

TOWN OF MANLIUS RECREATION DEPARTMENT  
SUMMER PLAYGROUND PARENT HANDBOOK 2023

SESSION I: July 5<sup>th</sup>-July 21<sup>st</sup>  
SESSION II: July 24<sup>th</sup>-August 11<sup>th</sup>



Enders Road (K-8<sup>th</sup>)  
Pinegrove Middle (K- 8<sup>th</sup>)

Dear Parents,

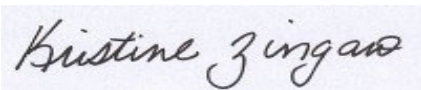
I would like to take this time to welcome you and your family to the Town of Manlius Recreation Department 2023 Summer Playground. .

Please take some time to read through the Parent Handbook to help answer any questions you may have before playground begins. This handbook will also be helpful in orienting you and your child/children to the playground program and its rules/policies.

If you have any questions or concerns please do not hesitate to call the Recreation Department at 637-5188. Thank you to those who are returning to the playground program and a special Thank you to those who are coming for the first time. See you soon!

**PLEASE PROVIDE YOUR CHILDS IMMUNIZATION RECORD  
BEFORE THE 1<sup>ST</sup> DAY OF PLAYGROUND**

Sincerely,



Kristine Zingaro  
Recreation Supervisor  
Town of Manlius Recreation Department  
315-637-5188  
kzingaro@townofmanlius.org

**DISCLOSURE STATEMENT**

The Town of Manlius Recreation Department Summer Playground Programs at Eagle Hill Middle School, and Pinegrove Middle School are licensed by the New York State Department of Health. The camps are inspected a minimum of twice yearly. Inspection reports concerning specific camps are on file at:

Onondaga County Health Department  
Division of Environmental Health  
421 Montgomery Street, 12<sup>th</sup> Floor  
Syracuse, NY 13202  
Telephone: 315-435-6617



# **TOWN OF MANLIUS RECREATION**

The goal of the Town of Manlius Recreation Department is to provide a wide variety of leisure time opportunities to all residents of the town. Our challenge is to stay up to date with changes in our field. We are constantly looking at ways to increase efficiency and provide a broad range of programs and services. We believe that the benefits of recreation are endless and hope that many people will take advantage of what we offer.

## **PROGRAM DESCRIPTION**

The Town of Manlius Recreation Department Summer Playground Program follows a daily lesson plan which is developed by each sites playground director. The children will be broken into groups based on his/her grade level. The groups will be Kindergarten & 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> and 6<sup>th</sup>-up.

### **A typical day:**

8:30am- Drop-Off (look for signs that tell you where you should drop your child off)

8:30am-8:45am- Morning Welcome

8:45am-9:30am- Group Activity (arts & crafts, playground, outside game, gym time etc.)

9:30-10:15am- Group Activity (arts & crafts, playground, outside game, gym time etc.)

10:15am-10:30am- Snack (bring your own snack/drink)

10:30am-11:15am- Group Activity (arts & crafts, playground, outside game, gym time etc.)

11:15am-11:50am- Group Activity (arts & crafts, playground, outside game, gym time etc.)

11:50am-12:00pm- Announcements/Field Trip Information

12:00pm- Dismissal

### **If your child is going on a Field Trip**

12:00-12:30pm- Lunch (bring your own)

12:30- Depart for Field Trip (off-site or on-site)

2:00pm-5:00pm- Pick-up (time depends on Field Trip)

\*These times are approximate. Schedule is subject to change.

## **STAFF INFORMATION**

Playground Supervisor: Kristine Zingaro, Town of Manlius Recreation Dept.

Recreation Supervisor: Elaine Ferguson

Enders Roa Director: TBD

Assistant Director: TBD

Pinegrove Middle Director: TBD

Assistant Director: TBD

Playground counselors are enthusiastic individuals who are committed to providing a safe, diverse and fun program for all children in playground. All staff members are at least 16 (with experience)-17 years old and most are attending college throughout the year. We screen, interview and select all camp staff based on their ability to work effectively with the children. Staff also undergo training the week prior to the beginning of the summer program which includes camp policies and procedures, emergency and safety regulations, staff leadership and much more. Along with the general staff training, all of our assistant directors are certified in CPR and Basic First Aid. They also have a minimum of two years of experience with the playground program. They should be able to answer any of your questions during playground hours.



