

Orleans Recreation, Culture & Community Events

SUMMER PROGRAM HANDBOOK FOR PARENTS 2026



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WELCOME!

Warm greetings from the Orleans Recreation, Culture & Community Events Department Summer Program! We've prepared an exciting and enjoyable summer for your child. This Parent Handbook details our policies and procedures to guarantee a safe and healthy summer experience.

Our Summer Program for grades K-5 is held at Orleans Elementary School, while the program for grades 6-8 is at Nauset Regional Middle School. Supervised by our seasonal recreation staff, children will take part in a variety of activities each day, including large-group, individual, and small-group options. Some activities may be indoors, while others are outdoors. Children are grouped by age and rotate through activities such as sports, games, arts & crafts, and more.

SUMMER PROGRAM SCHEDULE:

Some activities may be indoors, while others are outdoors. Here is an example of a typical Summer Program Day.

- 8:00 – 8:25 AM Summer Program Starts / Children Drop-Off
- 8:30 - 9:25 AM Activities
- 9:30 – 9:50 AM Snack time – Provided by **Food4Kids**
- 9:55 – 10:50 AM Activities
- 10:55 – 11:40 AM Activities
- 11:40 – 11:55 AM Lunch is Served – Provided by **Food4Kids**
- 12:00 PM Dismissal / Pick-up

DROP-OFF:

A parent and/or guardian/caregiver **must** sign in their child(ren) with the Program Staff each morning at the designated drop-off area. The Orleans Recreation, Culture & Community Events Department (RCCE) is responsible only for children who arrive at the specified time.

PICK-UP:

A parent and/or guardian/caregiver **must** sign out their child(ren) when picking them up from the summer program. Please bring a valid photo ID each day. While staff usually recognize or get to know the parents/guardians/caregivers of each participant, they may request to see a photo ID. If someone other than the authorized guardian or the person named on the registration form will pick up your child, a written note to the Playground Director or an email/phone call to the

Recreation Office at recreation@town.orleans.ma.us or **508-240-3700 Ext. 2333** is required before pick-up. This person must also present a photo ID at the time of pick-up.

Early Pickup: If your child is leaving early, please notify the Recreation Office by the morning of the designated day. The staff will have your child ready to depart at your requested time. Remember, you must sign your child out and may be required to present a photo ID.

End-of-Day Pickup: We conclude the program promptly at 12 pm. Children **must** be picked up before this time. If you anticipate being late, please arrange an alternative pickup in advance and notify the Recreation Office or the Playground/Assistant Director.

Please note that our staff may have other jobs and responsibilities to report to after our program's hours. We understand there are some unforeseen circumstances; however, we ask for your consideration and good time management to help prevent repeated incidents. Thank you.

If your child(ren) rides a bike or walks to and from our program, please note that you **must** sign a waiver. Additionally, the child(ren) may leave the program only with written permission.

LATE POLICY:

The Orleans Recreation, Culture & Community Events Department understands that parents may occasionally be a few minutes late picking up their children during the summer. However, staff may have other commitments after their shifts and may not be able to supervise your child beyond their scheduled hours. If you anticipate being late, please notify the Orleans Recreation, Culture & Community Events Office in advance at recreation@town.orleans.ma.us or **508-240-3700 Ext. 2333**. If you are more than five minutes late, the staff will contact you and attempt to reach the emergency contact listed on your child's registration form.

The Warning Notice for Late Policy is as follows:

- First Notice – Verbal warning
- Second Notice – Written warning
- Third Notice – a \$20 late fee will be assessed
- Fourth Notice – Suspension and/or expulsion from the program

We appreciate your cooperation and understanding of this policy. Please note that our staff is not responsible for your child(ren) outside of program hours. While we recognize that unexpected situations can arise, we kindly ask that you plan your time wisely, especially given the heavy summer traffic in Orleans.

FINANCIAL ASSISTANCE:

The Orleans Recreation, Culture & Community Events Department strives to make its services accessible to everyone, regardless of financial constraints. For more information about financial assistance, please contact the Orleans Recreation, Culture & Community Events Department at recreation@town.orleans.ma.us or 508-240-3700 Ext. 2333.

