

# Grafton Recreation

## Summer Days Program

### Parent Handbook



#### **Department Information**

*Recreation Director: Adam Lapointe, MPA, CPRP*

*Recreation Coordinator: Cody Herd    Recreation Assistant: Jessica Matatall*

Address: Grafton Memorial Municipal Center, 30 Providence Rd., Grafton, MA 01519

Phone Number: (508) 839-8507

E-mail: [recreation@graffton-ma.gov](mailto:recreation@graffton-ma.gov)

Website: [www.GraftonRec.com](http://www.GraftonRec.com)

#### **Program Information**

*Program Director: Bridget Durward, CTRS*

Address: Millbury St. School, 105 Millbury St., Grafton, MA 01519

---

## TABLE OF CONTENT

---

PROGRAM ATTIRE.....	3
PROGRAM SCHEDULE.....	4
CHILDREN AT RISK.....	4
CONDUCT.....	5
CONDUCT: Expectations.....	5
DISCIPLINE POLICY.....	5
PROGRAM GUIDELINES.....	6
INCLUSION PROGRAM INFO.....	7
DROP-OFF.....	7
EMERGENICES & ACCIDENTS.....	8
EMERGENCY PLAN.....	8
FIELD TRIPS.....	9
FINANCIAL ASSISTANCE.....	10
LOST & FOUND.....	10
LUNCHES & SNACKS.....	10
PERSONAL BELONGINGS.....	11
PHONE CALLS.....	11
PHOTOGRAPH POLICY.....	11
PHYSICAL EXAMS/IMMUNIZATIONS/MEDICATIONS.....	11
PICK-UP PROCEDURES.....	12
SICK OR ILL CAMPER.....	13
SUNSCREEN.....	13
WEATHER.....	13
HANDBOOK SIGN-OFF.....	14

---

---

The Grafton Recreation Department has an exciting and fun summer planned for your child.

Our policies and procedures to ensure a safe and healthy summer are included in this Parent Handbook.

---

*Our Summer Days Program, for grades 1-8, is held on the grounds of the Millbury St. School in Grafton. The program gives children the ability to participate in a variety of activities with their peers and under the supervision of our Recreation Staff. We maintain a staff to child ratio of 1:10 for children ages 6 and up. Children are divided into groups of similar grades and will rotate through such activities as sports, arts and crafts, water activities and more.*

Types of Programs:

- Summer Days Juniors- A full day program for children entering grades 1-5 in the fall.
- Summer Days Seniors- A full day program for children entering grades 6-8 in the fall.

## PROGRAM ATTIRE

Please remember to dress your child appropriately for camp. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials.

Here are some reminders of clothes for camp:

- T-Shirts
- Shorts (No Skirts)
- Socks
- Appropriate clothing for camp: No halter tops, crop tops, or tube tops; No clothing with inappropriate language or symbols (i.e. curse words, alcohol, tobacco, drugs, weapons, etc.)
- **Closed toe shoes are required.** Tennis Shoes or Sneakers (No sandals or flip flops, please!)
- LABEL EVERYTHING!

**CHANGE OF CLOTHES/TOWEL:** Throughout the week we often do water games, sprinklers, or water balloons to have fun and cool off. Accidents, spills, etc. happen, for the comfort of your child, we encourage parents to pack a change of clothes and towel in their backpack every day to have if needed. Please label everything!

**PROGRAM SHIRT:** Please have your child wear their summer program shirt on all field trips or Silver Lake days. One camp shirt is given to campers on their first day of camp. Each child will get one shirt, regardless of how many weeks they are enrolled, so please plan accordingly. It is encouraged to have your child's name written inside their shirt; this will help children remember which shirt is theirs on beach days.

