whenever possible. We strive to prevent the need for discipline by offering children a break from the situation and redirecting their behavior.

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

Disciplinary action steps 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 is involved in more than three minor conflicts, further disciplinary action will be taken, including possible 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 member, you will be contacted immediately to pick up your child. This may result in suspension or expulsion from the camp.

A child who runs away from staff is considered a safety risk and may be subject to immediate expulsion.

**This policy serves as a general guideline; each discipline scenario is unique and is handled at the discretion of the Coventry Department of Parks & Recreation Administration.** The severity of each issue is evaluated on an individual basis, and some situations may require immediate action, including suspension.

## REFUNDS

**NO REFUNDS** will be processed once the camp begins, unless extenuating circumstances occur. If a medical issue arises, a doctor's note must be submitted with the refund request form for consideration. A prorated refund may be considered on a case-by-case basis. **Absolutely no refunds will be issued for children expelled or suspended from camp.**

## SICK POLICY

We ask that you keep your child home if they exhibit any of the following symptoms of illness or a contagious condition. The Coventry Department of Parks & Recreation reserves the right to send your child home early if these symptoms appear during the day. Your child may return once the Coventry Department of Parks & Recreation Administration receives written confirmation from a doctor stating that your child has been treated or the illness has passed. This policy is in place to ensure the health, safety, and well-being of both the children in our care and our employees.

- Sore throat and/or extremely runny nose
- Persistent hacking cough
- Fatigue or muscle aches
- Rash other than a common skin irritation
  - Coventry Department of Parks & Recreation Administration must receive written documentation of a diagnosis, clearance that it has been treated for at least 24 hours, and confirmation that is not/no longer contagious
- Fever of 100° or higher
  - Children must be free of fever (any temperature above 98.6°) for at least 24 hours without the use of fever reducing medication
- Vomiting
  - Children must be symptom free with no vomiting for at least 24 hours

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 will be considered on a case-by-case basis, in accordance with the refund policy, and are not guaranteed. If the Parks and Recreation Department cancels a program, a refund or credit may be issued. If a credit was used for payment and the program is canceled, the credit will be reissued to your account.

I consent to the use of my/my child's name, photographs, and/or videos in future promotional or marketing materials. Additionally, for bus service, I consent to my child being picked up from school or 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 treatment for my child if necessary, in the event I cannot be reached and my child sustains an injury. The Coventry Parks and Recreation Department does not provide accident or hospitalization insurance for participants in its programs. All participants are strongly advised to have adequate personal insurance coverage. Please consider participant's 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 baggy closed and labeled 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**. Please ensure your child knows how to administer such devices. 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. 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 has a clarification of 'caution' or higher, 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. This is a primarily outdoor program.
- **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.
- **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. Small denominations are preferred. Staff is not required to keep track of your child's accounting of money on hand or spent.
- **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.
- **If my child gets expelled, can I receive a refund or a pro-rated refund? What if my child gets suspended and missed a field trip or I decide to no longer send my child to camp?**
  - If your child is expelled or suspended, no refund, (or prorated refund) will be given/offered. If your child is suspended and has to miss a field trip there will be no refund. If you decide to remove your child from camp for any reason, there will be no refunds. **NO REFUNDS** will be processed once camp begins.



ACKNOWLEDGMENT/SIGNATURE PAGE

I, \_\_\_\_\_, (please print) parent/guardian of \_\_\_\_\_, (please print) fully acknowledge that I have fully read, understand, and will adhere to all rules, policies, and expectations that have been stated in this parent manual. Failure to adhere to any of the stated rules, policies, and expectations may result in child's dismissal from camp.

---

Parent Signature

---

Date of Signature

---

Recreation Staff Signature

---

Date of Signature