



Sandown Summer Recreation Guide for Parent/Guardians

This guide was created to inform parent/guardians (P/Gs) and their child(ren) of the policies of the Sandown Summer Recreation program. Please read all the information below and keep on hand throughout the summer for quick reference. If you still have a comment/question/concern that is not addressed here, please reach out by calling the recreation office at 603-887-1872 or send an email to: recreation@sandown.us

Program Overview

The Sandown Summer Rec program has been operating for nearly 3 decades! Each week is planned around a theme and packed with fun-filled activities; participants can expect to be busy all day long. Sports! Arts & Crafts! Field Trips! Community Events! Special Guests! Registered participants will get a weekly newsletter outlining events for the upcoming week.

Registration is first come first served. Capacity is limited due to staff to camper ratios. Register for any combination of, or number of weeks. Tuition rates are listed on the registration form. Additional field trip fees may apply. Late registrations (received AFTER June 1) are subject to increases in registration and tuition prices. Tuition is based on per week enrollment. There is not a daily rate.

Participant Eligibility

Children who are entering grades 1-8 in the fall are eligible to participate in the program. Sandown participants must have at least one P/G residing in Sandown year-round to receive resident tuition rates. Families new to the summer program may be asked for proof of residency at time of registration. Non-resident children are welcome to participate at non-resident rates. Birth certificate required for all new participants with registration. Children who are at least 14 years of age by June 1, may participate in the Counselors-in-Training (CIT) program. There is a separate registration for children considering the CIT program.

Staff

The Parks and Recreation Department is overseen by the Sandown Recreation Commission. The program is administered and supervised by the Parks & Recreation Director. Summer Recreation hires two adult Coordinators, 2 adult Supervisors, and many Counselors. Counselors must be at least 16 years of age. Staff to camper ratio is 1:8. Counselors aged 18+ undergo a criminal background check. All staff are CPR and First Aid certified and receive training on recognizing child abuse and working with minors.

Dates/Location/Hours of Operation

This year the program operates for six weeks; starting Monday, June 27th and ending Friday, Aug 5th. There is **NO program on the July 4th holiday. No program on Monday 7/4/2022!!**

The location varies by day. The Recreation Department is fortunate in that we have access to the Recreation Facility on Pheasant Run Dr, Central School/Seeley Beach on Main St., and the Town Hall in the center of town. (More details on locations below.)

Typically, the weekly schedule is: Mon/Tues is at Sandown Central School, Wed/Thurs is at Ed Garvey Rec Ctr & Fridays are at the Town Hall. However, a rainy day may require us to pivot locations with very little notice. Please register with the Remind App for alerts & notices.

Register for REMIND at: <https://www.remind.com/join/srec2>

Daily morning drop-offs **START** at 8:00am and afternoon pick-up **BEGINS** at 3:45pm.

Early drop-off is NOT an option. If you arrive early remain in your car with your child(ren) until 8 AM. Staff will signal when drop-off starts. If you arrive after 4pm you will be charged \$10 for every 15 minutes or *portion* of 15 minutes that you are late picking up. (Refer to FAQs for more information on late pick-ups.)

Sandown Central School drop-off/pick-up procedure (Mon/Tues): Enter school grounds at the north entrance between school & library at 5 MPH. Staff will direct cars to move forward to the drop-off zone marked by orange cones. Children should exit from the driver's side door. P/Gs of younger children should be prepared to help them exit the vehicle. Please direct older campers who exit your vehicle on the passenger side to cross in **FRONT of YOUR** vehicle! Proceed slowly out of the drop-off zone to exit school property. This same procedure will be used for afternoon pick-up to keep campers & staff safe.

Ed Garvey Rec Facility drop-off/pick-up procedure (Wed/Thurs): P/Gs will line up cars to pass by the front of the building (passenger side of the car). Car line may extend out onto Pheasant Run Dr. Please keep cars to the right side of the facility's dirt driveway and do not block the entrance. Please note that staff will not be responsible for directing traffic in the parking lot. If you choose to drive into the parking lot, you must park your car and walk up to the drop-off zone to retrieve your child. Children will not be allowed to walk through the drop-off/pick-up zone unaccompanied.