## PROGRAM SCHEDULE

Children participate in a variety of activities each day. The activities can be program wide activities, personally selected activities, and group activities. Here is an example of what a typical full camp day could look like:

- 9 - 9:15: Drop-Off
- 9:15 - 9:25am: Morning Gathering
- 9:30 - 9:55am: Arts & Crafts
- 10 - 10:30am: Sports Field
- 10:30 - 10:50am: Snack
- 10:55 - 11:25: Water Activities
- 11:30 - 11:55am: Playground
- 12 - 12:30pm: Lunch
- 12:30 - 12:55pm: Games/Free Play
- 1 - 1:45pm: Gym
- 1:50 - 2:00pm: Choice Block
- 2:05 - 2:45pm: Choice Block
- 2:50 - 3:00pm: Snack
- 3 - 3:40pm: Camp Wide Activity
- 3:40 - 4:00pm: Pick-Up

1

## CHILDREN AT RISK

### **CHILDREN AT RISK/ ABUSE & NEGLECT PREVENTION POLICIES**

Parents who arrive at camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent

Summer Days follows all Abuse & Neglect Prevention Policies and Procedures in accordance with MGL ©119, 51A. All of our staff are Mandated Reporters and are required to report any allegations of Abuse and Neglect.

## CONDUCT

Grafton Recreation staff is committed to providing a safe and welcoming environment for all of our registrants and guests. To ensure safety and comfort for all, we require campers to act appropriately while they are at our facilities or participating in our programs.

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Grafton Recreation management will investigate all reported incidents. If any of these instances occur, parents or guardians will be contacted immediately. Dismissal from our Summer Days program or termination may result. No refunds will be given for these instances.

### CONDUCT: Expectations

The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the participants toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from our program. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the program staff. This will enable us to work more effectively and productively with your child.

## DISCIPLINE POLICY

The Summer Days Program has a zero-tolerance policy for behaviors that continually disrupt the nature of a program, its participants, or its staff. Examples of these disruptions include, but are not limited to:

- Bullying or actions that make any other child or staff feel unsafe, unwelcomed, or uncomfortable.
- Failure to follow the rules, policies and procedures of the Program.
- General misconduct, including loud or boisterous behavior that tends to disturb others. This includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.
- A camper's persistent refusal to follow the instructions given by program staff, program administrators, or any other employee.
- Any demonstration of sexual activity, contact, language or behavior;
- Carrying or concealing any weapons or devices that may be used as weapons;
- Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any camper or employee.
- Mutual physical confrontations between campers (fighting).
- Violating safety protocols on or off site (ie. Attempting to leave the property).
- Destruction of property or stealing.

If your child needs to be disciplined due to unacceptable behaviors, the incident will be documented and must be signed by a parent/guardian at the end of the day. If an unacceptable behavior occurs, depending on the severity of the incident, camp staff will respond using the resolutions below:

- **1st Offense:** Verbal redirection by staff.
- **2nd Offense:** Loss of preferred activity and verbal or written notice to parent/guardian.
- **3rd Offense:** Required meeting with a parent/guardian regarding continued behavior issues. Child will not be allowed at camp the following camp day. Child may not be allowed to participate in next field trip. No refunds will be given for any missed days.
- **4th Offense:** Suspension from summer program for remainder of the day, week, or summer, depending on severity. No refunds for current session will be given. Refunds for future weeks will be provided less the Department's \$20 cancellation fee.
- **Note:** Staff reserves the right to advance the consequences depending on the severity of the action or behavior, as approved by the Summer Days Director and the Recreation Director.

Unacceptable and prohibited disciplinary measures include; verbally degrading a camper, physical punishment, isolation without proper supervision such as:

- Corporal punishment, including spanking
- No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse
- No camper shall be denied food or shelter as a form of punishment
- No child shall be punished for soiling, wetting or not using the toilet

## Program Guidelines

In an effort to maintain both a safe and fun environment, the Recreation Department has compiled a set of guidelines that all participants must follow. Note: Guidelines for participation outlined here are set to ensure the safety of participants and staff members

- Be able to manage their own behavior without staff intervention, keeping their body (hands, feet, arms, head) away from other participants. Staff can only provide verbal prompts to assist with behavior management.
- Be kind to others (no swearing, bullying, physical contact, etc.).
- Be independent in the bathroom or have a caregiver with them to assist in personal care needs.
- Be able to independently change in/out of a bathing suit.
- Be aware of dangers in the environment (not climbing on objects meant for other uses, not eating inedible items, etc.) or have a caregiver able to monitor and prevent these behaviors.

