



Milford Recreation Department  
Parsons Government Complex  
70 West River Street  
Milford, CT 06460  
phone: 203-783-3280

## Milford Recreation Department 2023 Summer Playground Program Parent Handbook

This handbook contains pertinent information regarding the 2023 Summer Playground Program (SPP). Please read this information very carefully and go over it with your children. This packet includes General Information, Authorized Walk/Ride to-from, Authorized Pick-up Form and an Authorization to Dispense Medicine Form.

All other information is available on our web site: [www.milfordrecreation.com](http://www.milfordrecreation.com)

The Summer Playground Program runs **Monday through Friday** beginning Monday, June 26, 2023, and concluding Friday, August 4, 2023. SPP hours are 9:00am – 5:00 pm. Check in will begin at 8:30am. There will be no Summer Playground Program on Monday July 3<sup>rd</sup> and Tuesday July 4<sup>th</sup>. There is no childcare before or after and there are no earlier drop-offs or later pick-ups. If this is abused, it could result in your child's expulsion. Parents are responsible for getting his/her child to and from the program; transportation is not provided.

**Playground Sites:** Orange Ave., Milford Academy, Live Oaks, and West Shore Recreation Center. Parents may choose the site that is most convenient for their family. *Registration is not guaranteed and is open until site maximums are met; maximum is 75 per week.*

The structured **outdoor program** includes hourly, daily, and weekly planned age-appropriate activities for all the children. In addition to having shelter in the event of inclement weather, all sites have access to running water and indoor plumbing.

Mike Dooling is the Director of the Summer Playground Program and a Recreation Supervisor. A Site Director runs each SPP location. These Site Directors are responsible for the overall day-to-day operation of their playground site. You are encouraged to meet your child's Site Director and discuss such issues as allergies, self-administering medicine, authorized pick-up forms, drop off/pick up, sign in/sign out, and inclement weather procedures. **ALL FORMS SHOULD BE BROUGHT TO YOUR RESPECTIVE SITE DIRECTOR ON YOUR CHILD'S FIRST SCHEDULED DAY OF SPP.**

\*Paperwork needs to be on file, or the child will not be allowed to attend.

The counselors are **high school** and **college aged students** that have completed the training and orientation required by the Milford Recreation Department.

**ACTIVITIES:** Our schedule of activities includes outside sports, games, and arts & crafts, which will be presented to children in a structured atmosphere. It is our feeling that children need to be exposed to a variety of activities and will be encouraged to try new ones as well. Such exposure will allow them to make educated decisions about their physical and creative likes and dislikes as they mature into young adults. Children will be encouraged to participate and will have the opportunity to rest when they are tired.

The Recreation Department will be bringing in a variety of Special Events this summer including, the Connecticut Science Center, a Magician, Curious Creatures, Fire n' Flow Milford Police and Milford Fire (All Special Events are subject to change).

**ATTENDANCE:** Attendance is voluntary every day, however, there are no refunds for days missed. The Recreation Department does not follow up on absentees and children may be dropped off and picked up at any time between 8:30 am – 5:30 pm. Children must be signed in and out each day by their parent guardian. You may leave the SPP and come back but sign in/out must happen on all occasions.

**PIZZA/THEME DAY:** Every Friday during lunch hour, each SPP location will host pizza day at no additional charge. Pizza day will also incorporate a special theme for the entire day. Parents must still send their children with their regular snacks and beverages for the day. Themes will vary per location; parents should seek more information from the Site Director.

**SUMMER PLAYGROUND SHIRTS:** All children participating in the SPP will receive a tee shirt.

**ENVIRONMENT GOALS & OBJECTIVES:** The environment that we seek to establish is one of caring, mutual respect, safe and fun. The direction and guidance come from the counselors who must embrace said environment to put the participants in the best possible conditions to succeed.

**Some of our broad goals are:**

1. HAVE FUN!!!!!!!!!!!!!!
2. To provide a safe and fun summer for participants and staff.
3. To provide an atmosphere of mutual respect for both participants and staff.
4. To provide an atmosphere for boys and girls, participants, and counselors alike that will help build/create/reinforce a positive self-image.
5. To provide a positive group experience for boys and girls in both social and athletic settings.
6. To provide an environment for boys and girls that will enable them to broaden their athletic, social, cultural, and diverse skills.

**Specific programs objectives:**

1. Learning to play/interact with others.
2. Respect the rights of others.
3. Respect the personality of others.
4. Learn to be more considerate/polite.
5. Learn the meaning of fair play/ good sportsmanship.
6. Learn new skills – Improve old ones.

