

NEEDHAM PARK AND RECREATION

SUMMER CAMPS 2025

PARENT GUIDE

NEEDHAM PARK AND RECREATION
178 ROSEMARY ST, NEEDHAM, MA 02494
PHONE: (781) 455-7930

CAMPS OFFERED

Jr. All Stars

Kids off Broadway

KidzArt

Summer Recess: Explorers

Summer Recess: Adventurers

Summer Recess; Summer Bridges

Sports Specialties

DATES: SUMMER 2025

Week 1: June 30 - July 3

(No program July 4)

Week 2: July 7 - 11

Week 3: July 14 - July 18

Week 4: July 21 - July 25

Week 5: July 28 - August 1

Week 6: August 4 - 8

CAMP REGISTRATION INFORMATION

Registration begins March 12th **and ends at 12:00pm the Thursday before your session begins.**

Register for all Park & Recreation programs online or in the office. Participants are accepted on a first come, first serve basis. If the session is FULL, you can be placed on a waitlist. If an opening becomes available, we will contact you. Due to the number of registrations, we do not confirm placement. If you do not hear from us, you should assume you are enrolled.

Registration Quick Notes

- There are no guarantees for any method of registration, so choose the method most comfortable to you.
- Remember to put your name on the waitlist if a space is not available; no payment is collected for a space on the waitlist.
- All programs are offered to Needham residents on a first come, first served basis, including any students attending the Needham Public Schools.
- Credits may be used online.
- Non-Needham Residents may register one week after resident registration begins, on a space-available basis.
- All participants in KidzArt, Summer Recess: Explorers, Summer Recess: Adventurers, Jr. All Stars, Sports Specialties, and Kids Off Broadway must complete the JotForm. The State of Massachusetts requires that we collect certain information and store it safely from all campers and our Jotform is the means of doing that. See below for more information.

WELCOME TO JOTFORM!

I would like to take this opportunity to welcome you to our 2025 summer camp program. Summer is quickly approaching, and it is time to complete the paperwork so your child can attend camp. These forms comply with the Department of Public Health regulations and must be strictly followed. Failure to adhere to these regulations will mean that your child CANNOT attend camp.

All camper forms will be done electronically through **JotForm this summer**. After registration with the recreation department, you will be sent a link via email. You will then be required to log in and fill out your camper's information forms. All fields must be filled out. In addition, a copy of your camper's most up to date physical (not older than 2 years from the start of camp) and immunization record must be scanned and submitted.

Campers with incomplete forms (Camper Information Packet & Physical/Immunizations) WILL NOT BE ALLOWED to attend camp. NO EXCEPTIONS.

Below is some important information regarding JotForm, please read carefully. JotForm is a secure, easy-to-use web-based solution that helps our camp manage health forms, medications/allergies, and health logging throughout the summer. It's safe and easy which makes it an invaluable resource here in Needham. To access JotForm you need to follow these instructions:

1. Register for Needham Recreation Summer Camp through the Needham Park and Recreation Department.
2. You will receive an email within two weeks of registration asking to log in via the link provided in the email.
3. When you log in it will prompt you to update your account if you are a new user.
4. You will be required to complete the following sections:
 - Parent Contact Information
 - Health History
 - Sunscreen Authorization
 - Pick Up Card Information
 - Health Care Information
 - Healthcare Provider Forms
 - Here is where you will be required to upload a copy of your child's physical and immunization records.)

REMEMBER, your child cannot attend camp unless you complete 100% of the sections.

CANCELLATION POLICY

The Park & Recreation Department reserves the right to cancel programs which do not support themselves. If a class must be canceled due to weather, instructor illness, facility issues, etc., the Department will make every effort to contact participants. No classes are held when the Needham Public Schools have been canceled. If a class is canceled, you will be notified regarding a make up class.