Town Hall (Friday): P/Gs must park their cars and escort their children to a staff member in the morning and to pick them up in the afternoon. Please follow all posted traffic signs and speed limits in the center of town and at the Town Hall. If the program is at the beach when you arrive or need to leave, you must park at the library and walk down to the beach. **DO NOT PARK IN FRONT OF BEACH GATE.** There is a pedestrian crosswalk on Main St for crossing safely.

Sandown Summer Recreation Policies

Behavior Code

Program participants are treated as individuals with respect shown for different tastes, preferences, and a range of behavior patterns. Children of varying abilities are welcome in the program. Sandown Parks and Recreation requires that while participating in the program, if a child has an IEP and requires a 1-on-1 aide at school for a disability whether physical, emotional, or behavioral, then a 1-on-1 aide must accompany that child in the program. Sandown Parks and Recreation does not hire or provide 1-on-1 aides. Please call the recreation office to discuss individual situations.

Hitting, biting, kicking and inappropriate touching of anyone, including staff members, is not allowed and is grounds for immediate dismissal. Inappropriate language or bullying of any type including via electronic communication where a participant in the program targets another participant, will not be tolerated. No weaponry is allowed.

Verbal warnings are issued at the first violation of the behavior code (P/Gs are also notified). If the behavior continues, a second warning in writing is issued and may result in dismissal from the program. Threats or acts of violence against others is cause for immediate dismissal and potential termination from the summer program. The Director reserves the right to dismiss a child from the program whose needs we are unable to safely meet or whose conduct violates the Behavior Code.

P/Gs are responsible for reading the Behavior Code and reviewing it with their child(ren). P/Gs must initial the registration form that they have read and agree to the Behavior Code for their child(ren) to participate.

Dismissal Appeals

Children dismissed from the program cannot return until there is a meeting with Coordinators, Recreation Director, P/Gs, and the dismissed child. If staff decide to not allow the child to return, and the P/G disputes the decision, a formal request to meet with the Recreation Commission at its next regularly scheduled meeting can be made. The request must be made in writing and within 1-week of child's dismissal. There is no refund for fees paid on children dismissed from the program for violating the behavior code.

Dress Code / Personal Items

Clothing should be weather and age appropriate. If a clothing item is deemed 'inappropriate' for school, then it is inappropriate for the summer program. Sneakers or other closed-toe shoes are the only acceptable footwear. Crocs/sandals/flip-flops/ may be worn at the beach only. A sun hat is strongly recommended, and a beach towel is a necessity. Label all belongings with child's name and pack them in a backpack.

Children should wear swimsuits under clothes every day except field trip days. Wearing a swimsuit to the program greatly decreases the number of children, and the time it takes, needing to change out of clothes and into swimsuits before going to Seeley Beach.

Sandown Recreation T-shirts MUST be worn on field trip days to easily identify participants.

Personal items such as electronics, toys, games, stuffed animals, arts & craft supplies, jewelry, etc., should be left at home. No weapons of any kind, including toy guns or swords, are allowed. Sandown Recreation is not liable for lost or damaged personal items.

Health Policy & Emergency Procedures

Sandown Recreation follows school health policies; if a child is vomiting, or has a fever over 100 degrees, they are unable to attend the program. To prevent the spread of illness, children should be free of fever and other symptoms for 24 hours without medication before returning to the program.

Proper hydration and nutrition are key to a healthy and happy summer experience. Children should come to the program with a nutritious lunch, lots of snacks, and EXTRA water. (5 – 8 cups per day is a baseline for children, increase amounts with heat & humidity.) Soda and other sugary drinks can be dehydrating and increase thirst and therefore are discouraged. Lunches should be packed in an insulated container with an ice pack. A refillable water bottle is recommended. No glass containers.

Protection from the sun is also important to staying healthy. Please apply sunscreen to your child(ren) in the morning and pack a labeled bottle of sunscreen in their backpack. Children are encouraged to reapply throughout the day. Staff cannot apply sunscreen lotion onto children's skin. Staff can assist with *spraying* sunscreen to children if P/Gs give written permission.

