

SANDWICH RECREATION

ALL DAY SUPER FUN PROGRAM



PARTICIPANT CHECKLIST FOR A DAY OF SUPER FUN:

ALL CHILDREN MUST ARRIVE AT OAK CREST COVE WITH THE FOLLOWING ITEMS: PLEASE MARK YOUR CHILD'S NAME ON ALL PERSONAL ITEMS.

- **A BACK PACK**
- **2 FACIAL MASKS - LABELED**
- **LUNCH AND SNACK (LUNCHESES ARE STORED IN YOUR CHILD'S CABIN'S REFRIGERATOR.)**
- **SWIM SUIT, TOWEL AND AN ADDITIONAL CHANGE OF CLOTHES**
- **SWEATSHIRT OR JACKET**
- **WATER BOTTLE**
- **EXTRA BOTTLE OF SUNSCREEN & BUG SPRAY**
- **DISMISSAL OR HEALTH CONCERN NOTES, IF RELEVANT FOR THE DAY.**

PLEASE NOTE:CHILDREN SHOULD NOT BRING VALUABLES SUCH AS IPODS, GAMING DEVICES, CELL PHONES, MONEY, ETC.** SNEAKERS MUST BE WORN BY ALL PARTICIPANTS: SANDALS OR WATER SHOES MAY BE WORN ONLY TO AND FROM SWIMMING.****

WHAT TO WEAR:

OUR GOAL IS TO SEND YOUR CHILD HOME HAPPY, TIRED AND WANTING TO COME BACK EVERY DAY! SOMETIMES TO ACCOMPLISH THAT GOAL YOUR CHILD WILL BE GETTING MESSY... VERY MESSY! PLEASE READ THE FOLLOWING SUGGESTIONS!

- **COMFORTABLE SHORTS AND T-SHIRTS! WE ASK THAT CLOTHING BE APPROPRIATE- NO CROP TOPS AND PLEASE BE SURE SHORTS ARE AN APPROPRIATE LENGTH FOR ACTIVE PLAY!**
- **SNEAKERS ARE PREFERRED FOOT WEAR. ALL SANDALS SHOULD HAVE BACK STRAPS AND ALLOW FOR RUNNING. SANDALS, FLIP FLOPS OR WATER SHOES MAY BE WORN ONLY TO AND FROM SWIMMING.**
- **CHILDREN SHOULD WEAR PLAY CLOTHES. THEY WILL GET DIRTY AND DUSTY AND POSSIBLY WET! SOME OF ACTIVITIES WILL INCLUDE MESSY ART SUPPLIES! ALTHOUGH , WE TRY OUR BEST TO USE WASHABLE MATERIALS SOME PROJECTS DO REQUIRE NON-WASHABLE SUPPLIES THAT MAY STAIN CLOTHING!**
- **PLEASE MAKE SURE YOUR CHILD HAS ADEQUATE SUNSCREEN ON EACH MORNING BEFORE BEING DROPPED OFF TO THE PROGRAM. COUNSELORS ARE NOT PERMITTED TO APPLY SUNSCREEN ON YOUR CHILD. HOWEVER, THEY WILL REMIND CAMPERS TO REAPPLY THEIR OWN SUNSCREEN.**



SO PLEASE PROVIDE AN EXTRA BOTTLE IN YOUR CHILD'S BACKPACK! WE RECOMMEND SPRAY BOTTLES!

- PLEASE MAKE SURE YOUR CHILD HAS BUG-SPRAY. AGAIN, COUNSELORS MAY NOT APPLY BUG SPRAY ON YOUR CHILD BUT CAN REMIND THE CHILDREN WHEN HIKING OR AT THE BIG FIELD FOR ACTIVITIES.**

NOTE: PLEASE TAKE TIME TO CLEARLY LABEL EVERYTHING! INCLUDING TOWELS, BACKPACKS, LUNCH BOXES AND CONTAINERS. MOST IMPORTANTLY WATER BOTTLES!

