

# Welcome to the Bourne Recreation Department Summer Program

Our 7 week program offers your child a variety of recreational activities! The staff members at Bourne Rec come prepared each day with outside the box activities to be shared with every participant. Daily activities range from dance parties to pirate ball and everything in between! If you're looking for a summer program that keeps your child involved and immersed in good old fashioned fun with their peers you've come to the right place!

## What time is sign in/sign out?

- Contactless sign in will begin at 8:30am outside the rear gym doors behind the Community Building.
- Sign out will also be contactless and held in the same spot as sign in from 3:30pm-4:00pm.

## What will my child need to bring to the program?

- Child safe sunscreen
- Backpack
- Sweatshirt or jacket
- Towel
- Water Bottle
- Lunch and snacks
- Sunscreen
- Hat
- An extra pair of clothes

## What medical/health forms are required?

- A copy of their physical examination and immunization record within the last 24 months signed by a health care provider.
- A written health history which includes any allergies, and any other health conditions which may affect your child's participation.

## What should my child wear?

- Children spend most of their day outside. **Sneakers are mandatory!** Children cannot participate in flip flops, sandals, crocs, etc. Comfortable shorts and t-shirts are most appropriate. We require parents to apply sunscreen prior to arrival and recommend that children wear a hat.

## Can my neighbor pick up my child?

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

## Outdoor Activities:

- As many activities as possible will be played outside. We will be walking to the surrounding playgrounds daily.

## Refunds:

- **Medical:** 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.

## Electronics:

- I pads, gaming devices, cell phones, money, etc should not be brought to the Summer Program. The Town of Bourne will not be held accountable for items lost, stolen, or damaged.

Bourne Recreation Department  
Summer Program 2024 Parent Information

*Welcome to the Bourne Recreation Department Summer Program, where our priority is the safety and wellbeing of your children. We have designed 7 weeks of fun games and activities to provide your children with a happy and memorable summer with their friends!*

**Enrollment and Authorization Paperwork:**

Please complete pages 4-5 of this packet and return along with your child's most recent immunization record to the Recreation Department by **May 31st**. Registrations are not complete until we receive this information.

**Attendance:**

If your child will not be 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.

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

**Drop off/Sign in Procedures:**

Contactless 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:**

Contactless 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 gets to 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.

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.

**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.

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**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)  
Contagious illness/condition  
An injury requiring further medical attention

Signs of rash  
Nausea, vomiting or headache

**Emergency Situations:**

For any medical emergency situation, the Bourne Fire Department will be notified first, followed by the parent/guardian.

**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. With the exception of epi-pens, please do not send your child to the program with any type of medication.

**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 times, 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.

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We have created a Quiet Room, equipped with bean bag chairs, books, fidgets 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 Based on Race, Ethnicity, Disability, Religion, Gender Identification, or Sexual Orientation:**

Comments made about a person's race, ethnicity, disability, religion, gender identification or sexual orientation are inappropriate and will not be tolerated in any Bourne Recreation program.

**Bullying:**

Bullying may take a variety of forms. It is unacceptable and will not be tolerated. As a result, no participant or employee shall be subjected to harassment, intimidation, bullying, or cyber bullying in any form.

"Bullying and Cyber Bullying" is described as unwelcome written, electronic, verbal or physical acts or gestures where a participant or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a participant or employee, (2) may cause damage to another participant's or employee's property, or (3) may cause a disruptive or hostile environment.

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

Bourne Recreation Department 2024 Summer Program  
Enrollment & Authorization Form

PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS

Child's Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Location during Program \_\_\_\_\_

Location during Program \_\_\_\_\_

Primary Phone # \_\_\_\_\_

Primary Phone # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_

MY CHILD MAY BE DISMISSED TO EITHER PARENT:      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 my child to the following adults and/or contact these people in case of an emergency in the order of priority:**

Name \_\_\_\_\_ Phone # during Program \_\_\_\_\_

Does your child have permission to participate in all regular programs offered during the summer program?  
\_\_\_\_\_ EXCEPTIONS \_\_\_\_\_

I understand that my child must have had a physical within the last two years 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 my child.

YES      NO

If necessary, is permission granted to the Bourne Recreation Department for your child 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

Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Is Your Child Currently on Any Medications? If Yes, Please list diagnosis and medication:

\_\_\_\_\_

Does Your Child Have Any Conditions We Need to be Aware Of? If yes, please list:

\_\_\_\_\_

Does Your Child Have Behavioral Difficulties? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Does Your Child Need Assistance in Eating?

\_\_\_\_\_

Is Your Child Currently on a Behavior Modification Plan at Home?	YES	NO
Is Your Child Currently on a Behavior Modification Plan at School?	YES	NO

**Medical Emergency**

I understand that every effort will be made to contact me in case of an emergency requiring medical attention for my child. 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 my child when appropriate.

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian

Date

**Promotional Authorization**

I understand that at times photograph, images or videos taken of my child 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