- Have the ability to stay with the group and understand/follow safety guidelines or have a caregiver able to monitor and take accountability of wandering risk.
- Be healthy, not ill in group programming.

## INCLUSION Program Information

Participants in the inclusion program must be pre-registered for the inclusion program. These participants will have supports in place to provide the most successful summer experience. A staff member from the Recreation Department will meet with families of registered participants prior to the start of the Summer Days Program to ensure an intake assessment and inclusion plan are in place. A staff member will be in-touch throughout the summer as needed. Please feel free to reach out to the program director or inclusion coordinator at any time throughout the summer for questions or to provide constructive feedback on your child's experience.

## DROP-OFF

You will need to sign your child in with a staff member each morning. The Recreation Department does not and will not assume responsibility for children that arrive before their signed-up start time. For children in the program aged 14 and over, they are able to sign themselves in/out with parent/guardian written permission.

### **NEW TRAFFIC PATTERN- Please Stay IN Your Vehicle Drop Off Procedure**

105 Millbury St. Grafton, MA

Drop-off times 9:00am-9:15am

1. Parents/Guardians will enter Millbury Street School via the entrance closest to the Town of Millbury. This is the entrance farthest to the right when looking at the school.
2. Drive through the school parking lot to the designated drop off/pick up area which will be identified with a large sign. (Please wait at the back of the line, you will be asked to move forward as the cars in front of you leave). Line will start at the entrance of the gymnasium.  
**\*\*Please have your child remain in the car until you are at the designated drop off area.**
3. Everyone should remain in the vehicle until a staff member approaches your vehicle to sign your child in. Please have your child exit the vehicle with all of their belongings. All other individuals and pets should remain in the vehicle.
4. The staff member will sign in your child and escort them to the building and their counselor.
5. Parents/Guardians are asked to leave as soon as your child is signed in by the staff. This allows other cars to pull up.
6. If you would like to request to meet with your child's counselor, you must get prior approval from the Summer Days leadership team. They will instruct on next steps.

Parents who have registered their child for pre-care may drop their children off as early as 7:30. For pre-care drop off between 7:30-8:50. Please walk your child to the entrance and call the number on the door. A staff member will meet you at the door to sign-in your child. For drop-off after 8:50 please follow the traditional drop-off procedure outlined above.

\*Subject to change.

## EMERGENCIES & ACCIDENTS

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the program location by our certified staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the program log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff and the Program Director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parents or other responsible adults will be notified. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the program staff until professional services arrive.
- 911 will be called.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing in the program incident report log.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate.

## EMERGENCY PLAN

Staff have been trained and are expected to be well-versed in emergency procedures including locations of fire extinguishers, first aid kits, etc. Drills will be conducted throughout the summer to practice safety procedures. If an emergency procedure were required, campers emergency contacts will be notified when it is safe for staff to do so.

**Shelter:** In the event of an emergency that requires an on-site shelter, campers and staff will assemble in the gymnasium.

**Facility Evacuation** (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the building and meet in the back corner of the small parking lot. Staff will take attendance of campers in their groups, directors will make sure that everyone has left the facility, and the Program Director and Assistant Program Director will be responsible for first aid kits.

## FIELD TRIPS

The Summer Days Program goes on multiple field trips per week based on age groups. In case of inclement weather, a field trip may be changed or cancelled.

On Tuesdays, for Summer Days Seniors, the program travels to an off-site field trip. This trip is included in the weekly fee and no additional registration is needed.

On Wednesdays, the entire program travels to an off-site field trip which is included in the weekly fee for all.

On Fridays, an off-site trip to Silver Lake Beach is held for no additional fee and no additional registration is needed; transportation is provided for all. Certified lifeguards at Silver Lake will conduct swim evaluations in compliance with Christian's law\*. Life jackets are available, and buddy checks will be conducted periodically throughout the day.