WATER BOTTLES:

KIDS SHOULD COME TO THE SUPER FUN PROGRAM WITH A LABELED REFILLABLE WATER BOTTLE EVERY DAY! DAYS TEND TO BE LONG, HOT AND EXTREMELY BUSY! WE RECOMMEND FILLING YOUR CHILD'S WATER BOTTLE WITH ICE WATER AT THE START OF EACH DAY. WE WILL PROVIDE SEVERAL LARGE WATER JUGS FOR THE CHILDREN TO REFILL THEIR WATER BOTTLES THROUGHOUT THE DAY. WE SUGGEST THROWING IN A FROZEN WATER BOTTLE FOR AN ICE PACK IN THEIR LUNCH BOX- IT MAKES A GREAT LUNCHTIME DRINK, KEEPS THINGS IN THE BAG COOL AND ANOTHER CHANCE TO HYDRATE!

LOST AND FOUND:

CHILDREN ARE RESPONSIBLE FOR THEIR OWN PERSONAL POSSESSIONS. PLEASE MARK ALL OF YOUR CHILD'S POSSESSIONS WITH THEIR NAME. WE WILL HAVE A LOST AND FOUND BOX IN THE STAFF CABIN, THAT COMES OUT EVERY MORNING. THIS BOX WILL BE PERIODICALLY CLEANED AND UNCLAIMED ITEMS DONATED. IF YOU NOTICE SOMETHING DIDN'T COME PLEASE CHECK WITH YOUR CHILD'S COUNSELORS .

REMINDER:CHILDREN SHOULD NOT BRING TOY AND / OR VALUABLES SUCH AS IPODS, GAMING DEVICES, CELL PHONES, MONEY,ETC.** - THE SUPER FUN PROGRAM IS NOT RESPONSIBLE FOR ANY LOST OR BROKEN ITEMS.**



INCLEMENT WEATHER POLICY :

AS OF 2/18/2021 THE SUPER FUN PROGRAM WILL NOT BE RUNNING ON INCLEMENT WEATHER DAYS DUE TO CURRENT GUIDELINES-

PLEASE NOTE THIS MAY CHANGE BEFORE THE SCHEDULED START DATE OF THE PROGRAM- MORE INFORMATION TO FOLLOW.

SOMETIMES RAIN DAYS ARE THE BEST DAYS- DANCE PARTIES IN THE RAIN, PUDDLE JUMPING, AND MUD PIES!!

CHILDREN ARE ASKED TO BRING JACKETS/PONCHOS TO BE PREPARED TO BE OUTSIDE DURING INTERMEDIATE AND LIGHT INCLEMENT WEATHER. THE SUPER FUN PROGRAM AT OCC WILL NOTIFY FAMILIES AT LEAST AN HOUR BEFORE THE START OF THE PROGRAM IF THE PROGRAM WILL BE CANCELLED FOR THAT DAY . IF THERE IS ANY SIGN OF FORECASTED THUNDER, LIGHTNING, OR HIGH WINDS FOR THE DAY - THE PROGRAM WILL BE CANCELLED .



OUR SUPER HERO'S:

IT TAKES A SPECIAL KIND OF PERSON TO BE A SUPER FUN SUPER HERO! PLEASE KNOW WE TAKE GREAT PRIDE IN OUR AMAZING TEAM! OUR COUNSELORS MUST BE 18 YEARS OLD AND OUR JUNIOR COUNSELOR STAFF MUST BE AT LEAST 16 YEARS OLD. OUR JUNIOR COUNSELORS WILL ACT AS ASSISTANTS TO THE COUNSELORS. STAFF IS RECRUITED WITH SPECIFIC QUALIFICATIONS, EXPERIENCE AND TALENTS RELEVANT TO OUR PROGRAM. ALL OF THE STAFF MUST ATTEND A WEEK LONG STAFF TRAINING ON THE TOWN OF SANDWICH POLICIES AND PROCEDURES, WATER SAFETY PROCEDURES, DEVELOPMENTAL STAGES, TEAM BUILDING, ACTIVITY FACILITATION AND SO MUCH MORE. ALL OUR STAFF ARE CPR AND FIRST AID CERTIFIED. ALSO, ALL STAFF AND VOLUNTEERS UNDERGO AN EXTENSIVE CORI BACKGROUND CHECK BEFORE BEING EMPLOYED.

