

LEISURE PROGRAM 2023



BARNSTABLE RECREATION

PARENT HANDBOOK



Town of Barnstable
BARNSTABLE RECREATION

JOHN GLEASON
Recreation Director

141 Bassett Lane, Hyannis, MA 02601
508-790-6345 | F: 508-790-6279 | E: John.gleason@town.barnstable.ma.us



Dear Parents/Guardians and Participants,

We are so excited you have chosen Barnstable Recreation's Leisure Program for your child/children to spend their summer with us. Our staff is committed to ensuring that your child/children's summer experience is safe, fun, building friendships, and filled with a lifetime of memories.

Whether you are new to the program or a returning participant, we ask that you please take the time to go over this handbook with your child to ensure the best possible summer experience. This handbook provides important information to help you and your child prepare for summer. It includes information about the program, policies and procedures.

If you still have questions after reading through the handbook, please don't hesitate to reach out and contact Mickie Davies at: Barnstable Recreation, 141 Bassett Lane, Hyannis, MA 02601. Phone: (508) 790-6345 X107

Email: michelle.davies@town.barnstable.ma.us

Thank you for choosing Barnstable Summer Leisure program and we look forward to seeing you and your child on the first day of the Program. We hope your child's experience will be as rewarding as ours.

Happy summer,

Leisure Program Staff



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POLICIES AND PROCEDURES

DATES/TIME OF PROGRAM

- July 3 - August 18, 2023 (No Program July 4th)
- 8:30 AM - 4:30 PM

DROP OFF/PICK UP PROCEDURE:

- Parents, please park and bring your child to the designated drop off spot where they will be signed in/ signed out.
- If you need to drop off after 8:30-9:00 AM or pick up before 4:00-4:30 PM (outside of regular hours), please call the site cell phone (Numbers are located under IMPORTANT NUMBERS, located in this book!) and remain in your car as your child will be escorted out to you.
- Please look at your field trip and beach trip schedules to see what times the busses are leaving on outings. We will not accept drop off/pick up off site.

DROP OFF/ PICK UP LOCATIONS:

- BIS: Enter Cafeteria Door
- BCIS: Park & Enter on the side of the school that abuts the HYCC go to Cafeteria
- CVE: Enter main Door go to Cafeteria
- C-REC: Playground
- BUES: Enter Gymnasium door and drop off in Gym

MORNING DROP OFF: 8:30-9:00 AM DROP OFF TIME

- Please park your car and bring your child to the location specified for each site, where you will sign them in and out with their counselor and exchange information. Usually the cafeteria, playground or gym.

AFTERNOON PICK UP: 4:00-4:30 PICK UP TIME

- Park your car and enter the Cafeteria, playground or gym, where a staff person will help you with sign-out.
- All children must be signed out by a parent or legal guardian at the end of the day.
- Only people on your Alternate Pick up Sheet will be allowed to pick up your child. They will be asked to provide a driver's license. Please email Mickie Davies or tell your Director in the Morning if you need to add someone to your Alternate Pick Up Sheet.

LATE PICK UP:

- You will be allowed a 15-minute grace period to pick up your child due to the large volume of traffic on the Cape in the summer
 - Failure to pay the penalty within 48 hours will result in your child not being able to attend the Program until the fee is paid.
 - You will still be charged a late fee.
 - At 4:46 PM penalties will apply. They are as follows:
 - *1st Time: A warning will be given*
 - *2nd Time: There will be a \$5.00 late fee for every 15-minute interval that you are late*
 - *3rd Time: Fine stated above and suspension from the Summer Leisure Program for one day*
 - *4th Time: Fine stated above and suspension from the Summer Leisure Program for one week*
 - *5th Time: Fine stated above and suspension from the Summer Leisure program for the remainder of the summer.*
- (Please make sure to look over the late pick up policy form in back of packet)*

HEALTH CONCERNS AND MEDICATIONS:

