

2014 Village of Central Square



Summer Recreation Parent Handbook

Filled with everything YOU need to know for a great, fun-filled summer!

Village of Central Square, NY
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Central Square, NY 13036-0509
Phone: 315-668-2558 Fax: 315-668-7037
Website: <http://www.villageofcentralsquare-ny.us/>

The goal of our 2014 Summer Recreation Program is to offer a quality program that provides a nurturing atmosphere where each child has the opportunity to experience many recreational, social, creative and enriching activities at no cost to our families. Daily activities may include arts and crafts, sports, music, special classes and much more!

This booklet contains information and procedures that you will need to assist your child in having a superb summer here at Goettel Park under the Village of Central Square Summer Recreation Program. The staff will make every effort to keep parents/guardians informed by posting information in the pavilion. Please be alert to this and take time to check the updated information.

You can help us by becoming familiar with the information in this booklet. Feel free to contact the Village Office or Recreation Co-directors with questions or concerns at any time.

Recreation Director Johanna Evans	Recreation/Park Cell Number 382 – 8470 July 7 to August 15
Marie Loran, Village Clerk	centralsquarevillageclerk@cnyemail.com 668 - 2558
Heather Stevens, Recreation Trustee	dstevens@incpark.com 676-2682

Dear Parents/Guardians,

Welcome to the Village of Central Square Summer Recreation Program! We have given a lot of thought to the question “What business are we in?” Recreation programs are supposed to be safe and fun. But what is fun? Kicking the ball so you can make it to first base? Making new friends? Trying something new? The answer to all these questions is, YES!

The Village of Central Square Summer Recreation Program offers a program that is safe and fun! We provide the opportunity for your child to do his/her best...to explore...to learn...and to have fun – safely.

Our staff will work to create an environment that will hopefully enrich and enhance your child’s experience with the right mix of structure and open play. We appreciate the trust you place in us by enrolling your child in our Program. We have designed the program, policies and procedures to ensure a quality and cost-effective experience. We are confident that your child will have the opportunity to freely explore and experience everything our Program has to offer and we are looking forward to sharing a safe and fun-filled summer with them.

This parent handbook has been put together to answer questions you may have regarding summer recreation in Central Square. Please review the information carefully.

You can contact us anytime with questions or concerns about our Program. We welcome your comments and suggestions as we always strive to make improvements in our services. We are here to assist your child in learning, gaining self confidence, making new friends and having fun!

Best Regards,
Recreation Staff 2014

Village of Central Square Telephone Numbers

Emergency 911

Village Hall 668-2558

Police 911

Fire 911

Village Fax 668-7037

Central Square Summer Recreation 2014: The Benefits are Endless

- Meet new friends
- Interact socially
- Learn teamwork, communication, sensitivity and sharing
- Flexibility and relaxation
- Gain independence and learn responsibility
- Build self-esteem, confidence and trust
- Play a variety of sports
- Develop positive relationships with peers and counselors
- Experience hands-on activities
- Learn to respect other's opinions, beliefs and values
- ...all in a safe and fun environment

2014 Recreation Program

July 8 - August 16, 2012

(Monday-Friday)

9am - noon

This program is for children ages five to thirteen (5-13) who live in the Village of Central Square or Town of Hastings.

Please respect this schedule. Children should arrive no more than five (5) minutes early and be picked up promptly at noon.

Important Information from New York State

The State requires that the site operator "notify the parent/guardian, with the enrollment application or enrollment contract," that:

- the site must have a permit to operate from the New York State Department of Health or the designated permit-issuing official (this would be the Oswego County Health Department)
- the site is required to be inspected twice yearly
- the inspection reports and required plans are filed at: Oswego County Health Department, 70 Bunner Street, Oswego, New York, and are available for their review.

Special Dates

TBA

Recreation Staff Team

The Village of Central Square has hired a qualified team who are excited about providing your child with a safe and fun experience. We select supervisors and counselors who have an interest in, or experience with working with children. Our Co-directors have previous experience as staff on our Summer Recreation Program and will be familiar faces to those children returning this year. Our counselors are local students who are community-minded, take safety seriously and like to work with children. The Central Square Summer Recreation Program has an anticipated staff-to-child minimum ratio of 12:1. The Summer Recreation team has attended an orientation session and is CPR/First Aid qualified.

Chain of Command

- Mayor Kenneth Sherman and Board of Trustees Heather Stevens, Tyler Gervaise, John Urbaniak and Kim Perry
- Director Johanna Evans
- Recreation Specialist Holly Machuga
- Recreation Leader II Jeremy Brewster
- Recreation Leader I Richard Howley
- Recreation Leader I Zachary VanAllen
- Recreation Leader I Brandon Riese
- Recreation Leader I Madeline Perry
- Recreation Leader I Courtney Snyder
- Recreation Leader I Lukas Evans
- Recreation Leader I Kyle McAfee

Participant Code of Conduct

Equal Access

No participant shall, based on race, sex, creed, national origin, or disability be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

Behavior

The Village of Central Square Recreation Program expects program participants to always exhibit appropriate behavior. Appropriate behavior is defined as being respectful to oneself, others, property and using proper language and “safe hands”. “Safe hands” is defined as hands that do not hurt self, others or other objects.

