

PLAYSCENE 2009

NORWELL RECREATION 781-659-8046
at TOWN OFFICE BUILDING (lower level)
DALE CONNOR, RECREATION DIRECTOR

Welcome to Playscene: We hope you enjoy participating in our **supervised playgroup** program. (We are not a day camp, but we do offer plenty of summer fun!) To help us, *please read* through the rules, regulations & information. It's everyone's responsibility to help insure a safe & fun summer. If you have any questions, please call us at 781-659-8046 Mondays thru Thursdays 9am to 2pm.

Participants: Children **ages 4 & 5. Children must be toilet-trained - no pull-ups.** Participant/Leader ratio 5:1. Staff: college grads, college & high school students.

Program hours & days: Playscene begins the week of July 6th & ends the week of August 10th. Six weekly sessions, Monday through Friday. Check-in at 9:00am & pick-up by **11:30am**. There is no extended-day component, *no early drop-off or late pick-up*. Use the side parking lot & door & continue downstairs to the large play room on the right or use the accessible entrance on the lower level.

Children **must be picked up by 11:30am**. But if you are unavoidably late, please call the recreation office to make arrangements. Beginning at 11:30 am, you will be charged *\$10 per half hour, per child*, for "sitting" services of staff - paid directly to the staff person.

Activities: A variety of activities is offered each day & children are invited to participate & join the group. They will be allowed the freedom of choice, to choose which activity to join. Activities include (but not limited to) games inside & outside, playground time, races, crafts, creative playtime, storytelling, music & songs, water games, etc.

Snacks: Pack **simple** snack & drink, easy for the child to open themselves, & easy to carry in their back pack small coolers or "lunch box". Label clearly with your child's name. **PLEASE, NO GLASS & NUT PRODUCTS.** We may need to notify parents if other severe allergies exist.

Rain Days: Playscene will be held on rainy days. Just report to the Town Office Building as usual.

Attendance: Daily attendance is not required but fees will not be adjusted for absences. Parents/guardians must check- in their child when you drop them off & check them out when you pick them up. Parents may meet staff, watch at drop-off/pick-up times or drop-in any time but should plan to leave once children are settled. Once in the program, participants may not leave without parental *written permission*. Guests of participants may not attend.

Toys & Clothes: Please label all toys & clothes that your child brings to `scene'. If toys are brought from home, children need to understand they need to share them with other playmates. Please leave electronic toys, collectable cards or trading games at home. They will be taken away during program hours & returned to the parent at the end of the day. Staff cannot be responsible for these items.

This is a playground program - so please **dress in play clothes**. We get dirty at times! Dress for the weather & sun! Remember sunscreen & hat. If a "Water Day" (Noted on the Activity Board), wear a suit & bring a towel & change of clothes! Sneakers are better play shoes than sandals!

Program Rules: We want Playscene to be fun for all. We have a few simple rules:

- Be nice to other children and staff. No teasing or hurting others. Learning to share is expected.
- Obey the recreation leaders.
- Everybody helps with clean-up.

`Scene' Behavior: We want `scenes' to be fun & enjoyable for all. Rules & regulations will be explained to children as necessary. Parents can support us by encouraging their child to follow the rules. Scene staff will handle discipline problems on an individual basis according to policies. Short periods for "time out" may be necessary. Staff will inform parents if that is necessary. If a child is being disruptive to the program, a parent/guardian will be called to pick the child up.

Leaving `Scene': Only people with parental written permission may transport your child. Anyone unknown to staff will be asked to provide identification. Please inform the person picking up your child that a picture ID will be required. This will avoid any misunderstanding or embarrassment.

REMEMBER EACH CHILD MUST BE CHECKED OUT EACH DAY.

Registrations: Participants must be pre-registered at the recreation office. If you want to **cancel or change**, it should be as early as possible and is subject to availability.

Refund Policy: **Full refunds are available for withdrawals on or before the May 28 deadline.** Withdrawals giving at least one (1) full-week notice, will receive a refund minus a \$10 processing fee **provided** the spot can be filled from our wait list. No refunds are available for less than 1 week notice or "no-shows". Refunds will be issued at summer's end.

Health Info & Emergency Phone Numbers: A **COMPLETE paper registration form** includes insurance, health concerns, allergies, special needs, emergency contacts in case the parents cannot be reached at home or work. If information changes, please notify the recreation office. Severe allergies require a **"nut free" zone**. We are unable to administer medications. A parent or guardian will need to visit the site to administer their child's medication. A written permission slip for this needs to be on file.