- Bonnie Chuk is the Leisure Program Nurse, please call her for any medical questions (508) 824-7557.
- If your child takes medication the nurse will be calling you for more information.
- You will need to get Doctor's Orders from your pediatrician that allows us to administer medications. Please get these to the HYCC prior to the start of the Leisure Program. Your DR. may fax Order's to Administer Medication form to 508-790-6279.
- The nurse will set up a time to meet with you at the HYCC to drop off medications in the original prescription bottles.
- The Nurse will administer prescription medications at the time ordered by the physician.
- The Nurse will don the appropriate PPE for the illness/injury or administration of medication.
- Medications must be in the original prescription bottle.
- Medications will be returned at the end of the season.

ILLNESS:

- The nurse will implement screenings safely, respectfully and discreetly in accordance with privacy laws.
- We encourage staff and children to stay home if they are sick.
- If someone becomes ill at the program, the Nurse and parents/guardians will be called.
- The ill participant will escorted to a comfortable room to rest and wait for their ride home.

LEISURE PROGRAM SITE CELL NUMBERS

Here are the cell phone numbers for each Leisure Program Site. Please only call these numbers when you have important information you need to share, or you need to drop-off or pick-up your child at an odd time. Do not be alarmed if the Director or Assistant Director does not pick up, they may be busy with the children. However, they will check their phones often and return your call as soon as they get your message. Please limit your calls to regular business hours.

<u>SITE</u>	<u>DIRECTOR</u>	<u>CELL PHONE</u>
BCIS	Amy Fajardo	508-367-9729
CVE	Summer Megnia	508-367-9728
BUES	Charlie Clark	508-367-9725
BIS	Mateya Donalson	508-367-9726
C-REC	Georgia Bressett	TBA

Michelle Davies (Coordinator)	508-790-6345 X107
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Jenny Alper (Asst. Coordinator)

Cassidy McNally (Asst. Coordinator)

Bonnie Chuk (Nurse)	774-392-4459
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ABOUT OUR PROGRAM

TOWN OF BARNSTABLE MISSION

Our priorities focus on the mission of our organization and its strategic plan. To protect the Town of Barnstable's quality of life and unique character, engage our citizens, and enact policies that respond to and anticipate the needs of our community.

- Through sound financial management
- Open communication that engage our public
- With an equitable balance of resource allocation to improve the quality of life for our residents, businesses, and visitors

RECREATION STATEMENT

The Recreation Division is committed to provide a variety of leisure activities to improve the quality of life in our community through exceptional, affordable programs and services.

WORKING WITH CHILDREN WITH SPECIAL NEEDS:

- Children will be identified by their registration forms.
- Parents will be asked to reinforce program rules with their child at home.
- Parents will be notified and asked about concerns and what accommodations will be needed for their child to have a successful summer.
- Adequately trained 1-1 staff will be assigned and the child will be grouped by developmental age with other participants.
- The Nurse will take care of medications and tube feeding needs.
- Arrangements for any services will be made prior to the start of the program. We encourage services be done late in the afternoon and that the provider be placed on the Alternate drop off/pick up list and sign the child out before providing the service. The service provider will then escort the child to the parent at the end of the day.

LUNCH TIME:

- **Barnstable Intermediate School:**
 - Free Breakfast & Lunch available daily for everyone.
- **Centerville Recreation:**
 - Required to bring lunch/snack & beverage from home.
- **Barnstable Community Innovation School:**
 - Free Breakfast & Lunch available daily for everyone.

- **Centerville Elementary:**
 - Free Breakfast & Lunch available daily for everyone.
- **Barnstable United Elementary:**
 - Free Breakfast & Lunch available daily for everyone.

