



BOURNE RECREATION DEPARTMENT SUMMER PROGRAM

Parent Information & Enrollment form

Welcome to the Bourne Recreation Department Summer Program. Our 7-week program provides your child with a wide range of recreational activities! Counselors arrive each day with creative and engaging activities for all participants. Daily activities include everything from dance parties to pirate ball and much more! If you're searching for a Summer Program that keeps your child engaged and enjoying good old-fashioned fun with their friends, you've found the perfect place!

Commonly Asked Questions:

WHAT TIME IS SIGN IN/SIGN OUT?

- Sign-in is held from 8:30am-9:00am outside the rear gym doors behind the Community Center
- Sign out will be held in the same spot from 3:30pm-4:00pm.

WHAT SHOULD MY CHILD WEAR?

- Children spend most of their day outside. **Sneakers are mandatory.** Children cannot participate safely in flip flops, sandals, or crocs.
- Comfortable shorts and T-shirts are most appropriate. It is required that parents apply sunscreen prior to arrival, and we recommend that children wear or pack a hat.

WHAT DO I NEED TO SEND WITH MY CHILD?

- Child safe sunscreen
- Backpack
- Sweatshirt or Jacket
- Towel
- Water bottle
- Lunch and snacks
- Hat and an extra pair of clothes

WHICH MEDICAL FORMS ARE REQUIRED?

- A copy of their physical examination and immunization record within the last 18 months signed by a healthcare provider.
- A written health history which includes allergies, and any other health conditions that may affect your child's participation.

CAN MY NEIGHBOR PICK UP MY CHILD?

- Participants will only be released to adults listed on their authorization and enrollment paperwork.

WHAT IS YOUR REFUND POLICY?

- **Medical:** 100% refund for medically documented withdrawals.
- **Withdrawals 8 days or before the program start:** Refund minus \$10.00 administrative fee.
- **Withdrawals within 1 week of the program:**
- No refunds.

ELECTRONICS & MONEY:

- iPads, gaming devices, money, etc. should not be brought to the program.
- Summer Unplugged: If you choose to send your child to the program with a cell phone, they will be asked to leave it in their bag throughout the day.
- The Town of Bourne is not responsible for items lost, stolen, or damaged.

Bourne Recreation Department
2026 Summer Program Parent Information

Please read this full packet in its entirety and complete the last two pages of this document. Please return completed forms, along with your child's most recent immunization record, to the Recreation Department by **June 1st. Registrations are not completed until we receive this information.**

Please reach out to Katie at KMatthews@bourne-ma.gov with any questions.

ATTENDANCE:

If your child is not attending the program for the day, please call the Program Supervisor by 9:00am. This number will be sent home to families one week prior to the start of the Summer Program. If the Supervisor is not notified and the child has not been signed in by 9:15am, they will call the primary contact number to confirm their absence.

If you know in advance that your child will be absent, written notification would be greatly appreciated.

DROP OFF/SIGN IN PROCEDURES:

Sign in will be held outside the gym doors, alongside the Community Building from 8:30am-9:00am. Please enter the Community Building parking lot and follow the signs. A car line will be formed starting at the designated area. For everyone's safety, please do not let your child out of the car until you reach the front of the car line.

PICK UP/SIGN OUT PROCEDURES:

Sign out will be held in the same spot as sign in, alongside the Community Building. Staff will send your child out when your car is at the front of the car line.

For the safety of the participants, employees of the Recreation Department will only release your child to the individuals listed in your Enrollment and Authorization file. Verbal notification will not be accepted. Changes to your authorized pick-up list can be made in writing with the Program Supervisor, or emailed

Once children are signed out of the program, they may not be signed back in again that day.

REFUND POLICY:

- **Medical Withdrawals:** 100% refund for medically documented withdrawals.
- **Withdrawals 8 Days or More before Program Start Date:** Fee refund minus \$10.00 administrative fee.
- **Withdrawals Within 1 Week of Program Start Date:** No refunds.

All refunds will be issued by check from the Town of Bourne and will be mailed to the address listed on your bournerec.com account. Please make sure that your correct mailing address is listed on your account.