7. Learn by doing.
8. Make new friends.

**WHAT TO AND NOT TO BRING:** The six weeks of this program are usually the hottest days of the summer. It is important that your children are dressed appropriately and that they have enough to drink. Please be sure that your child brings on a daily basis - plenty of water, nonperishable snack & lunch in an insulated tote/lunchbox with icepack, towel. All parents should apply sunscreen prior to sending your child to the SPP (counselors may not apply sunscreen). It is important to bring a towel every day because we often play water games, particularly when it is hot.

**WHAT CHILDREN ARE NOT PERMITTED TO BRING TO THE SPP.** It is recommended that you get the Site Director's cell phone number for emergencies only. Please **DO NOT** bring - any valuables such as cell phones, iPhone, iPads, AirPods, headphones, and other electronics, such items are not permitted at the Summer Playground Program. Real or facsimile knives, guns, weapons, vapes, smoking or drugs of any kind are strictly prohibited. Possession of these items will result in immediate expulsion from the program.

**SIGN IN/SIGN OUT: PARENTS MUST PHYSICALLY SIGN IN & OUT THEIR CHILD.** It is not acceptable to simply drop off your child in the general area. Please do not drop off your children before the start of camp; we do not want your child waiting unsupervised and the Milford Recreation Department Staff assumes no responsibility until your child is signed in. Some counselors report to work early for other duties; they are not responsible until your child has been signed in. All children must be picked up at the designated pick-up time. Abuse of these time frames will result in disciplinary measures including expulsion from the program.

**WALKERS/ BIKE RIDERS:** Children are permitted to walk or ride their bike to and from SPP but only with advanced authorized written permission from the parent/guardian. The following guidelines must be followed in order to do so. **1)** Authorization forms are available in this packet and from your Site Director. They must be completed and submitted to the Site Director for your child to walk or bike to and from the Summer Playground Program. **2)** Your child must be responsible enough to sign him/herself in and out each day. **3)** Participants will not be permitted to arrive or leave prior to designated times daily unless previous arrangements have been made and authorized by the parent/guardian. Abuse of these parameters will lead to disciplinary measures including but not limited to suspensions and or expulsions.

**FOOD PROCEDURES:** Parents are responsible for packing a snack, a lunch and enough drinking water (or similar) to last the entire day. **All food MUST be packed in an insulated cooler/lunch box accompanied with a reusable icepack.** "Brown paper bags" are not an acceptable carrier of food. It is strongly recommended that only nonperishable food be sent to the Summer Playground Program. Parents of those children who have food allergies must advise the Site Director of his/her child's condition, the severity of it and recommended care for such a reaction. ***There are no food restrictions on such items as peanut butter.***

**REFUNDS:** All refund requests can be made by emailing SPP Director Mike Dooling at [mdooling@milfordct.gov](mailto:mdooling@milfordct.gov) and including the following information: child's name, SPP Location, dates of refund, check payable to whom and address to mail check. There are no refunds for missed days/weeks or non-attendance. The SPP Director will handle medical and or family emergencies on a case-by-case basis. Refunds will be processed as either an account credit or a refund check. A full refund will be given (minus the processing fee) four weeks from the start of the program. The program will begin June 26<sup>th</sup>. Any refunds request made within the four weeks will have a 25% fee. Please allow up to two weeks for checks.

**PARENT INVOLVEMENT:** For both our Site Directors and counselors to effectively supervise the SPP participants we ask that parent involvement be limited to drop off and pick-up. Having lunch with your child or bringing items for reasons other than emergency situations is not permitted. Your understanding in this matter is greatly appreciated.

**ACCIDENTS/ INJURIES:** All injuries shall be noted in an Accident Report and kept on file at the Recreation Department. Parents are only contacted via phone for moderate to severe injuries (at the Site Directors discretion) or per a participants request, otherwise the person picking up the child shall be notified of the injury. Only those certified in first aid and CPR shall perform either. There is no nurse on site. 911 will be called for all serious injuries.

**MISCONDUCT:** The SPP typically operated on a “two-strike” policy although any participant may be expelled from the program at any time without warning for any reported grave misconduct as deemed by a counselor, Site Director or SPP Director. Any incident involving misconduct shall be documented via an Incident Report. The report will be filled out by the Site Director and signed by the person picking up the child (or dropping off the next morning if necessary). Two incident reports will result in a participants’ expulsion from the program without refund.

**\*\*SPECIAL CONCERNS\*\***

1. The Milford Recreation Department is not licensed or certified to provide for special needs children. If this service is needed, please contact the Milford Recreation Department’s Camp Happiness Program or the Milford Board of Education office of Pupil Personnel. If your child is attending SPP and has a minor developmental or physical challenge, please be sure that the Site Director is aware of these circumstances including any medications taken.
2. The Milford Recreation Department, employees, and agents are not licensed or qualified to dispense medications to your child. If your child must take medication, you must complete the enclosed “Authorization to Dispense Medication” form and return it to the Site Director. The Milford Recreation Department will then secure your child’s daily dosage of medication and make it available for your child to self-administer.