PROGRAM ATTIRE:

Please ensure your child(ren) are dressed suitably for the summer. We suggest clothing that can get dirty, wet, or stained with art materials. Below are some recommended clothes for the summer activities:

- T-Shirts
- Shorts (**No Skirts**)
- Socks
- Tennis shoes or Sneakers (**No sandals, flip-flops, or Crocs**)
- Appropriate clothing for the Summer Program (**No halter or tube top: No clothing with inappropriate language**)
- **PLEASE LABEL EVERYTHING**

PERSONAL BELONGINGS:

Please do not allow your child to bring personal belongings to the program. The Orleans Recreation, Culture & Community Events Department is not responsible for lost or damaged toys, games, or other personal belongings. Please do not bring the following items to the Summer Program:

- Any electronic games/devices
- Cell phones – their use will not be permitted during the program. ****If the use of a phone is required, please have your child go to a staff member ****
- Weapons of any sort – fake or real
- Valuable items.

LUNCHES & SNACKS:

We are partnering with [Food 4 Kids](#) to provide a free morning snack during the program and lunch at the end of the program. This organized program offers nutritious snacks and lunches to numerous summer programs for children in our community. Your child's participation was authorized at the time of registration. **If a program participant has any food allergies, you must note them during your child's registration.** All participants are welcome to bring snacks or lunch from home. **If you do not want your child to participate in the Food4Kids program, please notify the Recreation Office prior to your child's first day.**

MEDICATION:

Participants who need to self-administer medication (such as an Inhaler or EpiPen) must provide the **RCCE Office and/or the Playground Director with permission, a completed waiver form, and a doctor's note prior to the child's first day.**

PHONE CALLS:

Please call only to speak with your child or staff if it is an emergency. If your child is experiencing issues that require your attention, we will contact you promptly. You may call the Orleans Recreation, Culture & Community Events Office at recreation@town.orleans.ma.us or **508-240-3700 Ext. 2333** at any time with questions and/or concerns.

WEATHER:

At the Orleans Recreation, Culture & Community Events Department, we believe outdoor play is essential to a child's life. If the weather does not allow us to play outside, we will use the indoor gym and other areas for arts and crafts activities. Staff will be equipped with a "Rainy Day" schedule full of games and activities to maintain the high level of fun children are used to.

Parents should ensure their children are dressed appropriately for all weather conditions. Light jackets or sweatshirts may be necessary in the morning. During very hot weather, the staff will reduce physical activities and encourage children to drink more water by scheduling frequent breaks. All necessary measures will be implemented to prevent heat-related injuries.

SUNSCREEN:

The Orleans Recreation, Culture & Community Events Department recommends that children bring and apply sunscreen daily for the summer program. While staff cannot apply sunscreen to children, they will remind participants to use it throughout the day. We also recommend using SPF 15 or higher and lip balm.

LOST & FOUND:

The Orleans Recreation, Culture & Community Events Department strongly recommends clearly labeling all items with your child's name. While we strive to keep all program participants' belongings with them or in their backpacks, the Department will not be held responsible for lost or missing items. If staff observe a child's labeled item(s) in the possession of another program participant, the item(s) will be retrieved. The child will be disciplined appropriately, and the parent will be notified. Please quickly check your child's backpack at the end of the day when picking up the program participant.

PHOTOGRAPHY POLICY:

The Orleans Recreation, Culture & Community Events Department, in collaboration with local media, may take photographs and/or videos of participants involved in program activities for publicity. We value your privacy, so please inform us in writing if you prefer your child not to be photographed. Registering your child(ren) implies automatic permission for the department to photograph them.

FIELD TRIPS:

The Orleans Recreation, Culture & Community Events Department may schedule summer field trips to enrich program participants' experience. You will have the option to decide whether your child will attend the field trip. Children who do not attend field trips will remain at the program site with staff and participate in alternative activities. Field trips may require an additional fee to cover admission, activities, and other expenses. Parents will be notified of field trip fees in advance, and payment is expected before the field trip. (Payment can be made through your [MyRec.com](https://www.myrec.com) account.) On field trip days, you might need to bring lunch, drinks, and snacks. Sometimes, you may also give your child extra money for food or beverages. Prior to each trip, emails will be sent to remind you of what to pack and what is prohibited.

