

# Little Rascals Summer Program



Handbook

## Table of contents

Description	Page 1
How to contact us	Page 1
Our staff	Page 1
Hours of operation	Page 1
Arrival	Page 1 & 2
Departures	Page 2
Late pick up	Page 2
Attendance	Page 2
Program Fees	Page 3,4 & 5
Field trips	Page 5
Health	Page 5& 6
In case of emergency	Page 6
Discipline	Page 6
Complaints	Page 6& 7
An open invitation	Page 7
Daily check list	Page 8
Daily agenda	Page 9
Rules	Page 10 & 11
Important phone numbers	Page 11
Contract	Page 12

## **Description**

Little Rascals Summer Program is a non-profit program initiated by the Town of Sharon's Board of Recreation and youth. The program was initiated to provide work experiences for young adults in our community, while providing childcare for local families. The program has grown since its origination and continues to grow and provide the best care for our local youth.

Currently the program offers services to toilet trained children between the ages of 5 and 12 and meet at least one of the following requirements.

- Their parents and/ or guardian are residents of Sharon.
- Their Parents and/ or guardian are employed; but do not live in Sharon.

## **How to contact us**

Little Rascals can be reached at 364-1400 during the off season. Please leave a message for the Director of Little Rascals.

Little Rascals can be reached at 364-8053 during the summer. Please request to speak to the Director or the Assistant Director.

## **Our Staff**

Director: Liz Cash

Assistant Director: Kat Bucceri

Counselors: Little Rascals is staffed with local high school and college students and also local parents. Our staff is a mixture of returning and new staff members. All of our staff have a great interest in working with children. Many of the Little Rascals staff members are currently pursuing careers in the childcare/ education field.

Other facts about our staff. All of our staff is required to be certified in American Red Cross first aid and Adult and child CPR. The Director is certified in the administration of medication and Epi-pen. Keeping safety an a top priority at Little Rascals, the program maintains a ratio of one staff member to every 10 children.

## **Hours of Operation**

Little Rascals Summer Program is open during the summer months while school is not in session. We are open Monday through Friday from 7:30 am to 5:30 pm.

## **Arrival**

Little Rascals opens at 7:30 am; you must accompany your child at the beach until this time. The staff of Little Rascals will not be responsible for any child left unattended at the beach before this time. We recommend that the children arrive before 10:00 am so that they will be able to participate in all the morning activities.

**You(or whomever may be dropping your child off in the morning) are required to accompany your child to the beach area and sign them in to Little Rascals.**

### **Departures**

Children will only be released to authorized persons whose names are on file with the director. When filling out the registration paperwork, you must list the names of all possible people who may be picking up your child throughout the summer. Your child will not be released to any person not on the list, without written permission. Please be aware that the staff may ask to see photo ID> of any person that they are not familiar with at the time of pick-up.

When you sign your child out, please take all of their belongings from the cubbies even if you are staying at the beach facilities. This enables the staff to properly clean the cubby area at the end of the day and to make sure all children were properly signed out.

Little Rascals reserves the right to refuse pick-up of a child if. 1) the person wishing to pick up the child is not on file and their ID and authority can not be verified, or 2)if the person wishing to pick up the child appears to be under the influence of drugs/alcohol or otherwise in a condition that may place the child in danger. If either of these conditions are met, the director or asst. director will contact other individuals who are authorized to pick up the child.

### **Late Pick-up**

Little Rascals closes at 5:30 pm. Any child picked up after that time is considered “late”. All families will be charged \$10.00 (per child) for every 10 minutes past 5:30pm..... All families are allowed one late pick-up without penalty. After six late charges, it will be unfortunately necessary for you to find alternative child care for your child. Late charges are payable on your child's next scheduled day. If you foresee that you will be late please call and let us know, we may be able to assist you in making arrangements to avoid additional charges.

### **Attendance**

You will be required to fill out an expected attendance form for your child, prior to each week of camp. We are asking that you check off the days that you expect to have your child use the program. This will give us an estimate of how many children to expect that day, and therefore be able to adequately staff for each day. If you check off a day that you expect to have your child use the program and do not end up coming to Little Rascals that day, you will forfeit payment for that day.

## Program fees for Residents

**Full Days:** child attends **5 hours or more** of the day.

Cost-\$30.00 per child, per day.

