Sudbury Park & Recreation

Sudbury Adventure 2015 Parent Packet

Please fill out and return by Friday, May 1st!









40 Fairbank Road, Sudbury, MA 01776 (978) 443-1092

www.youth.sudbury.ma.us
Follow us on Instagram at SudburyAdventure



WELCOME LETTER & PARENT CHECKLIST

Dear Parents,

It's time to get in gear for another year of Sudbury Adventure! We are looking forward to a great summer and hope you are as well.

The purpose of this packet is to give you some general information about how the program is run, answer frequently asked questions, provide you with all required paperwork, and update you on the changes that will take place for this summer.

Please do the following things to help us:

- Read your Parent Packet and talk about all of the policies and procedures with your kids
- Call when your child will be absent 978-639 -3227 or email youth@sudbury.ma.us
- Label all belongings
- Post our phone number 978-443-1092 at home and at work
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care
- Drop off and pick up on time or take advantage of our Early Drop Off option
- Please remember that the itinerary for the week may change due to weather, attendance or other factors beyond our control

The deadline to submit all paperwork is FRIDAY, May 1st or you may lose your spot. NO child will be allowed to attend camp without the paperwork being submitted!

We hope this will answer some of your questions and clear up any concerns. If there is something else we can help you with, please feel free to give us a call (978-639 -3227) or send an email (youth@sudbury.ma.us).

Thank you,

Sudbury Adventure Staff



PARENT CHECKLIST & STATEMENT OF UNDERSTANDING

	return by May 1st
Enclosed are the necessary forms for my child's upcoming Su I have completed and enclosed the:	adbury Adventure Program experience.
Health History (3 pages)	
Copy of most recent Physical (within the last 24 mon	ths)
Authorized Pick-Up Form	
Buddy Request, T-Shirt Size Form & Participant Pictur Waiver Forms (at the end of the packet for Sessions	
I understand that all paperwork, completed in its entirety, is due by N Sudbury Adventure Program if the necessary forms have not been sul	
I acknowledge that by having previously signed the enrollment applic child's picture may appear in promotional material.	ation, I have agreed to the liability waiver and the fact that my
I have also read and am aware of your policy regarding refunds. Refu (Sudbury Summer, Sudbury Summer Inclusion, CIT, Preschool Pals, an or before June 15. Refund requests made prior to June 15th will be as Park & Recreation programs will be granted. Included is the understationally available.	nd Sudbury Adventure) must be made in written form and dated on seessed a \$25 withdrawal fee. After June 15th, no refunds for these
Participant's Name:	
Parent/Guardian Signature:	Date



SUDBURY ADVENTURE POLICIES & PROCEDURES



FIRST DAY OF CAMP DROP-OFF PROCEDURE

We invite parents to join us for the first 5-10 minutes of the first day of camp, though it is not mandatory. We will do staff introductions, go over rules and the structure of the camp and the planned activities. Once this is done we will break off into groups to play name games.

DROP OFF/PICK UP PROCEDURES

The program begins at 8:45am. The bus often leaves right after drop-off. We will leave by 9am and will not be able to hold the bus, so don't be late! Drop off will be at the tent at Haskell field. We will have check-in signs and greeters at the tent. Participants may do this on their own or parents may join them. Please make sure that your child has made contact with a staff member.

Our staff needs time before camp starts to set up the day's activities, so we cannot watch children during this time. If you have to drop your child off early, please sign up for our early drop off program, which has staff already assigned to that sole responsibility.

The program ends at 4:00pm except on Tuesdays when we will return by 5:00pm. Being prompt for pick up is extremely important. You will pick your children up at the Beach Volleyball Court at the Fairbank Community Center.

We ask that an adult checks your child out with our designated staff when their ride has arrived. If your child will be walking or biking home, please send a note or e-mail youth@sudbury.ma.us to give them permission to leave on their own.

LATE PENALTY PROCEDURE

If a child is still here after the scheduled pickup time, beginning at 4:10pm (or 5:10pm on Tuesdays) parents will be charged \$15.00 for the first 10 minutes they are late and \$5.00 for each additional 10 minutes after that.

