



OPEE SUMMER ADVENTURES 2021 PARENT/GUARDIAN MANUAL

Please Read Carefully!

Important Information on:

Refunds, Health Records, Attendance, Policies ... and More

Chicopee Parks and Recreation Department

687 Front Street

Chicopee, MA 01013

413-594-3481

www.chicopeerec.com

ALL PARENTS/GUARDIANS MUST BE AVAILABLE BY CELL PHONE DURING PROGRAM HOURS, AND BE ABLE TO PICK THEIR CHILD UP WITHIN AN HOUR IF SICK.

2021 SPECIAL NOTES:

- All health/parent info forms are due to the Chicopee Parks by June 25th.
- Participants must not bring cell phones to OPEE.
- Bring a snack, bagged lunch, and hand sanitizer daily as well as a water bottle with child's name on it. Make sure to add an ice pack to all foods as there will not be refrigeration. Please bring at least 2 face masks with your child each day.
- Daily swimming! Bring your bathing suit and towel each day!
- OPEE will run four sessions, starting July 12 and ending August 6.
- Drop off in the morning will start at 8:15 AM. The program will run from 8:30 AM to 2:00 PM sharp. Parents please stay in your cars and wait for a staff member to come to you so we can do a daily screening of your child.
- OPEE will not let children into the program after 9:00 AM.
- The new location this year will be Chicopee High School.
- The Parks Department and the OPEE staff have planned the most effective and safe summer possible. We are hoping that it is a memorable one for all involved.



WELCOME TO OPEE SUMMER ADVENTURES!

OPEE Summer Adventures is operated by the Chicopee Parks Department and continues its annual summer tradition of serving the Chicopee community. With compliance and accordance through the Chicopee Board of Health and the Chicopee Parks Commission, we feel attending a recreational day program should be a wonderful experience for your child. The staff is looking forward to a safe, enjoyable and memorable summer!

This packet has been designed to answer the many questions parents/guardians and participants may have. If you have any questions and/or concerns not addressed in this manual, feel free to contact the Chicopee Parks Department from 8:00-5:00 (Monday-Friday) at 413-594-3481. **Please read this informational packet thoroughly and carefully.**

MISSION OF CHICOPEE PARKS AND RECREATION

The Chicopee Parks and Recreation Department encourages participation in and utilization of recreational facilities for the youth and adults residents throughout the City of Chicopee. The department provides parks, in addition to various services and programs, in order to allow each individual to make the most of their leisure time. It is our responsibility to promote healthy lifestyles while encouraging continued betterment of the quality of life for our residents.

OPEE SUMMER ADVENTURES COVID GUIDELINES AND POLICIES

Given the current situations with the COVID-19 pandemic, the City of Chicopee has made some important and safer changes to our OPEE Summer Adventures program. These changes that have been made to our program are to ensure the safety of all participants and are based on the Department of Early Education, Chicopee Board of Health, and the Care Requirements for Health and Safety. We appreciate your patience and understanding as we implement these changes. Our goal is to provide a program that is fun, engaging, and above all, safe.

Some things we will NOT be able to offer this summer within OPEE Summer Adventures are:

- Pre and Post program hours
- Field Trips and Entertainers
- Lunch and snack
- Visitors (including family members) and volunteers are not permitted.
- LIT's (Leaders in Training)

OPEE Summer Adventures will also see its group structure altered. This year the groups are limited to 12 (including the two staff members) and cannot mix amongst any other group. Children will be assigned by age in one group and will be with that group the entire weekly session.

We will supply an arts and crafts Ziploc bag to each child that will stay on site. It will include scissors, crayons, glue sticks, pens, pencils, markers etc. This bag and its ingredients will only be utilized by the one certain child.

OPEE SUMMER ADVENTURES COVID GUIDELINES AND POLICIES (CONTINUED)

The state also requires us to have plans in place for a variety of COVID related items. Some of the key COVID points are:

- Screening- Each child will need to be self-screened at home daily, and by staff at OPEE when they arrive.
- If a child is showing symptoms, they will need to be isolated. We have implemented an “isolation room” in the case this happens. Examples of symptoms include, but are not limited to: fever, cough, rash, difficulty breathing, vomiting, etc. Parents or guardians must be available by cell phone throughout the day and must pick up their child within an hour if any of these symptoms exist.
- Each child must bring multiple masks to OPEE each day, and they must be cleaned and sanitized at home after the day ends. Please mark each mask with your child’s name on it. We will have some extras on site, but the supply is limited.
- Children are required to wash hands regularly and or use hand-sanitizer. Children must bring hand-sanitizer to OPEE each day.
- Children are required to cover all coughs and sneezes.