LATE FEES (CHILDREN PICKED UP AFTER 4:00PM):

\$10.00 will be billed to the household account in 10-minute increments.

TRANSPORTATION:

The Recreation Department is not responsible for transportation to or from the program. Employees of the Recreation Department are prohibited from transporting program participants.

Bourne Recreation Department Summer Program 2026 Parent Information

HEALTH POLICY:

The following protocols are in place for the protection of the participant and staff at the Summer Program. We do not have a sick room available; therefore, children who are not feeling well will be sent home.

Symptoms requiring dismissal from the program include but are not limited to:

- An elevated temperature (100.00°F or higher)
- Signs of rash
- Contagious illness/condition
- Nausea, vomiting or headache
- An injury requiring further medical attention

STAFF COMMUNICATION WITH PARENTS/GUARDIANS REGARDING HEALTH MATTERS

Bourne Recreation staff will assess and respond to participant health matters in a timely and appropriate manner. Parents or guardians will be notified based on the nature and severity of the situation.

Non-Emergency Health Matters

Non-emergency health matters include, but are not limited to, small cuts or scrapes, minor bruises, bloody noses, mild headaches, or other non-emergency conditions. Staff will provide basic first aid within the scope of their training. Parent or guardian notification for non-emergency health matters may occur at the end of the program day or sooner if staff believe additional communication would support the participant's comfort or well-being.

Major Health Matters

Major health matters include, but are not limited to, head injuries, suspected concussions, allergic reactions, breathing difficulties, fractures, loss of consciousness, severe bleeding, or any condition requiring medical attention beyond basic first aid. In these situations, staff will immediately contact the parent or guardian and, when necessary, activate emergency medical services (911).

EMERGENCY SITUATIONS:

For any medical emergency, the Bourne Fire Department will be notified first, followed by the parent/guardian. If we are unable to reach the parent/guardian, we will call your authorized pick-up list in the order that they are listed.

EMERGENCY PICK UP POLICY:

If a parent/guardian is notified that a participant needs to be picked up, transportation for the child must be arranged within the hour. If we are unable to reach the parent/guardian, we will leave a message, wait 20 minutes for a call back, and then start calling the list of people on the child's authorization form. A message will then be left with the parent/guardians to notify them as to who the child is being sent home with.

MEDICATIONS:

Staff are not allowed to administer any prescription or over-the-counter medications. Please administer all medications prior to the start of the program. **Please do not send your child to the program with any type of medication. The only exception to this rule applies to lifesaving medications such as epi-pens and inhalers which will be safely stored with the staff of the program.**

Bourne Recreation Department Summer Program 2026 Parent Information

DISCIPLINE POLICY:

The Recreation Department endorses fair and age-appropriate program rules, which ensure a safe and orderly environment for all. Program staff, parents, and guardians working together can teach respect for others, the necessity for group rules, and the need for peaceful resolution of differences. Within our program, participants are expected to adhere to the same behaviors that are required within the classroom. Recreation Department staff have final say over what is considered appropriate or inappropriate behavior.

Every situation is an opportunity for staff and participants to learn and grow. Often, listening to the child and talking through alternative solutions is enough to course correct unwanted behavior. When a child's behavior departs from the program's standards of acceptable behavior, any of the following may take place as deemed necessary by the Recreation Department Staff:

- Parent/Guardian's notified
- Conference with the child and staff members
- Loss of program privileges.
- Loss of special event privileges.
- Removal from the group
- Suspension from the program.

Suspension length can vary from 1 day to permanent suspension and is at the discretion of the Assistant Recreation Director and the Recreation Director.

QUIET ROOM

We have created a Quiet Room, equipped with bean bag chairs, books, fidget toys and games. Children may ask to go to the Quiet Room if they are feeling overwhelmed, frustrated, or just need a break. Staff utilize this space to listen, converse, read or play games with children that they feel could benefit from some time away from the larger group.

