



***SUMMER PARK PROGRAM  
HANDBOOK***

**LOCATION:**

Mildred C. Lakeway Elementary School  
325 Union Street  
Littleton, NH 03561

**CONTACT:**

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# Littleton Parks and Recreation

## Summer Park Program Handbook

### *General Information:*

Location:  
325 Union Street  
Littleton, NH 03561

Days of Operation:  
Monday - Friday

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

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Hello parents and campers. It is that time of year again – Summer Park Program is back and better than ever. This handbook is an overview of all the necessary information you may need before participating in the Littleton Parks and Recreation Summer Park Program. It is our intention that you will read through this handbook with your child and ensure that everyone is familiar with the rules, regulations, and procedures of the Summer Park Program.

***Please note that this handbook needs to be reviewed, signed, and returned before your child will be permitted to attend the program.*** Please keep any forms that do not need to be signed, as these sheets hold information that is important for children and parents to have throughout the summer.

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### ***Fees:***

*Resident: \$150.00 per week*

*Non-Resident: \$175.00 per week*

### 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>.

### Payments:

Payment is due the Friday before the week of attending or the Monday morning of the week of attendance. Please make sure you are up to date on your payments. You may contact the Program Coordinator if you need a payment plan. **The final date to generate a payment plan is: April 30, 2026.** All payment plans created after April 30, 2026, will be the full amount of weekly attendance due each week. **All payment plans must be paid off by July 10, 2026.**

### Payment Methods:

**Online:** Pay bill on MyRec with a debit or credit card. **[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 that faces 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.]**

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### 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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### ***Medical Information / Health Policy:***

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.

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 any of the following symptoms: fever over 101 degrees, diarrhea or vomiting, within the past 24 hours, persistent sore throat, drainage from the eyes, abscess or draining sores, rash (unless determined to be non-contagious by a Doctors note), 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.

Campers must be able to independently change in and out of their clothes and bathing suits.

Campers must be potty trained and able to independently use the restroom with proper hygiene.

**We are a peanut-aware facility. We do have peanut allergies, and we are strongly encouraging peanut-free food items at our program.**

### **Head Lice (Pediculosis):**

With the exception of the common cold, head lice infestation affects more school aged children than any other communicable childhood diseases combined. Head lice are tiny insects that live on the scalp. They lay eggs, called nits, that hatch and stick to hair. Head lice do not jump or fly, but they do spread quickly. The most common ways that they are spread is through direct head-to-head contact with an infected person, they can also be spread by sharing combs, hats, towels, scarves, clothing, head gear, ribbons, stuffed animals, etc.

The Department has established a "No Nit" & "No Live Bug" Policy. If a child is found to have an active case of pediculosis (live lice and/or live nits), a parent will be notified and the child will be sent home immediately for treatment. This may seem extreme, but if nits are present, re-infestation is imminent to your child, family, and anyone at camp. The child will be permitted to return to camp the following day after treatment with a pediculicide and nit removal is completed. If a case of head lice is reported all staff and parents will be notified.

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

**\*\*Please park in the Bishop Street Parking Lot and walk to our sign-in/sign-out table located behind the school. We will have our sandwich board sign out to direct you to the table. \*\***

#### Morning Drop-off:

Morning drop-off is between the hours of **7:00 A.M and 8:30 A.M**. Campers should arrive no sooner than 7:00 A.M. If you know your camper will be arriving after 8:30 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 Lakeway Elementary School between **3:30 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 on the playground of Mildred C. Lakeway Elementary School. 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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### *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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### *Photograph / Video:*

During the course of the Summer, Supervisors may take photographs and record video of campers and group-wide activities. We like to share the photos/ videos of our campers and staff in media outlets such as our website, community newspaper articles, and on our social media page.

On the Summer Program Registration Form, please indicate your preference of consent or refusal to permit photographing/videotaping your child for purposes stated above.