Discipline

The purpose of discipline is to help a child learn responsibility for his/her actions and take control of the negative behavior. The Village of Central Square Recreation staff will use a positive, firm approach with regard to discipline. We use positive statements and reinforcement to redirect negative behavior. The Recreation staff will discipline each child as needed and keep you informed. The Village of Central Square Recreation Program reserves the right to dismiss a participant if his/her behavior is not in the best interest of him/herself, other participants or staff. Each situation is evaluated on its own merit and incident reports will be used to document inappropriate behavior. Program staff will discuss the behavior with the child and his/her parent or guardian. Recurring or severe behavior may lead to suspension or dismissal from the Recreation Program. The safety and enjoyment of all children and staff is our top priority.

Important Information to Know

• As a parent or guardian...

Because you are entrusting us with the care of your child, you must notify the Recreation Co-directors (and in turn Village of Central Square) of any medical condition, disability or other situation that may need special consideration from the Recreation staff. We will respect your confidentiality and make every effort to accommodate your situation.

• **Forms needed...**

- Program Enrollment Application with current photo of child attached
- Copy of your child's current immunization records with doctor's name/address/phone; if medication administered by child (i.e., Epi-pen, inhaler) submit written M.D. order with child's complete name and birth date, copy of original Rx and original Rx container w/label.
- Authorization to Walk/Bike to and from Program (if applies)
- Authorized Pick-Up List
- Last page of Parent Handbook (Acknowledgement Form completed and signed)

• **Arriving to camp...**

Each morning, **each child must be signed in at the pavilion by the parent/guardian listed on the child's Authorized Pick-Up List.** During this time, any notes, notices, or changes in your child's status should be brought to the attention of the Recreation Co-directors.

Please respect the start time of our Recreation Program of 9am. You are strongly discouraged to drop your child off prior to 8:55am. Recreation staff will not be supervising participants until that time.

• **Dismissal from Site/sign-out policy...**

For safety reasons, **all children must be signed-out by signature from the parent/guardian listed on the child's Authorized Pick-Up list.** If the person picking up your child is not on the form, we will not allow the child to leave, unless you have made previous arrangements in writing. Please note that we may sometimes ask for photo identification until our staff can recognize to whom those children should be released. The only exception is for those children who have an Authorization to Walk/Bike to & from the Summer Recreation Program on file. They must follow the guidelines set up on that form. **Please respect the pick-up time which is at noon each day.**

• **If your child is ill...**

If your child is ill or has a fever, please do not send him/her to Recreation.

If your child becomes ill at Recreation, we will notify a parent/guardian and ask that someone picks up your child. If a parent/guardian is not available, the Recreation staff will call the emergency contacts.

All children must be fever-free for twenty-four (24) hours prior to returning to the Program. We appreciate your cooperation.

• **If there is an emergency...**

If there is an emergency and you need to speak to your child at Recreation, please call the Village Office at 668-2558, and tell them who your child is. Your child will contact you as soon as possible.

If your child is injured and requires more than basic first aid, the Recreation staff will take the following action:

- Paramedics will be called to handle serious accidents
- Parent/Guardian will be called and informed of the situation

The injured or ill child will be transported to the nearest hospital and accompanied by a Recreation staff member. Please put a cell number on the child's application form, so we may contact you if you are away from home or work.

- **What to bring to recreation...**

Your child should/can bring a towel and change of clothes or swimwear everyday to Recreation. Please send these items in a bag or backpack that is labeled with their name. We encourage an empty plastic bag (for the wet suit or clothing) and an extra set of clothes, in case of an emergency. Please do not send your child with items that are valuable. Please label everything your child wears and brings to Recreation. They may also bring a water bottle, if they like.

- **What to wear to camp...**

Dress your child in comfortable and casual attire that is weather appropriate. Please send your child in gym shoes, **no sandals**. Please don't send your child in any valuable clothes – sometimes grass and other stains are unavoidable during the action packed day.

- **Severe weather...**

Recreation is held rain or shine, hot or cold. In the event there is severe weather, including lightning, it will be at the direction of the Recreation Co-directors/On-site supervisor to hold or cancel the Program for the day. A decision will be made one-half (1/2) hour before the start of the Program. The Recreation Co-directors/On-site supervisor will post a notice that the Program has been canceled due to the weather.

If weather conditions change after the start of the day, all outside activities will be canceled and the children will stay in the covered pavilion, out of the weather.

The Recreation staff has a variety of indoor activities prepared if children are moved to an indoor location due to weather.

For more information or safety concerns/procedures, parents may request a copy of our Recreation Program's Safety Plan.

- **Sunscreen...**

Recreation staff is not permitted to apply sunscreen. Please apply sunscreen on your child before he/she arrives.

The Central Square Recreation staff is looking forward to a great summer. Please know your feedback is encouraged and welcomed. Take time to complete your Recreation Evaluation that will be given out at the end of the program. These can also be obtained from the Village of Central Square office.

Village of Central Square
Summer Recreation Parent Handbook

Acknowledgement Form

This handbook is intended to be a set of general guidelines of the Village policies and practices. The Village Board reserves the right to interpret the intention of any provision or policy and their decision is considered final. This handbook provides general information to parents/guardians regarding our Recreation Program. It is not intended to contain complete descriptions of all plans and policies.

This handbook is provided as information only.

You should be aware that other locations may have procedures or practices that may be different from those included in this handbook.

Please consult the Recreation Co-directors if you have any questions about the contents of your handbook.

I have read and fully understand the Summer Recreation Parent Handbook for the Village of Central Square Program.

Parent/Guardian Signature

Date

Child(ren) name(s):