

Medford Recreation Summer Park Program

Family Handbook 2026

City of Medford Recreation Department

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Summer Park Supervisor



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Thank you for registering your child in the Medford Recreation Summer Park Program. We are committed to providing new opportunities and activities for your child to be physically active, improve social skills and have fun through their experiences. Our activities have been planned and developed for your children. Our staff are energetic and enthusiastic about another great summer and cannot wait to meet your kids.

We hope this Family Handbook will give you guidance and information about the program. Please do not hesitate to reach out with any questions or concerns.

Program Information

The Summer Park Program is a recreation program for youth grades 1-6. **Please register for the grade your child will be going to for Fall.** The program begins at 8:30am and ends at 4:30pm. The program is located at Tufts Park (449 Main St. Medford, MA). Activities include swimming, arts & crafts, sports, games, nature, science, field trips, shows, and more!!

Each week we will have a different theme that camp will revolve around with crafts and field trips as well as fun spirit days. A calendar will be posted for each week.

Sessions	Session Dates	Fees
Session 1: Week	Mon July 6 – Fri July 10	\$250
Session 2: Adventure Week	Mon July 13 – Fri July 17	\$250
Session 3: Superhero Week	Mon July 20 – Fri July 24	\$250
Session 4: Water Week	Mon July 27 – Fri July 31	\$250
Session 5: Sports Week	Mon August 3 – Fri August 7	\$250
Session 6: Pirate Week	Mon August 10 – Fri August 14	\$250

Team Name	Field Trips
Guppies	Mondays
Ducks	Tuesdays
Turtles	Wednesdays
Gators	Thursdays
Sharks	Fridays

Application Information

Each child is required to have a Child Awareness form completed and returned two weeks **BEFORE** the program begins. You can drop them off at the Recreation Department or email these to MedfordRecreation@medford-ma.gov. ***If we do not receive payment or a complete form by the deadline, your child will not be able to participate in the program.***

Fees, Financial Aid, and Refunds



Summer Park Program fees include daily activities, T-shirt, vendors, staff and field trips. We do offer financial assistance (thanks to the Friends of Medford Recreation) and require you to fill out an application that can be found on our website. **There are no refunds for cancellations. Household Credits will only be given before April 1st, 2026.** All cancellations must be in writing and sent to kbailey@medford-ma.gov

Drop Off / Pick Up / Absent Procedures



Families will pull up to the front of Tufts pool to check participants in and out with a staff member. Drop off is between 8:30- 9am. Pick up is between 4-4:30pm at the Tufts Park Playground. If there are repeated instances of tardiness in meeting the designated times, it may result in dismissal from the program without the possibility of a refund.

If you plan to arrive late or plan to pick up your child earlier than the designated time slots, or will not be attending the program that day, we ask that you inform Rowan Williams as soon as possible. No refunds/credits are available for any missed time at the Summer Park Program.

Kids must be signed out of the program and will only be released to individuals identified on their Child Awareness form, which is signed and authorized by a parent/guardian. These individuals must be **aged 18 or older** and must **present a valid picture I.D.** Staff must be informed in writing of any modifications to a pick-up prior to implementing the change. If a child is approved to walk or ride their bikes home, there must be written consent.

What to Bring

Please label all items. We are not responsible for lost, damaged, or stolen items.



Everyone should bring a backpack or bag each day containing 2 bathing suits, 2 towels, change of clothes, personal care items, water shoes, water bottle, sunscreen, bug spray, and a lunch box. Please be mindful of sending money or valuables to the program. No pets are allowed unless it's a service animal.

Lunch/Snack

We are a NUT FREE Program.

We will have two designated snack times and lunch. Every child is required to provide their own drinks, snacks, and lunch for the day. We do not have a refrigerator available, therefore, please pack items that will not spoil in the heat.



A refillable water bottle and a lunch box are recommended. Children will have the opportunity to refill their water bottles in the bubbler located in the Pool Lobby.

There is scheduled days where children will be served ice cream, freeze pops, pizza, or join in cooking classes. If your child has allergies, please be sure to include it in the Child Awareness Form.

What to Wear

Please understand that we spend a lot of time outdoors, therefore do not dress your child in clothes that cannot get dirty. Clothing needs to be appropriate for the weather, being active, and getting messy during the summer program. We recommend shorts, sweatpants, sneakers/socks,

T-shirt, baseball cap or hat, light jacket or sweatshirt if needed. Any clothing that displays inappropriate words or images could result in the child needing a change of clothes.

Lost and Found

We will try our best to help the children with their belongings and give reminders throughout the day. However, sometimes children forget things, misplace them, or others may grab things that do not belong to them. If you notice your child comes home with something that does not belong to them, we ask that you please return it. If your child has missing items, please check the lost and found bin. If items are not claimed by the end of the session, they will be donated.

Rainy Days

The Summer Park Program is held in high heat, rain, or shine. The schedule will be modified when there is inclement weather or extreme heat. More time will be spent in the air-conditioned classrooms at the Tufts/Curtis School.

Pool Information

Medford Recreation Department lifeguards are always on duty when our participants are in the pool. Additionally, staff are present in the pool area during pool time.

The Medford Recreation Department along with the Lifeguarding staff will evaluate a child's swim ability and place them into American Red Cross levels 1-4. Swimming lessons are highly encouraged but not mandatory. To pass the deep end test, a child must be able to swim one full length of the pool (face in water and supporting kick) and tread water for 30 seconds.