SICKNESS & ILLNESS:

Our participants' safety is our top priority. If your child(ren) is/are ill or you suspect they may be becoming ill, please do not send them to the program. Children must be sufficiently healthy to participate in the program's normal daily activities and routines. We do not have the facilities, staffing, or resources to care for sick children, and we seek to minimize the risk of illness spreading among participants and staff. For your child's safety and comfort, and to protect others, please keep your child(ren) at home until they are feeling better and no longer reasonably pose a risk of transmitting their illness to others. For the purposes of this policy, the following are considered illnesses or communicable health conditions:

- Conjunctivitis, commonly known as "**pink eye**"
- Runny nose with colored discharge
- Chronic cough
- Fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- Open rash
- Head lice
- The knowledge that the child has had a fever within the **past 24 hours**.

If your child has a fever of **100°F** or experiences vomiting and diarrhea, please keep them home for **24 hours** after their temperature and symptoms have normalized. We might also require a

doctor's note for your child's return following specific health issues. If you are keeping your child home due to illness, please notify the Orleans RCCE Office at recreation@town.orleans.ma.us or call **508-240-3700 Ext. 2333** to inform us of your child's absence.

If your child becomes ill during the day while participating in the summer program, you will be notified promptly and asked to pick up your child(ren) as soon as possible.

BEHAVIORAL EXPECTATIONS:

Positive behavior at the summer program will be encouraged. Staff will collaborate with parents, share updates on behavioral problems, and suggest strategies to encourage acceptable behavior. Unresolved behavioral problems may result in suspension or dismissal at the Town's discretion. Any abusive, threatening, or safety-endangering conduct may result in immediate removal. If your child receives behavioral support at school, inform the Orleans RCCE Director and/or the Recreation Program Managers to help ensure better assistance, if possible. The Town cannot guarantee the same level of support as in school.

CONDUCT:

The Orleans Recreation, Culture & Community Events Department is committed to providing a safe, respectful, and inclusive environment for all participants and staff. To help maintain safety and comfort, all participants are required to conduct themselves respectfully and appropriately while attending or participating in any Department programs, activities, or events. Language or conduct that could reasonably be perceived as harmful, threatening, harassing, intimidating, or disruptive is strictly prohibited. This includes, but is not limited to, behavior that may endanger the health, safety, or emotional well-being of oneself or others.

Examples of prohibited or inappropriate behavior include, but are not limited to:

- Using angry or vulgar language, including swearing, name-calling, and shouting
- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation through words, gestures, body language, or menacing
- Behavior that intends to or results in theft or destruction of property
- Carrying or concealing any weapons or devices that may be used as weapons

Our staff is trained and prepared to respond to any reports of violations or inappropriate behavior. Please feel free to notify a staff member if you need assistance. The Orleans RCCE Department will review all reported incidents. Dismissal from the Summer Program or termination of participation may occur, and no refunds will be provided in such cases.

DISCIPLINE POLICY:

If disciplinary action is needed for your child, acceptable measures include giving verbal warnings, implementing time-outs, removing the child from activities, placing the child with a staff member away from the group, or, if necessary, issuing a suspension or expulsion from the Summer Program. Please review our discipline policy carefully with your child. Ensuring the safety of all participants is our priority, and we aim to maintain a fair discipline system for everyone involved. We appreciate your cooperation in creating a safe environment for all.

OFFENSES:

- Harming or endangering the health and well-being of another person
- Use of swearing or verbal abuse
- Disregarding authority by ignoring instructions or being disrespectful to staff and other participants
- Intimidation or bullying in any form or manner
- Unsafe behavior directed at others and staff
- Not remaining with the group – identified outside the scheduled activity
- Stealing or destruction of property
- Bringing illegal substances or weapons (refer to 4th offense below in Consequences)

CONSEQUENCES:

- **First Offense** – Issued a verbal warning through a meeting with staff members
- **Second Offense** - Written notice and/or a phone call to parent/guardian
- **Third Offense** - The child is removed from the program area, and the parent/guardian is notified. This action may result in a suspension of one, two, or more days from the program
- **Fourth Offense** – Expulsion from the program

