



Parks & Recreation Somertime Day Program Handbook 2025

For Somerville children 5-13 years old

First Session: June 30-July 3(Excludes July 4th)

Second Session:	July 7 – 11
Third Session:	July 14 - 18
Fourth Session:	July 21 - 25
Fifth Session:	July 28 – August 1
Sixth Session:	August 4 - 8
Seventh Session:	August 11 – 15

Program Headquarters is at the West Somerville Neighborhood School located at 177 Powderhouse Blvd.

Drop off and pick-up times are:
8:30am to 4:30pm Monday through Friday.

General Statement- Parks & Recreation Somertime Day Program under the direction of Mayor Katjana Ballantyne was designed with the intention of creating a structured, fun, and safe environment for children in the City of Somerville during their summer school vacation.

1. **Dates of Operation-** Monday June 30th through Friday August 15th, 2025. Providing we have openings, there is no limit on how many sessions a child can attend.
2. **Hours of Operation-** Monday through Friday, 8:30 am until 4:30 pm.
3. **Ages-**School age children ranging from ages 5-13 years old.
4. **Location and Daily Itinerary-** Each morning the program will meet at the West Somerville Neighborhood School located at 177 Powderhouse Boulevard. at 8:30am and will participate in activities such as games, arts and crafts, sports, and pool use. Every child will be given a swim test prior to pool use.
5. **Fees-** The cost of this weekly Somertime Day Program will be as follows:

\$200.00 per week per child which includes the daily programs and all field trips and pool use.

Checks, online credit card payment, or money orders made payable to Somerville Parks & Recreation will be accepted as forms of payment.

A Non-Refundable registration fee is due at the time of your completed application; this fee of \$100.00 per child/per week will hold a spot for your child in the program.

Example: If your child is attending all seven weeks a deposit of \$700 is required along with your completed application.

Weekly payments will then be \$100.00 to total the \$200.00 per week.

6. **Refund Policy-**If your child leaves the Somertime Day Program, is removed, or suspended, you will not be entitled to a refund for the remainder of that week. Please see our Code of Conduct Policy.
7. **Payments -** for subsequent weeks will be due by the Monday of the preceding week at 12:00 pm as follows:

Payment Schedule:

Week 1 due June 23rd	Week 4 due July 14th	Week 7 due August 4th
Week 2 due June 30th	Week 5 due July 21st	
Week 3 due July 7 th	Week 6 due July 28 th	

Credit card payments can be made at www.somervillerec.com by logging onto your account.

You may register for various sessions by checking off the appropriate box on your application, include deposit fee, and make payments as directed above on a weekly basis.

Non-Refundable Registration Fee: At the time the application is completed, a non-refundable fee of \$100.00 will be paid in the form of check/money order/credit card for each week that the child will be attending.

8. **Waiting list for Program**-This program will be filled on a first-come, first-serve basis. Applications for those who were not one of the first to register for the program will remain on file. If a vacancy becomes available, the next applicant on the waiting list will be contacted.
9. **Statement of Confidentiality**- All medical information provided in your application, except for information provided on the Emergency card or consent forms, will be considered privileged and confidential.
10. **Staff**-The Program Developer of the Parks & Recreation Department will oversee the day-to-day operation of the Summer Youth Program.
11. **Statement of Non-Discrimination**- This camp is a multi-cultural program that does not discriminate.
12. **Swimming at Pool**- (If applicable) Lifeguards and certified swim instructors will be available at the pool. Children will follow the pool guidelines and instructions of the lifeguards and counselors.
13. **Sports and Games**- Non-competitive, low impact sports and active games will be incorporated into the program daily. Games vary from softball, kickball, volleyball, basketball, and other active games.
14. **Field Trips**- To add variety to the camp, field trips will be scheduled, and parents will be notified of dates and locations. All children present on the day of a field trip will be required to attend. If you wish not to allow your child to attend the field trip, you will be asked to keep your child at home for that day as all counselors will accompany the children during field trips.
15. **Photography and Videotaping**- Children may occasionally be photographed and videotaped throughout the seven one-week sessions. Photographs may be placed in local newspapers or on the Parks and Recreation website for advertising purposes. Videotaping may be aired on local cable access television or the Parks and Recreation website and may be shown to children and staff members.
16. **Clothing**-Children will be provided with 2 t-shirts upon acceptance into the program and for safety **are required to wear their T-shirt daily.**

FOR GROUP SAFETY REASONS T-SHIRTS MUST BE WORN.

Children are required to bring a swimsuit, towel, flip flops, hat, sunscreen, and a water bottle everyday. It is recommended that children take a plastic bag to store their wet swimsuit and towel and, if necessary, an extra change of clothes.

Please clearly mark all your child's personal belongings with their full name and telephone number, including their backpack, and program T-shirts, using Permanent marker.

Somerville Parks and Recreation will not be held responsible for any lost, misplaced, damaged or stolen items.

17. **Pick-Up**- All children must be picked up **promptly at 4:30pm** at the West Somerville Neighborhood School. Hours of operation are 8:30am to 4:30pm only. If you are later than 4:45pm you will be charged an additional \$20.00 late fee. If this occurs more than 3 times throughout the summer, your child will be removed from the program.

Any child who is picked up late on more than 3 days will be subject to review by the Parks and Recreation Department Director. Continuous abuse of late pick-up may result in the child's termination from the program entirely.