	<b>Weekly basis (5 days a week)</b>	<b>Daily basis (1-4 days a week)</b>
1 child	\$150.00	
2 children	\$270.00	\$30.00
3 children	\$390.00	per child, per day
4 children	\$510.00	

**Half Days:** child attends **less than 5 hours** of the day

Cost- \$20.00 per child, per half day.

	<b>Weekly basis (5 days a week)</b>	<b>Daily basis (1-4 days a week)</b>
1 child	\$100.00	
2 children	\$200.00	\$20.00
3 children	\$300.00	per child - per half day
4 children	\$400.00	

## Program fees for Non-Residents

**Full Days:** child attends **5 hours or more** of the day.

Cost-\$32.00 per child, per day.

	<b>Weekly basis (5 days a week)</b>	<b>Daily basis (1-4 days a week)</b>
1 child	\$160.00	
2 children	\$288.00	\$32.00
3 children	\$416.00	per child, per day
4 children	\$544.00	

**Half Days:** child attends **less than 5 hours** of the day  
Cost- \$22.00 per child, per half day.

	<b>Weekly basis (5 days a week)</b>	<b>Daily basis (1-4 days a week)</b>
1 child	\$110.00	
2 children	\$220.00	\$17.00
3 children	\$330.00	per child - per half day
4 children	\$440.00	

**Discounts only apply for families who have more than 1 child and attend 5 full days. There is no discount for half days.**

Residents there is a non- refundable registration fee of \$15.00 per child or \$30.00 per family due at the time of registration. Non-residents there is a non-refundable registration fee of \$17.00 per child or \$34.00 per family there will also be a one time beach user fee of \$25.00 also due at the time of registration for non-residents.

**Payments will be due on the Friday before the week your child is expected to attend. Payments are considered "late" if they are not received by Monday of the week your child attends.** There will be a sign up for your child's attendance for the following week. Payment for that week will be due that Friday unless other arrangements have been made with the director. Repeated late payments or lack of payments may result in you being asked to withdraw your child from the program. A \$10.00 late charge will be added each day the payment is not received. (Monday- Friday only)Your child will not be able to attend Little Rascals until payment is made.

**Checks and money orders will be accepted. No cash payment accepted. Please only give payments to the director or the assistant director.**

There will be a \$20.00 service charge on all returned checks. Plus any bank fees that may occur. Repeated returned checks may result in you being asked to pay by money order only. All returned checks are expected to be paid promptly. If there is delinquency in payment of the returned check it will be treated as a non-payment and you may be asked to withdraw your child.

**All final payments must be paid by the second to the last week of camp.** This payment must include the last week of tuition also.

At the end of the summer every family will receive a letter with the totals paid during the summer. This letter will include our address and tax ID number. This letter will be mailed to you in early January.

The director will work very hard to keep the books up-to-date and accurate. If you feel like there has been a mistake in your billing or payment, do not hesitate to see the director (we are all human, mistakes happen).

### **Field trips**

Little Rascals tries to schedule field trips throughout the summer that all children are invited to attend. The program will be open on those days for the children who do not participate in the field trip, but we do encourage all the children to participate. We have a very limited budget for these trips, so there will be a charge for any trips requiring bus transportation. If the fee is a hardship for any families, please feel free to contact the director to discuss it.

### **Health**

Little Rascals does not require a physical exam, but we do expect that all children be able to safely participate in all activities.

In order to protect your child and other children at Little Rascals, we have established the following guidelines on illness:

**Your child needs to be kept home if he/she has:**

- a severe cold
- a fever
- vomiting and/or diarrhea
- other contagious conditions (pink eye, strep throat, head lice, etc.)
- rashes

If your child presents any of the above symptoms please be prepared to be asked to come and pick up your child.

**Your child has to be fever free without fever reducers and/ or without vomiting/diarrhea for 24 hours before returning to Little Rascals.** If your child is sent home with any of the above conditions they will not be allowed to return the following day.

If your child has been diagnosed with any of the above ailments, and your doctor has placed him/her on

an antibiotic, your child needs to remain home, under medication for a minimum of 24 hours.

If your child has a rash they must either be rash free or have a note from your doctor that states the rash is non-contagious.