If a child needs daily prescription medication, the P/G will need to arrange the administration of medication. Only P/Gs or licensed medical professionals can legally administer medication. Staff are trained and can administer Epi-Pens in an emergency. A P/G signature is required on the registration form for any child who carries and uses an inhaler.

All staff are certified in CPR and basic First Aid. Small scrapes, cuts, or bumps will be treated and documented, and P/G will be notified at pick up. If a child complains of illness during the day or has a toilet training accident, the P/G or emergency contact will be called to come and pick the child up from the program.

In the event of an injury requiring professional medical attention, the P/G will be notified to come and get the child or 911 will be called. EMTs will determine if a child needs ambulance transport to a hospital.

Communication Policy

The first line of communication is to contact the Director at 603-887-1872 for any questions/concerns relating to the program, children, or staff.

We love our families and want to hear from you. If you have an immediate concern that you want to discuss in person, please park your car after pick-up and come to speak with one of our Coordinators after the last family has departed. Please do not direct concerns to counselors or CITs. All concerns are to be directed to supervisory staff only which includes the Recreation Director or Coordinators.

The REMIND APP: Please sign up for the FREE “Remind” App to get up-to-the-minute reminders, last minute location changes, info on delayed field trip buses, etc. This is a one-way service for our Coordinators to message out to families about last minute changes. The REMIND App is **not** for emergencies or urgent questions or concerns.

Register at: <https://www.remind.com/join/srec2>

Privacy Policy

Health insurance and medical information is strictly confidential and HIPAA protected. The health information that P/Gs provide is only given out to medical professionals in the event of an emergency when providing treatment. The Recreation Director is available to speak privately with any P/Gs who may have additional privacy concerns.

Registration / Payment Policy /Requests for Refunds

Registration is first come, first served. Registration fees are non-transferable and non-refundable.

2022 rates (if registration is received by June 1)	
Registration fee (per child)	\$25
Sandown Resident*	\$140 per week (\$50 non-refundable deposit per week at time of registration)
Non-Resident*	\$160 per week (\$50 non-refundable deposit per week at time of registration)

*Sibling discount: less \$10 per week for each sibling after 1st regularly registered sibling. All siblings must participate in the same week(s) together to qualify for the discount. (example: 2nd child from the same family weekly resident rate becomes \$130/non-resident \$150)

June 1 is the last day changes can be made to registrations without penalty or to register without a late fee. If you choose to cancel week(s) you will be refunded any amount paid beyond the weekly deposit. If you choose to change week(s), any deposits will transfer, if there is availability in those week(s). (i.e., a child registered for weeks 1 & 2, changes to weeks 3 & 4, the deposits transfer.) **After June 1**, new registrations or weeks added to registrations will be accepted on availability, subject to late fees, and require payment in full. **Registration fees increase by \$10 and tuition increases by \$20 per week.**

(example: June 2nd, registration fee becomes \$35 and resident enrollment fee becomes \$160 per week and must be paid in full.)

June 10th all unpaid balances are due and must be received by close of business or postmarked by June 10th. Registrations with unpaid balances will be cancelled. No registration or deposit refunds on cancelled registrations.

Payments rejected due to insufficient funds are subject to additional fees and may result in cancelled registrations.

Refund requests are made when certain conditions* are met and must be made in writing and received by the recreation office no more than 14 days after child's last day of attendance. Refunds may take up to 30 days. The Director will review and either approve or deny, in writing, your written request. If your request is denied by the Director, you may appeal in writing to the Sandown Recreation Commission. The Sandown Recreation Commission will review your request at its next regularly scheduled meeting to make a final decision.

***Medical Exemption:** If a child cannot participate in the program due to a medical condition a refund may be requested. A letter from the physician prohibiting participation is required. **A receipt for a physician visit is not valid for refund.** Refunds for partial weeks due to medical will be prorated accordingly.

***Canobie Lake:** The field trip fee for Canobie Lake Park may be refunded when refund request procedure is followed as outlined above.

Additional Information

Field Trips & Spending Money

Field trips are fun, but not mandatory. If you do not want your child to go on a planned field trip, then you must make alternative arrangements for your child that day. All staff members go on field trips as they are needed for supervision of the children who participate. Wednesdays are typically reserved for field trips, however if weather is a factor, then the field trip may be scheduled on a different day of that week.

