



HUDSON PARK COMMISSION
Division of Recreation
78 Main Street - Town Hall
Hudson, MA 01749
Tel: 978-568-9642
Fax: 978-562-8508

Hudson Recreation Day Socialization Programs Summer 2024 Participant/Program Guidelines

Director:	Steven L. Santos	ssantos@townofhudson.org
Assistant Director:	Daniel L. Hannon	dhannon@townofhudson.org
Program Coordinator	Tiffany Newton	tnewton@townofhudson.org
Site Coordinators:	Natalie Mollica	RECKids Grades PreK-K
	Taylor Solimine	RECKids Grades K-2
	Rachel Attaway	RECKids Grades 3-5
	Dominic Branco	RECKids Grades 6-8
	Maggie McCarley	RECKids Encompass

Location and Hours of Operation

RECKids Grades PreK-K	Hudson High School	8:30 AM - 12:00 PM
RECKids Grades K-2	Hudson High School	8:30 AM - 3:00 PM
RECKids Grades 3-5	Quinn Middle School	8:30 AM - 3:00 PM
RECKids Grades 6-8	Hudson High School	8:30 AM - 3:00 PM
RECKids Encompass	Forest Ave. School	8:30 AM - 3:00 PM

ALL PROGRAMS WILL BE CLOSED ON:

July 4th and July 5th

DROP OFF: ALL PROGRAMS – 8:30 AM - **NO EARLIER!**

PICK UP: RECKids Grades PreK – K – 12:00 Noon – **NO LATER!**
All other programs – 3:00 PM – **NO LATER!**

Attendance and Sign In/Out

Children must be signed in at the beginning of any day that they are dropped off and signed out at the end of every day. NOTE: Children participating in RECKids Grades 6-8 may sign themselves in/out only once we have received a written note from a Parent/Guardian indicating that his/her child may do so. Once a Child signs themselves out, they may not return to the program later in the same day.

Parent Questions, Concerns and Comments

We will do our best to respond to any questions you may have specific to our programs, as soon as possible. Please note that Site Supervisors may not be able to respond to your concern immediately, but we will make sure we get back to all parents within a few days. If you would like something explained in writing, just ask a staff member or contact the office at 978-568-9642.

Meeting Your Child's Needs

If your child has any special needs, we ask that you make us aware of this ASAP by emailing us at one of the email addresses provided above. We will do our best to accommodate your child, while keeping within our program goals.

Guidance Policy

Our discipline policy is based on positive reinforcement, redirection and encouraging children to respect their friends and their environment. Our guidance will be consistent and appropriate to the individual needs

and development of the child. Safety is our main concern, and we would like to protect the children and staff within our program.

Termination of a Child

If a child's behavior becomes excessive and/or is of concern to a staff member, parents will be notified. This may lead to temporary suspension or termination. The safety of the children in our program and that of our staff is our main concern and jeopardizing behaviors will not be tolerated.

Field Trips/Special Events

Each program may take part in several in-house and/or off-site events over the course of the summer. Field trips and Special Events would not take place any sooner than Week 3 of the program. Once the schedule has been finalized, we will notify participants.

Background Verification

As a condition of employment, all employees are required to sign a consent form, which allows the Division of Recreation to process a (CORI) Criminal Background Check.

Illness of Children and Alternate Care

It is assumed that if a child is well enough to attend our program, then he or she is well enough to engage in a typical day. When a child is on site and mildly ill with a cold, upset stomach, etc, the parent will be notified but may not be required to pick up the child unless the condition worsens.

Administering Medication

The Recreation Staff does **NOT** dispense any medication, both prescription and/or non-prescription. Unless when required for emergency purposes as indicated in child's emergency action plan.

Injury Prevention and Staff Training

Staff members are responsible for daily monitoring of the program areas and the playground for safety. To further the safety of all those participating in our program, most if not all staff members are trained in the following: Adult/Child CPR and Standard First Aid. Assuming staff are made aware of an injury, parents/guardians will be notified should an injury occur.