### **In case of emergency**

When/if your child gets seriously injured at Little Rascals: your child will be assessed by the director/assistant director. If your child's injury is severe enough he/she will be transported by Sharon Ambulance to Sharon Hospital. Your child will be accompanied by the director. Your child will be treated by the doctors at Sharon Hospital.

### **Discipline Policy**

The children are expected to follow all of the rules established on the first day of camp. We understand that children are people and can make mistakes or forget, this is our plan of action to ensure the safety of everyone.

1. The child will be reminded of the rules and appropriate behavior.
2. If the behavior continues, the child will be asked to sit out for that activity while he/she gets control over his/her behavior.
3. If the behavior continues after the break they will be asked to join the director or assistant director at counselors table for a time out.
4. If the child continues to exhibit the behavior the parents/ guardians will be contacted and asked to come and pick the child up from Little Rascals.

Parents/ Guardians will be notified of repetitive problems at the end of the day.

To help prevent the children from having misunderstandings about the rules, we ask parents to go over the rules before the first day of Little Rascals. The rules of the program are included in the handbook. Prior to signing the attached contract, please make sure that you have gone over all of the rules with your child and your child is aware of the consequences of breaking any of these rules.

Extreme cases of inappropriate behavior (biting, hitting, kicking, punching, or other aggressive behaviors) will result in parent or guardian being asked to pick up the child. Repetitive inappropriate behavior will result in the child being asked to leave the program on a permanent basis.

Any recurring problems or severe issues will be discussed with the parent or guardians. The director and/or the assistant director will work with the parents, and the child, to come up with a plan of action resolve the behavior issues. We want for all children to have a positive and successful experience at Little Rascals.

**“Today is a new day, yesterday's problems will be kept in the past.” We all have our off days.**

### **Complaints**

We hope you don't have any complaints but should one arise you may talk with the director. We have the best interest at heart and are always open to suggestions that will help us improve.

If there is a problem with a counselor please contact the director of the program.



If you feel as though your complaint has not been adequately handled or you do not feel comfortable contacting the director with your complaint, please contact the Director of Youth and Recreation.

If you are not satisfied with the results from the Director of Youth and Recreation please contact the Sharon Recreation Board.

### **An open invitation**

Families are always welcome to join us. You can help to chaperon our field trips (see the director for more info.), come and share a special talent or skill, or volunteer to help us with our daily routine. You can join us for lunch, a run in the field or a swim in the lake. As always, you are welcome to stop in and just say hello at any time throughout the day. If you are interested in helping in any way, please see the director.

Little Rascals will be participating in fund raisers through out the summer. If you are willing to help out or can offer assistance in some way, please contact the director.

**\*\*\*The Program Director reserves the right to make amendments to this handbook at any time throughout the duration of the program. In case of any changes, you will be properly notified.\*\*\***

Your child will need to bring the following items to L.R. Everyday:

- ☉ **SUNBLOCK.** Little Rascals will no longer supply sunblock. Please label your child's sunblock with their name.
- ☉ **SNACKS.** Please pack at least one snack for the morning and one snack for the afternoon.
- ☉ **LUNCH.** Please pack your child a well balanced lunch every day. Each child must eat ½ of his/her main lunch before they are allowed to eat chips, cookies, cake etc.
- ☉ **DRINKS.** Please be sure to send your child with plenty of drinks so they can quench their thirst. Please send water or juice. **Soda is not allowed.**
- ☉ **CHANGE OF CLOTHES.** Children need to be comfortable at all times. Weather conditions can change considerably during the course of the day, so please have your child prepared and dressed accordingly. An extra set of clothes may be required since children may get wet or dirty. Put spare clothes in a zip lock bag to keep them dry.
- ☉ **TOWELS.** We suggest that each child bring 2 towels every day. One to be used for swimming and one to sit on.
- ☉ **SWIM SUIT.** Children will be able to change into their bathing suits before swimming. After swimming we encourage the children to change out of their swim suits back into their dry clothes.
- ☉ **SNEAKERS AND SOCKS.** Almost everyday, we will play some sort of game in which the children may want, or need sneakers instead of sandals.
- ☉ **BUG SPRAY.** Be sure to label bug spray with your child's name. Children are not allowed to apply their own bug spray.