There is no cancellation fee or switching fee. However, Park and Recreation cannot guarantee that there will be room in the program/session that you would like to switch into. Many of our programs may have a waiting list, so please cancel promptly. **The deadline to cancel or switch is at 12:00pm the Thursday before your session begins.**

The Department has a NO REFUND policy unless the program is canceled or there are special circumstances. In most cases, credits are given and do not expire. All requests need to be submitted to Park and Recreation in writing to parkandrecreation@needhamma.gov

PROGRAM BASICS

- Your child's registration must be 100% complete before they will be allowed to attend the program. Before each session, you will receive an email with updates and reminders.
- Your program balance must be paid in full prior to attending the program unless arrangements have been made with the Park and Recreation Director.
- Please call the Park and Recreation Office (781) 455-7930 if your participant is going to be absent or late.
- Participants will spend a significant amount of time outdoors; therefore you should send your child to program with sunscreen already applied in the morning. Counselors will instruct participants to reapply sunscreen throughout the day, so please pack extra in their bags. Please note that staff cannot apply the sunscreen for your child, so they must be able to do it themselves.
- Most of our outdoor play occurs in open fields and wooded areas (sports, nature walks, etc.) so regularly applying insect repellent is highly recommended.
- Please send your participant with a filled water bottle that can be refilled easily each day.
- Each day please provide your child with two peanut and tree nut free snacks and a lunch. *We do not provide refrigeration or a microwave.*
- Please send your participant to the program each day in sneakers or closed-toed shoes with backs. These provide the safety necessary to participate in athletic activities and are required.
- Do not send your child with cell phones, toys, radios, or similar items. This includes card games (playing, fantasy, trading, etc.)
- Please label all of your child's belongings so they can be found and identified if they get lost or misplaced.

SUMMER CAMP STAFF

The strength of our programs lie in our qualified, enthusiastic, caring, and responsible camp staff. Many former campers return year after year to become LIT's and counselors. Staff is certified in First Aid and CPR. All staff must pass a CORI and SORI check to work at the program. The staff and the program meet the Commonwealth of Massachusetts Camping Standards and the Needham Health Department licenses the program.

PARTICIPANT/CAMPER CODE OF CONDUCT

Needham Park and Recreation is looking forward to providing your child with a fun, memorable and safe summer. Participants have the responsibility to act in a way that can assure a positive experience for all.

1. Participants will be responsible for their own words and actions
2. Participants will respect themselves, each other equipment and surrounding
3. Participants will keep their bodies to themselves
4. Participants will listen to the Park and Recreation staff and follow their instructions
5. Participants will stay with the group at all times
6. Participants will try every activity and put forward their best effort
7. Participants will use appropriate language and will wear clothing accessories appropriate for the camp environment.
8. Participants will use any or all electronics respectfully and appropriately.

DISCIPLINE POLICY

Needham Park and Recreation staff will make every effort to follow the listed policy as written. However, some steps may be skipped depending on severity and type of behavior. Violence and threats to the safety of any and all participants and staff are never permitted or tolerated at any time.

1. Campers will be given up to three verbal warnings from a staff member. They may include a quick redirection or a longer conversation depending on the behavior.
2. The camper will be asked to sit out of an activity for a certain length of time (no longer than their age in minutes) if they have been given multiple warnings and are still continuing the behavior.
3. If the behavior is still occurring, staff will contact the Recreation Supervisor and the parents of the participant either at that time, or notify them at the end of the day depending upon the circumstances.

4. After working with parents on behavior, if it is still occurring, parents will then be asked to set up a meeting with the Recreation Supervisor and the Park and Recreation Director.
5. In some cases, if after the meeting there are no improvements, the camper may be removed from camp.

STAFFING PLAN TO SUPERVISE CHILDREN WITH DISABILITIES

All participants will be supervised at all times. During high risk activities like archery, special care will be taken to ensure that staff remain closeby to any participants who may need assistance. Any vendors working with our camps to provide high risk activities will be notified in advance of any disabilities or special needs so those participants can be accommodated.

CAMP HEALTH CARE POLICY

All staff are trained in First Aid and CPR as well as trained in administering EpiPens and helping participants with their Inhalers. For any mildly ill camper or if they were to receive any sort of minor injury, staff would perform First Aid and notify the parent either in an immediate call or at the time of pickup depending upon the injury. If a child were to experience any major injury, staff would perform First Aid and contact Emergency Services. Staff would then contact the Recreation Supervisor or the Park and Recreation Department Director. Staff would also immediately contact the child's parents/guardians. In the event of a camper having an allergic reaction, staff would follow the EpiPen protocol, consisting of administering the EpiPen, calling Emergency Services, notifying the Recreation Supervisor or the Park and Recreation Department Director, and notifying the parents/guardians of the child. In the event that a camper needs to use their inhaler, staff will walk the child through how to administer their inhaler as staff cannot physically administer it themselves. Staff would then notify the parents/guardians.