DISCIPLINE POLICY:

OUR #1 JOB HERE AT THE SUPER FUN PROGRAM IS TO ASSURE YOUR CHILD'S SAFETY AND PROVIDE THEM WITH A FUN AND SAFE ENVIRONMENT! THEREFORE, TO ENSURE THE SAFETY, HEALTH AND HAPPINESS OF ALL OUR PARTICIPANTS IT IS IMPORTANT WE MAINTAIN THE GUIDELINES OF OUR DISCIPLINE POLICY AND PROCEDURES. ALL PARENTS ARE REQUIRED TO SIGN OUR DISCIPLINE POLICY AND RULES FORM PRIOR TO THE START OF THE PROGRAM. ON THE FIRST DAY OF THE SUPER FUN PROGRAM YOUR CHILD WILL REVIEW THE PROGRAM RULES AND SIGN THEIR OWN COPY.

A TYPICAL DAY:

THE SUPER FUN PROGRAM RUNS FROM 8:30 AM - 3:30 PM. WHEN YOUR CHILD ARRIVES HE/SHE WILL BE GREETED BY HIS/HER COUNSELOR AT YOUR VEHICLE WHERE TEMPERATURES WILL BE TAKEN AND YOUR CHILD WILL BE SIGNED IN BY AN ADULT. YOUR CHILD'S DAY BEGINS AT 8:30 AM: PARTICIPANTS MAY NOT BE DROPPED OFF BEFORE THE START TIME. ALL CHILDREN WILL THEN PARTICIPATE IN A MORNING ASSEMBLY, WHICH WILL INCLUDE ANNOUNCEMENTS OF UPCOMING EVENTS, GAMES, ETC. YOUR CHILD'S DAILY SCHEDULE WILL VARY ACCORDING TO THEIR AGE GROUP. EACH DAY YOUR CHILD WILL GO SWIMMING (WEATHER PERMITTING), PARTICIPATE IN ARTS AND CRAFTS, PLAY GAMES AND MUCH MORE. ALL CHILDREN WILL HAVE A SNACK AT MID-MORNING: PLEASE PACK A HEALTHY SNACK AND EXTRA DRINK FOR YOUR CHILD. AT MID-DAY CHILDREN WILL HAVE LUNCH. BECAUSE THE CHILDREN ARE SO BUSY THROUGHOUT THE DAY, THEY DO GET HUNGRY-PLEASE PACK A SUBSTANTIAL AMOUNT OF SNACKS AND LUNCH ITEMS! AT THE END OF THE DAY, THE CHILDREN WILL MEET BACK IN THE MAIN CABIN AREA TO PREPARE FOR PICK UP. ANY ANNOUNCEMENTS REGARDING FUTURE EVENTS WILL BE MADE AT THIS TIME. PICK UP IS AT 3:30 PM: PLEASE NOTE OUR NEW PICK UP TIME!! ANY CHILD PICKED UP AFTER 3:45 PM WILL BE CHARGED A \$20 LATE FEE.



PICK UP & DROP OFF:

