

**Patton Park  
Summer  
Program  
2022**

**Parent/Guardian  
Manual**

Dear Patton Park Families,

Welcome back for summer 2022! We are very excited to start the Summer Park Program at Patton Park. In this manual, you will find important information (drop off and pick up spots, protocols, what to bring, rain day policy, etc.) for the upcoming Summer Program. Please read this manual carefully. We are looking forward to meeting you and having a wonderful, fun-filled summer! **YOU MUST RETURN YOUR CAMPER'S PAPERWORK (emergency information & health form, code of conduct, and if applicable walker/biker permission slip and/or authorization to administer medication). All paperwork can be turned in electronically by clicking the links below.**

See you soon!

The Patton Park Summer Program Staff

[\*\*EMERGENCY INFORMATION AND HEALTH FORM\*\*](#)

[\*\*WALKER/BIKER PERMISSION SLIP\*\*](#)

[\*\*CODE OF CONDUCT\*\*](#)

[\*\*AUTHORIZATION TO ADMINISTER MEDICATION\*\*](#)

**Patton Park Administrative Staff**

<b>Park Director</b>	Nate Richards
<b>Park Assistant Director</b>	Erin Carroll
<b>Sports Director</b>	Kayleigh Hills
<b>Media Communications</b>	Megan Carroll
<b>Field Trips/Special Events</b>	Kevin Donavan
<b>PM Park Director</b>	Sarah Carroll
<b>Recreation Department Director</b>	Sean Timmons
<b>Recreation Department Assistant</b>	Danielle Kiely

### Sessions Schedule

Session	Field Trip (Jr. All-Stars & All Stars)	Entertainment
1: June 27 <sup>th</sup> - July 1 <sup>st</sup>	Apex Entertainment: 6/30	Curious Creatures
2: July 5 <sup>th</sup> - July 8 <sup>th</sup> * <b>*No Camp 7/4</b>	Kimball Farms: 7/7	Carole Weidman/Miss Frizzle
3: July 11 <sup>th</sup> - July 15 <sup>th</sup>	Laser Craze: 7/14	SportsZone 101
4: July 18 <sup>th</sup> - July 22 <sup>nd</sup>	Canobie Lake Park: 7/21	Carnival
5: July 25 <sup>th</sup> - July 29 <sup>th</sup>	Take Flight Adventure Park: 7/28	Seacoast Science Center
6: August 1 <sup>st</sup> - August 5 <sup>th</sup>	WooSox Game: 8/3	Violet the Clown/Teddy Town
7: August 8 <sup>th</sup> - August 12 <sup>th</sup>	Water Country: 8/11	Inflatable Water Slide
8: August 15 <sup>th</sup> -August 19 <sup>th</sup>	Skyzone: 8/18	Make Your Own Sundaes

## Location

The Patton Park Summer Program is held at Patton Park. We will be using the fields, tennis courts, volleyball court, basketball court, and pool. The children will participate in sports, tennis, a counselor (and CIT) led activity, arts and Crafts & STEM, and have time at the pool.

## Newsletters

We will be emailing a newsletter to all families at the beginning of each session. These newsletters will contain important notices (field trip information, special activities, etc.). We will be sending newsletters to the email address provided during registration. If you ever experience a problem opening the attachment, please call the Recreation Office at 978-468-2178. A copy of the newsletter will also be hanging in the Recreation Office and the Park Office and on the department's website.

## Text & Email Blasts

We encourage all families to enroll in our text and email blasts. We will use both of these functions to communicate things such as rain day announcements, field trip return times, or any type of pickup location changes that may happen during the camp day. You can enroll in both of these through your online account, or contact our office and we will assist you in making sure you are enrolled in both of these.

**\*\*PLEASE MAKE SURE THAT YOUR EMAIL ADDRESS ON YOUR ACCOUNT IS CORRECT\*\***

## Patton Park Office

The Park Program office will be located within the pool area. Should you need to contact the Park Director, please feel free to send an email to [summer.pattonpark@gmail.com](mailto:summer.pattonpark@gmail.com). For more immediate contact you may call the Recreation Center (978-468-2178) or the Park Office (978-626-5271).

