

**SHARON PARKS & RECREATION**

**LITTLE RASCALS  
SUMMER PROGRAM**

**HANDBOOK**

**(revised 4/24)**

## **Description**

Little Rascals Summer Program is a non-profit program initiated by the Town of Sharon's Board of Parks and Recreation. 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. Registrations are open to children who are residents, whose parents work in Sharon and if there are open spaces, to the general public.

## **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 860-364-8053 during program hours in the summer. Please request to speak to the Director or the Assistant Director.

## **Our Staff**

Director:

Assistant Director:

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 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 into 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't 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 not forfeit payment for that day: your money will be refunded or credited for an upcoming day of Little Rascals.

## Program fees

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

Cost-\$40res/\$45nonres per child, per day.

### **Weekly basis (5 days)**

### **Daily basis (1-4 days a week)**

|            |                      |                    |
|------------|----------------------|--------------------|
| 1 child    | \$200res/\$225nonres |                    |
| 2 children | \$360res/\$420nonres | \$40res/\$45nonres |
| 3 children | \$520res/\$625nonres | per child, per day |
| 4 children | \$680res/\$820nonres |                    |

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

Cost- \$30res/\$35nonres per child, per half day.

### **Weekly basis (5 days)**

### **Daily basis (1-4 days a week)**

|            |                      |                          |
|------------|----------------------|--------------------------|
| 1 child    | \$150res/\$175nonres |                          |
| 2 children | \$300res/\$350nonres | \$30res/\$35nonres       |
| 3 children | \$450res/\$525nonres | per child - per half day |
| 4 children | \$600res/\$700nonres |                          |

There is a non- refundable registration fee of \$25res/\$30nonres per child or \$45res/\$50nonres per family due at the time of registration.

**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.** Unless other arrangements have been made with the director. A late payment fee of \$5.00 will be charged at this time. Repeated late payments or lack of payments may result in you being asked to withdraw your child from the program. A \$5.00 late charge will be added each day the payment is not received. Your child will not be able to attend Little Rascals until payment is made.

Checks or money orders will be accepted. Receipts will be issued upon request. **Please only give payments to the director or the assistant director.**

There will be a \$20.00 service charge on all returned checks. Repeated returned checks may result in you being asked to pay by cash or money order only. All returned checks are expected to be paid promptly, if there is delinquency in payment of a 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. If your child does not attend the last week of camp or there is an overpayment made, you will be reimbursed.

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 December.

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.

### **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 may 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 an Emergency**

If a child is injured, they will be assessed by the Director or Assistant Director. If the injury is severe enough, he/she will be transported by the Sharon Ambulance to the Sharon Hospital. The child will be accompanied by the Director or Assistant Director. The parent will be contacted immediately.

### **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 to resolve the behavior issues. We want 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**

All complaints should be registered with the Director or assistant Director of Little Rascals. If the complainant is not satisfied with the resolution they can then register their complaint with the Director of Parks and Recreation for the Town of Sharon. We have the program's best interest at heart and are always open to suggestions that will help us improve it.

## **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.

## **Things to Bring**

- 1 – Sunblock ( we do not provide this on a daily basis )
- 2 – Lunch
- 3 – Drinks ( soda not allowed, please provide plenty of water )
- 4 – Change of clothes ( activities often render wet clothing )
- 5 – Towels ( one for swimming, one for towel time )
- 6 – Swim suit
- 7 – Bug spray ( we will apply with permission as needed )
- 8 – Your child may bring toys, books, video games, ect. LR's is not responsible for lost or stolen items.
- 9 – Items NOT allowed; make -up, nail polish and video games that display violent activity

## **Rules**

### General Rules –

- If you hear a whistle please stop and listen for directions
- Safety first
- No physical violence
- No inappropriate language
- Children are not allowed in shed area
- Stay with your group
- Clean up your trash
- Keep your belongings together
- Listen to your counselor
- Treat everyone with respect
- Video games and telephone use are at towel time only

### Playground Rules –

- Do not jump off or stand on the swings
- Stay out of toddler swings
- Down the slide only, do not walk up
- No throwing sand
- Do not leave playground area without telling counselor

### Water Rules –

- Only go in the water with your counselor's permission
- You must wear a swimsuit to enter water
- Bring a towel
- No floatation devices
- Only sand toys allowed on beach
- Follow all lifeguard instructions

Do not go in swim lanes without permission  
No pushing, running or rough play on the docks  
If you leave the water you must tell your counselor

Field Rules –

Do not go near the road, driveway or parking lot  
Stay out of trees and bushes  
Do not leave the field without permission and must be accompanied by counselor  
Shoes must be worn to the field, can be taken off once on the fie

## **Daily Agenda**

( subject to changes )

7:30am Arrival  
    Beach and playground play  
9am Clean up at playground  
    Attendance  
    Snack  
9:30am Morning Meeting  
    Prepare for swimming  
    Divide in to groups  
10am Rotate groups through swimming and activities  
    Field games and swimming  
12pm Clean up beach  
    Change out of swimsuits  
    Attendance  
    Lunch – 30 mins  
12:30pm Towel time/play  
1:30pm Clean up  
    Attendance  
1:45pm Change in to swim suits/sunscreen  
2pm Swimming  
3:30pm Clean up beach  
    Change out of swim suits  
3:45pm Snacks  
4pm Pack bags clean up around cubbies  
4:15pm Playground play  
5:30pm Closing  
    Please Check lost and found regularly

## **Important phone numbers**

Little Rascals Director -  
Little Rascals Assistant Director –  
Sharon Parks and Recreation Director – Matt Andrulis Mette 860-364-1400 [sharon.rec.ctr@snet.net](mailto:sharon.rec.ctr@snet.net)  
Beach – 860-364-8053  
Town of Sharon  
PO Box 385



## 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.