WEEKLY ACTIVITIES:

- Field Trips will occur once a week. A schedule will be sent to you and given out each Friday afternoon at pickup time. Please wear socks on the days that we are going to the Inflatable Park.
- Beach trips will take place twice a week at various beaches around Barnstable.
- Arts & Crafts: Projects vary from week to week. There are activities such as painting, tie-dye, and other age appropriate projects depending on the site.
- Field Games: We will play as many games as possible outside in the field. Games will also be played in the gymnasiums.
- Contests and challenges: We will play a lot of age appropriate trivia games and host contests.
- Certain days will be dedicated “theme days” where the activities align with a fun and exciting theme! Never the same one twice!

WHAT TO BRING:

- A **backpack** to hold all belongings.
- A great attitude, smiles and get ready for fun.
- **Sneakers** are preferred footwear.
- **Towel, sunscreen**, bathing suits and anything else you need to be out in the sun and for water/beach days.
- Summer **reading book** (especially BIS)
- **Snacks (C-REC: Lunch and snack)**
- Lots to **drink and extra water** (water will also be available on site).

WHAT NOT TO BRING:

- Toys/Games from home
- Gaming Devices
- Anything else you do not want stolen, missing or broken
- Phones should be kept in backpacks unless working on a project.

DISCIPLINE POLICY:

We promote and expect 4 basic principles: **Respect, Responsibility, Safety and Kindness.**

Barnstable Recreation Leisure Program offers a quality experience for your child. All that is asked in return is that your child follows the rules and code of conduct. Please read the following policies and discuss them with your child(ren).

Minor offenses include the following:

- Name calling
- Not listening
- Refusal to participate in activities

Major offenses include:

- Fighting or other physical contact
- Intimidating/bullying
- Destruction of school/Leisure Program property

1st Time: A Leisure Program staff member will speak to parent/guardian

2nd Time: A written warning notice will be sent home

3rd Time: Suspension from the Leisure Program for one day

4th Time: Suspension from the Leisure Program for three days

The discipline policy is subject to change based on the severity of the incident

BULLYING POLICY:

Our philosophy affirms that each of our campers has the opportunity to experience a summer where they can explore new friendships, develop life skills and discover new talents free of judgement or negativity.

Barnstable Recreation addresses all bullying incidents seriously. We encourage our staff to promote open communication within their groups, so that participants feel comfortable letting us know if there are any problems at any point during their camp experience.

At the Leisure Program, every child has the right to the best possible experience, and we will act proactively to ensure that none of the children are denied this opportunity. The Leisure Program believes positive behavior comes from a cooperative effort between children, parents and staff. While we make every effort to establish communication with parents before taking any major disciplinary steps, it is important to note that fighting, demonstration of disrespectful behavior, hitting, biting, bullying, harassing and displaying destructive behavior are grounds for immediate suspension and possible dismissal from the Leisure Program.

SENDING A CHILD HOME/ BEHAVIOR:

If we feel a child is deemed to be unsafe at the Leisure Program, we may choose to send a child home. In the case of any aggressive behavior that could harm a staff member or other child, the child will be sent home immediately. Also, if a child is sick or injured, we will call the parent for pick-up. If the parent cannot be reached then the next person on the emergency call list will be called, and so on!

ADDRESSING CONCERNS:

We encourage you to directly communicate with the staff member who is responsible for your child. Feel free to ask specific questions or offer suggestions to the staff member in order to remedy a situation your child may be having at the Leisure Program.

- Discuss your concern with the site Director
- If not satisfied, contact Michelle Davies (508) 790-6345 X107

SUNSCREEN:

We do not apply sunscreen!!! You and your child are responsible for this, but children are told frequently throughout the day to reapply under the eye of a counselor and the help of a buddy. Please try to apply sunscreen at home and spray sunscreen should be labeled with child's name.