THERE IS NO SUPERVISION PROVIDED BEFORE 8:30A.M. AND PARTICIPANTS SHOULD NOT BE DROPPED OFF BEFORE THIS TIME. OUR STAFF NEEDS THIS TIME FOR STAFF MEETINGS OR PREPARING FOR THE DAY AHEAD. ALL CHILDREN WILL BE DROPPED OFF IN FRONT OF THEIR ASSIGNED CABIN. PARENTS ARE ASKED TO PLEASE LINE UP SAFELY ALONG THE LEFT HAND SIDE OF THE ROAD AREA. (PLEASE SHUT OFF YOUR VEHICLE.) CHILDREN MUST STAY IN THE VEHICLE UNTIL A COUNSELOR OR JR COUNSELOR HAS TAKEN THEIR TEMPERATURE AND AN ADULT HAS SIGNED THEM IN . PICK UP IS AT 3:30 PM PARENTS WILL FOLLOW THE SAME LINE UP PROCEDURE AND A COUNSELOR WILL WALK YOUR CHILD TO YOUR CAR. DROP OFF AND PICK UP IS A GREAT TIME TO LET OUR STAFF KNOW OF ANY CHANGES OR CONCERNS YOU HAVE. PLEASE BE SURE YOU HAVE FILLED OUT AN ALTERNATIVE PICK UP FORM FOR ANYONE ELSE THAT YOU MAY HAVE PICK-UP YOUR CHILD. OUR COUNSELORS WILL ASK FOR A PHOTO ID FROM ANYONE BEFORE THEY WILL LET A CHILD LEAVE WITH THE PERSON. IF YOU ARE RUNNING LATE WE ASK THAT YOU PLEASE CALL THE RECREATION OFFICE IMMEDIATELY SO THAT THEY MAY NOTIFY OUR STAFF AND YOUR CHILD. ANY CHILD PICKED UP AFTER 3:45 PM ON THE FIRST OFFENSE WILL BE NOTIFIED WITH A WRITTEN WARNING AND ON THE SECOND OFFENSE CHARGED THE LATE FEE OF \$20.

FIRST AID & MEDICATION:

THE SUPER FUN PROGRAM DOES HAVE A REGISTERED NURSE ONSITE DURING REGULAR PROGRAM HOURS. WE ALSO REQUIRE ALL OUR COUNSELORS AND JUNIOR COUNSELORS BE 1ST AID AND CPR TRAINED. IF YOUR CHILD REQUIRES MEDICATION DURING THE HOURS OF THE PROGRAM YOU MUST FILL OUT A MEDICAL ADMINISTRATION CONSENT FORM AND DROP IT TO THE NURSES CABIN ALONG WITH THE ORIGINALLY LABELED MEDICATION ON THE FIRST DAY OF THE PROGRAM. WE ALSO REQUIRE ALL PARTICIPANTS TO COMPLETE A WRITTEN MEDICATION CONSENT FORM THAT NEEDS TO BE SIGNED BY BOTH A PHYSICIAN AND PARENT AND ACCOMPANY YOUR CHILD'S MOST RECENT PHYSICAL COMPLETE WITH UPDATED LIST OF VACCINATIONS.

AS OF 2/18/2021- THERE WILL BE NO AFTERCARE PROGRAM OFFERED DUE TO COVID GUIDELINES. -REGISTERED PARTICIPANTS WILL BE NOTIFIED SHOULD THIS CHANGE BEFORE THE START OF THE PROGRAM.



COMMUNICATION:

SOCIAL MEDIA "LIKE US" ON FACEBOOK, INSTAGRAM AND TWITTER! FOR QUICK UPDATES ON THE LATEST HAPPENINGS OR CHANGES CHECK OUT OUR WEBSITE OR FACEBOOK PAGE- "THE SANDWICH RECREATION DEPARTMENT" OR "OAK CREST COVE SUMMER SUPER FUN PROGRAM"! WE WILL ALSO TEXT AND EMAIL INFORMATION TO THE CELL PHONE NUMBER AND EMAIL ADDRESS YOU PROVIDED WHEN CREATING YOUR HOUSEHOLD ACCOUNT ON OUR WEBSITE. IF YOU ARE NOT SURE WHETHER OR NOT YOU OPTED TO RECEIVE TEXTS OR EMAILS PLEASE CALL THE OFFICE SO THAT WE MAY UPDATE YOUR ACCOUNT! ALSO, WE ARE EXCITED TO ANNOUNCE THAT THIS YEAR WE ARE NOW ON INSTAGRAM SANDWICHRECREATION AND ON TWITTER SANDWICHRECREATION . BE SURE TO FOLLOW US FOR PICTURES AND VIDEOS OF YOUR CHILD'S DAY!



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