EARLY DROP OFF PROGRAM

Early drop off is from 8:00am-8:45am. Early Drop Off is located at the beach volleyball court at the Fairbank Community Center. The cost is \$5 per child per day. You may pay in advance or sign up and pay on the day you need the extra care. A staff member will walk your child across the street to the tent at 8:45am.

(See EARLY DROP OFF form on the last page of packet.)

ABSENTEE PROCEDURE

All children must be accounted for. Please call (978) 639-3227 or e-mail youth@sudbury.ma.us if your child will not be attending the program for the day. The office is open from 8:30-4:00pm, during other times you may leave a message.

TRIPS

Every week we go on 4 field trips to places like Canobie Lake, Water Country, the beach and Boston and more. We have planned extensively for these trips. There is a 1:8 ratio of staff to children. All participants have a staff member assigned to them who will travel with the kids wherever we go.

Before the start of each week an email will be sent out with details about the events planned for the week. We will include information about where we are going, what to bring and what to wear. There will be days that participants will be asked to wear their camp T-shirt.

T-shirts will be handed out on the first day of the program. Please ensure that your child wears their camp shirt on the designated days, this helps camp staff easily identify all of our participants.

LUNCH/SNACK

There is no refrigeration available. Please do not pack items that will spoil in the heat (unless you send them in a small cooler with an ice pack.) Be sure to pack a good size lunch. Please tell your children not to share their lunches with other kids due to the high number of allergies. Finally, please include extra drinks (like water or sports drinks) to prevent dehydration. Please send your child with a snack to eat. Snack is not typically provided due to the high number of allergies and parental concerns over what children are eating.

BATHING SUITS

Bathing suits are needed a few times a week depending on our destinations, please check the weekly email for specific details. You will also need to provide your children with a towel on those days.

SUNSCREEN

Your child should come to camp wearing sunscreen. It is also recommended that they bring some with them so that they can reapply it throughout the day. Hats are also a good idea to keep kids safe from the hot sun.



POLICIES & PROCEDURES CONT.



CLOTHING & FOOTWEAR



Our program philosophy supports active adventures. For this reason, we request that your child wear comfortable clothes to camp. Send your child in sneakers because they will be doing a lot of walking and running around.

Although sandals are cool, they can prevent kids from participating and can become uncomfortable after a long.

Although sandals are cool, they can prevent kids from participating and can become uncomfortable after a long period of time. We will let you know in our weekly email when flip flops are encouraged.

ELECTRONIC EQUIPMENT POLICY

Children are allowed to bring electronic equipment (i.e. cell phones, iPods, cameras, and hand held games) however, we strongly recommend that they don't. The Sudbury Park and Recreation Department will not be held responsible for any lost, stolen or broken equipment. Cell phones can only be used with the permission of one of the counselors. Hand-held devices and iPods are only allowed to be used while participants are traveling on the bus.

SPENDING MONEY



Spending money is optional! Many of our trips take us to places where kids can buy snacks, lunches or souvenirs but it is the parent's choice as to whether or not you want your children to make those types of purchases. Bringing large amounts of spending money is discouraged. Many campers will bring money to buy lunch or a snack when we are out and about, however, a good portion of kids will bring a bagged lunch for the day. An email will be sent out prior to the first day of camp to indicate the days when bringing lunch from home is the only option and when buying snacks/lunch is available. We also encourage you to remind your children not to share or lend money to other campers because this can lead to awkward situations.

RAINY DAY PROCEDURE

If there is inclement weather, the Sudbury Adventure Program staff has a rainy day plan ready to go to keep your children active and still having fun even if it's not in the sun. Just because it's a rainy day doesn't mean it's going to be a boring day! If we know in advance that the weather is going to be bad, we will give parents an updated schedule of where we will be going and what we will be doing.

NO PETS

Because of the number of people at drop off and pick Up we ask that you leave your pets at home.

BEHAVIOR MANAGEMENT

Please feel free to contact us before the start of camp if your child has any learning or behavioral concerns so that we can be prepared to make this a successful summer experience.

The staff fosters good behavior by creating a trusting environment that promotes appropriate behavior.

Expectations are realistic and limits clearly explained and supported by the environment. When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. In extreme cases, the child may need to be separated from the group (time out). The camp director is notified whenever a behavior becomes hard to manage and/or when a parent must be notified of the child's behavior in a formal manner. All discipline is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment.

