

# Summer D.A.Y.S. (Daytime Activities & Youth Sports)



Summer 2024

Dear Summer D.A.Y.S. Parents and Guardians:

Welcome to the Belchertown Parks and Recreation Department Summer D.A.Y.S. program. This parent/guardian packet contains information and details regarding Summer D.A.Y.S. policies and procedures. All registered participants should review this packet thoroughly and discuss all essential details with your child.

The Belchertown Parks and Recreation Department's mission is to the health and well-being of the individual and community by providing a wide range of recreational opportunities to meet the leisure and developmental needs of the community. Our goal is to create wonderful memories for your child while offering a safe environment through various activities and events.

The Belchertown Parks and Recreation Department staff consists of experienced individuals who hold degrees in Education, related fields along with qualified staff trained specifically for our Summer D.A.Y.S. program. Our staff is certified in CPR, Epi-Pen administration and First Aid.

If you have any questions or concerns, please do not hesitate to contact us by calling the Belchertown Parks and Recreation Department Office at 323-0419 or by e-mailing [Lracicot@belchertown.org](mailto:Lracicot@belchertown.org). Your feedback is important to us.

Sincerely,

Linda Racicot  
Programs Coordinator

John Soja  
Department Assistant

Kyle Thibeault  
Director

#### Registration Policies:

Online registration must be done for all programs once you open an online account.

**All fees are due at time of registration.**

In-office registrations are accepted during our normal business hours of:

Monday - Thursday from 8:30am to 4:00pm

Friday & Saturday from 8:30am to 12:00pm

**All programs are offered on a paid first-come, first-serve basis.**

Any check returned for insufficient funds is subject to a \$20.00 charge.

All dates, times, and prices are subject to change at the discretion of the Parks & Recreation Director.

#### Refund/Cancellation and Transfer Policy:

A refund will be granted to all individuals if a request is received before the program deadline date minus a \$10.00 fee.

Anyone looking to transfer to another week is allowed to request the transfer as long as it is before the deadline date and there is availability. All transfers may be considered with the approval from the Recreation Director.

Registration Deadlines: 10 days prior to the start of the program

Late registrations will be accepted based on availability. After the deadline date fees apply. **SPACE MAY BE LIMITED.**

#### Late Fees:

Late fees for all activities will be assessed the first day after the registration deadline in the amount of \$10.00. Late fees are not assessed to penalize, but to encourage residents to register on time so the staff has sufficient time to plan programs, field trips and order program supplies. Late fees are NOT refundable.

#### Waiting lists:

All registrations are accepted on a first come-first serve basis. If your desired week is filled, you will be notified and placed on a waiting list. When and if an opening becomes available, we will go to the waiting list to fill the spot.

#### Promotional/Social Media:

For promotional purposes, photographs/videos may be taken of participants and posted in printed material, posted on a website, social media or other promotional material. If you do not wish to have your child's photo taken, please notify the Belchertown Recreation Department in writing prior to the program start.

# We look forward to a fun and active summer of 2024

## Belchertown Parks & Recreation Department

### Office Staff

Director Kyle Thibeault  
Department Assistant John Soja  
Program Manager Linda Racicot  
Aquatics Coordinator Mary Jean Furnia  
Field Maintenance Matthew Schiffer

### Contact

**Rec. Office:** Monday-Thursday - 8:30a.m.- 4:00p.m.

Friday & Saturday 8:30am-12:00pm

**Phone:** 323-0419

**Fax:** 323-0418

**Email:** [recreation@belchertown.org](mailto:recreation@belchertown.org)

**Website:** [www.belchertownrec.com](http://www.belchertownrec.com)

**Weather changes:** E-mails will be sent or also check the front page of our website for an alert message.

Choose one week or many and relax while your children enjoy a well supervised, friendly atmosphere. Participants will pass the days away playing games; participate in daily crafts or playing structured sports.

Tuesday at the Town Beach (weather permitting) includes lunch.

Thursday experience a field trip, such as bowling, a water park, movies or the zoo. (Children need to provide a bag lunch)

Mon. morning the children will be tested to determine their swim skill. Every Mon., Wed. & Fri. afternoon the children will spend an hour in the CHCS pool.

Tues. Wed. & Fri. swim lessons will be offered for an additional fee of \$25.00 per week.

**WHO:** Boys and Girls entering grades 1 to 7

**WHEN:** 8:00 am to 4:00 pm (Monday to Friday)

Week 1 June 24 to June 28

Week 2 \*July 1 to July 3

Week 3 July 8 to July 12

Week 4 July 15 to July 19

Week 5 July 22 to July 26

Week 6 July 29 to Aug 2

Week 7 Aug 5 to Aug 9

**WHERE:** Belchertown High School

**COST:** \$150.00 - resident/\$160.00 non -resident per full week.

\*\$90.00 res./\$100.00 non-res.