SLURS OR DISCRIMINATORY CONDUCT BASED ON PROTECTED CHARACTERISTICS

Bourne Recreation strictly prohibits the use of slurs, derogatory language, or discriminatory conduct based on actual or perceived race, color, national origin, ethnicity, religion, disability, sex, gender identity, sexual orientation, age, or any other characteristic protected under Massachusetts law. Such behavior will not be tolerated in any Bourne Recreation program.

BULLYING:

Bullying in any form is unacceptable and will not be tolerated. No participant or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying of any kind. "Bullying and Cyberbullying" are defined as any unwelcome written, electronic, verbal, or physical acts or gestures that cause a participant or employee to feel intimidated, harassed, coerced, or threatened. Such conduct includes behavior that, under the circumstances, may:

- Cause physical or emotional harm to a participant or employee;
- Result in damage to another participant's or employee's property; or
- Create a disruptive or hostile environment.

Any violation of this policy will result in disciplinary action, up to and including immediate and/or permanent removal from the program.

**Bourne Recreation Department Summer Program
2026 Enrollment & Authorization Form**

PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS

Participant's Last Name_____

Participant's First Name_____

Parent/Guardian Name_____

Parent/Guardian Name_____

Location during Program_____

Location during Program_____

Primary Phone #_____

Primary Phone #_____

Alternate Phone #_____

Alternate Phone #_____

PRIMARY PARENT/GUARDIAN CONTACT: _____

Please list the name of the primary parent or guardian to be contacted for routine communications regarding the participant's day, including general updates and minor (non-emergency) health matters. If the primary contact cannot be reached, an alternate or emergency contact may be used as needed.

PARTICIPANT MAY BE DISMISSED TO EITHER PARENT/GUARDIAN: YES ☐ NO ☐

If "NO", legal documents must be on file with the Recreation Department office before the start of the program.

I hereby authorize the Bourne Recreation Department to release the participant to the following adults and/or contact these people in case of an emergency in the order of priority:

Name_____ Phone # during Program_____

Name_____ Phone # during Program_____

Name_____ Phone # during Program_____

Name_____ Phone # during Program_____

Does the participant have permission to participate in all regular programs offered during the summer program?

YES ☐ NO ☐ EXCEPTIONS:_____

I understand that the participant must have had a physical within the 18 months to attend the program and that I must provide a copy of that physical to the Recreation Department before June 1st.

YES ☐ NO ☐

I understand that the Bourne Recreation Department is unable to administer any type of medication to the participants.

YES ☐ NO ☐

In the case of an emergency, is permission granted to the Bourne Recreation Department to arrange for the participant to be taken to the nearest hospital?

YES ☐ NO ☐

Do you carry family medical/hospital insurance? Please provide the carrier and policy/group #

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PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS

Participant's Last Name_____ **Participant's First Name**_____

Is the participant currently on any medications? If yes, please list diagnosis and medication:

Does the participant have any conditions that we need to be aware of? If yes, please list:

Does the participant have behavioral difficulties? If yes, please explain:

Does the participant need assistance in eating? If yes, please explain:

Is the participant currently on a behavior modification plan? (Please check one)

Yes, at home ☐

Yes, at school ☐

No, they are not on a behavior modification plan ☐

If yes, does Bourne Rec have authorization to contact participants counselors at school to gain a better understanding of their needs and prepare the staff with tools that support the participant?

Yes ☐ No ☐ If yes, please provide their name and contact info: _____

MEDICAL EMERGENCY

I understand that every effort will be made to contact me in case of an emergency requiring medical attention for the participant. However, if I cannot be reached, I hereby authorize the Bourne Recreation Department to arrange transportation to the nearest hospital and to secure the necessary medical treatment. I also understand that the program staff are trained in the basics of First Aid and I authorize them to treat the participant when appropriate.

Signature of Parent/Guardian

Date

PROMOTIONAL AUTHORIZATION

I understand that at times photograph images and/or videos taken of the participant during Recreation Department programs may be used in promotional material, which may include but is not limited to flyers, notices, bulletin boards, newspapers, social media or town websites.

Signature of Parent/Guardian

Date