



ARLINGTON RECREATION

SUMMER PROGRAM PARENT HANDBOOK

MISSION STATEMENT

Arlington Recreation, a self-sustaining division of the town, offers safe, quality, affordable programs and facilities for the citizens of the community of all ages and abilities. Our staff of qualified professionals are dedicated to serving the community with excellence and pride.

CLUB REC PARENT HANDBOOK 2026

We thank you and your family for joining Arlington Recreation for the Club Rec Program this summer! Whether your child is registered for a week or the entire program, this manual will serve as a tool for all the information you need to know for our Club Rec based summer programs in 2026. This includes information on our traditional Club Rec Program, Super Sports, Theatre, the Club Rec CIT Program, and the Club Rec Extended Day Programs.

Please take the time to review the information outlined in this handbook. Its purpose is to give you information about how the program is run, answer frequently asked questions, provide you with information about the week and all required paperwork via email, and update you on the changes that will take place for this summer.

PARTICIPANT FORMS

New This Year! - Our Participant Forms are now on MyRec. Please complete the 4 required forms BEFORE the start of the program. You will receive an email with the link to the forms, the required forms are below:

- 2026 Alternate Non-emergency Pick-up Contacts
- 2026 First Aid and Emergency Medical Care Consent Form
- 2026 Minor (under 18 years old) Authorizations
- 2026 Summer Participant Intake Form
- 2026 Individual Health Care Plan Form (If applicable)

To ensure an easier drop off process please have the forms completed before the start of the program.

Please complete the **PARTICIPANT FORMS** that have been sent out via email using your MyRec account. If not completed, you must print out physical forms and bring them to Club Rec on the first day of participation. These forms must be completed or your child will not be able to attend the program. ***If your child has any allergies or special conditions, you need to complete the 2026 Individual Health Care Plan Form.*** Siblings should not be combined in the same form. If your child is returning to the same program for multiple weeks, you only need to submit these forms once (this includes if they were at HRC).

Participant forms are REQUIRED to be completed on each camper's behalf in order for them to attend any of our Arlington Recreation Summer Programs this summer (Club Rec, Super Sports, Theatre, CIT, and HRC). All required forms must be submitted by Sunday night prior to each camper's first week of programs in 2026.

CLUB REC PROGRAM INFORMATION 2026

This packet will provide you with general information about our program, outline our program policies, and answer frequently asked questions. The policies and procedures below have been reviewed and approved by the Arlington Board of Health Department.

CLUB REC PROGRAM DAYS/TIMES/DATES

Arlington Recreation will offer Club Rec a total of (8) weeks this summer. The program and participant registration will be weekly. In addition, Club Rec will be a (5) day program this year and will meet Monday - Friday.

Days: Monday – Friday

Dates: **Week 1:** Cancelled

Week 2: June 29th - July 2nd

Week 3: July 6th - July 10th

Week 4: July 13th - July 17th

Week 5: July 20th - July 24th

Week 6: July 27th - July 31st

Week 7: August 3rd - August 7th

Week 8: August 10th - August 14th

Week 9: August 17th - August 21st

PROGRAM HOURS BY GROUP (DROP OFF/PICK UP)

AM Care: Monday – Friday, 7:30am – 9:00am

Club Rec: Monday – Friday, 9:00am – 3:00pm

Super Sports: Monday – Friday, 9:00am – 3:00pm

Theatre: Monday – Friday, 9:00am – 3:00pm

PM Care: Monday – Thursday, 3:00pm – 5:00pm

LOCATIONS

Dallin Elementary School & Florence Field

185 Florence Ave, Arlington, MA 02476

Reservoir Beach

250 Lowell St, Arlington, MA 02476

Arlington Recreation Department at Parmenter School (Only Week 9)

17 Irving St, Arlington, MA 02476

A majority of this program will be held outdoors at Florence Field. The Dallin School will be used for restrooms, program space for Theatre and Super Sports, and in the event of inclement weather during the program. Each group will be assigned to their own specific designated space on Florence Field. Campers will also be traveling 4-5 times per week to Reservoir Beach for swimming (weather permitting.) Transportation will be provided through Arlington Public Schools.

GRADES

Children Entering Grades K-8 (2026 - 2027 School Year)

CLUB REC SAMPLE DAILY SCHEDULE

The Club Rec program will run on a block schedule. This starts with check-in by group. Groups will be assigned prior to each week and parents will be notified of their child's group at sign in. Participants will take part in a variety of activities throughout the day including sports & games, arts & crafts, nature & science, and other specialized group activities. Approximately 4-5 days a week, participants will travel to Arlington Reservoir Beach for a portion of their day for swimming and play (weather permitting.)

Schedule Example

9:00am - 9:10am: Check-in and Drop Off
9:15am – 9:20am: Morning Meeting
9:25am – 10:05am: Activity Block 1 (*with Specialist*)
10:05am – 10:25am: Snack
10:30am – 11:10am: Activity Block 2 (*with Specialist*)
11:15am – 11:55am: Activity Block 3 (*with Specialist*)
12:00pm – 12:30pm: Lunch/Bus
12:30pm – 2:10pm: Swimming/Play @ Reservoir Beach
2:15pm – 2:35pm: Bus
2:35pm – 2:45pm: Clean-up/ Pack-up
2:45pm – 2:50pm: End of Day Meeting
2:50pm – 3:00pm: Pick Up

STAFF & CONTACT INFORMATION

Club Rec Main Email

Clubrecsummerprograms@gmail.com

Jamie Toomey – Club Rec Director

jtoomey@town.arlington.ma.us

Cell Phone: 413-370-2476

Sara Sigel – Club Rec Assistant Director

ssigel@town.arlington.ma.us

Cell Phone: 413-370-2476

Sean Wilen – Club Rec Site Coordinator/CIT Director

swilen@town.arlington.ma.us

Cell Phone: 413-370-2476

Jamie, Sara & Sean will be the point of contact regarding all day-to-day program matters. They can be reached directly at the emails and phone numbers above. Texts are preferred.