BEACHES:

- You will usually find us close to the lifeguard towers at the beach.
- Our staff form a square in the water where all children swim in the middle.
- A square on the beach is defined with cones for towels and sand play and is properly staffed.
- Cones also show the way from the water's edge to the coned in area on the beach.
- Staff are at the water's edge to assist children with their PFDs and to supervise.
- Please send your child in with a swimsuit, towel, hat, sunscreen (preferably spray) and a water bottle.
- Beach trips are usually from 1-3:30 PM

FIELD TRIPS:

- There will be one fieldtrip per week.
- FIVE STAR will transport to our beach or fieldtrip venues.
- Vehicles will be cleaned after the trip has finished.
- A Field trip and Beach trip Schedule will be sent to you via email and are located on site www.townofbarnstable.ma.us/recreation as well as in this handbook.
- The schedules are subject to change due to weather, we will try to reschedule any missed trips that we are able to make up.
- **Children must wear their Leisure program T-shirt to all outings.**
Please remember to pack your child's lunch, snacks, water bottle and sunscreen daily. FREE Lunch at BIS, BUES, BCIS CVE

CHRISTIAN'S LAW:

Christian's Law says that every child at a Summer Recreation Program must pass a Level 3 swim test to be able to swim without a personal floatation device (PFD) that is approved by the Coast Guard.

Christian's Law testing dates:

- CVE/ C-REC: July 3th, Hathaway's Pond at 10:00 AM/ 1:00 PM
- BUES/ BCIS: July 5th, Hathaway's Pond at 10:00 AM/ 1:00 PM
- BIS: July 6th, Hathaway's Pond at 1:00 PM

If your child does not pass Christian's Law: You may provide them with a Coast Guard approved PFD, or we will have one for your child that will be properly fitted and have their name on it for the summer.

THIS IS THE LAW AND IS MEANT FOR THE SAFETY OF YOUR CHILD

LEVEL 3 SWIM TEST:




Level 3: Stroke Development

- Bobbing while moving forward safely
- Rotary breathing
- Survival float on front
- Back float
- Change from vertical to horizontal position on front and back.
- Tread water
- Push off in a steamed line position then begin flutter and dolphin kicks on front
- Front crawl
- Elementary backstroke
- Scissor kicks

LEISURE PROGRAM BEACH TRIPS

JULY 2023






Mon	Tue	Wed	Thu	Fri
<i>CVE</i> Centerville Elementary 658 Bay Lane Centerville	<i>BUES</i> Barnstable United Elementary 730 Osterville West Barnstable Rd Marstons Mills	<i>C-Rec</i> Centerville Recreation 540 Main Street Centerville	<i>BCIS</i> Barnstable Community Innovation School 165 Bearse Way Hyannis	<i>BIS</i> = Barnstable Intermediate School 895 Falmouth Rd Hyannis
3 Christian's Law testing <i>CVE</i> 10-12:00 PM <i>C-REC</i> 1:00-3:00 Hathaway's Pond	4 	5 Christian's Law testing <i>BUES</i> 10 AM-12 PM <i>BCIS</i> 1-3:00 PM Hathaway's Pond	6 Christian's Law testing <i>BIS</i> 1-3:00 PM Hathaway's Pond	
10 Beach Trip <i>BCIS</i> 1-3:30 Craigville Beach <i>BUES</i> 1-3:30 Dowses Beach	11 Beach Trip <i>BIS</i> 1-3:30 Craigville beach <i>C-REC</i> 1-3:30 Kalmus Beach	12 Beach Trip <i>CVE</i> 1-3:30 Kalmus Beach <i>C-REC</i> 1-3:30 Dowses Beach	13 Beach Trip <i>BIS</i> 1-3:30 Dowses Beach <i>BUES</i> 1-3:30 Kalmus Beach	14 Beach Trip <i>CVE</i> 1-3:30 Dowses Beach <i>BCIS</i> 1-3:30 Kalmus Beach
17 Beach trip <i>CVE</i> 1-3:30 Kalmus Beach <i>C-REC</i> 1-3:30 Craigville Beach	18 Beach trip <i>C-REC</i> 1-3:30 Dowses Beach <i>BCIS</i> 1-3:30 Veteran's Beach	19 Beach trip <i>BIS</i> 1-3:30 Kalmus Beach <i>BCIS</i> 1-3:30 Craigville Beach <i>BUES</i> 1-3:30 Veteran's Beach	20 Beach trip <i>CVE</i> 1-3:30 Craigville Beach <i>BIS</i> 1-3:30 Veteran's Beach	21 Beach trip <i>BUES</i> 1-3:30 Craigville
24 Beach Trip <i>BCIS</i> 1-3:30 Dowses Beach <i>CVE</i> 1-3:30 Veteran's Beach <i>BUES</i> 1-3:30 Craigville Beach	25 Beach Trip <i>BIS</i> 1-3:30 Kalmus Beach <i>C-REC</i> 1-3:30 Veteran's Beach	26 Beach Trip <i>CVE</i> 1-3:30 Veteran's Beach <i>C-REC</i> 1-3:30 Covells Beach	27 Beach Trip <i>BUES</i> 1-3:30 Covells Beach 	28 Beach Trip <i>BIS</i> 1-3:30 Dowses Beach <i>BCIS</i> 1-3:30 Craigville Beach