On trip days, please bring a completely disposable lunch as well as extra water and snacks. **Unless the trip specifies that lunch is included, in which case please pack snacks and extra water. Additional money for food items is ONLY permitted for the Silver Lake Beach trip.** E-mails will be sent out prior to each trip reminding you of what items you should bring and any items that may be prohibited.

*\*There is a state law called Christian's Law that is in effect relating to municipal recreation programs and the use of waterfront beaches. **This means all children part of our Summer Days Program need to have a swim evaluation before swimming on our field trips to Silver Lake and any aquatic based field trips.***

*We will be conducting a swim evaluation when we arrive at Silver Lake each Friday but if you are able to get your swim test done prior to our swim days, this will allow more time for the children to swim.*

*If you are able to stop by Silver Lake prior to your child's first field trip to Silver Lake, you may ask the lifeguards to conduct this evaluation for you and please let them know you're part of camp. If you do not have a pass to Silver Lake but would like to stop in just for the swim test, please inform the parking attendant that you are here for a camp swim test and you will not be charged to enter the facility but you would need to leave the beach after the swim test is over.*

*An evaluation only needs to be conducted one time per year so once it is completed, your child is all set for the rest of the season. **If your child does not want to be evaluated and/or is determined to be a non-swimmer or at-risk swimmer, they will be able to be in the water in the roped off shallow end only. PFD's are available for their use, or you may provide one. PFDs are not required to swim in this area but if you would like them to wear a PFD please notify the Camp Director.***

*For more information on this new law, please go to this site: <https://www.mass.gov/info-details/christians-law>*

## FINANCIAL ASSISTANCE

The Grafton Recreation Department seeks to make its services available to all people, regardless of their ability to pay. The Grafton Recreation Scholarship Program helps families in need of childcare through our camp. Please visit [GraftonRec.com](http://GraftonRec.com) or call the Main Office for information and an application.

## LOST & FOUND

The Summer Days Program does have a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all campers' belongings in their backpack or with them, Grafton Recreation will not be held responsible for lost or stolen items. Please make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost. **At the end of each of the program weeks, the summer items** in the lost and found will be donated or thrown away. Any containers with food will be thrown away at the end of each day.

## LUNCHES & SNACKS

All campers should bring a non-perishable lunch, 2 snacks and beverage to camp daily. Please pack a healthy and balanced meal. **Pack plenty of water or a water bottle to refill from the water fountain and 2 snacks. There will be a snack in the morning and another snack break in the afternoon. Summer Days will not be providing snacks.** Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name. Please do not provide your camper with food that will need heating or to be microwaved. Camp staff are not responsible for food preparation or preheating meals.

Summer Days is a **nut free program**; no peanut or tree nut products can be brought into the building. Any child that has an allergy to any other food will sit at an "allergy free table" to assure safety. All campers will wash their hands prior to and after eating and all tables will be disinfected following lunch to prevent potential allergen interactions.

## PERSONAL BELONGINGS

Please do not allow your child to bring personal belongings to Summer Days. The Grafton Recreation Department cannot be responsible for the loss or damage of toys, games, clothes, or other personal belongings.

Please do not bring the following items to camp:

- Any electronic games / devices (including, but not limited to: Gameboys, PSPs, iPods, mp3 players, iPads, Apple watches, etc.)
- Personal toys, games, or stuffed animals. If they are brought, campers will have to keep them in their bags and will be asked not to bring them again.
- Cell phones
- Trading Cards
- Weapons of any sort – fake or real!
- Valuable items

## PHONE CALLS

Please do not call to speak to your child or your child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Recreation Office with your questions or concerns at any time. You will also be provided an emergency number for after hours.

## PHOTOGRAPH POLICY

The Recreation Department and/or Press will take pictures & video on occasion of participants for publicity purposes and for local cable. If you do not want to have you or your child photographed, please let us know.

## PHYSICAL EXAMS/ IMMUNIZATIONS/ MEDICATIONS

Although not yet required, it is strongly encouraged that every child has an up-to-date physical examination and certificate of immunization with the following vaccines – Measles, Mumps and Rubella (MMR), Polio, and Diphtheria and Tetanus Toxoids and Pertussis, and Hepatitis B.

