



Woburn Recreation
Club Rec Summer Program
Parent Handbook

Woburn Recreation Club Rec: (781) 537-8869

Spence Farm

41 Wyman St,

Woburn, MA 01801

Woburn Recreation Department Office: (781) 897-5805

rlindstrom@cityofwoburn.com

bnagle@cityofwoburn.com

Welcome Parents and Guardians!

We are delighted that you have chosen Woburn Recreation Club Rec Program for your child this summer! The Parent Handbook describes our programs, philosophy, policies and practical details that make our program experience convenient for you and rewarding for your child. Specific information for Club Rec appears on the first pages, followed by topics in alphabetical order. Please read this handbook and keep it for future reference. Our staff members at Club Rec Summer Program and the Woburn Recreation Department are always happy to address your questions or concerns.

CLUB REC INFORMATION

Contact List

Club Rec Staff Cell: 781-537-8869

Program Director, Olivia Poole

Recreation Staff:

Recreation Director: Rory Lindstrom

rlindstrom@cityofwoburn.com

Assistant Director: Brian Nagle

bnagle@cityofwoburn.com

Absences

If your child is not going to attend Club Rec for the day, please report any absence by calling or texting the Club Rec Cell phone at 781-537-8869

Drop off & Pick Up Address

Spence Farm

41 Wyman St

Woburn, MA 01801

Club Rec Hours

Monday-Thursday: 9:00am-3:00pm, Friday: 9:00am-1:00pm

Extended hours for additional prices are available as follows:

8:00am early drop off, Monday-Friday.

Drop-Off at Club Rec

All participants will be dropped off at Spence Farm, located at 41 Wyman St. When dropping off and picking up, a staff member will assist the child with their belongings. The staff member will then contact the appropriate counselor to let them know that the child has arrived and will be joining their group. Additional staff and CITs will help with guiding children to their group.

Early Pick Up

If your child will be leaving early, please let a staff member know the morning of at drop off.

Pick-Up at Club Rec

Club Rec Staff will be stationed in the same location as the morning drop-off. Staff members will sign out each child once they see that a parent is there. If someone other than the parent is picking up your child please let a staff member know the name of the adult who will be picking your child up and have that adult bring a photo id with them.

Late Pick-Up

Club Rec closes promptly at 3:00pm. For all children not picked up by the end of the program, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

Club Rec T-Shirts

Every child who registers for Club Rec will receive a free Club Rec t-shirt (1 Per Summer) These T-Shirts will be worn on all Field Trip days.

Club Rec Attire

Please remember to dress your child appropriately for Club Rec. We encourage you to dress your child in clothing that you don't mind getting dirty or stained with art materials. Here are some reminders of clothes for Club Rec:

- T-Shirts
- Shorts
- Closed-Toed Shoes (no sandals or flip flops, please)
- Socks
- LABEL EVERYTHING

Communication

Every Friday prior to the new session, the Club Rec director will send an email to registrants detailing the upcoming session. If you are not registered by the prior Thursday, you will not receive this email. You can access additional Recreation Department information on our website

Conduct

Woburn Recreation is committed to providing a safe and welcoming environment. To ensure the safety and comfort of all, we ask individuals to act appropriately while at our facilities or participating in our programs. We do not permit language or actions that may hurt or frighten others.

This includes but not limited to:

- Angry or vulgar language including swearing, name calling, or shouting
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;

Conduct (continued)

- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior intended or resulting in theft or destruction of property;
- Carrying or concealing any weapon or device that may be used as a weapon.

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Woburn Recreation management will investigate all reported incidents. Dismissal from Club Rec or termination may result. **No refunds will be given for these instances.**

Disabilities

To provide the best experience for your child, we ask that prior to registration you consult the Recreation Department regarding any special needs your child may have. Due to the fact that there are some medical treatments and procedures that program staff is legally neither trained nor qualified to perform, children will be enrolled on an individual basis. We make every attempt to serve all children. If your child is on a 504 or IEP Plan at school please note that those plans do not carry over into Recreation camps. If you feel that your child needs any extra accommodations we are more than happy to work with you but you will need to make us aware of them and have a discussion with either Rory or Brian prior to the start of the program.