The listed consequences provide a general guideline for discipline but are subject to the discretion of the administration and director. The child's reactions to offenses and consequences will guide the appropriate disciplinary measures. Certain special circumstances may require tailored approaches if standard discipline seems unsuitable for a particular child. In such cases, an individualized behavior plan will be created collaboratively with the child's parents or guardians and the administration. Unacceptable and prohibited measures include:

- Degrading a program participant
- Physical punishment
- Isolation without proper supervision
- Spanking
- No Program Participant shall be denied food or shelter as punishment
- No child shall be punished for soiling or wetting clothing

CHILDREN AT RISK:

If a parent or guardian arrives at the program impaired, such as being under the influence of alcohol or drugs, it creates a safety risk for their child and others. In this situation, staff will inform the parent(s) about available options for their child's transportation home. Possible options might include:

- Call another person on the child's emergency contact list
- Call another parent for assistance
- Contact the Town's Police Department

EMERGENCIES & ACCIDENTS:

An emergency can occur anywhere, but being prepared is crucial. All precautions will be taken to prevent serious health risks to all Program Participants. Our certified staff will administer **First Aid** at the program site if a minor injury occurs. The following procedures will be followed:

- **First Aid** must be provided, and the program log will record the incident
- The child will periodically be observed after First Aid has been applied

In a medical emergency, the staff will act immediately, and the Playground/Assistant Director, RCCE Director, and Recreation Program Managers will be notified. The child will be transported to the nearest hospital or urgent care facility for any necessary treatment, and the parent/guardian will be notified. The following steps will be taken if a significant injury or health problem arises and professional medical care is required. The following procedures will be followed:

- **911** will be called immediately
- The program staff will provide Immediate First Aid if they are certified as necessary until emergency responders arrive
- A parent or guardian will be contacted. If they cannot be reached, we will use the emergency contact listed on the registration forms
- A staff member will accompany the child to the hospital until an emergency contact arrives if the parent cannot be reached
- An incident report will be completed and submitted to the RCCE Director and/or Recreation Program Managers

In the event of a serious accident or emergency during the program, our staff will follow these steps:

1. The staff member who discovers the accident/situation will immediately administer the appropriate First Aid or CPR, if certified, depending on the extent of the injuries
2. This staff member will promptly inform the Playground/Assistant Director about the accident/situation, specifying the precise location and the severity of the injury(s)
3. The Playground/Assistant Director will decide whether to call a rescue

4. The staff will not attempt to move anyone with a suspected head, neck, back injury, heart attack pain, or suspected broken bones. In these situations, the Playground/Assistant Director will call rescue, and rescue personnel will transport the victim(s)
5. Any staff in the immediate area will assist, if possible, but under no circumstances will they leave their participants' groups
6. In an emergency, staff will be ready to guide participants to keep them calm and prevent panic
7. The Playground/Assistant Director or RCCE Director/Program Managers will serve as the coordinator and make all significant decisions regarding any aspect of the emergency
8. If a rescue is called, a staff person will be assigned to direct emergency personnel upon their arrival

Sheltering In Place:

In an emergency that requires an on-site shelter, program participants and staff will assemble in the gymnasium

Facility Evacuation:

In emergency evacuations, program participants and staff members will leave the building. Orleans Elementary School participants will be guided to the softball diamond on the lower field, while Nauset Regional Middle School will be directed to the outfield at Eldredge Park. After assembling at the designated locations, staff members will take attendance, and other staff members will manage the medical kits

COMMUNICATION:

We utilize social media and email blasts to communicate and promote our programs and activities- **“Like us”** or **“Follow Us”** on **Instagram and Facebook** for quick updates, pictures, and videos from our day! We will also send out email blasts through our registration system as needed. Please check your household account to ensure you have opted for notifications.

**If you have any questions or concerns, please don't hesitate to contact us
at the Orleans Recreation, Culture & Community Events Department**

Phone: 508-240-3700 ext. 2333

Email: recreation@town.orleans.ma.us