

Fair Haven Summer Recreation Program Policies and Procedures

April 29, 2013

General Description

The Summer Recreation program provides developmentally appropriate, fun activities for children who reside in the towns of Fair Haven and West Haven and are aged 5 through 12. The program runs for seven weeks each summer. The program site is located behind the Fair Haven Grade School. Presently, there is no charge for participating in the program, except for field trips. The program hours are 8:30am-1:30pm. There is no supervision before 8:30am and after 1:30. Fair Haven Concerned provides breakfast at 8:30 and lunch at 11:30, free of charge.

Attendance

Children are encouraged to sign up by the week or for the entire summer. Attendance will be taken each day. Every child needs to sign in and out each day.

General Guidelines

No electronic devices are allowed to be used during the Summer Program hours of operation except for communication between child and parent. This includes cell phones, iPods, and game boys. Once a child checks in to the program each day, they will be asked to remain on premises until the program ends. Parents must notify the Director if a child will be leaving early by either a phone call or note.

Required

Please have your child bring sunscreen, bug spray, and a water bottle each day. If your child requires an inhaler or epi pen, please bring that to the Director each day to put with our first aid supplies. Children will not be allowed to hold on to these.

Discipline Policies

Discipline issues will be handled by the Director using positive reinforcement along with time away from activities. Parents will be informed of disciplinary

issues and actions, with an expectation that the child will be encouraged to use appropriate behavior.

Minor Infractions: these include inappropriate language, unsafe behavior, not following directions, and disrespect towards others:

1. Verbal Warning
2. Removal from situation, time away from activity
3. Conversation and repair plan with Director
4. Parents will be informed if behavior becomes a pattern
5. If undesired behavior continues, child may be asked to take a day or two off from recreation

Severe Infractions: these include violence, bullying, fighting, leaving program, misbehaves on a field trip:

1. Removal from situation
2. Parent will be called and child will be suspended for that day and the following day(s), depending on the severity of the situation
3. A meeting with the Director, Town Manager, Parent, and Child will be necessary for repeated offenses. A plan will be developed.

The Fair Haven Summer Recreation Program has zero tolerance for unsafe, repeated behavior and for stealing. We have the right to suspend a child from the Summer Program if necessary in order to provide a safe environment for all children. Recreation is a privilege NOT a right.

Medical Policies

Parents are required to notify the Director if a child has a communicable or contagious illness. The Director will notify other parents that their child has been exposed to an illness.

A student should not return to the program until they are symptom free or have been on an antibiotic for 24 hours.

Sick Children

If a child comes to Fair Haven Summer Program not feeling well, a parent will be notified and the child will be sent home if he/she has any of the following symptoms:

1. Fever
2. Diarrhea or vomit within the past 24 hours
3. Persistent sore throat with fever
4. Persistent upset stomach or headache
5. Undetermined rash
6. Red, itchy eyes with drainage
7. Head lice

Children should be free of these symptoms for 24 hours before returning to the Summer Program.

Prescription Medicines

Medications must be administered by trained medical personnel. Medication will not be administered by summer recreation staff or director.

General Protocol for responding to a child's injury

- Child's immediate condition is assessed
- Appropriate first aid measures are taken
- Director or Adult Counselor will assess degree of severity for next steps
- If warranted, a parent will be notified or an emergency contact
- If warranted, emergency response unit will be called
- An incident report will be filled out by the Director or Adult Counselor

Head injuries-parent/guardian will be notified at once if a child sustains a head injury.

First Aid Training Requirements for Summer Staff

All Fair Haven Summer Recreation Staff are required to be CPR and first aid certified. First Aid supplies are on site at all times. The most qualified staff member will assess any injuries. First aid will be administered within the capacity

and training of each individual staff member. If the injury is severe, 911 will be called immediately.

Summer Safety

Children will be within view of a staff member at all times. A staff member will supervise hand washing and trips to the bathroom.

Cell phones are used where necessary for communication among staff to ensure safety.

On field trips, staff members will accompany students on the bus at the site of the field trip. Emergency/Medical forms and first aid kits will be brought on field trips.

Other

The Fair Haven Summer Recreation Program ensures participation for all children, regardless of race, sex, religion, economic status, or ability.

The use of alcohol, illegal substances, or tobacco is prohibited at all times during the summer recreation hours.

Chain of Command

The program is led by the Director, who supervises two adult counselors and six youth counselors. If you or your child has a concern, please report it to the Director. If concerns continue, please contact the town manager. Please follow this chain of command so we can respond to your concern appropriately.

Addendum to the Fair Haven Town Recreation Policy

ADDENDUM dated July 10, 2012

The items included in this Addendum are needed as a result of the inclusion and acknowledgement that West Haven residents participate in the Fair Haven recreation programs.

Existing policy statement:

1. Establishment.

Under the authority of the Vermont Statutes annotated, Title 31, chapter 5, section 203, there be and is hereby created in the Town of Fair Haven a Recreation Committee, the members of which shall be appointed by the Selectmen, and shall consist of (7) members, who must be citizens and residents of the Town of Fair Haven.

Change to:

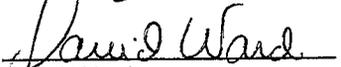
1. Establishment.