Discipline Policy

If your child needs to be disciplined, acceptable measures may include: stern verbal warnings, time-out from an activity, removal from an activity and placement with a staff member away from the group, suspension from program, or removal from program. Unacceptable measures include: verbally degrading a person, physical punishment, or isolation without proper supervision.

Expectations

Good behavior is encouraged in a positive manner. Our staff works cooperatively with parents, keeping them informed of behavioral issues and methods used to teach and guide children toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the program. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the program staff. This will enable us to work more effectively and productively with your child.

Potty Training Policy

All participants are expected to be fully potty trained before attending Club Rec. Woburn Recreation programs do not have facilities conducive to a young child's development for potty training needs. Staff are also not trained to assist children with potty training. If your child is not yet completely potty trained, our program is not recommended.

Enrollment, Withdrawals & Payment Policies

There are two ways to enroll your child: 1) Online – www.WoburnRec.com or 2) with our paper registration form with a check made out to “Woburn Recreation Department”, cash, or credit card. All withdrawals from Club Rec and/or refund requests must be submitted in writing by email: rlindstrom@cityofwoburn.com. Refund/credits will be issued as follows:

Full Refund if cancelled by May 1st

75% Refund if cancelled by May 15th

50% Refund if cancelled by May 29th

25% Refund if cancelled by June 5th

Full Refunds less a \$10 cancellation fee will be given for any medical/family emergency with documentation a week prior to each class.

Field Trips

Every Tuesday and Thursday, Club Rec will go on a field trip based on their age groups. Club Rec participants go to fun places within the local area. All field trip prices are included in the weekly registration fee. If your child attends Club Rec that day, they will be required to participate in the field trip--children are not permitted to stay at Club Rec. Please have your child wear their Club Rec T-shirt every Tuesday & Thursday to make them easily identifiable to staff. They will also be wearing a paper wristband with our contact info on it as well.

General Club Rec Schedule

Children will participate in a variety of activities each day. Activities may be Club Rec-wide, group-wide, or individually selected. Following is an example of a typical Club Rec day:

8:00-9:00am Morning Club Rec care (if applicable)

9:00-9:20am Attendance/Morning Meeting

9:30-10:30am Gym/Group

10:30-11:30 Outside/Playground

11:30-12:30pm Lunch

12:30-1:00 Craft/Movement Games

1:30-2:00 Craft/Movement Games

2:00-2:30 Stations

2:30-3:00 Clean Up/Pick-Up

Lost and Found

Woburn Recreation maintains a lost and found for Club Rec. It is highly recommended that you label all items with your child's full name. While we make every effort to keep all participants belongings in their backpack or with them, Woburn Recreation will not be held responsible for lost or stolen items. Please take a quick check of your child's backpack at the end of the day before leaving. Lost items are much easier to recover on the same day!

Lunches & Snacks

New this year in coordination with Project Bread we are excited to announce that free bagged lunch will be provided to all students attending Club Rec. Your child can still provide their own lunch if you so choose to do so. Children should always be bringing drinks and snacks.

If providing your own lunch: Participants should bring a non-perishable lunch, beverage and filled water bottle to Club Rec daily. Please pack a healthy, balanced meal. Do not send food or drinks in glass containers. Since lunches will not be refrigerated we ask you to send food that does not contain mayonnaise or items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve food. Please mark all lunches (and all containers inside lunches) with your child's first and last name. Please do not provide your child with food that will need to be heated or microwaved. Club Rec staff will not heat up meals. We have two snack periods daily. Please send extra food for these times as well.

Illness Policy

Children must be healthy enough to participate in the program's daily routine. If your child is ill, for the safety and comfort of your child and others, please keep them home until they feel better and no longer present the danger of passing on their illness. If you are keeping your child home due to illness, please contact Club Rec by 8:45am and let the Club Rec director know of your child's absence. When your child has a fever (of 100 or higher) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms return to normal. We may require a physician's release for any medical or health condition. If your child becomes ill during the program, you will be asked to pick up your child as soon as possible.