WHAT TO PACK/PROGRAM ATTIRE

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable play clothes to program so that you won't mind getting a little dirty. Arlington Recreation is not responsible for clothing that is lost, damaged, or stained.

Footwear

Campers will be participating in a variety of activities including sports, art, and more. Please assure that your child comes with a heel strapped, toe covered shoe. Examples of preferred shoes include sneakers or crocks. Please do not send your camper with only flip flops.

Bathing Suits

All Club Rec campers should bring a swim suit and towel to the program daily. If they are comfortable/okay with it, we recommend sending your child to program with their bathing suit under their clothing. Children will also need a towel. Both the towel and swimsuit should have their name clearly written on the tags in case they get misplaced. Helpful Hint: Send your child with a plastic bag for their wet suit and towel after swimming!

Sunscreen

Lather your child up with sunscreen before the start of the program day. If necessary, your child can ask their counselor to reapply sunscreen that is brought in from home (Counselors will spray on sunscreen, your child is responsible to rub it in). Please put sunscreen in a small plastic

bag labeled with your child's name. Hats are also a good idea to keep kids safe from the hot sun. Sunscreen will be made available to campers who do not come with their own.

Water Bottles

We encourage that all program participants bring a labeled water bottle that can be refilled during the day at our hands free filling station. Please feel free to send your child with any extra drinks (ex. sports drinks) to prevent dehydration. We ask that you do not send your child with soda or excessive amounts of juice as it is a dehydrator.

Parent Communication/Weekly Welcome Emails

The Friday before the start of each new session, the Program Director will send a welcome email explaining what is planned for the upcoming session.

LUNCHES AND SNACKS

All participants are required to bring a non-perishable lunch, snack, and beverage to the program daily. This should be a good sized lunch as your children's appetite can increase with the day's activities. Participant's lunches and snacks will be stored in their personal belongings bin throughout the program. Do not send any food or drinks in glass containers. Lunch will not be refrigerated. We ask that you please mark all lunch bags and containers with your child's name. Please do not send food that will need to be heated or microwaved, as we do not offer any type of food preparation for this program. If your child will be participating in our extended day programs, please pack extra snacks to keep them fueled throughout the longer day. Snacks will not be provided by Arlington Recreation during programming.

NO peanut butter or peanut butter/nut products will be allowed in our programs. Staff will monitor food items brought by participants daily. Any peanut butter/nut products brought to our programs will not be allowed to be consumed. Participants will not be allowed to share food with other participants at any time.

PICK UP AND DROP OFF POLICIES & PROCEDURE

Parents are responsible for transporting their children to and from program (unless noted otherwise, ex: permission to sign out/walk home). Transportation to Reservoir Beach will be provided by an Arlington Public School bus.

Drop-Off

When arriving at Dallin School, parents should park and then make their way to Florence Field. A parent and participant will then go through the Check-in process at the tent, located on the edge of the field.

Pick-Up

Participants will only be released with adults that have been listed on the participants authorized pick up form. To assure the safety of your child, **A PHOTO ID WILL BE REQUIRED AT PICK UP** until your child's counselor can positively identify that the individual picking up has

done so before and is on the participants authorized pick up list. These procedures are to guarantee the safety of your child. Children have to be signed out by a parent/guardian with the child's counselor. If someone other than the parent/guardian is picking up, a written note must be submitted to the Program Director ahead of time via email or text.

1) Program Counselor will meet in a designated location at the end of the program day with their groups.

2) Program Counselor will check in and out program participants upon parent/guardian arrival and release the child to the parent/guardian. The child has to be initiated in and out each day by a parent/guardian.

3) If the child is going home with anyone other than the parent/guardian the parent/guardian must provide a written note prior to the day's dismissal.

If the designated pick up person is not the normal pick up person, **A PHOTO ID WILL BE REQUIRED.** A participant will not be released until this individual can be identified.

ABSENCE/LATE ARRIVAL/EARLY PICK UP

Absences

If you know ahead of time that your child is going to be absent on a specific program day, please communicate this with the Club Rec Email arlingtonclubrec@gmail.com OR text (413) 370-2476.

Late Arrivals

In the event that a program participant arrives late, we ask that they check-in with the Program Director. They will then be escorted to their specific program group. If a late arrival is known ahead of time, please communicate this with the Club Rec Email arlingtonclubrec@gmail.com OR text (413) 370-2476.

Early Pick Up

In the event that a program participant needs to be picked up prior to the end of the program day, a parent/guardian must communicate this with the Club Rec Email arlingtonclubrec@gmail.com OR text (413) 370-2476.

Late Pick Up

If a child is not picked up by 3:10PM a staff member will contact the campers parents to determine at what time pick up will be. At this time, any remaining campers will be checked into extended day. In the first incident there will be no charge for a late pick up. However, Arlington Recreation reserves the right to charge the daily extended day fee if this becomes a reoccurring issue for a specific family.