These items and other program-related COVID details are covered throughout the manual. For any COVID related or program related issues, parents or guardians should schedule a time to speak with OPEE Supervisor Dan Woodill (594-3481) or OPEE Director George Gaouette.

PICK UP/DROP OFF PROCEDURES

DROP OFF:

This year drop off for OPEE will be conducted in the following manner. We ask when possible that the person dropping off your child to OPEE be the same person that is picking up your child. Please stay in your cars at all times until a staff person comes to your car.

This year’s drop off for OPEE will begin around 8:15 AM and end around 8:45 AM. **Those not at OPEE by 9:00 AM will NOT be allowed to participate on that day.**

This summer we are required to screen all children while they are still in the car. Prior to the screening, a staff member will ask the name of the child and check them in. If there is any pertinent information or paperwork (usually Mondays) it will be handed to the parent/guardian at this time.

At the screening, we ask that the parent/guardian be wearing a mask, and the children keep a mask on from this point forward. After your vehicle is screened we will ask you to make a U-turn and proceed out of the Chicopee High School parking lot. When driving please take your time and be cautious as there will be many young children around.

It is extremely important that a parent/guardian contact the Chicopee Parks Department (594-3481) if your child will be absent for the day. We appreciate your cooperation with drop off as we work to make it as safe as possible for all involved.

A map of where to drop off/pick up your child is on the next page.



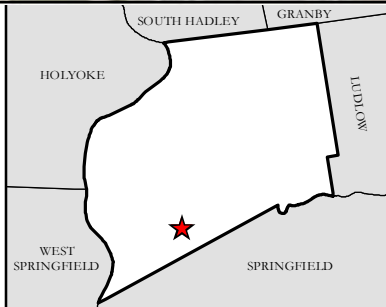
Color Orthophotography courtesy of MassGIS, Spring 2019.

Drop Off & Pick Up Zone

OPEE - Chicopee High School
820 Front Street
Chicopee, Massachusetts



Developed by City of Chicopee Planning Department
May 2021



Drop Off: 8:15am - 8:45am

(Participants will not be allowed entry after **9am**)

Pick Up: 2:00pm

(Participants **must be** picked up by **2pm**)

PICK UP:

The pick up procedure for OPEE will be similar to how it has been in the past. Please drive up to the school in the same manner that was done during drop off. Stay in your cars again, and a staff member will acknowledge you and send your child to your vehicle.

If at anytime another relative or friend of the family is picking up your child, the parent/guardian must write a note and hand it to a staff member that morning. If an emergency arises, please contact the Chicopee Parks Department at 594-3481 and we will relay a message to one of the directors that someone else will be picking up that day.

Parent/guardians must pick up their child by latest 2:00 PM. Those not picking up their child by 2:00 PM will be subject to a late fee of \$10. This fee must be paid that day.

ISOLATION AND DISCHARGE OF SICK CHILDREN AND STAFF

OPEE Summer Adventures has designated an “isolation room” as a separate space to isolate children or staff who may become sick. Isolated children will have a staff member supervising them at all times.

If a child becomes symptomatic, OPEE Summer Adventures will follow these protocols:

- Immediately isolate them from other children and minimize exposure to staff
- Whenever possible, cover children’s noses and mouths with a mask or face covering
- Contact the child’s parent/guardian and send them home as soon as possible.

If a staff member becomes symptomatic:

- They must cease childcare duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms.

If a child or staff contracts COVID-19:

- Sick children or employees who are COVID-19 positive or are symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Staff will need to determine the date of symptom onset of the child/staff and if the child/staff attended/worked during that time and who had close contact with the child/staff at the program during those days (staff and other children).
- Please refer to [Information and Guidance for Persons in Quarantine due to COVID-19](#) under “Links” on the website.

HYGIENE AND HEALTH PRACTICES

A. When to wash hands: Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (front and back, wrists, between fingers). Staff and children must be regularly washing their hands with soap and water for at least 20 seconds when the following criteria are met:

1. Upon entry into and exit from the program space
2. When coming into the program space from outside activities

HYGIENE AND HEALTH PRACTICES CONTINUED:

3. Before and after eating
 4. After sneezing, coughing or nose blowing
 5. After toileting
 6. Before handling food
 7. After touching or cleaning surfaces that may be contaminated
 8. After using any shared equipment
 9. After assisting children with hand-washing
 10. Before and after administration of medication
 11. After contact with facemask or cloth face covering
 12. Before and after changes of gloves
- B. Cover Coughs or Sneezes: Children, families, and staff must avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available and with parental permission and careful supervision as appropriate to the ages of the child).
- C. Additional Healthy Habits: Programs are encouraged to teach, model, and reinforce the following healthy habits: Ask caregivers to wash their own hands and assist in washing the hands of their children before dropping off, prior to pick up, and when they get home.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE MASKS AND COVERINGS:

Face Masks and Coverings- Children and staff must wear masks or cloth face coverings during the program day. When at least 6 feet apart both children and staff can take a brief mask break. The only exception is when children/staff are eating snack or lunch, drinking fluids, or swimming.

