



## ***SUMMER PARK PROGRAM HANDBOOK***

### LOCATIONS:

Old Daisy Bronson Middle School  
102 School Street  
Littleton, NH 03561

### CONTACT:

Korrine Towle  
Littleton Parks and Recreation Program Coordinator  
(603)-575-9175  
[ktowle@townoflittleton.org](mailto:ktowle@townoflittleton.org)

## ***General Information:***

Location:  
102 School Street  
Littleton, NH 03561

Days of Operation:  
Monday - Friday

Hours of Operation:  
7:00 A.M - 5:00 P.M

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## ***Fees:***

### Weekly Registration:

Registrations done on a weekly basis must be submitted by **6:00 P.M** on the **Friday prior** to the desired week. Registrations can be done at <https://littletonnh.myrec.com>.

### Payment Methods:

**Online by Credit Card:** Pay bill on MyRec. **[Please note: there is a 3% service charge]**

**Send a check via mail:** Send all checks to the following address.

***Littleton Opera House - Parks and Recreation  
2 Union Street  
Littleton, NH 03561***

**Drop a payment off at the Littleton Opera House:** Payments can be placed in the black drop box next to the side entrance double doors of the parking lot.

**[Please note: all checks must be payable to the Town of Littleton. The memo line must contain the child's name and desired program.]**

### Cancellations:

Please notify us of a cancellation from camp **a week prior** to the week you are canceling out from. Cancellation must be in written format, specifying either a refund or credit applied to your account, with response from the Program Coordinator to confirm cancellation. Cancellation from camp with less than a week notice will not be able to receive a refund or credit.

### Late Fees:

The program ends promptly at **5:00 P.M.** Any late pick-up after 5:00 P.M will result in a minimum late fee of **\$10.00**. After the first 10 minutes, the fee will continue at a rate of **\$1.00 per minute**. Repeated late pick-ups may jeopardize your child's enrollment at our program.

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## ***Absences:***

Unlike the After School Program, families are ***not*** required to notify us of their child's absence for the Summer Park Program. If you choose to notify us, please send all absence emails to [OST.LittletonRec@gmail.com](mailto:OST.LittletonRec@gmail.com)

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## ***Illness/Injuries:***

Students who indicate that they do not feel well will be assessed by our program staff. Children should stay home/ will be sent home if they have a fever over 101 degrees, diarrhea or vomiting, within the past 24 hours, persistent sore throat, drainage from the eyes, or any other sickness.

If any first aid is administered to your child during camp hours, a parent will be notified. In addition, in the event that your child receives an injury that requires treatment beyond basic first-aid, a parent will be notified immediately.

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## ***Medical Information:***

All necessary medical information should be accurately documented on the required registration form. If any medical information changes, we request that you notify the Program Coordinator as soon as possible.

If your child needs an epi-pen, inhaler, or any medication administered or potentially administered at our program, a medication form must be filled out ***prior*** to the start of the program.

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## ***Drop-off & Pick-up Procedures:***

### **Morning Drop-off:**

Morning drop-off is between the hours of **7:00 A.M and 9:00 A.M**. Campers should arrive no sooner than 7:00 A.M. If you know your camper will be arriving after 9:00 A.M on any given day, we ask that you notify the Program Coordinator so the information can be passed on to the Lead Counselor.

### **Afternoon Pick-up:**

All campers will be dismissed from the Daisy Bronson Middle School between **4:00 P.M and 5:00 P.M**. Communication between staff and families is very important to us, as safety is one of our main concerns.

***Please read the important information regarding sign-outs below:***

All sign-outs will be completed at the sign-out table located outside the Daisy Bronson. Please do not take your child until we sign your child out.

All children ***must*** be signed out by a parent or a designated pick-up person. Please be sure to check your pick-up list to ensure it includes all approved pick-ups. In the event that you have a change in your pick-up list, please notify the Program Coordinator immediately.

**All pick-ups *must* bring an ID.** Even if you have picked up in the past, or are the primary pick-up, we have new staff that may not know you and have been asked to ID anyone they do not know. If someone new is picking up your child, please notify them of this policy so they come prepared with an ID. If we are unable to positively ID a pick-up, we will need to verbally confirm the pick-up with a primary contact before releasing your child into their care.