PARENT COMMUNICATION & VISITATION

Visitation during the Program

All visitors (including parents/guardians) and volunteers are not permitted to visit the program at any time. If you have any questions or concerns, they need to be addressed with the

counselors at pick up or drop off. You can also call or text the Club Rec Program Director at any time during program hours.

Parent /Guardian Conferences

There are no scheduled parent conferences. If parents have any questions or concerns that need to be addressed, they are encouraged to contact the Club Rec Program Director to coordinate a meeting at a mutually convenient time.

Parent /Guardian Input

We welcome comments and suggestions regarding your child's experience. Comments can be communicated or emailed to the Club Rec Program Director or Recreation Program Supervisor.

Parent /Guardian Communication

Arlington Recreation will communicate with parents/guardians via email, phone calls, and in person. A welcome email will be sent prior to the start of each weekly session with important or specific program information. Communication regarding inclement weather or any other need to know information will be communicated through email, as well as in person at drop-off and/or pick-up. At the time of registration, Arlington Recreation will collect contact information (email addresses, phone numbers, and mailing addresses) for all participants. Emergency contact information will also be collected for all participants.

CAMPER TO STAFF RATIOS

Arlington Recreation Summer Programs abide by State camper/counselor ratios. This is 1 staff per 10 campers ages 6+ and 1 staff per 5 campers ages 6 and under.

CONTINGENCY POLICIES

Emergency Information

Each participant must have an emergency contact on file with the Recreation Department. Please make sure the information is accurate and complete. Each participant must also have a completed medical form.

Toilet Trained

All participants in an Arlington Recreation program that operates without the joint supervision of a parent or legal guardian must be toilet-trained. Exceptions may be made for children with special needs, however, proper supplies (diapers, wipes, change of clothes) must be provided daily by the child's parent or legal guardian. Occasionally accidents may happen, but if a child develops a pattern of not being toilet trained, a meeting will be set up with their child's parent/guardian to develop a mutually accepted plan.

Absent Child

Attendance will be taken as participants arrive and go through the check in process. Program Counselors take initial attendance at the start of the program.

- B. The Program Director will double check attendance with a Counselor from each group.
- C. The Program Director will call the families of absent participants that have not previously notified Arlington Recreation about being absent.
- D. If a parent cannot be reached, the emergency contact person will be called as well. In the event the parent or emergency guardian indicates that the child was dropped off or should be at the program, the lost camper plan would go into action.

Failure to Arrive at Pick Up Point

If a child fails to arrive at the point of pickup at the end of the program day, the program staff will immediately implement the lost camper plan.

Unregistered Child Policy

If a child arrives at the program that is not registered for that program week, the child will be brought to the Dallin Cafeteria until parent/guardian arrives. No individual that is unregistered will be allowed to attend the program. There is also no day of registration allowed. The Recreation Program Supervisor will locate/contact the parent/guardian to arrange for pick up.

Traffic Control Plan

- Children will be escorted by a parent/guardian to their respective groups.
- Children are not allowed in the parking lot or field unsupervised.
- Those children with permission to walk must be recorded as walkers and have a signed form submitted, which is kept on file.

Attentive/Awareness Statement

A Counselor should know where each participant of his/her/their group is at all times. At no time should a Counselor ever leave his/her/their group unattended. At no time should a Counselor close his/her/their eyes while being responsible for children.

Fire Drill Plan

In case of fire: Children will quickly and calmly form a line and leave the building through the doors marked fire exit. The children will walk to the nearest clearing (appx. 20 yards away) in order to ensure the safety of all participants. The designated meeting spot will be the far side of Florence field unless deemed unsafe. The groups of children will form a straight line behind his/her/their Counselor. The Counselor will check their attendance sheet to assure all children are accounted for. If a child is discovered missing, a re-entry of the building will be done only by the Fire Department. With the limited program session fire drills will not be conducted, however, participants will be informed of the process on the first morning.

Lost Camper Plan

In the event that a participant is lost, the following procedures take place:
The Counselor will notify the Supervisor of the missing child.

- a. Supervisors and Counselors will first check their designated area previously determined by the program. If the child is not found, a search should be done of the entire grounds.
- b. If the child is not found on the first sweep of the grounds the Police should be contacted along with the child's parents/guardians and Recreation Department.

Rainy Day Procedures

Programs will run rain or shine. In the case of inclement weather, please send your child with a rain coat in case we do activities outside in between bouts of rain. Activities will be moved in the Dallin School if there's heavy rain/dangerous weather.

FOOD ALLERGY POLICY

In recent years, there has been an increase in the number of children with severe food allergies in our programs. We will try our best to accommodate these participants. If you're aware that your child has any type of food allergy, it is your responsibility to notify Arlington Recreation staff prior to the program. Notifying our staff will allow us to be prepared and take any extra proper precautions necessary.

NO peanut butter or peanut butter/nut products will be allowed in our programs. Staff will monitor food items brought by participants daily. Any peanut butter/nut products brought to our programs will not be allowed to be consumed. If a participant has an allergy to any food substance, we will have them sit an appropriate distance away from other participants to assure extra safety.

LOST AND FOUND

Arlington Recreation will do its best to get lost and found items back to their rightful owner each day. Any remaining lost and found items will be placed out each morning. To help identify the owner of any lost items, we ask that you please label as many items as possible with your child's name. All remaining lost and found items that have not been claimed by the end of the summer will be donated.

CELL PHONE, TECHNOLOGY, & PERSONAL BELONGINGS POLICY

Please do not allow your child to bring a cell phone, iPad, iPod, hand held video game system, or any other type of electronic devices to the program. If we see a child using an electronic device during the program, we reserve the right to take it away for the remainder of the program day.