MEDICAL FORMS

You must fill out the Park and Recreation Health History Forms, which are available in this packet, as well as include a copy of your child's most recent physical (within the last 24 months.) This must be returned to the Park and Recreation Office **before Friday, May 1st.** You will receive a phone call from the camp nurse once this packet has been returned to us so that your child's needs can be discussed.

ILLNESS INFORMATION

If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. Due to the nature of the camp it is very difficult for parents to come and get a sick child, so if your child is not feeling well in the morning, please do not send them for the day.

Thank you,

Sudbury Adventure Staff



Name

Home address

Last

HEALTH HISTORY & EXAMINATION FORM

Fill out and return by May 1st!

Sudbury Adventure Sessions (please circle):

June 29 -July 2 July 6-10 July 13-17 July 20-24 July 27 – July 31 Aug. 3-7 Aug. 10-14

Health History and Examination Form For Children, Youth and Adults Attending Camps FM 08N

Middle

Developed and approved by American Camping Association and American Academy of Pediatrics

First

The information on this form is not part of the camper acceptance process, but is gathered to assist us in identifying appropriate care. Health history (first three pages) must be filled out by parents/guardians of minors. Please also attach a copy of the participants most recent physical exact and immunization record, dated within the past 24 months (update required annually).

Birth Date _____

	Street	Address		Cit	У		State	Zip	
Gender:		Male	☐ Female						
Custodial parer	nt/guardian	1				Phone			-
Home address_									-
(If different fro	m above)	Street Addre	ess			City	State	Zip	
Business Addre		Address	City	Ctata		Phone_			
	Street	Address	City	State	Zip				
Second Parent	or guardiar	n or emergency	contact						
Address						_ Phone_			
	Street	Address	City	State	Zip				
Business Addre	ss					_ Phone			
		rgency, notify:							-
Relat	ionship						Phone		
Address									
Insurance Info	rmation	Street Addr	ess			City	State	Zip	
		by family medic	cal/hospital insuran	ce?	Yes	[□ No		
If so, indicate c	arrier or pla	an name					Group#		_
		Importa	nt Theses box	es must b	e com	plete for a	attendance*		
 Guardian Authoriz	n herein des	health history is	correct and complete ssion to engage in all				nge necessary relate	d transportation fo	r me/my child.
I know. The perso							eached in an emerge the camp to secure a		• •
tivities except as n	nd seek emer tests. I agree	rgency medical tre e to the release of	eatment including any	hospita		n, for the pe for our trips	rson named above. `	This completed forr	m may be
tivities except as n give permission to ed medications, ar x-rays or routine necessary for treat	nd seek emer tests. I agree ment, referr	rgency medical tree to the release of ral, billing, or insu	eatment including any	hospita photo-	copied	for our trips		This completed forr	m may be



HEALTH HISTORY



HEALTH HISTORY

The following information must be filled in by the parent/guardian. The intent of this information is to provide our health care personnel the background to provide appropriate care.

Keep a copy of the completed form for your records. Any changes to this form should be provided to camp health personnel upon participant's arrival. Provide complete information so that we can be aware of your needs.

ALLERGIES List all known. Medication allergies (list)	Describe re	action and management of the reaction.
Food allergies (list)		
Other allergies (list)include insect stings,	hay fever, asthma, a 	animal dander, etc.
MEDICATIONS BEING TAKEN Please list ALL medications (including over-the-counter drugs) taken routinely. Our nurse will handle all medica	ations during each p	ession. Keep it in the original packaging/bottle that identifies the prescribing hysician (if a prescription drug), the name of the medication, the dosage and the requency of administration.
This person takes NO medications o		requency of auministration.
This person takes medications as fo Med #1		Specific times taken each day
Reason for taking		
Med #2	Dosage	Specific times taken each day
Reason for taking		
Med #3	Dosage	Specific times taken each day
Attach additional pages for more medicati Identify any medications taken during the	ons.	ticipant does/may not take during the summer:
RESTRICTIONS The following restrictions apply to this indivi Explain any restrictions to activity (e.g. what		at adaptations or limitations are necessary)