LEISURE PROGRAM BEACH TRIPS

AUGUST 2023



Mon	Tue	Wed	Thu	Fri
31 Beach trip <i>CVE</i> 1-3:30 Kalmus Beach <i>BUES</i> 1-3:30 Craigville Beach	1 Beach trip <i>BIS</i> 1-3:30PM Veteran's Beach <i>BUES</i> 1-3:30 Dowses Beach	2 Beach trip <i>C-REC</i> 1-3:30PM Veteran's Beach	3 Beach trip <i>CVE</i> 1-3:30PM Veteran's Beach <i>BIS</i> 1-3:30 Craigville Beach <i>BCIS</i> 1-3:30 Dowses Beach	4 Beach trip <i>BCIS</i> 1-3:30PM Veteran's Beach <i>C-REC</i> 1-3:30 Covell's Beach
7 Beach trip <i>CVE</i> 1-3:30 Craigville Beach <i>C-REC</i> 1-3:30 Dowses beach <i>BUES</i> 1-3:30 Veteran's Beach	8 Beach trip <i>BCIS</i> 1-3:30 Kalmus Beach <i>BIS</i> 1-3:30 Dowses Beach <i>C-REC</i> 1-3:30 Craigville Beach	9 	10 	11 Beach trip <i>CVE</i> 1-3:30 Covells Beach <i>BCIS</i> 1-3:30 Craigville Beach <i>BIS</i> 1-3:30 Kalmus Beach <i>BUES</i> 1-3:30 Dowses Beach
14 Beach trip <i>BCIS</i> 1-3:30 Dowses Beach <i>CVE</i> 1-3:30 Veteran's beach	15 Beach trip <i>BIS</i> 1-3:30 Dowses Beach <i>C-REC</i> 1-3:30 Covells Beach <i>BUES</i> 1-3:30 Kalmus Beach	16 Beach trip <i>C-REC</i> 1-3:30 Dowses <i>BIS</i> 1-3:30 Kalmus <i>BUES</i> 1-3:30 Craigville Beach	17 Beach trip <i>CVE</i> 1-3:30 Dowses Beach <i>BCIS</i> 1-3:30 Kalmus Beach	18 