EPIPENS AND INHALERS

All EpiPens and Inhalers must be brought to the program and signed in/out each day.

- Both EpiPens and inhalers must be labeled with the child's name. Also please make sure that it has not expired
- All staff are trained to administer EpiPens. Staff cannot administer inhalers but will assist the child in administering it themselves.

- Park and Recreation Staff cannot keep EpiPens/Inhalers overnight, nor can your child attend the program if they do not have their EpiPen/Inhaler.

FIELD TRIP POLICY

There are no off-site visits or field trips planned for Summer 2025

SUNSCREEN POLICY

Needham Park and Recreation does not provide sunscreen. By signing the form on JotForm, you can give permission for counselors to apply sunscreen to campers that is provided by campers.

SUBSTANCE ABUSE POLICY

Any and all use of the following substances: tobacco, alcohol, and marijuana, by staff, campers, or parents are strictly prohibited on campgrounds.

FIRE EVACUATION PLAN AND DRILLS

A fire drill will be conducted Monday afternoon of each week following the procedure below.

DISASTER AND EMERGENCY PLAN

If a child is in need of immediate advanced medical attention, staff will administer first aid, contact the Summer Supervisor/Recreation Supervisor and/or Parks and Recreation Department Director, and contact Emergency Medical Services. They will then contact a parent/guardian.

If the parent(s)/guardian(s) cannot be reached, staff will try the emergency contact. If no one can be reached and the child needs to be transported to the hospital, a staff member will accompany the child to the hospital while the other staff members continue to try and reach parents/guardians and emergency contacts.

To help prevent accidents, staff members check the site daily for hazards. If any hazards are identified, the area is marked off and reported to the Program Directors. If the Directors cannot fix the hazard, it is reported to the Park and Recreation Director.

Staff will inform parents if their child receives a minor injury, Minor injuries are written in a report, and parents will receive a verbal report of the incident. All major injuries are documented in the injury report form and placed in the child's file.

In the event of a fire or natural disaster, parents will be notified and the program area will be closed until the problem is corrected. If a long term solution is needed, we will ask the school committee to supply temporary space until the program space becomes available again. In the event of loss of power, heat, or water, parents will be notified and the program area will be closed.

LOST CAMPER PLAN

1. Headcounts are taken throughout the day to ensure that all children are where they are supposed to be.
2. If it is determined that a child is missing, counselors will search all campgrounds for the child.
3. Lead counselors will contact Emergency Services with a description of the child if they cannot be found on the campgrounds.
4. Once emergency services are notified, the lead counselor will contact the Recreation Supervisor and the Park and Recreation Department Director.
5. The Park and Recreation Department Director will notify the child's parents and work with Emergency Services.

ABUSE AND NEGLECT POLICY

Needham Park and Recreation Camps take any and all concerns of abuse or neglect seriously. Any and all concerns of abuse and/or neglect will be reported to the Park and Recreation Director and a report will be filed.

MENINGOCOCCAL DISEASE

Link to the Required Immunizations for Children Attending Camp and Camp Staff as well as an informational sheet on meningitis:

[2025 Meningococcal Disease \(105 CMR 430.157\(C\) - Meningococcal Disease & Immunization info provided to parents/guardians annually\)](#)

ARRIVAL PROCEDURES

When arriving at the program, please park in any of the designated parking spaces available at your site. Please know that **you must accompany your child into the program to sign them in for the day.** Dropoff begins at 9:00am*. Staff cannot sign anyone in prior to the designated start time. If you get there before 9:00 am you must wait with your child until a staff member begins to sign kids in at 9:00am. If a camper is registered and does not show up for the day, staff will call the number provided during registration to ensure that the camper was not supposed to be at camp. Staff will also let the Camp Director know of any absences.

DISMISSAL PROCEDURE

Dismissal is from 3:45pm-4:00pm** for all full day programs. Dismissal will take place in the same location as sign in, unless directed otherwise during sign in that morning. Similarly to drop off, you must park your vehicle and **come sign your child out** for the day. **If your child is not being picked up by their parent/guardian, you must give written permission to the staff for that individual to sign out your child. This must be written prior to the time of pickup.** It should include: your child/children's name(s), the name of the person picking up your child/children, the date they are picking them up, and your signature. If staff do not have this, your participant will not be able to go home with that individual until staff have verbal or written consent from a parent/guardian.