HEALTH QUESTIONS



General Questions (Explain "yes" answers below.) Has/does the participant: Yes No Yes No 1. Had any recent injury, illness or infectious disease? 17. Ever had problems with joints (e.g., knees, ankles)? Have an orthodontic appliance brought to camp? 2. Have a chronic or recurring illness/condition? 18. 3. Ever been hospitalized? 4. Ever had surgery? 19. Have any skin problems (e.g., itching rash, acne)? 5. Have frequent headaches? 20. Have diabetes? 6. Ever had a head injury? 21. Have asthma? 7. Ever been knocked unconscious? 22. Had mononucleosis in the past 12 8. Wear glasses, contacts or protective eye gear? months? Had problems with diarrhea/ 9. Ever had frequent ear infections? 23. 10. Ever passed out during or after exercise? constipation? 11. Ever been dizzy during or after exercise? Have problems with sleepwalking? 24. 12. Ever had seizures? If female, have an abnormal menstrual history? 13. Ever had chest pain during or after exercise? 14. Ever had high blood pressure? 26. Have a history of bed-wetting? 15. Ever been diagnosed with a heart murmur? Ever had an eating disorder? 27. 16. Ever had back problems? 28. Ever had emotional difficulties for which professional help was sought? Please explain any "yes" answers, noting the number of the questions. Use this space to provide any additional information about the participant's behavior and physical, emotional, or mental health about which the camp should be aware of. Name of family physician Address Name of family dentist/orthodontist_______ Phone _______ Phone Address



AUTHORIZED PERSONS TO PICK UP CHILD



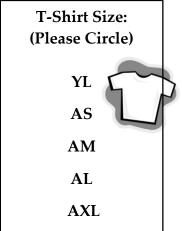
from Sudbury Adventure. I understand t	oick up my child, that the Sudbury Park and Recreation Department is not responsible for place off the Sudbury Adventure program location (Fairbank
time, please include anyone who may ever p	g in your household (<u>including yourself!</u>). To avoid problems at pick-up possibly pick up your child, such as carpool members. A written consent ired for pickup by anyone not on this list.
Signature of Parent/Guardian:	Date:/
My child will be attendi	ng the Sudbury Adventure Program during session:
Mini Session I	II IV V VI
Name:	Name:
Phone Number:	Phone Number:
Relationship to Child:	Relationship to Child:
Name:	Name:
Phone Number:	Phone Number:
Relationship to Child:	Relationship to Child:
Name:	Name:
Phone Number:	Phone Number:
Relationship to Child:	Relationship to Child:
Name:	Name:
Phone Number:	Phone Number:
Relationship to Child:	Relationship to Child:
Please list any individual(s) who is LE	EGALLY DENIED access to your child:



BUDDY REQUEST, T-SHIRT SIZE & PHOTO



Child's Name	Age	Grade in fall 2014	Elementary School or Curtis Team for 2013-2014
Mini Session (June 29-July 2):		Session I (July 6-10):	Curtis realit for 2010 2014
1	_	1	
2	_	2	
3	-	3	
Session II (July 13-17):		Session III (July 20-24)	:
1	_	1	
2	_	2	
3	-	3	
Session IV (July 7-July 31):		Session V (Aug. 3-7):	
1	_	1	
2	_	2	
3	-	3	
Session VI (Aug. 10-14):			
1	_	1	
2	_	I / (
3	_		



Each participant receives 1 T-shirt per summer.





EARLY DROP OFF



Early Drop Off Registration

Registration for early drop off will begin on April 1st.

Online registration is <u>STRONGLY RECOMMENDED</u> at can be completed at www.recreation.sudbury.ma.us and is the <u>PREFERRED METHOD</u>. We accept <u>Credit Cards</u> online - Visa or MasterCard. We accept walk-in registration at the Atkinson Pool front desk as well. We accept <u>Cash</u>, <u>Check</u>, <u>& Credit Card in-house</u>.

Early drop off: 8:00 - 8:45am

Early drop off is 8:00-8:45am. The cost is \$5 per child per day.

The cost is \$40 per child for 2 weeks if you register for Sessions 1 & 2, Sessions 3 & 4 or Sessions 5 & 6 together.

We encourage you to pay in advance. We will take same-day registration at the Atkinson Pool front desk only, we will not be able to take same day registration at the check-in table.

