Dear Parents and Children,

Welcome to the Plainfield Recreation 2020 Summer Recreation Program!

We are excited about this summer and the fun your child will have. Please take time to read the important information enclosed about our program. The first day of program is Wednesday July 1. **There is no program Friday July 3rd.** Program location is to be determined. Program begins at 9:00am (drop-off after 8:45am) and closes at 3:00pm (parent pick-up by 3:15pm). There is an extended program from 6:30am-8:45am and 3:00pm-6:00pm (pre-registration & payment is required).

Summer Recreation program participants will enter the building via a marked door to the left of the main doors. There is a door bell. Children will report to the cafeteria where all the children will assemble to begin the day. This will be the “base” for the program. We will be using all outside areas, gym and cafeteria. Program runs through Friday August 7. The weekly themes and field trip information is on the calendar and details will follow weekly in the Newsletter. **Please pay close attention to swimming days. Children need a bathing suit and towel.**

Please Note the following:
- **NEWSLETTERS:** Children will bring home weekly newsletters and memos about events that happened or are upcoming. Please pay attention to these. If your child is not riding the bus, please check for these notices when you sign your child in and out.
- **CONCERNS:** Most problems and day by day questions and concerns are best answered by the staff on site. Please call the Recreation Office and we can relay messages. Please feel free to call anytime. Problems are easier to fix early instead of when a situation gets out of control.
- **TOYS:** We provide a variety of age appropriate toys and equipment. We ask that children do not bring in toys of their own unless it is for a specific project. This eliminates the problem of misuse, items getting lost, borrowed, shared and broken. **NO ELECTRONICS PERMITTED**
- **CELL PHONE:** **PLEASE** do not send your child with a cell phone. If needed we have a phone available.
- **COMMUNICATION:** The phone number for Summer Recreation is 884-9281.
- **If you have any changes in your child’s schedule, busing, emergency contacts please let us know in writing and call to confirm the changes. Staff will also contact parents with any problems or concerns.**

Enclosed is the following information: (INFORMATION IS BACK TO BACK ON SAME PAGE)

- Calendar (children are in groups based on last years grade)
- Medication forms for sunscreen/bug repellent
- Behavior Policy

Please feel free to call our office at 564-1819 or Summer Recreation Office at 884-9281 if you have any questions. The Site Coordinator is Sophia Exley and is available to answer questions each morning or afternoon at program. We look forward to sharing another fun filled summer with your child.

Please read the following reminders to make the Summer Program a healthy and happy one for your child.

1. **BREAKFAST:** is an important start of your child's day. Please make sure they eat well before coming to program or participate in the FREE Breakfast Program.
2. **FOOD:** FREE lunch program is available or children need to bring a non-perishable lunch, and drink. We encourage meals to included food from each of the food groups. Lunches should be in an insulated bag with a cold pack or frozen juice box.
3. **SNACK:** All children need to bring a snack and non sugar drink. Send a water bottle and encourage your child to drink water throughout the day (water is always available outside and in).
4. **HEAT:** The program is held outdoors. It does get hot and sunny. Activities are planned around the weather. We do spend some time indoors, but space is tight. Please keep in mind how your child deals with the weather and their individual comfort zone.
5. **FOOTWEAR**: Wear sneakers or sturdy closed toe shoes - NO flip-flops, platform sandals, clogs, shoe boots, mules, jellies or any other shoe that your child could slip “off of” or “out of” while playing. Due to safety of the child parents will be called to bring in appropriate shoes.

6. **CLOTHING**: To be protected from the sun, wear a hat, and loose fitting, light colored clothing. Apply “sunscreen” or “sun block” to the skin before getting dressed so that it will be working as soon as your child arrives. Check with your doctor or pharmacist about the different strengths available. Label all clothing.

7. **ILLNESS**: Please do not send your child to the program if he/she is ill. An ill child will be sent home.

8. **BUGS**: There are gnats and mosquitoes at the program. Please check with your doctor or pharmacist about what solutions/repellent is best for your child. Repellent also needs to be applied in the morning prior to attending program.

9. **MEDICATION**: ALL CHILDREN REQUIRING MEDICATION MUST HAVE AN AUTHORIZATION TO ADMINISTER MEDICATION FORM (available at the recreation Office) MEDICATION AND FORM CAN BE BROUGHT TO THE RECREATION OFFICE (PRIOR TO PROGRAM STARTING) OR TO THE SITE THE FIRST DAY. FORM AND MEDICATION MUST BE BROUGHT IN BY PARENT/GUARDIAN DO NOT SEND WITH YOUR CHILD.

10. **SUNSCREEN**: and bug repellent may be applied by the children under adult supervision only after a bottle of the product is brought to the program by a parent with a signed request form- **do not send these products with your child**.

If you have any questions or concerns regarding your child’s health and well being, please feel free to call the Recreation Office 564-1819 or speak with a site coordinator at 884-9281.

**BEHAVIOR**

Children in the program are expected to behave in a manner that is acceptable for their age. Clear expectations will be set. Children will be taught what is expected of them and will be supported with positive reinforcements. The following are guidelines for appropriate social behavior:

- Respect for peers and adults
- Respect for personal property
- Self control in individual and group situations
- Accept differences in people

Behaviors that are not tolerated in the program are:

- Destruction of school or personal property
- Physical violence towards another individual
- Verbal or physical harassment of an individual
- Inability to follow set rules and guidelines
- Verbal threats towards an individual
- Possession of a weapon or illegal substances (as described in school policy)
- Inappropriate sexual actions

**GUIDED BEHAVIOR**: the teaching of appropriate behaviors

Children in the program are expected to behave in a manner that is acceptable for their age. Occasionally inappropriate behaviors will take place and will have to be dealt in a teaching manner. We look for a change in a positive direction. Behaviors that do not meet expectations will be handled in a quiet manner offering clear expectations, redirection, and positive reinforcement. At no time will staff use excessive force, humiliating or frightening punishment. Restraint will be used only when it is necessary to protect the child or the safety of the other children.

Dealing with behaviors that do not meet expectations is different for each child depending on their personality. The staff will handle each child to the best of their ability. When staff can no longer make progress with the child, parents will be called or spoken with. We appreciate your assistance on how to handle your child. Parents will be contacted and required to meet with staff to cooperatively implement a solution to the behavior issues. There may be situations where it is determined that the program is not appropriate for the child. All incidents will be documented in writing. A child with uncontrollable behavior is a distraction and many times creates an unsafe atmosphere for the other children. This distraction does not allow the staff to offer quality time to the entire group. We do not have the ability to continuously give one on one supervision.

At any time when a child creates a situation that is out of control, causing harm to another child, himself or staff, a parent will be called to make arrangements to have the child picked up immediately. Due to our “No Tolerance” to this type of severe behavior it can lead to an automatic suspension. Automatic suspension will occur if a child brings a weapon or item that could be used as a weapon to the program or makes a verbal or destructive threat to cause harm to a child (children or staff.). Police will be called.