(Cost includes all activities except additional swim lessons)

An additional \$25.00 per week for T-W-F morning swim lessons (excluding week 2)

**REGISTRATION DEADLINE:** 10 days prior to the start of each week

(Space is limited)

## **Program Description**

### **Summer D.A.Y.S.**

Fun, exciting days await participants! Summer D.A.Y.S is a full day program that runs from 8:00am – 4:00pm and is for children entering grades 1 through 7. The program is offered in eight, one-week sessions starting June 26 and is held within the Town of Belchertown. Daily activities include sports, arts and crafts, cooperative games and swimming at the pool in the Chestnut Hill Community School or Town Beach. Included in the registration fee is a T-shirt for each participant. The participant T-shirt must be worn on field trip days. Lunch will be provided every Tuesday at the town beach. On Thursdays, field trip days, children will need to bring a bag lunch.

### **Units**

In the daily sports and activities children may be separated by age and/or skill. We do not exceed a counselor to participant ratio of 1:8.

### **Field Trips**

Summer D.A.Y.S. offers a field trip each week. This cost is included in the weekly program fee. All participants and staff of Summer D.A.Y.S. are required to attend the weekly field trip.

Week 1

Week 2 \*July 1 to July 3 – No Field Trip

Week 3

Week 4

Week 5

Week 6

Week 7

### **Swimming Schedule**

Summer D.A.Y.S. swims Monday, Wednesday & Friday free swim is 2:00-3:00 p.m. at the Pool at Chestnut Hill Community School. All participants will participate in swim unless there is a valid reason for not entering the pool (a note from the parent/guardian must be provided in this instance). Tuesday is held at the Town Beach located off of Federal Street. Each child will have their swim ability evaluated on Monday morning each week which will determine their skill to swim in the deep end of the pool or beyond a specified swim area at the beach. (No cotton t-shirts will be allowed in the pool)

Swim lessons will be available on T(beach)-W-F(pool) from 10:00 to 10:30am at an additional cost of \$25.00

### **Arts & Crafts**

Each week there are structured arts & crafts projects the children will be creating to take home. There will also be additional time each day that is allocated for arts & crafts.

## **What to Provide Each Day**

For starters, get a knapsack or tote bag and put your name on it. As a matter of fact, put a name on everything! Now, fill the knapsack with....

- a) Lunch –bring your own lunch, we don't have a refrigerator so bring food items and beverages that won't spoil.
- b) Snacks - Please also provide some munchies for a mid-morning snack break and afternoon snack.
- c) Bathing suit and a towel –There are opportunities for the children to use a slip & slide as well. On Tuesdays, the entire day will be at the Town Beach.
- d) Hat and sunscreen - Even though there is a lot of shade at the park, the sun is strong. Please apply sunscreen to your child each morning.

## **What Not to Bring**

Please do not bring iPods, iPads, hand held video games etc. or anything that you do not want to lose. Cell phones and electronics may only be used during lunch and snack time. On Town Beach days it is recommended that children bring a maximum amount of \$5.00 to purchase snacks at the concession stand. (The less money children carry at the beach, the less gets lost) The Parks & Recreation Department is not responsible for lost or stolen items.

## **T-Shirts**

Participants in Summer D.A.Y.S. will receive t-shirts during the first session that they attend. Summer D.A.Y.S participants will need to wear their t-shirts on field trip days.

## **Inclement Weather (Tuesday – Town Beach)**

If it is raining in the morning please check for an e-mail or look on the front page of our website for an alert announcement. With inclement weather, the session may be held at our home base, the Belchertown High School.

If the weather for the day starts off sunny but changes during the course of the day the children will be picked up and transported by bus to the Belchertown High School Cafeteria. This information will also be posted on our website front page under an alert along with an e-mail being sent.

## **Program Procedures & Policies**

Storage and Administration of Medication

### **Medical Conditions**

All medication prescribed for participants shall be kept in original containers bearing the pharmacy label which shows the prescription number, date filled, name of medication, and directions for use. All other over the counter medications for the participant shall be kept in the original containers containing the original label. Your child should carry their own medications. On the first day of the program, please give written notification to the head counselor as to the medications your child is carrying.

### **Epi-Pen**

Staff members are certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, please make sure it is noted on the registration form.

## **Medical Information**

Please fill out the appropriate section as indicated on the registration form.

## **Policies**

Parents have the right to review background check procedures, health and discipline policies upon request.

## **Special Arrangements**

If there are any specific concerns we should know about your child (medical problems, allergies, etc.), please write this information down on the registration form.