We also strongly recommend that other personal items, especially any items of value & trading cards, not be brought to the program. Please note Arlington Recreation cannot take responsibility for the loss or damage of personal items (electronics, toys, games, clothes, etc.). Weapons of any sort, real or fake, should never be brought to the program. No money should be brought to this program, as spending money is not needed.

SUNSCREEN POLICY

With Club Rec being an outdoor based program, we strongly encourage that participants both use and bring their own sunscreen to the program each day. Participants should come daily with plenty of sunscreen already applied. Program staff will not rub sunscreen on any child but will remind them to put it on throughout the day. Staff can only help with sunscreen application if it is spray lotion. Additional measures encouraged to participants and staff to help reduce exposure to ultraviolet exposure from the sun include, but are not limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 25 or greater and lip balm.

INSECT REPELLENT POLICY

If felt necessary, parents are responsible for providing their child with/applying insect repellent on their child prior to their arrival to the program. When outdoors, use insect repellent containing DEET, picaridin, IR3535 or oil of lemon eucalyptus on exposed skin as well as on clothing. Arlington Recreation staff will not supply insect repellent to participants.

MEDICAL & HEALTH PLAN/ POLICIES

Daily health supervision and infection control, handling of health emergencies and accidents will be conducted by the Supervisor through which all general first aid treatment will be administered. The child's Counselor will be available to assist the Supervisor at the time; another Counselor will be asked to assume the responsibility for the Counselor's group. There will be a designated area for the infirmary.

In the event of a medical emergency or accident, the Supervisor will contact emergency services. If ambulance services are required, the child will be transported to a local hospital. A staff member will accompany the child. The Program Supervisor will then contact the child's parent/guardian. If they are not available the Program Supervisor will contact the emergency notification person noted on the child's program registration.

Infection control

Includes the cleaning and disinfecting of bathroom area daily; cleaning and disinfecting of lunch area daily; antibacterial soap and warm water in each bathroom facility; lunch will be kept indoors and out of direct sun light; first aid supplies are available in the program office; participants and/or staff will cover any visible wounds; any participant and/or staff member with a visible infection will be sent home immediately. Any participant or staff member sent home due to a visible infection will need a physician's note and will be required to be on antibiotics for 48 hours before they can return to work. The Recreation Supervisor is responsible for reporting any and all serious injuries and/or infectious disease to the Arlington Department of Public Health.

Mildly Ill Participants

Any participant who is mildly ill will be removed from his/her program group and will be asked

to sit/lay down away from activity. The participants/guardians will be contacted and the appropriate measures will be taken.

Reporting Injury and Care to Parents

The Program Supervisor shall inform all parents/guardians of a participant's serious injury or illness immediately. The Program Supervisor shall inform all parents/guardians of a participant's minor injury or illness at the conclusion of the program day. The Program Supervisor shall inform all parents/guardians of any first aid performed on a participant at the conclusion of the program day. Parents/guardians will be given a copy of all injury reports. Parents are required to sign a copy of the injury reports for the program records.

Identifying and Protecting Children with Allergies and/or Emergency Medical Information

Parents are required to inform Arlington Recreation of any medical concerns on the program registration form. In addition, parents are required to provide information on identifying and recognizing signs of specific allergic reactions, which will be communicated to all applicable staff.

PROCEDURE FOR THE CLEAN UP OF BLOOD SPILLS

Definition: Universal precautions are work precautions that assist in the prevention of contact with blood and other body fluids. They provide protection against HIV, hepatitis B and other infectious agents.

Safe Work Practices

- Always wear gloves before handling any blood and/or body fluid.
- Assume everyone is infected with HIV, hepatitis B or other blood borne pathogens when providing treatment.
- Cover any broken skin with a bandage or dressing.
- Avoid skin exposure to infected fluids.
- Place all broken glass in a puncture resistant container. Use tongs or other equipment to pick up broken glass contaminated with blood or other infectious materials.
- Use disposable equipment whenever possible.
- Dispose of items soiled with potentially infected fluids in sturdy bags or containers (leak proof.)
- Wash hands thoroughly for 20 seconds, minimum, with soap and warm water.
- Clean spills of other potential infectious material with detergent and water and disinfect with a bleach water solution diluted to 1 part bleach to 10 parts water, leave this solution on for 10 minutes to kill viruses.
- Protective coverings, such as plastic wraps, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become contaminated with blood or other potentially infectious materials.

- All bins, pails, cans and similar receptacles intended for reuse will be inspected and decontaminated on a regular basis. These receptacles should be cleaned as soon as possible upon visible contamination.

Decontamination

Decontamination of areas, which have been contaminated with blood or other potentially infectious materials, will be accomplished in the following method:

- Gloves will be worn when cleaning a contaminated area
- The area will be wiped with disposable towels to remove as much material as possible
- A solution of 1 part chlorine bleach to 10 parts water will be freshly mixed and will be used along with disposable towels to clean the area. The bleach solution should remain in contact with the area for 10 minutes. Bleach will be kept in the program office.
- All contaminated surfaces will be cleaned as soon as possible.

EMERGENCY NUMBERS

Fire, Police, Ambulance Rescue: 9-1-1

Poison Prevention Center: 800-222-1222

PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT

Location of First Aid Kits

A variety of first aid kits will be accessible during the program. Larger first aid kits will be located at the main tent/check in tent at Florence Field, as well as inside the school Cafeteria. A counselor from each program group will also have smaller first aid kits (band aids, etc.) with them at all times.