# **RULES AND EXPECTATIONS**

These rules are to be followed by the Playground participants to ensure the safety and continuing success of our program. All playground participants will respect adults and the rights of other children by:

1. Listening to and following directions
2. Remaining on task and not disrupting the progress of others
3. Speaking to others in a polite manner, no swearing, no hurtful comments or obscene gestures
4. Showing respect to staff and other children
5. Never leave program without telling a staff person
6. Keeping hands and feet to oneself - No pushing, shoving or touching others in an inappropriate manner

At no time will swearing, fighting or running off the playground area be tolerated. Consequences for not following these expectations will begin at playground with corrective feedback, including but not limited to: reminders, warnings, timeout, parent notification and/ or dismissal. Playground directors will enforce any consequences that would result in dismissal from playground. Dismissal will be based on the severity of the actions. Please remember these rules and expectations are for your child's safety. We encourage you to review these expectations with your child to make this summer safe and fun for everyone involved.

## **DO's**

- \*Provide Child's Immunization Record
- \*Bring a smile and a positive attitude
- \*Come prepared to play outside every day!
- \*Bring a snack every day. Try an insulated bag to keep things cool. We do not have access to a refrigerator.
- \*Bring a water bottle everyday
- \*Wear sunblock to playground everyday (we don't provide sunblock)
- \*Wear sneakers everyday
- \*Sign up early for Field Trips
- \*Cash only for Field Trips (send in on day of Trip)
- \*Label child's belongings

## **DON'T'S**

- \*Bring frowns or negative attitudes
- \*Bring glass bottles or containers to playground
- \*Wear flip flops or crocs. Too dangerous!
- \*Bring any electronic devices/toys/stuffed animals to playground. The Town of Manlius will not be responsible if it is lost or stolen.
- \*Bring a cell phone to playground. If your child needs to call you, we will have a phone available in the staff office.
- \*Bring money unless you're going on a Field Trip
- \*Wait to sign up for Field Trips (some fill up fast)

## **Help us Help your child..**

You can help your child/children get acclimated with the summer program by discussing the playground rules and regulations with them at home. We also encourage you to follow the calendar of events, sent home the first day of each session, and have your child prepared for the events of the day. It would be beneficial to help your child remember his or her counselor's name and where they should report each morning and where they will be picked up each day. Thank you in advance for your cooperation.



# ***FREQUENTLY ASKED QUESTIONS***

## **What are the dates and times of Playground?**

\*Session I- July 5-July 21 \*Session II- July 24-August 11

You may drop off your child at 8:30am. You may pick-up your child/children at 12:00pm. If you need to pick them up earlier, you would need to sign them out in the Staff Office.

## **Can I have my friend/neighbor pick my child up?**

You need to provide written documentation giving permission for that specific person to pick up your child. They should be prepared to show their identification.

## **Who are the counselors?**

Most are or were students in your school district. Many of them are attending college or finishing up their high school careers. Most of our counselors are at least 17 years old. Each one went through an interview before being hired, and they all go through staff training every year.

## **When will I find out about Field Trips and Daily Activities?**

Field Trip Information Packets will be handed out at dismissal to each child the 1st day of Playground for each respective Session. Included in the packet are Daily Activity Calendar, Field Trip Calendar, description of each field trip and Permission Slips. Get your permission slips in early, trips may fill up fast. Money is not due until the day of the trip.

## **Can I pick my child up from a field trip site?**

No. If your child is on a field trip, they have to ride the bus to and from the field trip location.

## **My child may need to reach me during the day, can he/she bring her cell phone to playground?**

No. If your child needs to get a hold of you for any reason, there is a phone in the staff office they can use. The Town of Manlius is not responsible for lost or stolen electronic devices/cell phones/toys etc. Those items should not be brought to playground. If your child is seen using a cell phone during playground hours, we will ask them to bring it to the staff office until playground is over at which time it would be returned to them.

## **What if my child gets hurt or sick?**

Each site has a Director and Assistant Director that are both certified in CPR and First Aid. They are trained to handle each case individually. If they deem it necessary to call you to pick them up or, in the worst case scenario, an ambulance, they will not hesitate to do so.

## **What if my child takes medicine?**

We are not qualified to administer medicine. All medicine must be taken at home before coming to playground. Epi-Pens are allowed to come with your child to playground, but are left in the staff office, labeled and in their own bag. Please make sure your child is familiar with their Epi-Pen and how it is used.

## **Where do I pick up my child at dismissal? (subject to change due to Covid)**

Enders Road- In the Gym (you must come inside to pick them up)

Pinegrove School- In the Gym (you must come inside to pick them up)

We will not allow children to go to you waiting in your car. It's too difficult for counselors to watch their group of kids and watch yours get safely to their car.

## **My child is allergic to peanuts, what should I do?**

We have many kids in our playground program that have minor to severe allergies to nuts and nut products. I can assure you that our staff do everything possible to keep your child safe. We have a "Peanut Free" Zone for your child's daily snack and great handwashing practices. We can discreetly place your child during snack times so he/ she is not next to others with nut products. We will assume that your child is well aware of their allergy and will also take proper precautions. Working together is the key!