

# HUDSON RECREATION

[www.hudsonrecreation.org](http://www.hudsonrecreation.org)

978-568-9642

## REKids Day Socialization Program Guidelines

(Our programs operate as municipal day programs, not camps, and are exempt from 105 MCR 430)

### Program:

REKids Grades K-2  
REKids Grades 3-5  
REKids Grades 6-8  
REKids Encompass K-8

### Location:

Farley Elementary School  
Quinn Middle School  
Hudson High School  
Forest Ave Elementary School

### Site Coordinator(s):

Taylor Solimine  
Rachel Attaway, Cam Quest  
TBD, TBD  
TBD, TBD

**Dates:** June 29 – August 14. Closed on Friday, July 3.

**Hours of Operation:** 8:30am – 3:00pm

DROP OFF: NO EARLIER than 8:30 AM

PICK UP: NO LATER than 3:00 PM

### Administrative Staff:

Tiffany Newton  
Daniel L. Hannon  
Steven L. Santos

Program Coordinator  
Assistant Director  
Director

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## General Program Guidelines

1. The program goal is to foster positive social interaction among participants.
2. Participants in the program **must** be walked into the program each day by a parent/guardian and checked in by a staff member. Participants must also be picked up by a parent/guardian and checked out by a staff member at the end of the day. Doors open at 8:30am and participants must be picked up by 3:00pm **SHARP**. Consistent late pick-ups may result in a participant being suspended from the program. If you have participants at multiple programs, please plan to drop off and pick up one earlier or later so that all participants in your household are picked up and dropped off within the program hours of operation. Exception: REKids Grades 6-8 ONLY: **Participants may arrive and leave the site on their own, but to do so a participant must have a note, signed by a parent or guardian, on file with the staff.** Once a participant has signed themselves out, they cannot return to the site for the remainder of the day.
3. The Division of Recreation is responsible for participants ONLY when they are at our programs. We do not have the staffing to watch participants 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. Schedules of Activities may be distributed/posted on site to announce special activities or events. Please check in with site supervisors for a Schedule of Activities.
5. While we work to ensure there are little to no additional costs, some special events and field trips may require additional fees, pre-registration and/or that waivers be completed in advance. When required, specific special event/trip information will be made available to program participants clearly stating what must be done in order to participate in these special events/trips. It is important that any required additional fees or

documents be submitted/completed by the posted deadlines to ensure adequate buses, admission/entry tickets and/or supplies are secured. Failure to do so may compromise participation.

6. Participants will need to bring a lunch, snacks and drinks each day they attend our program. Participants names should be clearly marked on their cooler or lunch bag/tote. Lunches for field trips should be packaged in a disposable lunch bag. No glass bottles are allowed. We recommend each participant bring sufficient amounts of water each day, especially on extremely hot days. Water fountains are located at the schools to re-fill water bottles, as needed.

7. Appropriate clothing should be worn. Sneakers are highly recommended, since participants will be running around playing various games. **Sneakers with “rollers” are NOT allowed in the school buildings. Sandals, Flip Flops and Crocs are NOT RECOMMENDED!**

8. Participants should not bring in toys, games or any other personal property that may become lost, stolen or broken while at the program. The Town of Hudson/Division of Recreation is not responsible for any lost, stolen or damaged personal property (i.e. playing cards, small toys, electronic equipment and sports equipment).

9. The Park Commission/Division of Recreation reserves the right to cancel, restrict, and/or alter any and all programs/events.

### **Parent Questions, Concerns and Comments**

If you have a question, comment, or concern, please ask to speak with a Site Coordinator. They will do their best to respond to any questions or concerns you may have specific to our program. Please note that Site Coordinator may not be immediately able to respond to your questions or concerns, especially during morning drop-off/afternoon pick-up. However, they will respond to all parents/guardians in a timely manner. If your question or concern is urgent in nature, contact the Recreation Office at 978-568-9642.

### **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 will not take place any sooner than the third week of the program. Once the Field Trip/Special Event schedule has been finalized, participants and/or parent/guardians will be notified.

### **Meeting Your Participant's Needs**

If your participant requires any accommodations, we ask that you contact us ASAP by emailing one of the emails provided above, to discuss if and how we may be able to provide reasonable accommodations to ensure your participant has a safe and successful summer.

### **Toileting and Bathroom Procedures**

All participants must be toilet trained. 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. Accidents do occur and parents/guardian will be called and expected to come within 20 minutes to pick-up their participant and take them home. Participants may return to the program after they have been cleaned and changed. The staff will not embarrass the participant but all efforts will be made to ensure the sanitary safety of the other participants in the program.

