

## Early American Summer Programs

### POLICIES AND PROCEDURES

The following guidelines will help you prepare your child for participation in Storrowton Village Museum's *Early American Summer Programs* and assist us in making the programs successful for everyone. Awareness of and compliance with these procedures will aid in creating a positive environment for the children and the program staff. One to two weeks prior to the start of your program(s) you will receive additional information regarding what to expect and any specific guidelines for the program(s) in which your child is enrolled. Please call the office at (413) 205-5051 with any questions or concerns.

#### **FORMS, FORMS, FORMS!**

***\*\*\* Please note that all forms must be completed, signed and returned by July 13<sup>th</sup> or your child will not be permitted to participate in our program. Forms are not accepted on first day of program. A complete set of forms must be filled out for EACH child attending and include a copy of their physical form.***

#### **ARRIVAL and DEPARTURE PROCEDURES**

Arrival for morning and all day sessions starts at 8:45am each day, with activities beginning at 9am. For afternoon sessions arrival begins at 12:15pm, with activities beginning at 12:30pm. Please bring your child to the appropriate leader on the Village Green (in the Meeting House for inclement weather). Children should not be on the grounds before 8:45am; no staff members will be available prior to this time. If you anticipate being later than 9:00am (12:30pm for afternoon sessions) to drop off your child, please notify the museum office at (413) 205-5051 as soon as possible.

Each day children should be picked up at 12pm for morning sessions and 3:30pm for all day and afternoon sessions. For safety reasons, parents will pick up their children on the Village Green (in the Meeting House for inclement weather). Children will not be allowed to go to the parking lot without a parent/guardian or other adult listed on the child's Transportation Authorization form. Students engaged in the Teen Program will be dismissed to meet their rides in the parking lot with proper parental authorization.

***\*\*PLEASE NOTE: Anyone who may be picking up your child must be listed on the "Transportation Authorization" form, INCLUDING PARENTS - Children will only be released to an authorized adult.***

#### **GROUP ASSIGNMENT**

Depending on enrollment size, children may be divided into smaller groups. Children are assigned to groups according to age and ability. Every effort will be made to honor specific requests for group assignment, but please be aware that we cannot guarantee that your child will be assigned to any specific group. Group assignments will be posted on the first day of the program. Teen program participants are not divided into groups and remain with the same small group throughout the program.

### **LUNCHES**

**For full day programs and/or children staying for morning and afternoon sessions, children must bring a lunch.** We provide refrigeration for all lunches, therefore heavy insulated lunch bags, boxes, and coolers are not needed and will not fit in our refrigerators. Please send your child's lunch in a **paper or plastic bag** with the child's name clearly written. If you send juice in your child's lunch, please be sure it is not in a glass container – juice boxes and pouches are fine. **Water is always available on demand throughout the day.**

### **MEDICAL and EMERGENCY INFORMATION**

Parents should not send sick or infectious children to Early American Summer Programs. Please ensure that our Program Director is aware of any behavioral, physical, emotional or mental health concerns that may pertain to your child. We require you to provide an emergency phone number **other than your home or office** - It is imperative that we are able to reach you or an authorized adult of your designation at all times while your child is at our facility.

**Each day, parents whose child needs medication must provide one day's medication in the original container with the original prescription attached. Be sure to fully complete the appropriate information on page 2 of the Health/Medication form.** All medications will be stored in the Village office; children are not permitted to carry medications with them during the program. Medications will be dispensed by the Program Director in the Village office. You may stop in the office and retrieve any containers at the end of each day.

Illnesses or injuries that arise during program hours will be responded to by Village personnel. A staff member will contact the parent/guardian or person listed as emergency alternate if a child's illness or injury requires further attention. In an emergency, when a parent/guardian cannot be contacted and further medical attention is considered to be necessary, the child will be transported by ambulance to Baystate Medical Center for immediate attention. You will be responsible for any and all medical expenses incurred.

### **SUNSCREEN APPLICATION**

Parents/guardians are responsible for applying sunscreen to their child prior to arrival. If necessary, parents/guardians should provide sunscreen for their children while at Storowton Village for program staff to reapply later in the day. The parent/guardian must label the sunscreen bottle with the child's name. All sunscreen bottles will remain in our staff's care and is stored on-site. Additionally, parents/guardians may also encourage their child to wear a hat when playing outdoors. Please teach your child how to apply sunscreen correctly and talk with your child about the importance of applying sunscreen.

### **ENROLLMENT, WITHDRAWAL & REFUNDS**

Enrollment is not complete until payment in full is received. Your space will not be held without payment. If a session does not reach minimum enrollment registration can be transferred to another session with available space or a full refund will be issued. No other refunds will be issued. If a child is not able to attend for an extenuating reason, enrollment may be transferred to another program or participant. Refunds will be mailed to the address on file and may take up to three weeks to process.

Minimum enrollment for each Youth Program session is 10 children by July 9, 2020. If minimum enrollments are not reached, you will be contacted by July 10, 2020. Maximum enrollment for each session is 30 children.

Minimum enrollment for each Teen Program session is 4 participants by June 25, 2020. If minimum enrollments are not reached, you will be contacted by June 26, 2020. Maximum enrollment for each session is 7 participants.