Administration of Care

All first aid will be administered by one of Arlington Recreation's (2) required Health Care Consultants on staff. These individuals have received the required Health Care Consultant training and are CPR/AED/First Aid Certified. Arlington Recreation's Health Care Supervisors will always be present and accessible during the program day.

Contents of First Aid Kit

The Arlington Recreation Program First Aid Kit will contain a minimum of the following materials at all times: non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular bandage's, rolled bandages, a mask with 2 way valve, tweezers, a cold pack and non-latex medical gloves.

EMERGENCY PROCEDURES

Emergency telephone numbers are posted at each phone at all program locations. If a child is injured we follow this procedure:

- 1) 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. The child's medical forms will be brought, as they contain pertinent medical information.
- 2) If poisoning is suspected, poison control will be called at 1-800-222-1222.
- 3) The child's parents will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
- 4) An accident report will be completed for any injury. A copy of the accident report will be placed in the Recreation office.
- 5) Parents will be notified of the minor accidents/injuries by the Health Care Supervisor at dismissal. All injuries must be logged in the central log book with the Health Care Supervisor
- 6) When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs and a carrier bag for each group.

Accidents/Emergencies

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

- First Aid will be provided
- Program staff will write up an incident report
- The child will be periodically 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
- Parent/Guardian will be contacted. If they cannot be reached, the emergency contact person will be notified.
- A staff member 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 an incident report

Illness Policy

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 the program. For the safety of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

Head Lice Policy

Head lice are tiny insects that live only on people's scalp and hair. Head lice hatch from small eggs, called nits, that are firmly attached to individual hairs near the scalp and cannot be easily moved up or down the hair (as could specks of dandruff). Nits may be found throughout the hair but are most often located behind the ears and at the nape of the neck. Eggs hatch in 6–10 days, with new lice reaching adulthood 2–3 weeks later. The female louse, about the size of a sesame seed, typically lives for 20–30 days and lays about six eggs a day. Lice live by biting and sucking blood from the scalp. Lice can survive 1–2 days away from the scalp.

Symptom: The major symptom of head lice is itching. Not all persons with lice present with itching. Persistent scratching of the head and back of the neck should be cause for concern. Red bite marks and scratch marks may be observed on the scalp and neck, and a secondary bacterial infection can occur, causing oozing or crusting. Swollen neck glands may also develop.

Transmission: Lice are spread only when they crawl from person to person directly or crawl onto shared personal items such as combs, brushes, head coverings, clothing, bedding, or towels. An infested individual can transmit head lice to others continuously until undergoing treatment to kill or remove the insects and eggs. Head lice should not be considered a sign of unclean individuals or homes. They may affect individuals of any age, sex, ethnicity, and economic level. Anyone who has close contact with an infested individual or shares personal items can become infested.

Diagnosis: Diagnosis is usually made by detecting nits, which are tiny, pearl-gray, oval-shaped specks attached to hairs near the scalp. Use a magnifying glass and natural light when searching for them on the hair.

Treatment: Treatment consists of killing or removing lice on infested individuals, their surroundings, and their personal items. All household members and individuals with close physical contact should be examined for lice and, if infested, treated as recommended by their health care provider.

Procedures for the Management of Children with Head Lice

- Children do not need to be excluded or sent home early from our program because of nits. "No nit" policies have proven to be ineffective in controlling head lice transmission. Children found to have live lice will be sent home, and may return to the program the day after they receive proper treatment (including anti-lice shampoo and combing hair thoroughly with a nit comb).
- Immediate notification of the child's parents/guardians is recommended for all confirmed cases of Lice.
- If a parent or guardian finds Lice or nits in their child's head, it should be reported to the Program Director as soon as possible.
- Arlington Recreation will review management procedures with parents and provide copies of the Arlington Public Health Lice Brochure.
- Parents will be advised to consult with their child's primary care to discuss appropriate treatment if a parent is not comfortable with treating the child without medical management.

- All parents/guardians should be informed about the time consuming nature of treatment, especially in relation to “nit picking” as the primary means to prevent reoccurrence.
- Arlington Recreation staff will check children who have recently received lice treatment, upon return to the program. Staff will look for lice and nits at that time, and periodically thereafter. This is to help support/guide parents/guardians and prevent transmission and reoccurrence. Arlington Recreation Staff is not responsible for nit removal, and will not remove nits or lice from an affected child.
- The Arlington Recreation staff will decide to check heads of other children with consideration of the following factors: three or more confirmed cases of Lice in a single activity, children who are siblings and close contacts, and the child who is symptomatic for Lice.
- Every effort will be made to maintain the child’s privacy and confidentiality.

Communication and Education

- If there is a case of Lice in a program, parents/guardians of children in the same program will be notified electronically via the recreation program database, or hard copy parent letter, or other effective mode of communication.
- The Recreation Department will protect the child’s confidentiality with all cases of Lice. · The Program Director will inform the Director of Recreation and consult with the Department of Health and Human Services about cases of confirmed head lice, as indicated.
- The program will prevent the spread of head lice via environmental management including clothing storage, classroom pillows, stuffed animals, carpet, head gear or equipment, and personal head accessories.

References:

American Academy of Pediatrics <http://www.aap.org>

Massachusetts Department of Public Health <http://www.state.ma.us/dph/>

National Association of School Nurses <http://www.nasn.org>

Procedures for Tic Checks

The tick population is a growing issue in Massachusetts. Ticks can appear anywhere, even on maintained athletic fields. Arlington Recreation encourages families to check their child for ticks each night. Ticks like moisture and do not typically “wash off” or “drown”. Therefore, we recommend that you use a washcloth at bath/shower time to help dislodge any ticks that have escaped detection. Careful checking, particularly of the warmest areas of the body (underarms, groin, back of knees, neck) is important. If a tick is discovered on a participant while in our care, the Health Care Supervisor on staff nurse will remove the tick and notify parents/guardians for further treatment.