Covell's Beach
790-9887
857 Craigville Beach Road
Centerville, MA 02632

Craigville Beach
790-9888
997 Craigville Beach Road
Centerville, MA 02632

Dowses Beach
420-2403
348 East Bay Road
Osterville, MA 02655

Kalmus Beach
790-9884
670 Ocean Street
Hyannis, MA 02601

Veteran's Park
Beach
790-9885
480 Ocean Street
Hyannis, MA 02601

Hathaway's Pond
362-8159
1431 Phinney's P Lane
Barnstable, MA 02630



**BARNSTABLE
RECREATION**

LEISURE PROGRAM FIELD TRIPS JULY 2023







Mon	Tue	Wed	Thu	Fri
CVE Centerville Elementary 658 Bay Lane Centerville	BUES Barnstable United Elementary 730 Osterville West Barnstable Rd. Marston Mills	C-Rec Centerville Recreation 540 Main Street Centerville	BCIS Barnstable Community Innovation School 165 Beares Way Hyannis	BIS Barnstable Intermediate School 895 Falmouth Rd Hyannis
3 Christian's Law testing CVE 10AM-12PM C-REC 1-3PM Hathaway's Pond welcome	4 No Program 	5 Christian's Law testing BUES 10AM-12PM BCIS 1-3PM Hathaway's Pond	6 Christian's Law testing BIS 1-3PM Hathaway's Pond	7
10 Mini-Golf & ice cream BIS 10-11:30AM Steve & Sue's Par-Tee Freeze (No Bus)	11 Mini-Golf & ice cream BCIS 10-11:30AM Steve & Sue's Par-Tee Freeze	12 Mini-Golf & ice cream BUES 10-11:30AM Steve & Sue's Par-Tee Freeze 	13 Mini-Golf & ice cream CVE 10-11:30AM Steve & Sue's Par-Tee Freeze	14 Mini-Golf & ice cream C-REC 10-11:30AM Steve & Sue's Par-Tee Freeze
17 Skating/open gym/game room BIS 10:30-1PM	18 Skating/open gym/game room BUES 10:30-1 PM	19 Skating/open gym/game room CVE 10:30-1PM	20 Skating/open gym/game room BCIS 10:30-1PM (No BUS)	21 Skating/open gym/game room C-REC 10:30-1PM
24 Water Wizz BIS 10-3PM 31 See next page	25 Water Wizz CVE 10-3PM	26 Water Wizz BCIS 10-3PM BUES 10-3PM	27 	28 Water Wizz C-REC 10-3PM



**BARNSTABLE
RECREATION**

LEISURE PROGRAM FIELDTRIPS August 2023



Mon	Tue	Wed	Thu	Fri		
<div>31</div> <div>NOVA Trampoline Park</div> <div>BIS 11-2PM</div>	<div>1</div> <div>NOVA Trampoline Park</div> <div>C-REC 11-2PM</div> <div>CVE 11-2PM</div>	<div>2</div> <div>NOVA Trampoline Park</div> <div>BUES 11-2PM</div> <div>BCIS 11-2PM</div>	<div>3</div>	<div>4</div> <div></div>		
<div>7</div>	<div>8</div> <div></div>	<div>9</div> <div>Kid's Day</div> <div>BCIS, CVE, C-REC, BUES</div> <div>10:30-1PM</div> <div>Barnstable High School</div> <div>BIS will walk</div>	<div>10</div> <div>ALL SITES</div> <div>Talent Show at the Village Green</div> <div>10-2PM</div>	<div>11</div> <div></div>		
<div>14</div> <div>CC Inflatable Park</div> <div>BIS</div> <div>10:00-3:00PM</div>	<div>15</div> <div>CC Inflatable Park</div> <div>CVE</div> <div>10:00-3:00PM</div>	<div>16</div> <div>CC Inflatable Park</div> <div>BCIS</div> <div>10:00-3:00PM</div>	<div>17</div> <div>CC Inflatable Park</div> <div>C-REC & BUES</div> <div>10:00-3:00PM</div>	<div>18</div> <div>Goodbye </div>		
<div>WEEK 1</div> <div>Christian's Law Testing</div> <div>Hathaway's Pond</div> <div>1431 Phinney's Lane</div> <div>Barnstable, MA</div> <div>Pick up @ LP Site:</div> <div>9:30 AM / 12:30 PM</div> <div>Depart Pond:</div> <div>12 PM/ 3 PM</div>	<div>Week 2</div> <div>Steve & Sue's Par-Tee-Freeze</div> <div>455 West Main Street</div> <div>Hyannis , MA 02601</div> <div>508-771-3194</div> <div>Pick up @ LP @ 9:40</div> <div>Depart golf @ 11:30</div>	<div>Week 3</div> <div>HYCC</div> <div>141 Bassett Lane</div> <div>Hyannis</div> <div>508-790-6345</div> <div>Depart LP @ 10:15</div> <div>Depart HYCC @ 1:00</div>	<div>Week 4</div> <div>Water Wizz</div> <div>Cranberry Highway,</div> <div>Wareham</div> <div>508-295-3255</div> <div>Depart HYCC @ 9:15</div> <div>Depart Water Wizz @ 3:00</div>	<div>Week 5</div> <div>NOVA Trampoline Park</div> <div>The Grove</div> <div>65 Shops at 5 Way</div> <div>Plymouth 02360</div> <div>508-747-0189</div> <div>Depart LP @ 10:00 AM</div> <div>Depart NOVA @ 2:00</div>	<div>Week 6</div> <div>Kid's Day</div> <div>Barnstable High School</div> <div>744 West Main Street</div> <div>Hyannis</div> <div>Depart LP @ 10:00 AM</div> <div>Depart High school at 1:30 PM</div> <div>Talent Show</div> <div>Village Green Hyannis</div> <div>Depart LP Site @ 9:30</div> <div>Depart Green@ 2 PM</div>	<div>Week 7</div> <div>Cape Cod Inflatable Park</div> <div>Rte. 28</div> <div>West Yarmouth</div> <div>508-771-6060</div> <div>Depart LP @ 9:30</div> <div>Depart Park @3:00</div>



