

# CHILDREN'S HANDBOOK

## SUMMER PLAYGROUND PROGRAM

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Pines Community Center ~ 61 Summer Street Northfield, NH ~ 03276 ~ 603-286-8653 Fax 603-556-7360

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**These are our guidelines for parents and children to follow throughout the summer to make the days safe and enjoyable.**

### **WHAT TO WEAR:**

- During the Summer Program children will be running, participation in games and sports, and using the playground equipment. Children should wear shorts, t-shirts, and sneakers to camp. **No sandals or flip-flops should be worn to camp unless it is a beach trip day.** Clothing with pictures and logos must be family appropriate.
- Parents should put sunscreen on their child at home before camp. Parents need to send their child with sunscreen to camp. **WE DO NOT PROVIDE SUNSCREEN.** Your child may leave their sunscreen at the Pines and our staff will keep a bag on them with their group's sunscreen. Staff may help a child apply if permission is granted by the parent.
- Children can also bring an extra change of clothes in case of any accidents.
- Lost clothing and other items will be put in our Lost and Found. Please check this regularly.

### **MEALS & SNACKS:**

- **Your child needs to come with a refillable water bottle marked with his or her name or initials. Children will have access to our water fountain to refill bottles.**
- **We are a NUT FREE camp. Please do not send your child to camp with any food containing nuts.**
- When packing your child's lunch please be sure that it is a well-balanced cold bag lunch and that your child has plenty to drink. Children are not allowed to have soda.
- Please mark your child's lunch boxes with their names to distinguish them from the other children's lunch boxes. We do not have space to refrigerate children's lunches.
- Children may have a FREE breakfast and/or lunch provided by the Franklin Food Service Program or they may bring their own. There will be a clipboard at the check-in table so you may sign your child up for the meals they will need each week.
- **Breakfast** is from 8:30am-9:00am. Parents may also send children with their own breakfasts to eat.
- **Snack time** is from 10:30am – 10:50am. There is also snack time at 4:00pm for children in After Care. Children bring their own snacks/drinks. The Pines Community Center also sells drinks and snacks, and parents may set up accounts for their children. Money for snack accounts should be placed in an envelope with your child's name on it and given to your child to hand to the check-in staff member. Please do not send your children with money to carry with them during the day.
- **Lunchtime** is from 12:20pm – 12:50pm. Franklin Food Service will provide FREE lunch to all campers who would like it. Sign up Monday morning for the week. If you send your child with their own lunch, please do not send your child with a lunch that has to be heated. There is no microwave available for use, and staff members cannot leave their groups. Children must be signed up by 9:00am to receive lunch the same day. We are not permitted to order extra lunches!
- **Dipsy Doodle Days** will run every other Wednesday beginning July 2nd. Children may buy soft serve ice cream from Dipsy Doodle for \$4.00 Other Wednesdays we will serve ice cream here at the Pines for \$3.00. Please pay for these in the office first thing in the morning when you drop your child off. Children may also pay for these with money from their snack accounts.

## **MONEY:**

- The Pines Community Center is **not responsible for money that is lost or stolen.**
- If you would like to deposit money in to your child's snack account please do so with a counselor at check-in. You can pay with cash or check.
- We do not allow children to buy snacks or drinks for other children with their money. Siblings may share accounts. You may place a limit on the amount your child may spend or buy each day.

## **FIELD TRIPS:**

- As of right now, all field trips scheduled are tentative. We will provide weekly updates as to whether or not we will be taking the field trips that have been scheduled. If a field trip is going to run, please plan to have your child at the Pines by 9AM.
- Franklin Food Service FREE breakfast and lunches will still be available on days that we take field trips.
- Children are required to wear their camp T-shirt on field trip days.
- Children should not bring any money to camp for any scheduled field trips.
- For any water related field trip:
  - Your child should come to camp with their swimsuit/swim shorts on.
  - Campers may bring sandals on beach days.
  - Please pack your child with a towel and extra change of clothes.
  - Please be certain to pack your child with snacks, drinks, and a refillable water bottle. FREE breakfast and lunch will still be provided.

## **PERSONAL PROPERTY:**

- Please do not send your child with toys, cards, or games from home.
- Children should leave any valuable property/collectables at home. (Jewelry, hand held video games, cell phones, portable music players, Pokémon cards, etc).
- The Pines Community Center is not responsible for lost or stolen items.
- Buying, selling or trading cards or other personal items is not allowed.

## **MEDICATION:**

- If your child takes medication while at the Pines, you need to fill out our Medication Policy Consent Form before providing us with the medication.
- The prescription needs to be left in its original container and with the pharmacy label and instructions for dosage and use on it. This can be given to our Recreation Director Samantha Gilbert or Ashley Hebert, our Office Manager, in the Main office. Children are not allowed to administer their own prescriptions or over the counter medication.

## **ARRIVAL & DEPARTURE FROM CAMP:**

- It is required by the State of New Hampshire that parents sign their children in when they arrive. The time and signature are required. You must also sign your child out in the same way before they leave in the afternoon. The Check-In/Check-Out Clipboard will be located right outside of our office.
- Children who walk or bicycle to the Pines, or who are being dismissed early, must have a note from a parent/guardian stating what time, how, and with whom they are leaving. They must also check out before leaving.
- The Summer Playground Program activities begin daily at 8:30am and end at 3:30pm. Children can be dropped off as early as 8:15am and picked up as late as 3:45pm. If your child is dropped off before 8:15am or picked up after 3:45pm they will be charged for extended care.
- Please let us know if your child will be attending Summer School. We need to know what days they will be going, and whether they will be picked up at home or from the Pines.
- Please do not leave children unsupervised. Leaving unsupervised children at the Pines Community Center can result in your child being dropped from the program.

**• No child should arrive before 7:00am or be picked up after 5:30pm. There will be a \$1 fee charged for every minute after 5:30pm that your child remains at the Pines Community Center.**

**EXTENDED CARE:**

- Morning Extended care is from 7:00am to 8:30am. After care begins at 3:30pm and ends at 5:30pm.
- Children may not be dropped off before 7:00am, and must be picked up by 5:30pm.

**GRIEVANCES:**

If you have any questions, concerns, payment issues, or grievances, please speak with the Recreation Director, Samantha Gilbert. She may be contact at (603) 286-8653 or [pccporgramdirector@gmail.com](mailto:pccporgramdirector@gmail.com)