MEDICATION ADMINISTRATION POLICY

Participants that will be taking medications while at the program must fill out a medication authorization form. Additionally, the following procedures must be met:

- 1) All medication (including topical medications) should be in the original container, labeled with the child's name, the name of the medication (include brand names) and instructions for administration and storage or in the controlled possession of the individual administering them.
- 2) If the medication is an over-the-counter drug, the medication must be accompanied by a parent's note including the child's name, dosage, date and instructions for administering. All medications must come in their original boxes with clear directions.
- 3) For any prescription medication, a written consent form must be signed by the doctor and parent. To get a copy of the medication authorization form, please contact the Hunt Recreation Center as soon as possible. **This includes authorization to use inhalers and epi pens even if the child can self-treat.**
- 4) Permission for topical ointments must also be on file for medications such as calamine lotion, hydrocortisone cream, etc.

The on-site Health Care Supervisor will administer medication meeting these requirements following this procedure:

1. Read instructions and dosage carefully.
2. Check medication log in the child's file **prior** to giving medication.
3. Double check dosage and give medication to the child.
4. Document medication and dosage in medical log.

All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent.

BEHAVIOR MANAGEMENT POLICY & PROCEDURES

Conduct & Behavior

Children are entitled to a pleasant and harmonious environment. Good behavior will be encouraged in a positive manner. 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. However, Arlington Recreation cannot serve children who display chronically disruptive behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules that guide behavior during the program. If a child is unable to adapt to the program setting and behave appropriately, the child may be discharged from the program.

Discipline and guidance will be fair and consistent and based on the understanding of each child's individual needs. If a problem arises, the staff will try to help the child who is having difficulty by giving the child an opportunity to verbalize his/her feelings. This will be done in order to help the child/teacher communicate and solve the problem. The staff may then offer other acceptable choices to the child. If the problem persists, it may be necessary to remove the child from the situation into a quiet area until he/she can rejoin the group.

Under no circumstances will corporal punishment be used. No child will be denied food as a form of punishment. No child will be punished for soiling or wetting his/her clothes. No child will be subjected to verbal abuse or humiliation.

Behavior problems of a serious nature or inappropriate behavior that persist over a period of time will be brought to the attention of the parent/guardian.

Discipline Policy

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following matter:

- 1) The misbehaved child will be given time and space for him/her to calm down and we'll discuss his/her actions, along with a plan for the future.
- 2) If a second time is needed for the child in a single day, the staff member will write an incident report. This report will be given to the parent/guardian to read and sign. The report will be returned to the Program Director where it will remain with the child's enrollment forms.
- 3)

Written Warning	Parent Action	Possible Program Action
First	Parent Sign and Return Warning	Monitor Situation
Second	Meeting with Program Director	1 Day Suspension
Third	Meeting with Recreation Director	Dismissal from Program

- 4) At the discretion of the Program Director and with approval from the Director of Recreation, if the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately.

Termination and Suspension Policy

A child may be terminated or suspended from a program for behavior dangerous to him/her or to others. A child may be terminated or suspended without warning due to the severity of the behavior. However, every effort will be made for each participant to have a successful and fun experience. In the case of termination or suspension from the program parents will be contacted immediately. Program refunds will not be granted.

Dismissal of a Participant

- 1) When a child continues to endanger him/herself, the safety of another child, or a staff member.
- 2) When the program cannot meet the child's need (such as behavioral, emotional, cognitive, language or physical needs.)
- 3) When the program's content does not match the child's developmental needs.
- 4) When a parent/guardian consistently does not follow the policies of the program.

Policies are established to protect the rights of the program, children, staff and parent/guardian. The staff will document when any aforementioned reasons occur. The parent/guardian will be appropriately notified in writing. A conference will be scheduled to discuss the issue(s) at hand after the second written warning. Suggestions for a solution to the problem will be discussed between the Program Director and parent/guardian. Should outside help be required, the Program Director will inform the parent/guardian of appropriate referral services. Should the solution show no improvement, the child will be discharged from the program.

BULLYING AND RETALIATION POLICIES

The Arlington Recreation Department is committed to maintaining an environment where students are free from bullying, including cyber-bullying, and the effects of such conduct.

Definitions

Bullying is conduct that is repeated by one or more students or by a staff member including, but not limited to: a summer day program counselor, administrator, teacher, volunteer, maintenance staff, bus driver, coach, lifeguard, rink staff, program director, program contractor or any other Arlington Recreation affiliated personnel and is directed at a student, causing one or more of the following:

- a) physical or emotional harm to the targeted student or damage to his/her property;
- b) placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property;
- c) a hostile environment at school for the targeted student;
- d) infringement on the rights of the targeted student at school; or
- e) Material and substantial disruption to the educational process or the orderly operation of the school.