Similarly, if you plan to have your participant(s) self dismissed, staff must have your written consent at the beginning of the week for them to sign themselves in and out each day. That should include: your child/children's name(s), the dates for which they are allowed to self dismiss, as well as your signature as the parent/guardian.

*Please inform staff at the beginning of the day if your child is going to be leaving early.

**This is for full day programs. Half Day KidzArt dismissal time is 11:45am-12:00pm.

ARRIVAL OF CHILDREN WHO ARE NOT REGISTERED

Children who are not registered for camp with all completed forms will not be able to stay on camp grounds. All unregistered campers or campers without fully

completed medical forms will be directed to call the Park and Recreation Department at which point the department will instruct them on how to proceed.

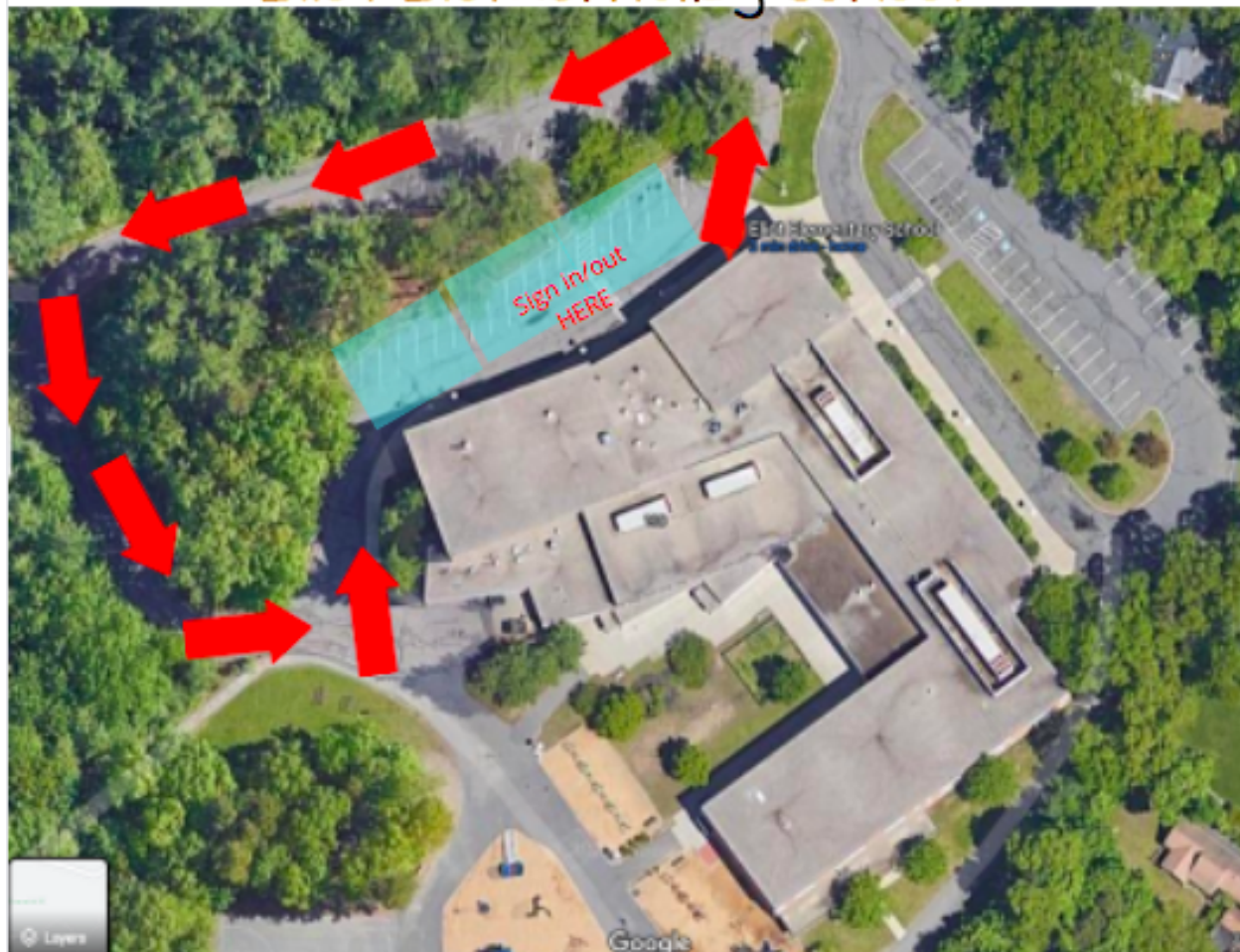
REGULATORY LICENSING STATEMENT

“This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.” Parents may request copies of background checks, health care and discipline policies as well as procedures for filing grievances at any time.