## Lost and Found

The lost and found will be located inside the Patton Park Office. We do our best to get lost items back to your camper at the end of each day. We **strongly** suggest that you **label everything** you send to park with your camper. We are trying to limit the amount of lost and found items. **At the end of the summer all items will be donated.**

## Travel Groups

This summer, there will be 8 travel groups. Each travel groups will have 3-5 counselors accompanied by CITs in our younger groups. Our age groups are:

Tiny Tanks	Entering Pre-K
Little Generals	Entering Kindergarten
Frog Catchers	Entering 1 <sup>st</sup> Grade
Swamp Ducks	Entering 2 <sup>nd</sup> Grade
Young Explorers	Entering 3 <sup>rd</sup> Grade
Junior All Star 4 <sup>th</sup>	Entering 4 <sup>th</sup> Grade
Junior All Star 5 <sup>th</sup>	Entering 5 <sup>th</sup> Grade
All Stars	Entering 6 <sup>th</sup> & 7 <sup>th</sup> Grade

## Sign-in and Sign-out Spots

Travel Group	Age	Location
Tiny Tanks	Entering Pre-K	Gazebo
Little Generals	Entering K	Tank
Frog Catchers	Entering 1 <sup>st</sup>	Picnic Tables by Pond
Swamp Ducks	Entering 2 <sup>nd</sup>	Volleyball Court Behind Pool
Young Explorers	Entering 3 <sup>rd</sup>	Basketball Court
Junior All Star 4 <sup>th</sup>	Entering 4 <sup>th</sup>	Little League Baseball Diamond*
Junior All Star 5 <sup>th</sup>	Entering 5 <sup>th</sup>	Little League Baseball Diamond*
All Stars	Entering 6 <sup>th</sup> & 7 <sup>th</sup>	High School Baseball Diamond*

**\*Junior All Star and All Star parents/guardians are encouraged to use the back dirt road off Asbury St. to access your drop off/ pick up locations.**

For the safety of the campers, please exercise extreme caution when driving down the dirt path to the baseball fields. Also, for safety purposes, identifications will be checked. If someone not on your pick-up list is picking up your child, you **MUST** send them with a signed note. If a counselor does not know the person picking up your child they will ask for an ID—be prepared.

Sign-in begins at 8:45AM and ends at 9:00AM. The first activities for all groups start at 9:10AM. For your camper's safety, we require parents/guardians to sign their camper in with their counselors. If you are

running late for any reason, please bring your camper to the camp office at the pool and a director will drop them off with their group.

**Unless your camper has a permission slip to walk or bike to park a parent/guardian or someone on his/her drop off/pick up list MUST sign your camper in/out.**

Sign-out will begin at **1:15PM** and end promptly at **1:30PM**. You must sign your camper out in the same fashion you signed them in unless your camper has a walker/biker permission slip signed and on file with the camp director.

## **Child out Sick / Absent Policy**

If your camper will not be able to attend camp due to illness or for any other reason, please call the Park Office before 8:30AM. If there is no answer, please leave a message with your name, your camper's name, age, and group. Remember to speak **slowly and clearly**.

## **Daily Schedule**

Each day your camper will participate in arts & crafts, sports, swimming, a tennis lessons, and special events/activities. Our counselors will be selecting sports activities for each group according to their age and skill level. We will be using the Massachusetts State Standards for Physical Education to help us with selecting activities for you camper. A copy of our schedule can be found at the end of this manual.

## **What to Bring to Park**

**PLEASE** send your camper with the following items and **CLEARLY** label them. All items are to be kept in a backpack. **Please do not bring any trading cards, toys, or electronics to park** (the Park Staff is not responsible if items such as these are lost, stolen or broken).

- **Sneakers** must be worn at all times. Sandals that strap on to your feet are acceptable. **NO flip-flops.**
- Floatation devices are available at the pool for those that need them but parents/guardians are encouraged to pack their own floatation device for their camper. Bubbles and Coast Guard Approved Life Jackets including puddle jumpers are acceptable forms of floatation. No inflatable floatation devices will be allowed.
- Campers must bring a backpack that is able to carry everything they bring to park. The Staff and CITs are not responsible for carrying a campers's bag.
- Campers should bring a bathing suit, towel & tennis racket each day.
- Campers are to bring a lunch and snack everyday. There is a set time for them to have a snack in the morning and a set time for each group to each lunch every day. There is no refrigeration available. Due to an increase in food allergies, our program is **NUT FREE**.
- Please send your camper with **lots, and lots of water**. We will have bubblers that they can use to refill water bottles.

