



Ashland Recreation Center

www.AshlandMass.com

Rec Director Kelly: (508)962-1856 **ARC Director Jillian:** (508)665-8888 **CIT Coordinator Aryen:** (508)380-3619

We hope that your child is excited to join us here at ARC. The calendar of activities for the summer is attached if you want to see what fun we have planned for the summer. If you have not turned in your child's physical it is VERY LATE and your child will NOT be allowed at ARC until we have a copy on file AND it has been reviewed by our Health Care Consultant. To the left of our main entrance (the maroon door) there is a locked mailbox where you can leave your child's physical or you can email it to us at Ashland162@gmail.com

WHAT TO EXPECT:

Drop Off - We will be doing a rolling drop off this summer from 8:45-9:10. When you enter the Community Center parking lot please turn left towards the fields, you will stay to the right side in the parking lot parallel to the sidewalk (pull as far down towards the green playground as you can). Each morning a staff member will approach your vehicle to check-in your child(ren). **Please do not have your child(ren) exit your vehicle until the staff member says it is ok to exit.** When possible please have children exit on the passenger side of the vehicle. Early drop off starting at 7:30 is available for an additional fee, space is limited and advanced registration is required and is now open for registration in MyRec. Our daily activities will start at 9:15, so you have a large drop off window before the fun starts! If you will be arriving after 9:15 please contact the office to make arrangements for one of the directors to meet you and check-in your child(ren) when you arrive.

Pick Up - ARC ends at 4:00 pm. Please be on time to pick up your child. We will wrap up our daily activities with an afternoon circle between 3:20-3:40 each day. There is no pickup during our afternoon circle, if you need to pick your child up before 3:40 you must pick up before afternoon circle starts at 3:20. For pick up please park perpendicular to the fence and be sure to **write your family name in LARGE print on a piece of paper and place it in your front window** so our lookout can call your children without having to approach your vehicle (the back of the passenger side visor works great!). The lookout will be posted at the top of the parking lot from 3:40-4:00, if you would like to pick your child up before 3:40 please reach out to our Admin Team and they will make sure they are ready for you. Late care is available this year until 5:30 PM for an additional fee, space is limited and advanced registration is required and registration is now open in MyRec.

*****In order to control traffic and prevent any accidents please drive only ONE WAY in the Recreation Parking Area. After dropping off/picking up your child please continue towards the playground and exit at the lower end of the parking lot*** Please share this information with anyone that may be dropping off or picking up your child at ARC.**

TYPICAL DAY AT ARC:

Kids who are entering grades 2-7 will have the opportunity to plan their own day! There will be two morning blocks and two afternoon blocks, single blocks will include sports, art, STEM, team building, playground and water play. Some blocks will occasionally be merged together for a longer block to go on a nature adventure in the State Park. Our snack and lunch blocks will be extended so kids can also reapply sunscreen. If your child needs help applying sunscreen please send an aerosol sunblock so we can help them more efficiently. Unfortunately DCR does not have lifeguards at Ashland State Park this summer, however we have several staff interested in becoming certified and we are hopeful that we will get enough certified lifeguards on staff so we can enjoy the lake. In the meantime, we still have many ways to keep the kids cool at the community center! We will have a daily splash zone set up with a variety of wet fun activities including water relays, drip drip drop, sprinklers, old school school slip and slide and a giant inflatable water slide.

WATER, WATER, WATER!

We will have regular water breaks throughout the day to make sure everyone is staying hydrated. There will be multiple locations available to refill water bottles. When your child's bottle from home runs out, our staff will help refill the kids bottles as needed throughout the day.

LUNCH

Lunches from home will be kept outside under your child's group tent. Please be sure to include ice packs to keep food fresh. At this time lunch will NOT be available to purchase at ARC.