Families should provide their children with a sufficient supply of clean masks and face coverings to allow replacing the covering as needed. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with child's name, and help their child distinguish which side of the covering should be worn facing outwards so they are worn properly each day. Masks/coverings must be routinely washed.

If using a disposable mask, follow CDC guidance on proper daily removal. Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front. Discard in a waste container and wash hands immediately in warm water or with use of an alcohol-based hand sanitizer.

OPEE staff will enforce the wearing of face masks for all of the children. We ask that parents/guardians, when on premises for drop-off and pick-up wear a mask at all times.

STRATEGIES TO REDUCE THE RISK OF TRANSMISSION

A. Physical Distancing: Whenever possible, OPEE activities will maintain at least 6 feet of distance and limit contact between individuals and groups.

1. Groups will be separated by “homerooms” throughout the day. Desks/chairs will be aligned at least 6 feet apart at all times. These rooms will be utilized for a quick announcement and group session first thing in the morning, some arts and crafts activities, as well as for snack and lunch breaks.

2. Each group will swim daily at OPEE so it is advised to bring a bathing suit and towel each day in a backpack. Swim tests will be administered the Monday of that session. Flotation devices will be available, but parents can bring their own Coast Guard approved device with the child. Please put the name of the child on the device. All administered devices will be sanitized after use. Only two groups will be swimming at one time, limiting the number of people in the pool to reduce any risk of transmission.

3. Groups will be staggered when going outside for activities.

4. Immediate contact (such as hand shaking, holding hands) is not allowed and will not be permissible.

5. Sports equipment and arts/crafts equipment will be sanitized after use. Staff will be cleaning and sanitizing homerooms daily from 2:00-2:30 before they depart.

COVID-19 SAFETY

Under the “Links” section on the website you will find informative web pages on how to stay safe, how to prevent, what to do, social distancing efforts, and more when dealing with Covid-19. We ask that parents/guardians read through these and try their ultimate best to utilize these tactics. As a group we want to be as safe as possible to ensure that 2021 OPEE summer brings only positivity and fun memories.



PROGRAM STAFF

OPEE Summer Adventures full staff consists of a supervisor of the program, one director, two assistant directors, a sports specialist, an arts and crafts specialists, and up to 12 junior and senior counselors. They are dedicated to providing the best possible summer experience for the children. Our carefully chosen staff participates in pre-program training, and each staff member has a background (CORI) check prior to employment. All staff are CPR and First Aid certified.

ATTENDANCE POLICY

It is highly recommended that parents/guardians contact the Chicopee Parks Department (594-3481) between 8:00 AM - 9:00 AM if your child will be absent. Again, late arrivals after 9:00 AM to the Chicopee High School location will not be accepted. This is due to our child safety management and to know how many children we have at OPEE for the day. If there is an emergency and you know that you are going to be late, you must call the Parks Department first for attendance approval.

FACILITIES

OPEE Summer Adventures will be located at Chicopee High School (820 Front St.) this summer. The air conditioned school will give us more space and room to keep all participants more safely distanced apart. Chicopee High is home to a pool, large gymnasium and an outdoor turf field. It is also close walking distance to the spray parks, fields, and playground equipment at Szot Park.

PROGRAM ACTIVITIES

OPEE Summer Adventures is designed for children ages 5 (and finished kindergarten) through 13 and each session is filled with games, activities and crafts. Each week has a different theme, and many of the activities will be focused around them. Activities are always well supervised and planned with education, nature, safety, and fun in mind. Recreational swimming is part of every day's activities.

GROUP PLACEMENT

The Chicopee Parks Department and its OPEE Directors work to place children in groups based on age prior to the first session of OPEE. The six groups that we have will be formed and divided as close as possible to the ages of 5/6, 7/8, 9/10, 11/12 and 13 year olds. Requests can be taken at the beginning of registration, but please be advised that they must be of the same age, and not all requests will be granted based on group size. Changes could occur, but are taken on a case by case basis and only by the directors. The counselor to child ratio is in accordance with the Massachusetts State regulations.