- Hats are strongly recommended and sunscreen must be worn. Please apply sunscreen at home before coming to park. **Due to unknown allergies we cannot provide sunscreen to campers.** Please send sunscreen (labeled) with your camper's name. The staff will constantly remind campers to reapply throughout the day.

## Cell Phone/Smart Watch Policy

While we understand the need for cell phones and smart watches for some of our older participants (as they walk or bike to park), during park hours all cell phones and smart watches must be kept in backpacks. If there is an emergency, you may call the Park Office. If a camper needs to get in contact with you, park staff will call using the office phone. If a camper is not participating and sitting out using their cell phones they will be asked to put them away. If this behavior persists, campers will have to hand their cell phone into the director and will get it back at the end of the day.

## Medication Policy

Medication prescribed for campers shall be kept in the **original** container bearing **the pharmacy label, prescription number, date filled, physician's name, name of pharmacy, name of medication, directions for use, and the patient's name.** Only the Park Director will administer the non-emergency medication. Parents/guardians **must fill out and sign** the Authorization to Administer Medication form allowing the Park Director to dispense medication. On the first day of Park, any medication (especially EpiPens) must be checked in at the camp office before you sign your camper into their group. For the safety of your camper, we ask that all parents/guardians meet with the park director on their first day of camp to go over any EpiPens or medication. We want to make sure we administer them properly. **We also ask that you have a small picture attached to the medication.** Emergency medications will travel with your camper's group daily and be locked in the camp office at the end of the day.

**Due to our Medication Administration Policy, we cannot accept any medication unless it is in the original container. This includes the box EpiPens come in. If we are given a medication outside of it's original container, we will not be able to administer it.**

## Junior All Stars & All Stars Field Trips

Both the Junior All Stars and the All Stars will be going on one field trip per session.

The Park Program will provide each Junior All Star and All Star with a camp t-shirt that **MUST** be worn on all field trips. Please **do not send your camper on a field trip with money**, everything will be prepaid for. Unless previously indicated please send your camper with a lunch on field Trip Days.

If you camper is not going to attend a field trip, **parents/guardians** are responsible for making other arrangements. We cannot accommodate any Junior All Star or All Star not attending field trips.

## Rainy Day Policy

The Patton Park Summer Program is **Rain or Shine for 2022!** Should the weather forecast call for a greater than 70% chance of rain during park hours, the program will be moved to our rain day locations. To begin the summer the Tiny Tanks and Little General groups will be located at the Recreation Center, all other groups will be at the Buker School. Families will be alerted via email and text blast of the move. We try our best to notify everyone the night before.

## Pool

Please review the pool rules with your camper. Our Tiny Tanks/Little Generals will have a more structured swim time with pool staff in the water. All other groups will be able to have free swim. Any camper using the pool during free swim **must pass the swim test if they wish to swim in the deep end.**

Please discuss with your camper whether or not you would like them to take the deep end swim test (rules below). If you are unsure if your camper can pass, please notify our office and we can schedule you a time to stop by at the pool during public hours to test before camp starts. Campers need to pass the swim test just once in order to swim in the deep end for the duration of camp. The pool will open to the public on Saturday, June 18<sup>th</sup>.

Floatation devices are available at the pool for those that need them but parents/guardian are encouraged to pack their own floatation device for their camper. Bubbles and Coast Guard Approved Life Jackets including puddle jumpers are acceptable forms of floatation. No inflatable floatation devices will be allowed.

## Changing Times

Please speak with your camper about what is appropriate behavior during changing times. Staff do not physically enter the changing rooms (unless there is an emergency) but rather station themselves outside the entrance/exit door. Our staff will have discussions prior to swim time on proper behavior and expectations but we have found that re-enforcement from parents/guardians helps immensely.

### Veterans Memorial Pool Rules and Regulations

1. Swimming is only allowed when a lifeguard is on duty.
2. All persons are required to take a cleansing shower before entering the pool.
3. No person with a communicable disease is allowed in the water.
4. No person with an open cut is allowed in the water.
5. A bathing suit is required of all swimmers. Non-toilet trained children must wear swim diaper.
6. **Swimmers age 16 and under are asked to take a swim test upon entering the pool, bathers choosing not to take the swim test are considered non-swimmers. Swimmers must pass the test every summer in order to swim outside the designated swim area. Upon completion of the swim test, swimmers will be marked with a wristband, which they must wear in the pool.**
7. **The test consists of swimmers jumping into the deep end, submerging, treading water for 30 seconds and then swimming 25 yards on their front with head above the water without stopping to the satisfaction of the lifeguard or supervisor on duty.**
8. Swimmers may be tested on the spot by pool staff if their ability is in doubt.