***Optional Items:***

Toys, books, video games, etc. Please keep in mind that we are not responsible for lost or stolen items. Currently the only items that are prohibited are nail polish, any other types of make-up and violent or destructive video games or toys. The program director reserves the right to prohibit other items at this time, with proper notification. *Please note that electronic game systems will only be permitted during "towel time" and on buses during long trips.*

## Daily Agenda

- 7:30 am. Arrival  
Beach and playground play  
Quiet camp play (cards, drawing, etc.) at tables
- 8:30 am. Clean up at playground  
Attendance  
Snack
- 9:30 am. Morning meeting  
Get ready for swimming  
Divide into groups
- 10:00 am. The children will be separated into groups, depending on the total attendance for that day.  
The children will rotate through a variety of activities.
- 12:00 pm. Attendance  
Lunch. Please remind your child that lunch is ½ hour long.
- 12:30 pm. Towel Time. Children ages 5 through 8 will be sitting on towels or at tables playing games quietly. Children ages 9 through 12 have the option to go to the field(with a counselor) and play a game organized by a counselor or the assistant director.
- 1:30 pm. Clean up  
Attendance
- 1:45 pm. Get all children ready for swim.  
Divide into groups.
- 2:00 pm. The children will be separated into groups, depending on the total attendance for that day.  
The children will rotate through a variety of activities.
- 3:30 pm. Snack
- 3:45 pm. Cubby clean up. (make sure all of your belongings are in your bag).
- 4:00 pm. Playground play.  
Quiet camp play.
- 5:30 pm. Closing

**Please check lost and found on a regular basis.**

## Rules

Subject to change at any time.

### **General Rules**

- If you hear a whistle please stop and listen for further directions
- Safety first
- No physical violence
- No swearing, name calling, inappropriate language
- No one is to go into the woods, into the road, into the parking lot
- No one is to go into the shed, beach house, to the cubbies, or to the bathrooms without asking/telling a counselor first.
- Stay with your group at all times
- Clean up all your trash
- Keep you belongings in your bag/cubby
- Listen to counselors(this includes Jr. counselors) at all times, treat them with respect.

### **Playground Rules**

- Do not jump off or stand on swings
- Little Rascals are not allowed on toddler swings
- No climbing up slide. Go down feet first only.
- Do not climb on the sides of the play scape
- No throwing sand, toy etc.
- No playing ball on the playground.
- Whatever mess you make, you clean it up.
- No playing tag on the play ground.
- You may only go up to your ankles in the water
- No going onto the docks unless there is a counselor with you
- If you must leave the play ground you must have a counselor/ junior counselor with you.

### **Water Rules**

- You must have and be wearing sunscreen in order to go swimming
- Everyone must have a buddy in the water(we will do buddy checks)
- You must have a towel
- No flotation devices
- No balls, toys, friz bees etc. in the water or on the beach, except for sand toys
- If you can not swim( to be determined by the life guards), do not go past your waist in the water
- Do not go into the lanes without the counselor's or lifeguards permission
- No pushing, running or rough housing on the docks, in the water or on the sand.
- Be polite to the lifeguards and other swimmers
- If you need to leave the water you must tell a Counselor and tale a Jr. counselor with you
- The lifeguards are there to protect you, please listen to them

## **Field Rules**

- Do not go near the road, driveway or parking lot unless given permission or accompanied by a counselor
- Do not hang on the trees. Stay out of the bushes. Do not pick sticks, leaves, berries or grass.
- Stay away from cars.
- Do not go on the hill unless permission is given by a counselor
- You must get a counselors permission to leave the field for any reason
- Shoes must be worn to the field, they may be taken off once you get there

## **Important phone numbers**

Director  
PO Box 385  
Sharon, ct. 06069  
860-364-1400 (off season) x.3  
860-364-8053 (summer)  
littlerascalssp@yahoo.com

Assistant Director  
PO Box 385  
Sharon, Ct. 06069  
860-364-1400 (off season) x.3  
860-364-8053 (summer)

Director of Youth and Recreation  
Matt Mette  
PO Box 385  
Sharon, Ct. 06069  
860-364-1400  
Beach Phone  
860-364-8053

## Contract

Name of child(ren) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ have read the Little Rascals Summer Program handbook and agree to all the terms and conditions therein. I have also gone over all of the program rules with my child(ren).

Parent Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Please fill out, sign and return by the first day of Little Rascals.