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T: 508-790-6345 | F: 508-790-6279 | E: John.gleason@town.barnstable.ma.us



LATE PICK-UP WRITTEN WARNING

Please accept this as your initial warning indicating that you have picked up your child late from the Barnstable Recreation Division Leisure Program. If you should pick up your child late for a second time, a late fee will apply as stated in the Late Pick-up policy found in the Parent Handbook and at the bottom of this letter. Thank you for your understanding in this matter.

Time of pick-up: _____

Date: _____

Childs Name: _____

Signature of Employee: _____

Signature of Parent/Guardian: _____

Sincerely,
Michelle Davies
Program Coordinator
Town of Barnstable
508-790-6345 X 107

LATE PICK-UP POLICY

You will be allowed a 15 min. grace period to pick up your child due to the large volume of traffic on the Cape in the summer. At 4:45 pm penalties will apply.

- 1st Time:** A Warning will be given.
- 2nd Time:** There will be a \$5.00 late fee for every 15-minute interval that you are late.
- 3rd Time:** Fine stated above and suspension from the Leisure Program for one day.
- 4th Time:** Fine stated above and suspension from the Leisure Program for one week.
- 5th Time:** Fine stated above and suspension from the Leisure program for the remainder of the summer.



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SUSPENSION REPORT

This notice serves as a suspension notification for violating the disciplinary policy more than two times of the Barnstable Leisure Program.

Number of day's suspended: _____

Person involved: _____

Location: _____

Date and time: _____

Staff involved: _____

Factual Incident details: _____

Counselor's Name: _____

Counselor's Signature: _____

Date: _____

Child's Name: _____

Child's Signature: _____

Date: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____



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LATE PICK UP INVOICE

Please accept this as your _____ offense indicating that you have picked up your child late from the Barnstable Recreation Leisure Program. If you should pick up your child late again, the next step in the Late Pick-up policy will apply. Late Pick-up policy can be found in the Parent Handbook, on the written warning, and at the bottom of this letter. Thank you for your understanding in this matter.

Time of pick-up: _____

Amount Due: \$ _____

Date: _____

Childs Name: _____

Signature of Employee: _____

Signature of Parent/Guardian: _____

Failure to pay this penalty within 48 hours will result in your child not being able to attend the Leisure Program until the fee is paid.

Sincerely,
Michelle Davies
Program Coordinator
Town of Barnstable
508-790-6345 X107