***You may indicate on your Authorization to Release Child Consent form that your child has permission to leave the program without a parent or guardian. We strongly encourage parents/guardians of these children to make arrangements for their child to walk home in a group with other children.**

It is the responsibility of the parent or guardian to ensure that their child has arrived at the program safely and has arrived home safely.

18. Sickness or Vacation- please call Manny Saez at 617-625-6600 ext. 2980 between the hours of 8:30-8:45 am to inform the Program Coordinator that your child will be absent that day. Attendance will be promptly taken, daily, at 8:45 am sharp.

It is the responsibility of the parent to keep their child home if their child has any of the following ailments: temperature, diarrhea, vomiting, impetigo, conjunctivitis, strep throat, scarlet fever, chicken pox, ear infections, respirator infections, head lice, scabies, hand-foot-mouth disease, COVID-19, or any other contagious medical conditions.

19. Health Care Policies- if a child becomes ill during the day, a staff member will contact the parent or guardian to ask that the child be picked up. The child will be monitored by the Program Coordinator until such parent, guardian, or designee arrives to pick up the child.

20. Administering Medications- Prescriptions and a doctor's note are needed to administer medications.

21. Emergency First Aid- The Program Coordinator, or staff member, may perform simple first aid in the event of injury or illness to a child.

In case of major accident, injury, or illness requiring immediate medical or surgical care, the Program Coordinator/or a staff member will contact 911 and have the child transported to medical facility to secure any necessary medical treatment for the child. The Program Coordinator will obtain the necessary information and attempt to notify the parent or guardian. The child's parent or guardian shall incur all costs associated with any medical treatment.

22. Fire Alarm Evacuation Drills- Emergency evacuation exercises will be conducted to ensure the safety of the children. For an evacuation procedure to be effective in the event of an emergency, each student will need to be familiar with the location of the exits while at the program.

23. Behavior Management and Discipline Policy- Children are encouraged to practice social skills that will allow them to resolve conflicts and have their needs met without the use of harmful or destructive behaviors.

When disciplinary situations occur which require intervention, counselors provide the child with clear explanations why specific behavior is inappropriate and help them to find alternative behavior that fits within the classroom guidelines of behavior. These guidelines revolve around concerns for the safety of all children. If a child is unable to manage their own behavior on a particular occasion, a counselor may ask them to sit out for a few minutes to regain control.

If after sitting out for a few minutes, or further conversation does not remedy the situation, the child's parent or guardian will be contacted, and the child will be removed from the program for the remainder of the day.

If child continues to demonstrate unruly behavior, the Program Coordinator will inform the Parks and Recreation Department Program Developer, and disciplinary action will be discussed ranging in action from short-term suspension to termination from the program.

24. **Conclusion-** It is the desire of the Parks and Recreation Department to create a safe summer program that is both socially educational and fun for the children residing in Somerville.

25. **Swim Test-**All children will be required to take a swim test before going into the big pool at Dilboy.

This is a fun summer program not summer school!

Please fill out all attached forms and bring with your child to their first day of the program.

Parent/Guardian Signature: _____ Date: _____

If you have any questions, please do not hesitate to call Manny Saez at the Parks and Recreation Department at 617-625-6600 ext. 2980.

Thank you for your interest in this fantastic program and we look forward to our Annual Somertime Day Program and a great summer!



Authorization to Release Child Consent Form

Dear Parents/Guardians,

To ensure children's safety, only children ages 12 and 13 are allowed to walk home on their own from the Summer Youth Program. To safeguard all young children, we require written consent from a parent/guardian confirming that their child can walk home alone. Staff will only allow participants to walk home alone if written consent has been received. Please complete and return the form below.

Yours sincerely,
Somerville Parks and Recreation

Authorization to Release Child Consent Form

Child's Name: _____ I consent to my child being allowed to walk home on their own after the Summer Youth Program. I have explained to my child the safety aspects of walking home on their own. I understand that it is the responsibility of parents, and not the Somerville Parks and Recreation Department once my child has left the program premises.

Signed: _____ (Person with parental responsibility)
Name: _____ Date: _____

Please print out and bring it with you to your child's first day of their program

**Parks & Recreation Personnel: 617-625-6600 ext. 2980
167 Holland St. Room 205 Somerville MA 02144
www.somervillerec.com**



Permission to Photograph and Videotape Child

I consent and give permission for my child_____ to be photographed during the Parks & Recreation Program and agree to allow my child's photograph to be placed in local newspapers and/or on cable television for advertising purposes.

I consent and give permission for my child to be videotaped during the Parks & Recreation Program and understand the purpose of the videotaping is to view the children participating in the program. I consent to the use of the videotaping of my child for cable television and/or for advertising purposes.

I hereby agree to indemnify, defend and hold harmless the City of Somerville, and/or it's employees, administrators, and assigns, from any claims or demands for damages or injuries to my child or children, or any property, as a result of, on account of, or growing out of any events, circumstances or incidents.

Parent/Guardian Signature

Date

Please print out and bring it with you to your child's first day of their program

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Emergency Contact Form

Name of Child: _____

Emergency Contact Information:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Please list the names of all persons allowed to pick up your child from the program. A picture form of identification must be presented when picking up child.

Name: _____

Relation to Child: _____

Phone Number: _____

Name: _____

Relation to Child: _____

Phone Number: _____

Name: _____

Relation to Child: _____

Phone Number: _____

Please list any allergies:

Please print out and bring it with you to your child's first day of their program

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