Transportation is by school bus. Counselors ride the bus with the children and supervise them throughout the day. Children are put into age groups and assigned to at least two counselors. Children are never sent to the bathroom or concessions unsupervised.

Regardless of age, children are 100% responsible for their spending money. Staff is not allowed to hold on to money for children. Staff is not allowed to lend money to children. Staff will not make purchasing decisions for children. Sandown Recreation will not replace lost or forgotten money. Children should not borrow or lend money to other children. Children are not allowed to purchase weaponry. (Refer to behavior code).

Seeley Beach

Seeley Beach is located on Main St, across from Central school and usually on Mondays, Tuesdays, & Fridays the program walks to the beach as a group. Once the group leaves the school for the beach, they do not return until the afternoon. There are porta-potties located at the beach for public use. If a child chooses not to wear a swimsuit underneath their clothes and later in the day decides that they want to swim, they may choose to change into their swimsuit in the porta-potty at the beach.

The Town employs certified lifeguards to supervise all swimmers and enforce beach rules. The waterfront is sectioned off by swim lines that pertain to water depth. Children are 'swim tested' by the lifeguards and are assigned an area to swim in based on their ability. The lifeguards do not give swim lessons. The water quality is routinely tested, and results can be found on the Town's website.

Portable Toilets

Regularly cleaned, porta-potties for public use are located in all of the Sandown Recreation Department's outdoor spaces. It is not uncommon for some children to avoid using the porta-potty and then experience a bathroom accident. Staff are not allowed to help children change out of clothes or to clean their bodies. It is strongly recommended that P/Gs talk to their child(ren) about healthy bathroom habits and hygiene.

FAQs

Rain / Inclement weather

Rain does not cancel the program! We may choose to change locations to best serve the needs of the program, but we always plan for fun wherever we are located. Staff will send out messages via the Remind App to communicate last minute changes.

Late Drop-offs/Early Pick-up

Any advance notice (email, written note, voicemail) is always appreciated, but not required. Please check your child in with a staff member if you arrive after **8:20am**. If you arrive much later, you may need to locate where the program is i.e., town beach or inside the school gym. On field trip days, arrive on time or risk missing the field trip bus.

Early Pick-up requires that P/Gs park their car and walk to where the program is i.e., beach, field behind the Rec bldg., inside the school, etc., and have verbal contact with a Coordinator or Supervisor of the program before leaving the location.

If an adult other than a P/G or emergency contact is picking up a child or a child is going home with another family, we need prior notice in an email or written note and that adult will be required to provide identification. Please inform any adults not familiar with our program, of the proper drop-off and pick-up protocols.

Late Fees for Late Pick-ups

Many programs that serve children, charge late fees when a P/G arrives to pick-up children after the program closes for the day. Our staff members have obligations beyond their positions with the summer program and their time is valuable. **Sandown Recreation charges \$10 for every 15 minutes or *portion* of 15 minutes a P/G is late for pick-up beyond 4 PM. Payment is expected at the time of the late pick-up.**

Absences

Any advance notice (email, written note, voicemail) is always appreciated, but not required. Because you are responsible for your child's transportation to the program, you do not need to tell us your child will be absent. However, if your child will be absent for a Field Trip, please let us know so we can inform the venue and purchase the correct number of tickets ahead of time.

Lost & Found

Please label all your child's belongings with their name (including beach towels!) Staff will try to help find something if a child notices it is lost. P/Gs are encouraged to look through our lost & found collection for missing items. Unclaimed items will be kept until the end of summer and then donated to charity.

Tax Information

Sandown Recreation does not provide end of year tax statements. P/Gs are responsible for maintaining their own records of childcare expenses. **The tax id # is 02-6046957.**

Important Phone #s and Addresses

Sandown Recreation Department office: 603-887-1872
Mailing address: PO BOX 1756 Sandown NH 03873
Physical address: 25 Pheasant Run Dr Sandown NH 03873
Facebook page @sandownrecreation

Central School 295 Main St, Sandown NH 03873
Seeley Beach 306 Main St, Sandown NH 03873
Town Hall 320 Main St, Sandown NH 03873

Remind App: <https://www.remind.com/join/srec2>