TRAFFIC CONTROL PLAN

Sign in and Drop off Locations

Eliot Elementary School



Pollard Middle School



KIDS OFF BROADWAY

Who: Ages 7 - 13 (as of June 30, 2025)

When: Monday - Friday

June 30 - August 8

Sessions: 6, 1-week sessions

Where: Eliot Elementary School

Time: 9:00 am - 4:00 pm

Fee: Week 1, No camp July 4th, \$250

Weeks 2 - 6, \$320 each week

MAX: 20 participants per session

Camp Email: parkandrecreation@needhamma.gov

Description: Theater is, improvisational training, character development, props, set design, costume creation, writing and on-stage performance. Participants will use their imagination to create a memorable scripted performance based on beloved children's books. Friday, participants will be showcasing their self-expression and creativity in a live performance for family and friends to enjoy!

JR. ALL STARS

Who: Ages 7 - 10 (as of June 30, 2025)

When: Monday - Friday

June 30 - August 8

Where: Pollard Middle School Gym

Sessions: 6, 1-week sessions

Time: 9:00 am - 4:00 pm

Fee: Week 1, No camp July 4th, \$250

Weeks 2 - 6, \$320 each week

MAX: 30 participants per session

Camp Email: parkandrecreation@needhamma.gov

Description: For Youth of all abilities, try out a variety of common and uncommon sports including ones you like and ones you'd like to try out! Activities include soccer, basketball, flag football, ultimate frisbee, pickle and many more! Activities will be held both indoors and outdoors.

SPORTS SPECIALTIES

Who: Ages 11 - 14 (as of June 30, 2025)

When: Monday-Friday

June 30 - August 8

Where: Pollard Middle Gym

Sessions: 6, 1 - week sessions

Time: 9:00 am - 4:00 pm

Fee: Week 1, No camp July 4th, \$250

Weeks 2 - 6, \$320 each week

MAX: 30 participants per session

Camp Email: parkandrecreation@needhamma.gov

Description: Come play a wide selection of different indoor and outdoor team-based sports! Every day participants will play a variety of different sports and activities like soccer, basketball, capture the flag, dodgeball, street hockey, Kickball, and so many more. Participants will be split up into different teams at the beginning of each week and compete with one another throughout the week!

SUMMER RECESS

Description: If you like playing a wide variety of games and activities, including sports, circle games, arts and crafts, indoor activities, outdoor activities and more, then summer Recess is for you! Participants will enjoy new games and beloved classics everyday based on weekly themes.

Who: Two Groups- Explorers and Adventures

When: Monday - Friday

June 30 - August 8

Sessions: 6, 1 - week sessions

Time: 9:00 am - 4:00 pm

Fee: Week 1, No camp July 4th, \$230

Weeks 2 - 6, \$290 each week

MAX: 30 participants per session

Camp Email: parkandrecreation@needhamma.gov

Summer Recess- Explorers

Who: Ages 5 - 7 (as of June 30, 2025)

Where: Eliot Elementary School

Summer Recess- Adventures

Who: Ages 7 - 11 (as of June 30, 2025)

Where: Eliot Elementary School

KIDZART

Who: Ages 4 - 7 (as of July 3, 2023)

When: Monday-Friday

June 30 - August 8

Where: Eliot Elementary School

Sessions: 6, 1 - week sessions

Time: Half day: AM 9:00 am - 12:00 pm **Full Day** 9:00am - 4:00pm

Fee: Half Day: Week 1, No camp July 4th, \$150

Weeks 2 - 6, \$190 each week

Full Day: Week 1, No camp July 4th, \$255

Weeks 2 - 6, \$320 each week

MAX: 18 full day participants per session

7 half day participants per session

Camp Email: parkandrecreation@needhamma.gov

Description: A full day or half day program for children who love to create! Using the weekly themes and the support of an inventive staff, a variety of projects will be worked on each day using different mediums. The highlight of each week is a Friday show where we will showcase all of our art from the week!