Along with swimming lessons, everyone will have the opportunity to participate in a free swim each day. If a child does not want to or cannot participate, an alternative activity will be given. If your child is a non-swimmer and you would prefer, they wear a life jacket or even restrict them to the wading pool. Selecting a red bracelet on the Child Awareness Form strictly states that a child is only allowed in the wading pool.



Field Trips

Field trips are an important part of the program. Every day a different group will attend a field trip to a local area. By participating in the Summer Park Program, you are agreeing to have your child participate in the field trips. For scheduling reasons, participants cannot opt out of attending the field trips. Trips might be cancelled due to inclement weather.

Staff Training

All staff are employed by the City of Medford and are subject to successful CORI background checks prior to beginning employment. All employees participate in a comprehensive training program prior to the commencement of the Summer Park Program, which covers our policies and procedures. Additionally, Counselors will be CPR/AED and First Aid certified before the start of the program season. The final training session will focus on program setup, daily organization, and a site-specific orientation to familiarize counselors with a typical day at our Park Program.



Accommodations

Our programming is intended to be a supportive setting for all participants to recreate. We are dedicated to working with participants and their families to implement necessary accommodations and supports to ensure everyone has a successful recreational experience. If your child needs any accommodation, please fill out the Inclusion Service Request Form on our website. Your responses will help our staff better understand any specific needs or concerns you may have. The more information provided, the better we can assist your child during the program. Once we receive the form, our Program Manager will call you to discuss responses or answer any of your questions.



Health Care Policies

Sick Camper: We ask that you **DO NOT** send your child to the Summer Park Program if they are not feeling well. If they attend, they may be sent home if they display a health risk to other children or staff (fever over 100, excessive coughing or sneezing, vomiting, diarrhea, rash, etc.). A child must be fever and vomit free for 24 hours before returning to the program.

Sunscreen: Please lather your child up with sunscreen before they arrive at the Summer Park Program each day, even if it is cloudy outside. Please instruct them how to reapply and to not share with other children because of allergies. Counselors are not allowed to reapply sunscreen to a child, unless it is the kind that can be sprayed on them. Participants will be asked to reapply sunscreen during snack and lunch breaks. With permission, participants can use the Rec. Department sunscreen if they forget their sunscreen, or they run out.

EPI-Pens: Must be labeled with your child's name on it. The EPI-PEN must be current, in the original box, and in a labeled zip-lock bag. All EPI -PENS will be stored in a hip pack throughout the duration of the day. Due to participants safety no medicine will be permitted to be stored in participants bags. ***EPI-Pens MUST BE checked in and out each day, we do not keep them overnight.***

Medications: If a child requires medication during the Summer Park Program, please inform Rowan prior to the program beginning and include it in the Child Awareness Form. If a child cannot administer medication by themselves, a parent/guardians/caregiver MUST come to the program to administer the medication. Staff members cannot administer medication, as they are not licensed professionals but can remind the child when it's time to take the medication.

First Aid: We will respond to any injury that arises during program hours. We will keep a log of what actions were taken, and a parent/guardian/caregiver will be called in the event of a serious injury.

Emergencies: In case of an emergency which requires immediate medical treatment, the following steps will be taken:

1. An ambulance will be called.
2. Parents/guardians/caregivers will be notified.
3. An incident report will be completed.
4. A staff member will accompany the child to the hospital and remain there until a parent/guardian/caregiver arrives.

Behavior Management

Our program advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Staff will work as a team to be consistent and base actions on an understanding of the child's needs. Children should talk to staff if they are uncomfortable with any experiences/issues or need assistance while at the program. If they do not speak up, then staff may not know there are any issues. When a child does not follow the expectations, staff will document behaviors.

Expectations:

- Always listen to lifeguards and staff.
- Always stay with your group and ask for permission to leave.
- Climbing on gates, fences, or trees is not permitted.
- No inappropriate or abusive language.
- No hitting, kicking, or other physical abuse.
- No fighting, teasing, or bullying of any kind.
- No stealing or damaging property.
- Listen to and respect the rules and boundaries of games and activities.
- All participants will be expected to display good teamwork. How we play is more important than whether we win or lose.
- Non swimmers are required to always wear a lifejacket while participating in free swim.
- Use your words and communicate to staff when there is an issue.



Action Steps:

- First: Child will be given gentle reminders, redirection and offered acceptable choices.
- Second: Child will be asked to take time from the situation with a staff member to discuss what unacceptable behavior was demonstrated, be assisted to identify alternate appropriate behaviors for future situations. A warning notice will be sent home which must be signed and returned or the child cannot return to the program.
- Third: After two warning notices, if inappropriate behavior persists or staff is unable to diffuse a situation; guardians will be called, and a discussion will be required.
- **** The Recreation Department retains the authority to promptly remove a child from the program without reimbursement if the child presents a safety concern.**

Guardian Responsibilities

The Summer Park Program wants to keep open communication between staff and families. We are looking forward to another fun summer. If you have any questions or concerns, please reach out to us. We appreciate your support and input.

- You agree to read and follow this handbook.
- You agree to go over expectations with your child.
- You agree to provide working phone numbers for yourself and emergency contacts.
- You agree to label belongings.
- You agree to be on time when dropping off and picking up your child.
- You agree to call and notify staff if you will be late or need to pick up your child early.

- You agree to complete the Child Awareness Form at least two weeks prior to the first day of the program.
- You agree your child can ride the bus and participate in field trips.

Thank you kindly,

Medford Recreation

Print Name (parent/guardian): _____ Date: _____

Signature (parent/guardian): _____

Child's Name: _____