***Currently, our staff are only trained to administer life-saving medication (epi pen and asthma inhalers). We are not allowed to administer any other medication at this time. If there are any specific questions about this policy, please contact the Department at 508-839-8507.***

## PICK-UP PROCEDURES

For children in the program aged 14 and over, they are able to sign themselves in/out with parent/guardian written permission.

**NEW TRAFFIC PATTERN- Please Stay IN Your Vehicle  
Pick Up Procedure**

105 Millbury St. Grafton, MA

Pick-up times 3:40-4:00pm

\*Participants will only be released to adults who have been listed on the authorized pick-up form. A photo ID will be required. Please come prepared with your ID daily.

1. Parents/Guardians will enter Millbury Street School via the entrance closest to the Town of Millbury. This is the entrance farthest to the right when looking at the school.
2. Drive through the school parking lot to the designated drop off/pick up area which will be identified with a large sign. (Please wait at the back of the line, you will be asked to move forward as the cars in front of you leave). Line will start at the entrance of the gymnasium.
3. Everyone should remain in the vehicle. A staff member will approach your vehicle to ask who you are there to pick up. All individuals and pets should remain in the vehicle.
4. The staff member will check the ID of the person picking up to make sure they are on the authorized pick-up list.
5. The staff member will have the pick-up person sign that child out.
6. The staff will walkie talkie the groups inside to have the child sent out of the building.
7. Parents/Guardians are asked to leave as soon as your child is signed out and safely buckled in your car. This allows other cars to pull up.

Pick up is located at the same location as Drop Off. The traffic pattern is subject to change as we find the most efficient and safest method. You will need to sign your child out when you pick them up from Summer Days. Please bring a valid photo ID with you every day. If someone other than yourself or the person(s) authorized on the registration form will be picking up your child, a **written note** to the Program Director or **e-mail** to the Recreation Office must be submitted **at least 1 hour ahead of time**. This person must also bring a photo ID with them when they pick up your child. **Please do not take your child from the group until you have shown ID to their counselor and the counselor has signed your child out for the day.**

### **Early Pick-Up**

If your child will be leaving early, please notify the Program Director, in writing, or the Recreation Office no later than the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out and show a valid picture ID. Parents/ Guardians cannot enter the building for early pickup or to drop something off to a child without prior authorization from the Program Director.

### **End of Day Pick-Up**

We close promptly at 4:00pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

**PRE/ POST-CARE:** Parents who have registered their child for post-care may pick their child(ren) up as late as 5:30 PM. Please call the number on the door and a staff member will meet you at the door to sign-out your child Please do not enter the building.

## SICK OR ILL CAMPER

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend camp. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. If you are keeping your child home due to illness, please contact the Recreation Office by 9:00am and let them know of your child's absence. When your child has a fever (of 101) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.

The following are defined as illness or communicable health problems:

- Conjunctivitis (Pink Eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the child has had a fever within the past 24 hours

## SUNSCREEN

The Grafton Recreation Department encourages your camper to use and bring sunscreen to camp every day. Summer Days staff will not rub sunscreen on any child but will remind them to put it on throughout the day. Summer Days staff can only help with sunscreen application if it's spray lotion. Grafton Recreation encourages the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 25 or greater and lip balm.

## WEATHER

As a Recreation Department, we believe that outdoor play is an important element in a child's life. If weather does not allow us to play outside, we will spend our day inside Millbury St. School rotating between the gym, arts and craft room, and cafeteria. Staff have a Rainy Day Activity Guide full of new games and activities to keep the level of fun high!

Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the morning. During periods of extreme heat, the Summer Days staff will scale down physical activities. The staff will also remind children to increase their water intake by having

many water breaks throughout the day. All precautions will be taken to prevent heat related injuries during these times.

**2026 SUMMER DAYS PROGRAM PARENT HANDBOOK SIGNOFF**

I have read and understand the policies, procedures, and expectations found in the 2026 Summer Days Program Parent Handbook.

\_\_\_\_\_  
Child's Name (PLEASE PRINT)

\_\_\_\_\_  
Parent/Guardian Name (PLEASE PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date