Counselor supervision will be provided for early and extended care, but no structured activities will be provided, it will be like recess. Please be aware that we cannot provide care any earlier or later than the scheduled times for this program—so please be prompt on pick up and drop off.

EARLY DROP-OFF

Mini Session 29 30 2 Χ 1 Session I Session III Session II w w w 8 9 10 14 15 16 17 22 23 24 20 21 **Session IV Session V Session VI** 28 29 30 31 4 5 11 12 13 6 10 14

Additional Information

Please note: Some activities require additional information, permission, or waivers beyond our registration process. You will be contacted should additional pieces of information is needed prior to a session beginning. Please refer to the next few pages for waiver that are necessary for SkyZone (Session 1, 3 & 6) and Jump On In (Session 3 & 6).

For Session 4-Indoor Rock Climbing at Boston Rock Gym. The activity requires a completed online waiver. The link is:

Rock Climbing!







Sky Zone Westborough, MA Participant Agreement, Release and Assumption of Risk

Please print and fill out completely or complete electronically at www.skyzone.com/westborough

Pai	Parent/Guardian/Participant (if over 18):													
First N	ame	-	Last Na	ame		Birth date								
Ctroot	Address	T	^nt #	City	State		710							
Street	Address		Apt. #	City	State		ZIP							
Cell Pl	none	Email			Emergen	ncy Contact Pho	one:							
					_									
				a Sky Zone Westborough and Sky Zone Indoor										
				, principals, directors, members, managers, offic acting in any capacity on their behalf (herein aft										
				onal representative and estate, as follows:	er concent	rely referred to as	, DZ), Thereby agree							
1	1. I am in good physical condition and able to use the SZ equipment or facilities and to participate in all SZ activities at my own risk. I have a reasonable													
1.	basis for this opinion due to examination and/or consultation with my physician. I fully recognize that I am responsible for knowledge of my own state of													
2.	health at all times.													
2.				or to third parties. I understand that such risks si										
				polines entail certain risks that simply cannot be										
				rious risks exist as well. Participants often fall or ing to and from trampoline locations raises the po										
				broken bones and other serious injuries. Doublary. Flipping and running and bouncing off the v										
	and must be done at the particip	oants own risk.	There is also	o a risk of colliding with or being landed on by j	umpers of	a different size.	In any event, if you							
				dical assistance, at your own expense. Furthermore might be unaware of a participant's health or abilities.										
	instructions, and the equipment				iciesi Tiley	may give meom	orete warmings of							
3.				ations governing the use of the SZ equipment and fipate in all SZ activities at my own pace and at r										
	overexert myself while using SZ	Z equipment a	nd facilities;	and (iii) follow any SZ instructions concerning t										
				ies, I will consult an SZ employee.										
4.	I expressly agree and promise to participate in spite of the risk		ssume all of	the risks existing in this activity. My participation	on in this a	ctivity is purely	voluntary, and I elect							
5.				o indemnify and hold harmless SZ from any and sor my use of SZ's equipment or facilities including										
	alleged to be caused in whole o				gaily sucife	iainis based upon	damages caused of							
6.	Should SZ or anyone acting on the all such fees and costs.	eir behalf, be rec	quired to incur	attorney's fees and costs to enforce this agreement, l	I agree to in	demnify and hold	them harmless for							
7.		surance to cov	er anv iniurv	or damage I may cause or suffer while participa	iting in SZ	activities, or else	e Lagree to bear the							
	costs of such injury or damage	myself. I furth	er certify tha	t I am willing to assume the risk of any medical	or physica	l condition I may	have.							
8.				o solely in the state of Massachusetts, and I furth the conflict of law rules of that state. I agree tha										
	void or unenforceable, the rema		U	2										
	,		•	t or property is damaged during my participations SZ on the basis of any claim from which		• /								
				d and understood it, and I agree to be bound			rem. I have had							
				and/or my child/ward and to use my or my child's/										
				ional materials without reservation or limitation ribe to emails from Sky Zone at any time.	. I would	like to receive f	ree email promotions							
	Participant/.lumper	Signature (if	18 or older):		Date:								
In con:				AL INDEMNIFICATION (Must be completed for selow of SAME parent or legal guardian):	r participai	nts under the ac	ge of 18)							
	pant 1: First Name			Last Name	Birth	ndate								
Partici	oant 2: First Name		1	Last Name	Birth	ndate								
Partici	oant 3: First Name		[]	Last Name	Birth	ndate								
				use its equipment and facilities, I further agree to in										
	claims which are brought by, or or legal guardian of the minor on t		or, and which	are in any way connected with such use or participate	pauon by M	mor. I further ce	rury mat I am the							
	Parent or Legal Gu	ardian's Sion	ature:			Date:								