9. Children must be eleven (11) years old and pass the swim test to be left alone at the pool. Otherwise children must be with a responsible adult at least sixteen (16) years of age.
10. **Children eight (8) years and under must be supervised at all times by a parent or guardian.**
11. **Children under the age of eight (8) who do not pass the swim test must be within an arm's reach of an adult in the water.**
12. Fins, snorkels, inflatable flotation devices and toys are not allowed. **Acceptable forms of flotation include: Coast Guard approved life jackets, puddle jumpers and foam bubbles.**
13. Flotation (including noodles) is NOT allowed in the deep end of the pool.
14. Diving is prohibited at our pool; jumping is allowed in five (5) feet or deeper.
15. The Starting Blocks are for Swim Team use ONLY.
16. No running, pushing, or horseplay allowed at any time.
17. Food and beverages are not allowed on the concrete pool deck or in the bathhouse. No glass or ceramic containers are allowed in the gated area.
18. Smoking is not allowed in the pool area.
19. Patrons who fail to obey these rules may be asked to leave and may have their membership privileges revoked for the summer or in extreme cases, permanently.
20. Photography and videography are PROHIBITED at the Veterans Memorial Pool.

## Swim Test Rules

1. Jump in deep end of the pool.
2. Submerge the head without holding nose.
3. Tread water for 30 seconds.
4. Swim length of pool on your front without stopping, body must stay horizontal throughout the swim.
5. All parts of the test must be done in a continuous manner without stopping.
6. The doggy paddle is acceptable so long as the swimmers legs do not drop vertical at any point during the swim.
7. The swimmer must swim on the surface of the water without dropping their hips or feet and must keep their head above the water during the tread and swim portions of the test. A swimmer may rotary breathe during the swim portion.
8. You can attempt the test only 1 time per day.
9. Any stopping, standing, or grabbing the wall will result in a failure for that day; you can try again the next day.
10. If you don't pass or don't want to take the test you will be given a red wristband and you may need an adult to swim with you.

The test must be completed to satisfaction of the lifeguard or supervisor administering the test in order to pass.

## Photo Release

For promotional purposes the Patton Park Program will be taking photos throughout the summer. Because of all the great activities we have planned, we want to make sure to take lots of pictures. If you **DO NOT** wish that your child be photographed, please e-mail the directors at [summer.pattonpark@gmail.com](mailto:summer.pattonpark@gmail.com) with "Photo" in the subject.

## Camp Schedules

Camp Schedules

Time	Tiny Tanks	Little Generals	Frog Catchers	Swamp Ducks	Young Explorers	Jr. 4th Grade	Jr. 5th Grade	All Stars
8:45-9:00am	Drop Off	Drop Off	Drop Off	Drop Off	Drop Off	Drop Off	Drop Off	Drop Off
9:10-9:40am	CLA	CLA	Arts & Crafts	Swim	Tennis	Sports	Sports	CLA
9:45-10:15am	Tennis (T/TH)	Tennis (M/W/F)	Swim	CLA	Sports	CLA	CLA	Arts & Crafts
10:20-10:50am	Swim	CLA	CLA	Sports	Arts & Crafts	Tennis	Tennis	Swim
10:55-11:25am	CLA	Swim	Sports	Tennis	CLA	Arts & Crafts	Swim	CLA
11:30-12:00pm	Lunch	Lunch	Lunch	Lunch	Lunch	Swim	Arts & Crafts	Tennis
12:05-12:35pm	Sports	Sports	Tennis	Arts & Crafts	Swim	Lunch	Lunch	Lunch
12:40-1:10pm	Arts & Crafts	Arts & Crafts	CLA	CLA	CLA	CLA	CLA	Sports
1:15-1:30pm	Pick-Up	Pick-Up	Pick-Up	Pick-Up	Pick-Up	Pick-Up	Pick-Up	Pick-Up