Bullying generally involves "picking on" a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying through use of cell phones, computers or other technology and may include conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or bogs; creating websites or bogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of

others. It may also include creating a website, blog, or posting by which the creator/author impersonates another person

Hostile Environment is a circumstance in which bullying causes the program environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's program experience. The targeted student becomes so concerned about bullying that he/she is unable to participate in and concentrate in other activities.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. It involves a student "getting back at" another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

Acts of Bullying (including cyber bullying) and Retaliation are Prohibited

The Arlington Recreation Department prohibits bullying (including cyber bullying) and retaliation as defined above both at programs and under the following circumstances:

- on program grounds or any property next to program grounds;
- at the bus stop or on school buses or any other Recreation vehicle;
- at any recreation-sponsored, or Recreation-related activities, functions or programs;
- through use any program computers, internet connection or other Arlington Recreation based technology;
- at a location or during activities that are not Arlington Recreation related, or by using a private computer or cell phone, if the bullying creates a hostile environment at Recreation programs for the targeted student, infringes on the rights of the targeted student at his/her program, or otherwise disrupts the orderly operation of Arlington Recreation programming.

How to Report Bullying

Students who believe they are targets of bullying or retaliation, or who know about bullying conduct should report the conduct to: Program Directors and/or Arlington Recreation Director(s). Students may also report the conduct to an Arlington Recreation teacher, program counselor, or other staff member, who will in turn report the incident to the Arlington Recreation Director (or to a member of the administration staff if appropriate). Students are urged to report all conduct that is of actual concern to them. However, knowingly making a false accusation of bullying could result in discipline.

Addressing Concerns Regarding Bullying

The Recreation Director or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying and retaliation. Where appropriate, the Director/designee will take steps to restore a student's safety even before an investigation has been completed, Students who engage in bullying will be subject to discipline by the Director/designee, subject to any procedural requirements. In making disciplinary decisions, the Director/designee will consider both the need for accountability and the importance of

teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to:

- verbal warning;
- written warning;
- reprimand;
- short-term or long-term suspension; or
- expulsion from program

In addition to taking disciplinary action, the Director/designee will report conduct relating to bullying and retaliation to local law enforcement if s/he believes that criminal charges may be pursued. Nothing in this policy is intended to prevent staff and/or Arlington Recreation, if applicable, from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyberbullying or retaliation, as defined above, but that is nevertheless inappropriate for the program environment.

Closing a Complaint Regarding Bullying

In the event Recreation staff determines that bullying or retaliation (as defined in this policy) has taken place, the Director/designee will, in addition to taking disciplinary action, notify the parent or guardian of the aggressor. Staff will also inform the parent of the targeted student of the steps that will be to support the student and to prevent further acts of bullying or retaliation, so long as it is consistent with applicable legal restrictions. For example, specific information about disciplinary action taken will generally not be released to the target's parent or guardian—unless it involves a “stay away or other directive that the target must be aware of in order to report violations.

*The above language is intended to be consistent with the Arlington Public School's Policy Addressing Bullying and the Arlington Public School's Bullying Prevention and Intervention Plan.

WEAPONS POLICY

Arlington Recreation has a no weapons policy for all program participants and staff. A participant or staff member that violates this policy may be subject to discipline, up to and including termination from the program/position.

Weapon Definition

For the purpose of this policy, a firearm shall mean any hand-gun, rifle, shotgun, smoothbore, or other similar device, including, BB and/or pellet handguns or rifles, whether loaded or unloaded, from which a shot, bullet, pellets, or other projectiles can be discharged by any means.

The term “dangerous weapons” (as outlined in Massachusetts General Law) shall mean:

- Any instrument or weapon commonly known as a dirk knife or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, or a

device or case which enables a knife with a locking blade to be drawn or being propelled by any mechanism any jackknife, pocket knife or tool such as a Leatherman a slingshots, slingshot, bean blower, sword cane, pistol cane, blackjack, bludgeon, nunchaku, zoo bow, “clackers” or “kung fu” sticks, or any similar weapon,

- a shuriken, or any similar pointed object intended to injure a person when thrown,
- or a manrikugsari, or similar length of chain having weighted ends
- or metallic knuckles or knuckles of any substance which could be put to the same use,
- any electrical weapon,
- or any other device not mentioned herein when its intended function or design is clearly that of a weapon.
- “Possession” shall include possessing, carrying, storing or using firearms or other dangerous weapons.

PREVENTION OF ABUSE AND NEGLECT POLICY

Arlington Recreation shall protect children from abuse and neglect while in the program’s care and custody. The Department of Children and Families requires the program to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol. All staff is mandated reporters and shall report suspected child abuse or neglect. The report shall be made to the DCF pursuant to M.G.L. c. 119, ~ 51A. The Program Director will alert the Director of Recreation that a 51A report has been filed.

The Club Rec policy for reporting abuse and neglect is as follows:

- a) All staff shall report any suspected child abuse or neglect. The report shall be made to the Program Supervisor, Recreation Supervisor or Director of Recreation.
- b) The Director of Recreation shall immediately report the suspected abuse or neglect to the Massachusetts Department of Children and Families.
- c) Arlington Recreation will cooperate in all investigations of abuse and neglect
- d) Staff will be responsible for fully cooperating and providing information as requested by the Department.
- e) Arlington Recreation shall ensure that an allegedly abusive or neglectful staff person does not resume work until the Massachusetts Department of Children and Families

ALCOHOL, TOBACCO, & DRUG USE POLICY

Alcohol, Tobacco and Drug use by participants and staff is prohibited during program hours of any Arlington Recreation Program. The Town of Arlington firmly believes that the use of illegal drugs and misuse of legal drugs, including alcohol, is a source of danger in the workplace and a threat to the Town’s goal of maintaining a productive and safe work environment. In accordance with the Federal Drug Free Workplace Act, the illegal use, sale or possession of narcotics, drugs or controlled substances while on the job or on Town property is an offense warranting disciplinary action up to and including termination.