HOURS OF OPERATION

2021 OPEE Summer Adventures runs for four weeks beginning Monday, July 12 (Monday-Friday) beginning at 8:30 AM and ending at 2:00 PM.

2021 OPEE Summer Adventures Fees Per Session

Session 1-4: \$150

This summer is only for Chicopee residents.

REGISTRATIONS, CANCELLATIONS AND REFUNDS

OPEE Summer Adventures is a very popular summer day program and enrollment is limited to meet our program goals for excellence. We thank you for your cooperation in complying with the following policies:

Registration will be done online at www.chicopeerec.com.

- Payment must be made at the time of registration.
- At least 50% of the total fees must be made at the time of registration to secure your spot (s).
- **The remaining balance must be paid no later than Friday, June 25 or your deposit will be forfeited and space released.**
- We accept debit/credit card only on the website.
- Medical forms and all other pertinent information/documents will be on the website and is due back by latest Friday, June 25.

Refunds: The refund policy is strictly enforced to allow completion of program preparations ranging from staff hiring, groupings, and purchasing of supplies. Once you have registered your child at OPEE Summer Adventures, a refund may be issued only under the following conditions:

- Full refunds after June 25 will not be granted, unless there is full medical documentation sent to the Chicopee Parks Department. All Covid-19 issues, with documentation, will be given full refunds for any subsequent time missed.
- Refunds from June 26 on will be granted, but a 25% fee will be instituted per session registered.
- If a child is dismissed from the program for disciplinary reasons, a per day refund will be given for any subsequent days signed up for. No refunds will be given if a child is suspended for a day (s).
- Refunds will not be given out on a per day basis if a child is absent.
- Parents/guardians assume the full risk of changes in personal affairs or health issues that would prohibit a child from attending the program.

The Chicopee Parks Department and OPEE staff work very hard to keep this program affordable. Your understanding and cooperation is greatly appreciated.

ADDITIONAL SESSIONS

If you wish your child attend additional sessions of OPEE, you may do so by checking on line or by calling the Chicopee Parks Department. Generally sessions fill up well before the opening day. Do not wait until a few days before to notify the office of your interest, as the program is planned well in advance and supplies and staff are arranged based on enrollment. You may not notify the program director or counselor if spots are open, please check online or by calling the office.

PARENT RESPONSIBILITIES FOR HEALTH REQUIREMENTS

Each child must have a Certificate of Immunization/Health History Form and Parent Information sheet on file by Friday, June 25 in order to be allowed to attend OPEE. There are no exceptions on this policy. Immunizations must be up to date and a physical must have been completed within 12 months of participation in the program. Printouts of the health forms from a doctor's office are acceptable. To avoid any issues or delays in participation of the program, please make all necessary appointments and give requests early; physician's office get extremely busy during the spring.

If a child is not feeling well, he/she must not be sent to OPEE. It is important for their own well being as well as the health of all the other children and staff. The usual symptoms of illness include but are not limited to: fever, nausea, headache, rash, sore throat, runny noses etc.

Please make sure to add any additional health related symptoms on the forms included on line. This includes all allergens to medications, foods etc. **If a child is ill or unable to attend the program, again, parents should call the Chicopee Parks Department between the hours of 8:00 AM and 9:00 AM so they can alert the director and staff.**

HEALTH HISTORY AND PARENT INFORMATION FORMS

The Health History/Immunization Record is to be completed by your physician. The child information form and all other pertinent information must be completed by a parent/guardian and all need to be returned to the Chicopee Parks Department (687 Front St.) by Friday, June 25 in order for your child to attend OPEE. Information on these forms are confidential and kept in a secure space. If you register after June 25, these forms are due the day of or next working day at the Parks office.

MEDICAL AND DRUG ADMINISTRATION POLICY

Medications can be administered at OPEE, however if it is possible we ask that parents/guardians give medications either prior to attending the program or after the program ends. If it is absolutely necessary, and needed during program hours, a detailed informational document can be given to the OPEE director prior to the first day of the program. The exception to this is prescribed Epi-pens or inhalers for participants with a known allergy or pre-existing medical condition. We ask that the child keeps these items in their backpack, but if necessary their counselor can hold on to them. All of these exceptions must be in writing by the physician on the physical form and brought to the attention of the OPEE director on the first day of the session.

LUNCHES/SNACKS

Please send a nonperishable snack and lunch (that requires no heating) and drinks daily to the program. If items need to be kept cool, please pack an icepack. Please **include a hand sanitizer** so your child can clean their hands before eating. Participants must bring a water bottle as well. Staff will refill it as needed. Please put the name of your child on all items listed.