Toileting and Bathroom Procedures

All children must be toilet trained. Accidents do occur and parents/guardian will be called and expected to come within 20 minutes to pick-up their child and take them home. Children may return to the program after they have been cleaned and changed. The staff will not embarrass the child but all efforts will be made to ensure the sanitary safety of the other children in the program and seating surfaces will be sanitized as needed. On field trips, staff will accompany children to the bathroom where the general public has access.

General Restroom Rules

Participants should inform a staff person if they need to use the restroom; in most occasions, only one person at a time will be allowed into the restroom.

Life Threatening Allergens (L.T.A.'s)

The Hudson Division of Recreation is committed to promoting a healthy and safe environment for all participants, volunteers and staff with life-threatening allergies. The Division of Recreation will make efforts to educate and train staff and implement emergency plans and procedures. The primary goal is to reduce the risk of exposure to allergens at our programs that could trigger life-threatening reactions and to optimize emergency responses in the event that life-threatening reactions do occur.

L.T.A. Action Plan:

1. We train the staff in CPR and First Aid (which covers anaphylaxis, the causes, symptoms and care for a life threatening reaction).

General Program Guidelines:

1. The goal of the program is to foster positive social interaction.
2. Parents of participants in the RECKids Grades PreK – K, RECKids Grades K-2, and RECKids Grades 3-5, programs **must** walk children into the program each day and check in with a leader. Parents must also check their child out with a leader at the end of each day. Doors open at 8:30 am and children must be picked up by 12 noon/3:00 pm **SHARP**. Consistent late pick-ups may result in a child being suspended from the program. If you have children at multiple programs, please plan to drop off and pick up one earlier or later so that all children in your household are picked up and dropped off within the program hours.
3. The Division of Recreation is responsible for the children **ONLY** when they are at our programs. We do not have the manpower to watch children walking to and from our programs during the course of the day. Hudson Recreation does not provide transportation to and from our programs other than field trips
4. In the event that a child is continually misbehaving, abusing equipment and/or disrupting, parents will be contacted immediately to pick up their children for the day. Respect of other person's personal space will be expected. We will not tolerate hitting, pushing and shoving by participants to other children or staff. If the problem persists, they will be banned for a length of time to be determined by the Supervisor and/or the Director of Recreation. Parents will be informed of all problems concerning their child(ren).
5. Schedules of activities may be distributed/posted by leaders to the participants stating special activity days etc... Please check in with site supervisors for more details.
6. While we work to ensure there are no additional costs, some special events and field trips may require an additional fee and pre-registration with the leaders of each program. If required, forms will be available with leaders and must be returned to the leader by the date specified on the form, in order for us to ensure the correct number of buses for a trip, or supplies for an activity.
7. Our programs are not a licensed day care facility. We cannot and will not dispense medicine unless for emergency. You **MUST** inform the leaders if your child will be self-administering any medication while on site.
8. Children will need a lunch (full-day programs only), snacks and drinks during the course of the day. Clearly mark his or her name on their cooler or lunch bag. Field trips lunches should be in a disposable lunch bag. No glass bottles are allowed. We recommend each child bring sufficient amounts of water each day, especially on extremely hot days.
9. Appropriate clothing should be worn. Sneakers are highly recommended, since children will be running around playing various games. **No sneakers with "rollers" will be allowed in the school buildings. Sandals, Flip Flops and Crocs are NOT RECOMMENDED!**
10. It is recommended that no child bring in toys, games or any other personal property that may become lost, stolen or broken while at the site location. We request that children not bring in personal property since it could get lost or broken. The Town of Hudson/Division of Recreation is not responsible for any lost, stolen or broken personal property (i.e. playing cards, small toys, electronic equipment and sports equipment).
11. The Park Commission/Division of Recreation reserves the right to cancel, restrict, and/or alter any and all events due to inclement weather and/or lack of registration.
12. RECKids Grades 6-8 **ONLY: Children, who are not dropped off by parents/guardians and are arriving on-site on their own or who may be leaving the site on their own, must have a note on file with the staff.** Children may only sign themselves in/out, if they have a note on file from parents. Once a child has signed themselves out, they are not to return to the site for the remainder of the day.