If your child is **walking or biking** from the program, or is otherwise able to sign themselves out at the end of the camp day, please make sure to check the back of your camper registration form to approve of this form of dismissal. Children will not be allowed to leave the program unattended without prior written consent.

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***Summer Food Service Program:***

The free summer food program will be offered once again. Any child in the community, under the age of 18, can receive a free breakfast and lunch Monday - Friday. The food is distributed from the Littleton High School Cafe. The schedule goes as follows:

***Breakfast: 8:00 A.M - 9:00 A.M***

***Lunch: 11:30 A.M - 12:30 P.M***

The menu will be attached to our website once it becomes available. If your child has a specific food intolerance or allergy, please let us know so we can do our best to accommodate their needs.

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***Swimming Lessons:***

Swim lessons are not included in the price of the Park Program. If you would like your child to participate in swim lessons, please register them on our website: <https://littletonnh.myrec.com>. If your child attends camp and is enrolled in swim lessons, a staff member will transport your child to their lesson and back down to rejoin camp after. A certified swim instructor will teach all lessons.

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## ***Free Swim:***

We will be going to the Town Pool daily (weather permitting). Each of the groups will have a different swim time throughout the afternoon. However, the typical swim times are between 1:00 P.M and 3:00 P.M daily. If you need to pick up your child during those hours, please notify the Program Coordinator as soon as you know so we can have your camper ready for your arrival.

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## ***Code of Conduct:***

If a student continuously engages in disruptive behavior at the Littleton Parks and Recreation Summer Program, the Program Coordinator will work closely with the family to address and resolve the issue. The program reserves the right to revoke a child's attendance if repeated disruptive behaviors disrupts the overall function and operation of the program or its participants.

Campers will be sent home for violence, stealing, destruction of property, injury to themselves or others, and/or verbal abuse. We reserve the right to remove any child from the program if we feel that we cannot adequately handle the child's behavioral needs.

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## ***Daily Checklist:***

- Comfortable clothes:** T-shirts and appropriate shorts. (Change of clothes is highly recommended)
- Sneakers or closed-toed shoes:** Campers will be walking to and from every location. Please make sure your camper is wearing shoes that make this task easier. (You can send your child with flip-flops or sandals for the pool.)
- Lunch/snacks/water:** Although we have the free food program, please pack your child with additional snacks and a refillable water bottle for the day. We also encourage families to take a look at the food menu prior to the start of the week to ensure their child will eat the provided food.
- Sunscreen:** We recommend that your camper comes with sunscreen applied prior to the start of camp everyday. We will be applying sunscreen to your camper multiple times throughout the day, so please send your child with a labeled sunscreen for camp. We will be sending reminders throughout the summer if your camper is getting low on sunscreen.
- Bathing suit and towel:** Please provide your child with a bathing suit and towel daily. We do not provide extras of these items.

***Please note:*** Staff cannot assume responsibility for any child's personal belongings. Please label any and all items that you send with your child. Any lost and found items will be located on the brick wall along the Daisy Bronson. All remaining items will be discarded at the end of the season. The department is not responsible for lost or stolen items.

Littleton Parks and Recreation does not allow weapons, drugs or alcohol. Water guns, toy guns, sling-shots, pocket knives and other items of this nature are not allowed at our programs. These items will be confiscated and families will be notified at check out.

The Park Program is offered so that children can have a safe and fun environment for the summer. We expect all campers and their families to respect the staff, campers, and the property of the department.

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### ***Communication:***

Please contact the Program Coordinator with any questions or concerns. Communication can be done using one of the following methods:

***Direct emails:*** [ktowle@townoflittleton.org](mailto:ktowle@townoflittleton.org)

***Changes in attendance, pick-up, or any daily changes, please email:***

[OST.LittletonRec@gmail.com](mailto:OST.LittletonRec@gmail.com)

***Immediate attention during program hours, please call:*** (603)-575-9175