On field trips, staff will accompany participants to the bathroom where the general public has access.

### **Administering Medication**

The Recreation Staff does **NOT** dispense any medication (both prescription and/or non-prescription) unless when required for emergency purposes and/or as indicated in a participant's medical emergency action plan, as provided to the Recreation Office by a parent or guardian. We acknowledge that some participants may be required to self-administer medication. If this is the case, in addition to indicating this on the "Participant

Information Form” that is required as part of the registration process. you MUST inform the staff that your participant will be self-administering any medication while on site.

### **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.

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

### **Illness of Participants and Alternate Care**

If your participant is not feeling well in the morning and/or has a fever of over 100 degrees, please keep them home and do not send them to our program. This helps ensure a safe and healthy environment for all participants and staff. It is assumed that if a participant is well enough to attend our program, then he or she is well enough to engage in all activities of a typical day. When a participant is on site and mildly ill with a cold, upset stomach, etc., a parent/guardian may be notified but may not be required to pick up the participant, unless the condition worsens.

### **Code of Conduct & Disciplinary Policy**

Hudson Recreation is committed to providing a safe, positive and inclusive environment for all. To ensure the safety and enjoyment of every participant and staff member, our discipline policy is based on positive reinforcement, redirection, and the development of self-discipline; aimed at encouraging participants to respect their peers and their environment. Our guidance will be consistent and appropriate to the individual needs and development of the participant, while prioritizing safety for all.

All participants are expected to follow these fundamental rules to ensure a common standard of behavior:

- **Respect Others:** Treat all others with respect through words, actions and the way you wish to be treated. Respect personal space.
- **Respect Property:** Take care of the facility, program equipment and the personal belongings of others.
- **Physical Safety:** Keep hands and feet to yourself at all times.
- **Personal Responsibility:** Be responsible for your own actions.
- **Follow Safety Instructions:** Adhere to all established rules for the program and specific areas, such as gymnasiums, fields, and classrooms, etc.

The list below highlights some (not all) of the unacceptable behaviors that may lead to immediate disciplinary action:

- Use of profanity or inappropriate language.
- Bullying, shaming, or ridiculing fellow participants.
- Aggressive physical contact, including shoving, striking, biting, spitting or kicking.
- Blatant disregard for staff instructions or program safety boundaries.
- Any behavior that jeopardizes the safety of participants and/or staff.

When a participant has difficulty following the rules or displays unacceptable behavior, staff will utilize creative and caring efforts to correct the behavior. Discipline will always be applied consistently and without malice.

The Step-Down Process below for rule violations and discipline of unacceptable behaviors serves to demonstrate some actionable steps that the staff may take to correct the behavior:

1. **Positive Redirection:** Staff will suggest positive alternatives to unacceptable behavior, prior to escalation.
2. **Quiet Time:** Participant will be asked to spend a brief period away from the group/activity to reflect on behavior.
3. **Activity Restriction:** Participant will be temporarily restricted from participating in a specific group/activity or a requirement of direct staff supervision may be implemented.
4. **Administrative Staff Meeting:** A formal meeting between the participant, Site/Program Staff and a member of the Recreation Administrative Office Staff will take place to discuss behavior.
5. **Parent/Guardian Meeting:** A formal meeting between the participant, parent/guardian, Site/Program Staff and a member of the Recreation Administrative Office Staff will take place to discuss behavior.
6. **Suspension/Expulsion from Program:** For repeated, excessive or severe violations that compromise safety, a participant may be required to leave the program either temporarily or permanently.

### **Reporting & Documentation for Disciplinary Actions and/or Unacceptable Behaviors**

Staff will keep of log of negative behaviors and violations of the guidelines established herein, by program participants. Parents will be informed of behavioral issues concerning their participant, as needed. This information is typically shared with parents/guardians during drop-off or pick-up, but may be shared at other times and/or via the Administrative Staff. In the event that a participant is continually misbehaving, abusing equipment and/or disrupting, parents may be contacted immediately to pick up their participant from the program.

A Behavioral Incident Report will be completed to document all significant behavioral incidents.

Parents/guardians will be notified that a report has been filed, at the time of pickup or earlier if warranted by the Site Coordinator or an Administrative Staff member. Parents/guardians will be required to sign the Behavioral Incident Report as a means to understand and acknowledge the incident. It is our hope that this will lead to a conversation between participant and parent/guardian, outside of the program. The report will be filed at the Recreation Office.

### **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 Criminal Offender Record Information Check (CORI).