## **Drop Off/Sign-Out Procedure**

For your child's safety we ask parents/guardians to abide by the following drop-off/pick-up procedures.

**Drop-off** for your child(ren) will be at the **Belchertown High School Cafeteria** on Mon. Wed. Thurs. Fri. It is required to walk your child into the building. Tues. drop off at the Town Beach. Walk your child into the gated area.

**Pick-up** will be at the **CHCS (Chestnut Hill Community School) gym** on Mon. Wed. Thurs. Fri. On Tues. at the Town Beach gate.

At the beginning and end of each day we require that parents sign their child(ren) in and out. This is being done in order to ensure the safety of your child(ren).

There needs to be authorization for people, other than parents/guardians, to pick up your child(ren) from their program. If someone other than who is listed on the registration form is to pick up your child then you must send a written note the morning of stating the person that is allowed to pick up your child.

## **Safety**

### **Staff - First Aid, CPR and Epi-Pen Certification**

Staff is certified in First Aid, CPR and the administration of an EpiPen. A first aid kit is on site to take care of basic accidents. An Incident Report will be filled out by our counselor if an accident occurs and counselors will inform the parents at pick-up about the minor injury.

### **CORI Background Checks**

Criminal Offender Record Information (CORI) checks are done on all Parks & Recreation Department staff.

### **Emergency Procedures – Major incidents**

In the event of an emergency, serious injury or illness parents/guardians will be contacted immediately. If we cannot reach you through the numbers that you listed on your registration form, we will then call the person you listed on the registration form as your emergency contact. IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM as a contact! We hope to never have to call an ambulance, but all such fees will be incurred at your expense. We will always try to contact you and have you pick up your child. This is YOUR RESPONSIBILITY, to have someone always available.

### **Crossing Streets**

Summer D.A.Y.S. will cross the street on a daily basis when walking to the Chestnut Hill Community School Pool and other locations. We always use extreme caution when having children cross the streets. Staff members will lead the children across the street while the other staff follows the last child.

## **Absences Absences and Tardiness**

If you know ahead of time that your child will be absent from the program on a specific day we ask that you please notify a counselor or the Recreation office however it is not required.

## **Late Arrival/Early Pick-up from Summer Program**

Please inform our staff if your child will be arriving late to the program a day in advance, or inform our staff in the morning at drop-off if you plan for an early pick-up. Summer D.A.Y.S is held in many locations and it is a challenge for the parents to find their children's group to drop-off late or pick-up early. A sign will be posted on the Belchertown High School Cafeteria Door as to the groups location.

## **Field Trip Departures**

Summer D.A.Y.S. has scheduled weekly field trips (see field trips). Departure will be the High School cafeteria. The time will vary depending on the field trip. Each week, the It is your responsibility to get your child to their program on time; buses will not wait for tardy participants.

## **Behavior & Discipline Policy**

### **Behavior Contract**

All program participants are expected to behave appropriately. If a child behaves in a reckless or unsafe manner, a counselor will immediately remove the child from the area and notify the supervisor/head counselor of the situation. The supervisor/head counselor will privately speak with the child and decide on the appropriate discipline. Parents will be notified of the incident by the supervisor when they arrive to pick-up their child. If the behavior is too extreme, is violent or could cause an unsafe environment to counselors or other participants, a parent will be called to collect their child immediately. The child will not be allowed to return to the program for the remainder of that week and the situation will then be handled by the program coordinator and recreation director.

If a child is disruptive, unwilling to follow directions from counselors, unwilling to follow program rules, is disrespectful of other participants and/or staff uses vulgar language, the supervisor or head counselor will speak with the child and decide on the appropriate discipline. A second incident within the same week for any of the above behavior, parents will be notified of the incident by the supervisor or head counselor when they arrive to pick up their child.

## **Suspension/ Termination/Removal from Program**

The Parks & Recreation Department reserves the right of remove any participant from the program for any of the following reasons:

- A child brings harm to another child or staff person resulting in injury.
- Failure to follow the programs rules on a consistent basis.
- Late pick-ups or early drops-offs.
- The Parks & Recreation Department may determine other issues not listed that could result in suspension or termination from the program.

## **Communication**

### **Parent Communication**

Please make sure that you discuss any questions, comments, concerns, or suggestions you may have about our program or your child with the on-site summer program supervisor. If, after speaking with him/her, you still have concerns, please contact the Parks & Recreation Department at 323-0419 to speak with the Recreation Program Coordinator or send us an email at [lracicot@belchertown.org](mailto:lracicot@belchertown.org). We are here to meet the needs of each family. Please let us know of anything that we can do to make your and your child's experience one that they will remember fondly forever.