What 2 Bring:

***Please make sure everything is labeled!!!**

- Bathing Suit
- Towel
- Sun block
- Snack x2 (extra is always good)
- Lunch
- Refillable Water Bottle
- Hat/Visor
- Book
- Change of clothes
- Sneakers or closed toe sandals for activities
- Flip Flops, crocs, or sandals for water play

What 2 Leave at Home:

- Electronics (iPad, iPods, hand held games etc.)
- Cell Phones
- Smart Watches
- Trading Cards
- Pocket knives
- Toys/stuffed animals
- Anything sentimental or not replaceable
- Anything that may be considered a weapon

MEDICAL FORMS/HEALTH ILLNESS INFORMATION

You must provide a record of their most recent physical exam and immunizations dated within the past 18 months, and return all to the Recreation Office before arriving at ARC.

ALLERGIES!

If your child has an allergy and requires an epinephrine, an inhaler or Benadryl you must complete the **ARC Anaphylaxis Emergency Action** form that can be downloaded from the document page on the town website. This form along with any allergy treatment supplies should be given to one of the directors at drop off. Please label all epi-pens and inhalers clearly with your child's name.

MEDICATIONS

If your child needs to have any medication either over-the-counter or prescribed administered during ARC please complete the **ARC Medication Release** form attached to this email. Please give this form along with the medication in its ORIGINAL packaging to a member of our Admin Team on Monday morning. All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent. Our directors will be outside during the morning drop off to collect medications and answer any questions you may have. The Recreation Director will contact you before the first day of ARC regarding allergies or medications your child will need during program hours. The Recreation Director will be the one administering the medications to the children at the appropriate times. For questions, please call (508)881-0140 x2.

Illness

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness when he/she presents a health risk to other children and staff. 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 during the program, 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. A rest area will be provided and a staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interest into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illnesses encountered in camp and our policies concerning attendance with them:

- Fever:** A child with a fever over 100.4 should remain at home until the temp is normal for 24 hours.

- Strep:** A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/ she receives a negative culture, or has been on antibiotics for 24 hours.

- Ear infections:** A child may attend camp as long as he/she is not experiencing great discomfort or fever. A note must be provided as to whether or not water play is allowed.

- Rash:** Please notify your child's counselor and staff if your child has an existing rash when he/she comes to ARC. The director will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

- Chicken Pox:** A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried. A note from the doctor will be required regarding the status of returning to the program.

- Diarrhea:** A child with diarrhea must remain at home until free of diarrhea for 24 hours.

- Vomiting:** A vomiting child must remain at home until he/she can tolerate a normal diet.

- COVID-19:** Anyone who tests positive for COVID-19 must stay home if they are experiencing symptoms. They can return to ARC when they are fever free for 24 hours. They will be required to wear a mask for 5-days.

- Conjunctivitis:** A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others.

- Head Lice:** If your child has head lice they may not come to the program. The policy is that campers must be lice and nit free in order to attend our programs. If lice or nits have been found in your child's head while at ARC, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, campers must first be inspected by the program health care supervisor. The HCS will determine if they can return to the program.

General first aid will be administered during the program by the staff. Minor cuts or abrasions will be washed and a topical ointment and a band aid will be applied.

Should your child contract any listed illness or any other contagious illness, please call (508)-881-0140 x2 as soon as possible.

EMERGENCY PROCEDURES

During the program, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs and a carrier bag for each group. Emergency telephone numbers are posted at each phone. If a child is injured we follow this procedure:

- ★ Responsible Parent/Guardian (RPG) will be notified of minor accidents/injuries by the directors at dismissal.
- ★ RPG will be notified immediately for any head related injuries.
- ★ If a child needs emergency medical attention, an ambulance will be called. A director or staff member will always accompany a child to the hospital if a RPG is not able to get to our location prior to departure for the ER. The child's medical forms will be brought, as they contain pertinent medical information.
- ★ If poisoning is suspected, poison control will be called.
- ★ The child's RPG will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
- ★ An accident report will be completed for any injury.
- ★ A copy of the accident report will be placed in the Recreation office.

The Recreation Office may not be staffed at all times, everyday this summer. Please save these numbers in your contacts so you can reach us if need be. It is also important that if you receive a call from one of these numbers during the day that you pick up or call back ASAP

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Have a great end to the school year, we look forward to seeing you and your children in July and August!

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♥ ARC Staff

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