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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 Mildred C. Lakeway Elementary School Cafe. The schedule goes as follows:

***Breakfast: 7:30 A.M - 8:30 A.M***

***Lunch: 12:00 P.M - 1:00 P.M***

The summer food program will start on **Monday, June 29, 2026, through Friday, August 21, 2026.** **Note:** **There will be NO food program week 1.** The food program will run every Monday-Friday that camp operates, and to-go bags will be provided for field trips.

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.

**Please note: we are a peanut-aware facility. We do have peanut allergies, and we are strongly encouraging peanut-free food items at our program. All food provided by the food program will be peanut free.**

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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>. A certified swim instructor will teach all lessons.

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### *Free Swim:*

We will be going to the Town Pool (weather permitting). Each of the groups will have a different swim time throughout the afternoon. If you need to pick up your child before the normal pick up time of 3:30PM, please notify the Program Coordinator so they can coordinate a pickup location.

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### *Field Trips:*

All field trips are on Fridays, unless specified otherwise.

- **All Campers must wear their 2026 Camp Shirt.** Shirts will be provided directly to each child at sign-ins on Friday of Week 1 **OR** their first week of attendance.
- Please pack them with a bathing suit, towel, sunscreen, water bottle, snacks and lunch if you don't use the food program.
- If you choose to send your child with money for food or the gift shop, please place the money in a plastic baggie with a note inside with their name and the amount sent. **Not all field trips will require additional money.** If a field trip requires additional money for gift shops, food, etc., please do not send more than \$20.00 per camper. **Your camper may bring additional money for the following trips: Santa's Village, Whale's Tale, and Echo Lake.**
- **All campers must arrive by 8:30 am!** Once the bus leaves, no one will be staying behind, and we will not turn back.
- **We will return from our trip for 4:00pm.** Campers will be dismissed from the front loop of Lakeway. **NO parking is allowed in the Faith Bible Church Parking Lot!** Please find alternative parking and keep the loop clear for the buses, once they have cleared the loop parents will be able to pull in to pick-up. Please do not approach the bus or campers as we want to have groups settle in and make sure all pick ups are accounted for with the correct pick ups.

Campers **MUST** wear their camp shirt on **EVERY** field trip. **NO EXCEPTIONS!** This is for their own safety. They are very easy to spot in a crowd while wearing these shirts. If you forget your child's shirt on the day of the field trip, you **MUST** go home to get it or if available, you **MUST** purchase a new one (\$10). Shirts will **NOT** be lent out for the day. **We suggest writing your child's initials on the tag of their camp shirt upon receiving it.**

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### *Bus Transportation:*

Littleton Parks and Recreation provides bus transportation for field trips. Bus drivers have been specifically trained to transport your child safely. Their job is to drive the school bus. Your child has the responsibility of being a safe rider.

Campers are to do the following:

1. Board and depart the bus in a safe manner.
2. Seat themselves promptly when getting on the bus.
3. Remain seated at all times, sitting on their bottoms (not on feet, backpacks, etc.)
4. Utilize seat belts properly when available.
5. Emergency doors are used for emergencies only.
6. Aisles and emergency exit doors are to remain clear at all times.
7. Talk in a quiet voice with their seat partner.
8. Profane language, obscene gestures, excessive noise, fighting, or other acts of physical or verbal aggression are unacceptable behaviors and jeopardize the safety of others.
9. Refrain from throwing objects in the bus.
10. Keep their head, hands, feet, and items inside the bus at all times.
11. Politely follow the directions and requests of the bus driver.
12. No eating or drinking allowed on the bus.

Failure to follow the safety expectations outlined above could result in removal from future field trips.