LOST AND FOUND

The Chicopee Parks Department/OPEE is not responsible for lost or stolen items. We will try to return marked items, but we cannot guarantee the return of unidentified articles. If you feel an item is missing, immediately ask to see the lost and found. All unclaimed items will be kept for three days after the last day of each session. After that, all unclaimed items will be donated to a local drop box.

OPEE SUMMER ADVENTURES BEHAVIOR AND DISCIPLINE

OPEE Summer Adventures will be serving many children during the summer, and the directors and staff would like to maintain a safe and enjoyable atmosphere for all those involved.

All rules with children are strictly enforced and revisited at the beginning of each of the sessions. The children learn what we expect, and what is not acceptable, and are told why these rules are set.

- Children in most cases, unless severe, are given a verbal warning by staff
- If the case is severe, they will be written up and documented. A copy of this is always given to the parent/guardian.
- If problems continue, the directors and staff will document the action, and will have full accordance by the Chicopee Parks Department to send a child home for the day.
- In a severe case, i.e harm to staff, another camper or self, dangerous incidents, threats etc. there is full accordance by the Chicopee Parks Department to suspend a child for multiple days, an entire session, or even the rest of the program.
- All incidents are handled on a case-by-case basis. The counselor on duty will report to the Director and Recreation Supervisor, who will make the final decision for disciplinary actions.

The following behaviors are classified as MAJOR AND WILL NOT BE TOLERATED:

- Hurtful behavior
- Hitting/kicking others
- Tripping/pushing others
- Continued roughhousing
- Play fighting
- Biting others
- Bullying of any form
- Disrespectful behavior to other participants or staff. Instigating trouble
- Vulgar language, Inappropriate yelling/screaming
- Personal insults
- Encouraging violence
- Threatening harm
- Destruction of property
- Vandalism
- Stealing/borrowing without permission
- Intentional misuse of equipment or property

ELECTRONICS POLICY FOR ALL CHILDREN AT OPEE

Our Electronics Policy is designed to:

- Encourage your children to spend more time in the outdoors
- Promote socialization between children
- Reduce the stress associated with the damage to and theft of electronics
- Give your child a much needed break from the world of technology
- Ensure that your children cannot post photos from OPEE to the internet
- Ensure that at all times your children are listening to direction given by staff

CELL PHONES- NO

It is our policy that children are NOT PERMITTED to have cell phones at OPEE.

LAPTOPS/IPADS- NO

None of these, or similar electronic devices, will be allowed at OPEE.

GAMEBOYS/PLAYSTATIONS/NINTENDOS- NO

No electronic hand-held game devices will be allowed at OPEE. We have a large assortment of board games, cards, Legos, etc. available for the children.

IPOD/MP3 PLAYERS- NO

None of these, or similar electronic devices, will be allowed at OPEE.

DIGITAL CAMERAS- NO

No cameras will be allowed at OPEE. Cameras with access to internet allow instant uploads of pictures to social media sites.

We need your support and help so please do not allow your child to break the rules:

- We have a zero tolerance policy, so if any of these items are seen, they will be given to the director of OPEE. He will store them in his office for the day.
- All staff have access to cell phones for emergency purposes. If something comes up, they will let your child use their phone. Parents/guardians can also contact the Parks Department at 594-3481 for a relay of a message to staff.
- We have an exciting summer planned! There is little down time and want the children to enjoy the healthy benefits that we offer.

SAMPLE OF OPEE TYPICAL DAY:

| | |
|----------------|--|
| 8:30-9:00 AM | Arrival to rooms, Announcements, Meet and greets |
| 9:00-9:45 AM | Block One |
| 9:45-10:00 AM | Snack |
| 10:00-10:40 AM | 2 groups swim, Arts and Crafts and Sports |
| 10:40-11:20 AM | 2 groups swim, Arts and Crafts and Sports |
| 11:20-12:00 PM | 2 groups swim, Arts and Crafts and Sports |
| 12:00-12:30 PM | Lunch |
| 12:30-1:10 PM | Counselor Block |
| 1:10-1:50 PM | Counselor Block |
| 1:50-2:00 PM | Get ready/departure for children |
| 2:00-2:30 PM | Staff sanitization and cleaning |

The Chicopee Parks Department and the 2021 OPEE staff have worked diligently to make this summer day program the safest and most enjoyable one possible for all the children attending. If there are ever any questions or concerns feel free to contact the Chicopee Parks Department at 594-3481.

thank
you

The text "thank you" is written in a black, cursive, handwritten font. It is surrounded by several yellow, hand-drawn hearts of varying sizes and orientations, scattered around the text.