Waiver accepted by:_

_(Sky Zone Employee)

Parent or Legal Guardian's Print Name:

Jump On In Electronic Waiver Sign-up Sheet

Parent/Guardia	<u>n:</u>																							
First Name*																								
Last Name*																								
Email*																								
Address 1*																								
Address 2																								
City*																								
State*				Zip) *																			
Phone*																								
Mobile																								
Child 1:										<u>Chi</u>	ld 2:													
First*										Firs	st*												 -	
Last*										Las	t*													
Birthdate*		/			/					Birt	thda	te*			/			/						
Waiver:																								
In consideration of on behalf of the m																								
I willingly agree to my participation, I including the poter exist; and I knowin	will bring ntial for p	it to saralys	the a sis an	ttent id ev	tion (en d	of the	e nea	arest while	offic e par	ial im ticula	media r rule	ately; es, eq	and uipm	I und ent a	derst	and terso	that o	the r liscip	isk of oline	f inju redu	ry ca ce th	an be ne risk	significan , the risk	t,
Further, I agree to participants; and I, officers, agents, er person or property	for myse nployees,	lf and othe	on b	ehal ticipa	f of i	ny ho	eirs, spon	assig sorin	ns, p	erson encies	al rep s with	orese i resp	ntativ ect to	ves a o any	nd n	ext o	f kin njury	, her	eby ł abilit	nold	harn	nless .	lump On.	In, their
I also agree to the date. I agree that									pate	. I un	derst	and t	hat th	his w	aive	r will	be v	alid	for a	perio	od o	f two	years fror	n today's
Parent/Guardian S	ignature:									Da	te:													
Please include me	in e-mailiı	ngs fo	or spe	ecial	offer	s, dis	scoui	nts, c	oupo	ns, n	ews, (etc.				A	ccep	t C	eclir	ne				

^{*} Required field

SUDBURY ADVENTURE PROGRAM

Participants will get a chance to experience life outside of Sudbury. Each week there will be a variety of day trips. One day of the week will be spent at the Fairbank Community Center with games, swimming, and a movie.

There will be a counselor-to-child ratio of 1:8

Children Entering Grades: 6-8

Six 1-Week Sessions: Monday-Friday





Cost: \$260 per child/session
Drop Off: Haskell Field Tent

Pick Up: Fairbank Community Center Volleyball Court



Session 1

July 6 - Bowling & Arcades

July 7 - Water Country

July 10 - Stay in Sudbury

July 9 - Beach

July 10 - Sky Zone Trampoline

Session 3



SKY ZONE

July 20 - Jump On In

July 21 - Water Country

July 22 - Stay in Sudbury

July 23 - Movies

July 24 - Sky Zone

Session 5



August 3- Kimball Farms

August 4- Water Country

August 5 - Stay in Sudbury

August 6 - Beach

August 7 - Jay Gee's

Session 2

July 13 - Laser Quest

July 14 - Canobie Lake

July 15 - Stay in Sudbury

July 16 - Wayland Town Beach & BBQ

July 17 - Mel's Funway

Session 4

July 27 - Indoor Rock Gym

July 28 - Canobie Lake

July 29 - Stay in Sudbury

July 30 - Beach

July 31 - Laser Zone

Session 6



August 11 - Canobie Lake

August 12- Stay in Sudbury

August 13- Movies

August 14- Sky Zone





Please note that the itinerary might change due to weather, attendance or other factors inhibiting participation in the activity.

Registration begins on Wednesday, February 11th at 7:30pm for Sudbury Residents only

Online: www.youth.sudbury.ma.us OR In Person: Atkinson Pool Front Desk

If you have any questions please contact

Brian Sullivan at (978) 639-3227 or sullivanb@sudbury.ma.us