INFORMATION ON DISABILITIES & THE AMERICANS WITH DISABILITIES ACT

Arlington Recreation will accept children with disabilities if the staff and facility can meet the needs of the child in question. The Program Director will meet with the parent/guardian prior to admitting the child to the program to determine whether the program will fit the needs of the child, parents and program. Please note that currently our programs are not programmatically accessible due to architectural barriers at most of our host facilities. The Park and Recreation Commission recently completed an accessibility self-assessment of all facilities under their jurisdiction and are developing a multi-year plan to address the issues highlighted in the report. As facilities are updated and become programmatically accessible they will be highlighted as such within the brochure location description.

The Americans with Disabilities Act (ADA) grants civil rights protection to individuals with disabilities by guaranteeing equal opportunity for individuals with disabilities in the areas of: employment, public accommodations, transportation, state and local government services and telecommunications. In employment, the ADA states that employers may not discriminate against an individual with a disability in hiring or promotion, if the person is otherwise qualified for the job. Employees who have particular questions about the ADA may contact the Personnel Office at extension #3121 or the ADA Coordinator at the Community Access Office, extension #3431.

ARLINGTON RECREATION

GENERAL INFORMATION AND POLICIES

GENERAL DEPARTMENT INFORMATION

Arlington Recreation Mission Statement

Arlington Recreation, a self-sustaining Department of the Town, offers safe, quality and affordable programs and facilities for citizens of all ages and abilities. Our staff members are qualified professionals, dedicated to serving the community with excellence and pride.

Program Philosophy

Arlington Recreation offers a fun, creative and safe environment in which children can grow and explore. It is our main goal to offer children a chance to discover their inner potentials while learning new skills, making new friends and developing new interests.

Inclusion Policy

The Arlington Recreation Department is committed to creating and promoting inclusion across all public spaces, places, facilities and programs that the department manages. Through the Inclusion Policy, Mission Statement and supporting practices, we aim to ensure that everyone has access to the benefits of quality parks and recreation, including, but not limited to those who have been historically marginalized, those with a physical or cognitive disability, the LGBTQ community, racial and ethnic minorities, and new Americans, or refugees and immigrants.

Arlington Recreation defines inclusion as the process of including all persons, regardless of their ethnic origin, socioeconomic level, color, language or abilities.

Financial Assistance

Financial assistance may be available for families that qualify thanks to a Community Development Block Grant program awarded to Arlington Recreation. For eligibility information, contact the Recreation Office 781-316-3880.

Refund Policy

In the event that a participant must cancel out of a program, a refund will be granted minus a \$25 administrative fee (per program cancelled) up until the program begins. For our programs, any cancellation made after 12:00pm on the Wednesday prior to the program session start date will **NOT RECEIVE A REFUND**.

Registration and Payment Policy

Payment must accompany all registrations. We encourage registration and payment to be done online at www.arlingtonrec.com. Accepted payment methods include Visa, MasterCard and Discover. If needed, registration and payment can also be done over the phone by calling 781-316-3880 or in person at the Arlington Recreation Office (17 Irving St). Cash and checks (Payable to Arlington Recreation) are also accepted as forms of payment for registrations done in person at the Arlington Recreation Office. Please note that registration for each week will close on the Wednesday prior to the start date at 12:00pm, if not already sold out. If any week of the program reaches the maximum registrations, a waitlist will be made available free of charge. Individuals will only be taken off the waitlist if there is a cancellation and a space opens. In this event, we will contact the individual that is at the top of the waitlist. There is absolutely no registration/payment permitted at check in. Again, all payments must be made prior to the start of the program in order for your child to attend. If needed for child care reimbursement purposes, the Town of Arlington's Federal Tax ID number is 046-001-070.

STAFF CONTACT LIST

Jamie Toomey – Club Rec Director

Phone: 413-370-2476

jtoomey@town.arlington.ma.us

Sara Sigel – Club Rec Assistant Director

Phone: 413-370-2476

ssigel@town.arlington.ma.us

Sean Wilen – Club Rec Site Coordinator/CIT Director

Phone: 413-370-2476

swilen@town.arlington.ma.us

Jeff Jamgochian – Recreation Program Supervisor

Email: jjamgochian@town.arlington.ma.us

Arlington Recreation Office

(Open 8:00am-4:00pm M-Th, 8:00am-12:00pm)

Linda Kirchner – Administrative Assistant

Phone: 781-316-3880

Email: recoffice@town.arlington.ma.us

Natasha Waden - Recreation Director

Phone: 781-316-3880

Email: nwaden@town.arlington.ma.us

ARLINGTON RECREATION STAFFING/ORGANIZATIONAL CHART

Staffing

The Arlington Recreation Department is committed to hiring/providing the most qualified and well-trained staff for the Club Rec Program each summer. Our staff consists of certified teachers, college, and high school students. Each member of the staff loves working with children. Prior to working in the program and with your child, they will attend our orientation/training sessions.

Staff Training

All staff will be given written materials on all of staff policies including health care policies. All seasonal employees have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the State regulations. In addition, a vast majority of our staff are certified in CPR, AED, and First Aid.

Organization Chart

Arlington Recreation Department Organizational Chart

1. Town Manager
2. Park & Recreation Commission
3. Recreation Director
4. Program Supervisor
5. Administrative Assistant
6. Club Rec Director
7. Club Rec Assistant Director
8. Club Rec Site Coordinator
9. Lead Counselors/Specialist
10. Counselors