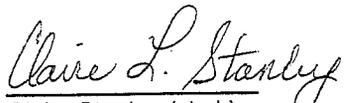
Under the authority of the Vermont Statutes annotated, Title 31, chapter 5, section 203, there be and is hereby created in the Town of Fair Haven a Recreation Committee, the members of which shall be appointed by the Selectmen, and shall consist of (7) members, who must be citizens and residents of the Town of Fair Haven. **Citizens and residents of the Town of West Haven, Vermont, who have children participating in the Town of Fair Haven's Recreation programs, are eligible for appointment to one seat on the committee.**

Board of Selectmen:


Christopher Cole (Chair)


Tim Langlois


David Ward


Claire Stanley (clerk)


Jeff Sheldon

Town Of Fair Haven
Recreation Committee
Membership Policy

- 1) Establishment.
- 2) Membership
- 3) Conduct of meetings
- 4) Quorum
- 5) Vacancies
- 6) Manner of performing powers and duties
- 7) Responsibility
- 8) Director of Recreation
- 9) Powers and duties
- 10) Budget; report of moneys
- 11) Reports
- 12) Office to be established; records to be kept
- 13) Gifts; bequests and donations

1. Establishment.

Under the authority of the Vermont Statutes annotated, Title 31, chapter 5, section 203, there be and is hereby created in the Town of Fair Haven a Recreation Committee, the members of which shall be appointed by the Selectmen, and shall consist of (7) members, who must be citizens and residents of the Town of Fair Haven.

2. Membership.

The initial membership of the recreation committee shall be appointed, respectively, for terms of two (1) one-year, three (2) two-year, and two (3) three year-year terms. Thereafter, all such appointments, except to fill vacancies, shall be for terms of three (3) years or until a successor is appointed and qualified. This would be done by asking residents of Fair Haven for letters of interest. All appointments for the purpose of filling vacancies, other than by expiration of a term of office, shall be for the unexpired term.

Member 3 years

Member 3 years

Member 2 years (initially – then 3 years)

Member 2 years (initially – then 3 years)

Member 2 years (open) (initially – then 3 years)

Member 1 year (initially – then 3 years)

Member 1 year (initially – then 3 years)

Immediately after appointment, the members of said committee shall meet and elect a Chairman, Vice Chairman, Secretary, Baseball and softball commissioner. On an annual basis these decisions should be made by March.

3. Conduct of meetings

The Recreation Committee shall hold regular meetings, shall designate the time and place thereof shall have the power to adopt rules and regulations for the conduct of business within its jurisdiction and shall keep a record of all its proceedings.

Four members shall constitute a quorum.

4. Vacancies

A vacancy in the committee shall occur when any member shall fail to present at three (3) consecutive regular meetings or twenty-five percent (25%) of such meetings in any fiscal year, unless such absence shall be excused by the select board and the reason therefore entered in the proceedings. The Select board can, at its sole discretion, appoint an individual to the to fill a vacancy

5. Manner of performing powers and duties

The Committee is partly convened to assess the long term needs and plans of the Recreation Department. As designated by the Select board, the Recreation Committee is to develop, review and make recommendations as to the changes necessary to meet the Recreation Department's long term goals. The powers and duties of the Recreation Committee shall be exercised and performed as herein provided and shall be in conformity with the Laws of the State Of Vermont.

6. Responsibility for recreation areas

The Recreation Director shall be charged with the control, development, management, operation and maintenance of a system recreation areas and facilities. He/She shall also be charged with the supervision and maintenance of playgrounds, playfields, recreation centers, and other recreational activities. He/She, along with Town Manager approval, shall have the power to expend for any funds appropriated by the voters for recreation and any funds donated or bequeathed for recreation. He/She shall be charged with the responsibility of providing an adequate, safe and wholesome recreation program for the people of both sexes.

7. Director of Recreation

The Director, upon approval of the Select board and Town Manager, shall have the power to employ an Assistant of Recreation who is properly qualified in terms of experience and education. The salaries of the personnel shall be fixed by the Town Manager and the Select Board.

8. Powers and Duties.

- A. The Director reports to the Town Manager.
- B. The Director shall have the power to conduct outdoor and indoor recreation activities and facilities on the grounds and in the building in the charge of the children and the content.
- C. The Recreation Director may make, with approval from the Town Manager, all contracts to carry out the objectives and purposes of the Director and shall have such other powers and perform such other duties as may be necessary for the proper administration of the affairs of the Director.

9. Budget; report of money

- A. The Recreation Director, at the regularly designated time, shall submit to the Town Manager an estimate of the anticipated revenues and expenditures for the ensuing fiscal year (will not exceed the rec. budget) to be approved in whole or part by the Select board. Said Director shall operate within the budget, as approved, and expenses there of shall be payable by the select board.

10. Reports

The Recreation Director shall, at a designated time each year, make a written report relative to work of the Director, which shall be published in the town report, and shall submit such other reports as may be requested from time to time.

11. Office to be established; records to be kept

The Recreation Director shall keep accurate records of His/Her work. He/She shall keep a record of the minutes of all meetings; procedures and accounts of the director, and such records shall be open to the public (town website).

12. Gifts, bequests and donations

The Recreation Director and Committee, with prior knowledge of the Town Manager and Select board, may solicit or receive gifts or bequests or other personal property or any donation to be used, principal, or income for the recreation purposes.

Dated at Town of Fair Haven, County of Rutland, State of Vermont, this 12

Of July, 2011.

Board of Selectmen



Jeff Sheldon (Chair)



Christopher Cole



Red Holzworth II



Claire Stanley (clerk)



Tim Langlois