Medication Policy

We are not able to administer any medications. We can assist and help any child with inhalers, epi-pens, etc.

Accidents/Emergencies

Every precaution will be taken to prevent serious health risks to participants. In the event of a minor injury, First Aid will be administered at the location by our certified Club Rec staff. For everyone's safety and for our record keeping, it is VERY IMPORTANT that when a camper gets hurt, they notify a staff person. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the Club Rec log.
- The child will be observed periodically after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by staff and the Club Rec director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parents or other responsible adults will be notified. In general, if a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by Club Rec staff until professional services arrive.
- 911 will be called.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing in the Club Rec incident report log.

Emergency information is very important for us to provide the safest possible environment for your child. Please notify us immediately if there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you immediately. Please keep your information at WoburnRec.com updated and accurate.

Sunscreen & Hand Sanitizer Policy

The Woburn Recreation encourages your child to bring sunscreen to Club Rec and to use it every day. Parental permission to use sunscreen and to receive administering help from program staff is given at registration.

Allergies

Recreation Staff make their best effort to accommodate children with allergies without impacting others. If you're aware that your child has a severe allergy, it is your responsibility to notify Woburn Recreation in advance to enable proper precautions.

Personal Belongings

Please do not allow your child to bring personal belongings to Club Rec. Woburn Recreation cannot be responsible for lost or damaged phones, toys, games, clothes or other personal belongings.

Cell Phones/Phone Calls

Please do not call to speak to your child or your child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Club Rec Director with questions or concerns at any time. Cell phones are allowed, but participants will be asked to keep their phones in their backpacks and only use if its an emergency or need to contact their parents. The problems that can occur with cell phone use, including:

- Allow participants to focus on their friends outside of Club Rec rather than their friends at Club Rec.
- Enable participants to connect with parents or friends outside of Club Rec when they need advice instead of turning to peers, counselors and directors.
- Enables participants to call parents when they are sick or don't feel well instead of alerting the Club Rec Director and Staff/Counselors who are present, available and trained to help them.
- Could lead to your child or other children being exposed to age-inappropriate material

Rules and Safety

Safety is essential to our program. All children MUST be dropped off and picked up from Club Rec by an authorized person. All adults picking up children will be asked to show identification. This helps ensure their safety

Club Rec rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all participants. Please review the following list of rules with your child:

General Rules

1. Stay with your group at all times
2. No climbing on gates, fences or trees
3. No inappropriate or abusive language
4. No hitting, kicking or other physical abuse is permitted
5. Listen to and respect the rules and boundaries of games and activities
6. All participants will be expected to display good teamwork. How we play is more important than whether we win or lose!

Swimming

Please send your child to Club Rec with a swimsuit and towel EVERY DAY. At Club Rec, children are swim tested at the beginning of their swim block. A certified lifeguard will determine whether they can swim in deep or shallow water. Club Rec staff and certified lifeguards supervise the water at all times. If your child does not pass the swim test they must stay in the shallow end of the pool or they will need to wear a coast guard approved life jacket (you must provide) while in the pool and on the pool deck.

Weather

We believe that outdoor play is essential to a child's development. Rainy days are programmed for low impact games and activities. Please dress your child appropriately for weather conditions--a light sweater or jacket may be needed in the morning. During periods of extreme heat, Club Rec staff will scale activities down. Staff will also remind children to increase their water intake with frequent water breaks throughout the day. All precautions will be taken to prevent heat-related injuries.

Hints for the Heat:

1. Provide at least two drinks for your child
2. Drinking water is encouraged at Club Rec
3. Provide your child with a hat to wear and dress them in light colors

Club Rec Participant & Parent Handbook

Sign Off Sheet Summer 2026

We have received, read and understand the information and policies provided in the Club Rec Handbook for the Summer 2026 Season. We have discussed the program rules and behavior expectations and agree to abide by them. I understand that violation of program policies may result in removal of myself/my child from the program.

Camper's Full Name

Camper's Signature

Parent/Guardian Full Name

Parent's Signature

Date