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### *Code of Conduct:*

#### **Program Expectations:**

All students, staff, families and visitors to our program are expected to be Respectful, Responsible, and Safe. This includes, but is not limited to:

1. Be Respectful:
  - a. Respectful to oneself and others
  - b. Using appropriate and respectful language
  - c. Demonstrating care and respect for camp materials and school property
2. Be Responsible:
  - a. Taking responsibility for one's actions
  - b. Come to camp prepared with everything needed - *please leave all personal items and electronic devices at home*
  - c. Follow camp rules and staff directions
3. Be Safe:
  - a. Stay with your group
  - b. No hands on
  - Bullying and/or harassment is never tolerated.
  - Campers should maintain a positive attitude, be willing to try new things and make new friends; be cooperative with and courteous to all.
  - Speak with all staff and other campers courteously. Foul, vulgar/inappropriate language/conversation of any kind will NOT be tolerated.
  - Act appropriately towards staff and campers, respecting other people's personal space and belongings.

#### **Discipline Policy and Procedures:**

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. We have established the following disciplinary policy to ensure all children have a fun and positive summer camp experience and follow the camp rules of being respectful, responsible, and safe.

**1st Offense:** A verbal warning will be given. If the behavior of the camper does not change after the verbal warning, a written notice will be completed and require a parents/guardians signature. *The first written warning mandates that the parents are informed of the misbehavior and the participant is provided the opportunity to make an adjustment to their wrong-doing.*

**2nd Offense:** If behavioral issues continue after the first written warning, a second written notice will be completed and the child will be asked to stay home the following day after the incident and may also lose the opportunity to attend the field trip that week.

**3rd Offense:** If the behavioral issues continue after the second written warning, the child will be removed from camp for the remaining days of the program. *Incidents in severity could surpass the system outlined above.*

Campers will be sent home immediately for violence, stealing, destruction of property, injury to themselves or others, and/or verbal abuse. The Department reserves the right to remove any child from the program if repeated behaviors disrupt the overall function and operation of the program or its participants and we feel that we cannot adequately handle the child's behavioral needs. No refunds will be given if your child is asked to leave camp due to behavioral issues.

The Summer 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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### *Daily Checklist:*

- Comfortable clothes:** T-shirts and appropriate shorts. (Change of clothes is highly recommended. Your child may bring sunglasses, hat, or extra clothing if they are labeled, and their backpack has enough room to carry the expected items each day.)
- Sneakers or closed-toed shoes:** Campers will be walking to and from every location. Please make sure your camper has comfortable shoes that accommodate this method of transportation. **\*\*NO CROCS, FLIP-FLOPS, OR SANDALS\*\***
- Lunch/snacks/water:** Although we have the free food program, please pack your child with a lunch, additional snacks and a refillable water for throughout the day. We 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. **We are a peanut-aware facility. We do have peanut allergies, and we are strongly encouraging peanut-free food items at our program.**
- Refillable Water Bottle:** We do have a water bottle refill station but do not have bottles or cups to provide for children. Please pack your child with a water bottle EVERY DAY!
- Sunscreen: All campers are required to wear 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. If you do not require your camper to wear sunscreen, you must provide the Program Coordinator with a written statement prohibiting the application of sunscreen. If a written statement is not provided, your child must wear sunscreen.
- Bathing suit and towel:** Please provide your child with a bathing suit and towel daily. We do not provide extras of these items.
- NO personal toys or electronic devices:** *Please keep all personal toys at home. We provide plenty of manipulatives and activities for the week. We also want to prevent items from being lost, damaged, or stolen. Continued use of personal items or electronic devices could result in disciplinary action.*

***Please note:*** Staff cannot assume responsibility for any child's belongings. Please label any and all items that you send with your child. Any lost and found items will be located on the wall near our sign-in/sign-out table. 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 sign out.

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### ***Communication:***

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

***Direct emails:*** [ktowle@littletonnh.gov](mailto:ktowle@littletonnh.gov)

***Phone:*** 603-575-9175

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

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

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I certify that I have read the above information in its entirety and agree to uphold and represent all standards of the Littleton Parks and Recreation Summer Park Program.

I assume responsibility for my child(ren) and myself to abide by these policies and procedures. I understand that failure to do so can result in consequences pertaining to my child's attendance at the program. I have read the discipline policy with my child(ren) and have explained the steps that will be taken if my child misbehaves while under the direction of the Program Staff.

I have executed this release on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Child's Printed Name: \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_