3. The Milford Recreation Department reserves the right to refuse and/or repeal the registration of any child if it is deemed necessary because of unsafe, unruly, disruptive, or unmanageable behavior.
4. Often a local media photographer requests permission to photograph our daily activities for the local paper. If you wish **not** to have your child photographed for any reason you must submit this request in writing to the Site Director. Without this request it is assumed that the local media has permission to use said photographs in their publication. The Milford Recreation Department assumes no liability pertaining to media photographs and the use of them.
5. The Milford Recreation Department reserves the right to make any decision it feels to be in the best interest of the program, the Recreation Department, and/or the City of Milford.

# AUTHORIZED PICK-UP LIST

---

Child's First & Last Name

---

Child's Address

---

Authorizing Parent's Name

---

Day / Night Phone

**PICK-UP AUTHORIZATION:** The following people are permitted to pick up my child from the Summer Playground Program. I understand that these persons shall be the only persons other than the child's parent/legal guardian or those listed on the registration form that will be permitted to pick up my child at any time. I further understand that these persons shall be required to show identification on a daily basis.

Authorized Pick-up #1 Name: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Home/Work Phone: \_\_\_\_\_

Parents Authorizing Signature: \_\_\_\_\_

---

Authorized Pick-up #2 Name: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Home/Work Phone: \_\_\_\_\_

Parents Authorizing Signature: \_\_\_\_\_

---

Authorized Pick-up #3 Name: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Home/Work Phone: \_\_\_\_\_

Parents Authorizing Signature: \_\_\_\_\_

**THIS FORM SHALL BE SUBMITTED DIRECTLY TO YOUR SITE DIRECTOR**

# AUTHORIZATION TO DISPENSE MEDICINE

The Milford Recreation Department, its employees, or its agents are not qualified or authorized to administer medicine (prescription or non prescription) to any child. Upon completion of this form, The Milford Recreation Department will secure a daily dosage of your child's medicine and will allow your child to **self-administer** the specified dosage at the specified time.

_____ Child's First & Last Name	_____ Child's Address
_____ Authorizing Parent's Name	_____ Day / Night Phone
_____ Medication(s)	_____ Dosage(s) & Time(s)
_____ Name of Prescribing Doctor	_____ Doctors Phone

By my signature I hereby acknowledge that the Milford Recreation Department, its employees, or its agents are not qualified or authorized to administer medication to my child.

Furthermore, my signature authorizes the Milford Recreation Department, its employees, or its agents to secure a daily dosage of my child's medication and make it available to my child at the time specified. I then authorize my child, to **self-administer** his/her own medication. Additionally, I agree to supply my child with the necessary daily dosage.

_____ Parent/Guardian First & Last Name PRINT	_____ Parent/Guardian SIGNATURE	_____ Date
---	---------------------------------------	---------------

**THIS FORM SHALL BE SUBMITTED DIRECTLY TO YOUR SITE DIRECTOR**  
**AUTHORIZATION**

# TO WALK AND/OR BIKE

PLEASE PRINT

---

Child's First & Last Name

---

Child's Address

---

Authorizing Parent's Name

---

Playground Site

---

Day/ Night Phone

---

Other/ Mobile Phone

By my signature below, I hereby grant permission to my child: \_\_\_\_\_  
to be able to walk or ride their bike to and from the Summer Playground Program on a daily basis. I understand that it is my child's responsibility to sign in and sign out with the Site Director at the beginning and end of each day. I understand that my child is not permitted to arrive at the Summer Playground Program prior to the start of the day and will not be permitted to leave the Summer Playground Program prior to the end of the day. I understand that upon signing out, my child must leave the premises immediately. Requests to leave prior to the end of the day must be submitted on a daily basis, in writing to the Site Director. I understand that the City of Milford, Recreation Department, its agents and/or employees assume no responsibility for my child prior to signing in, or after signing out.

In the event of inclement weather my child may need to be picked-up in a timely manner if conditions to walk/bike home are not safe. Additionally, in the event of inclement weather, I grant permission to allow my child to walk/bike home if the Site Director deems it safe to do so.

Furthermore, only those persons listed on the Authorized pickup list or on the registration form are permitted to pick up my child.

---

Parent Guardian Signature

---

Date

**THIS FORM SHALL BE SUBMITTED DIRECTLY TO YOUR SITE DIRECTOR**