

FOREST RIVER ADVENTURE PROGRAM
PARENT INFORMATION

LOCATION

- Forest River Park, Salem, MA.

CONTACT INFORMATION

- Salem Park, Recreation and Community Services, 401 Bridge St. Salem (978) 744-0924

MORNING DROP OFF

- Children should be dropped off at 8:00 am at the picnic table area closest to the bathrooms. Please check your child in with staff. A parent/guardian must sign them in each morning. You will be asked to initial beside your child's name.
- Staff will remain at this area until 8:15 each morning. If you arrive after that time, you will need to walk your child to the program area next to the pool.
- Any important information for parents will be posted on a white board at the drop off/pick up area.

AFTERNOON PICK UP

- After noon pick up is at 4:00 pm. We will have the children in the pick-up area by 3:45 each afternoon.
- Please sign your child out with staff each afternoon. Again, you will need to initial next to your child's name.
- Children will only be released by those authorized to pick-up. On the registration form, you will list the parents name and others who you authorize to pick up. If you have someone else picking up, you must make arrangements with staff ahead of time. Please let us know if you have a specific issue we should know about.
- If you are after 4:00pm, there will be a \$5.00 late fee charged. This fee will be added to your child's account online.

SAIL SALEM

- Salem Park, Recreation and Community Services is working in collaboration with Sail Salem this summer. Each Thursday, weather permitting, our Forest River Adventure Group will travel to Winter Island to participate in an afternoon sailing program.
- Children will leave Forest River at noon and travel to Winter Island by Salem Park, Recreation and Community Services vans.
- Children will bring all their belongings to Winter Island.
- Trained Sail Salem staff will take us out on 1 hour boat rides on a rotating schedule.
- Children will wear life jackets at all times.
- Children and staff not out on the water, will participate in various activities at Winter Island.
- We are asking all parents to pick up their child each Thursday at Winter Island. You will pick them up at the pavilion area.

WHAT TO BRING

- Backpack to carry all belongings
- Lunch, snacks, plenty of cold drinks and a refillable water bottle (no glass containers)
- Sunscreen. Children need to use their own spray sunscreen each day. A sunscreen permission slip will need to be on file.
- Please send a bathing suit, water shoes and towel each day for water play and for the beach.
- Sneakers should be worn each day. Shoes must be on their feet at all times.
- Change of clothes. Please label all clothing
- Rain jacket if raining – we avoid thunderstorms, but may play in the rain!

SWIMMING

- The pool will be closed for renovations.
- Forest River Beach will be staffed by YMCA lifeguards. We will schedule beach time when the lifeguards are present.
- All children and Counselors in Training will need to take a swim test. These will be held on each Monday.
- If a child does not pass the test they are required to wear a life jacket when at the beach.
- We will provide life jackets.

WHAT NOT TO BRING

- Electronics, including video games and cell phones

HEALTH MATTERS

- Staff is not permitted to distribute any medications to your child. We can only remind them to take it. You are welcome to come to the program during the day to give your child any necessary medication.
- If your child is carrying an epi-pen, please let us know.
- If your child is not attending the program due to illness, please call our office to let us know (978) 744-0180. We cannot offer refunds for any missed days.
- If your child gets injured, first aid will be provided by our staff and an accident/injury report will be filled out on your child. If the injury is more serious, parents and or 911 will be called.

INCLEMENT WEATHER

- Forest River Adventure Program runs rain or shine. If a scheduled activity can be safely facilitated outdoors, then our activities will be implemented as planned. Please dress your child accordingly.
- In the event of a thunderstorm on site, our participants will immediately move to the pool house for safety. If the storm is prolonged, we may move the children to our offices, located at 401 Bridge St. We would be transporting the children in the City of Salem Council on Aging Vans. Parents would be notified of this move.
- If weather predictions call for a stormy day, we may hold the program at 401 Bridge St. Parents would be notified ahead of time.

FIELD TRIPS

- Walking field trips are part of our weekly schedule. Parents will be notified each week of any upcoming trips.
- If a trip requires transportation, we will be transporting in our Council on Aging vans. Again, parents will be notified prior to any trip.
- Each Tuesday afternoon, the group will be walking to the Mary Jane Lee Splash Pad.

EXPECTATIONS OF PARTICIPANTS – **PLEASE READ OVER WITH YOUR CHILD**

- Children are expected to exhibit appropriate behavior at all times. All participants shall:
 1. Show respect to staff and other children
 2. Refrain from using abusive or foul language
 3. Refrain from causing bodily harm to self, other children or staff
 4. Show respect to equipment, supplies and facilities.
 5. Children who do not conform to these rules risk removal from activity or dismissal from the program.

DISCIPLINE AND SUSPENSION – **PLEASE READ OVER WITH YOUR CHILD**

- The purpose of discipline is to help a child develop self- control and learn to assume responsibility for their actions. It is also necessary for the safety of all other participants and staff. We will use corrective statements and “breaks” to redirect negative behavior. Recurring problems will be documented through an incident report and discussed with the parent. Children may be suspended or dismissed from the program for the following reasons; multiple incident reports during the summer, aggressive behavior, possession of weapons or any other inappropriate behaviors deemed unacceptable by the Salem Park and Recreation staff.
- Staff will follow this progressive form of discipline as outlined below.
 1. **Written or Verbal Warning:** Staff will discuss with participant the undesirable conduct and why the action is not appropriate. If the action continues, a discussion with the parent will be held to try and resolve the situation.
 2. **Suspension:** Staff may temporarily ban a participant from activities. Hopefully, this gives the child the time to think about their actions.
 3. **Dismissal:** If inappropriate behavior persists or the behavior completely disrupts a program or causes injury to others, removal from the program may be necessary. Staff will call the parent and have the child picked up for the day. No refunds will be given.