



OPEE SUMMER ADVENTURES

2025 PARENT/GUARDIAN MANUAL

Please Read Carefully!

Important Information on:

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

Chicopee Parks and Recreation Department

687 Front Street

Chicopee, MA 01013

413-594-3481

www.chicopeerec.com

Table of Contents

Introduction/Mission	3
Location of OPEE	3
Supervisor Contact	3
Staff	3
Pre-Program	3
OPEE Hours and Sessions	4
Drop off/pick up Procedures	4
Attendance	5
OPEE Registration/Payments/Refunds	5
Paperwork and Forms	5
Group Placement	5
OPEE Ages and Activities	6
OPEE Layout	6
COVID-19 CDC Guidelines	6
Health Form Information	6/7
Medical and Drug Administration Policy	7
Lunches/Snack	7
Lost and Found	7
Behavior and Discipline Policies	8
OPEE Attire	9
Field Trips	9
Final Week—"Show at Bellamy"	9
Bookmobile	10
What to bring	10
What not to bring	10

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.

LOCATION OF OPEE

Stefanik Elementary School
720 Meadow St.
Chicopee, MA 01013

OPEE SUPERVISOR CONTACT

Dan Woodill	dwoodill@chicopeema.gov	413-594-3481 x 105
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OPEE STAFF

The staff at OPEE includes Supervisor Dan Woodill, Director Mike Aiken, Assistant Director/Arts Specialist Ashley Turgeon, Assistant Director Lynn MacDonald, and numerous senior and junior counselors. There will be one or two counselors per group of 10 participants. All of our staff is CORI checked and certified in CPR and First Aid. All lifeguards during swimming are trained and are fully certified.

OPEE PRE-PROGRAM

An optional Pre-Program will be offered again this summer for parents who need to drop off their child or children early. This will take place at Stefanik from 7:45 AM –8:30 AM. There is a limit of 10 participants per session, and the fee will be an extra \$50 per session. Signups must be for the entire week, not particular days. This option will be on the website at www.chicopeerec.com.

OPEE HOURS AND SESSIONS

Monday-Friday 8:30 AM-4:00 PM

Session 1: June 30-July 3 (No program Friday, July 4)

Session 2: July 7-11

Session 3: July 14-18

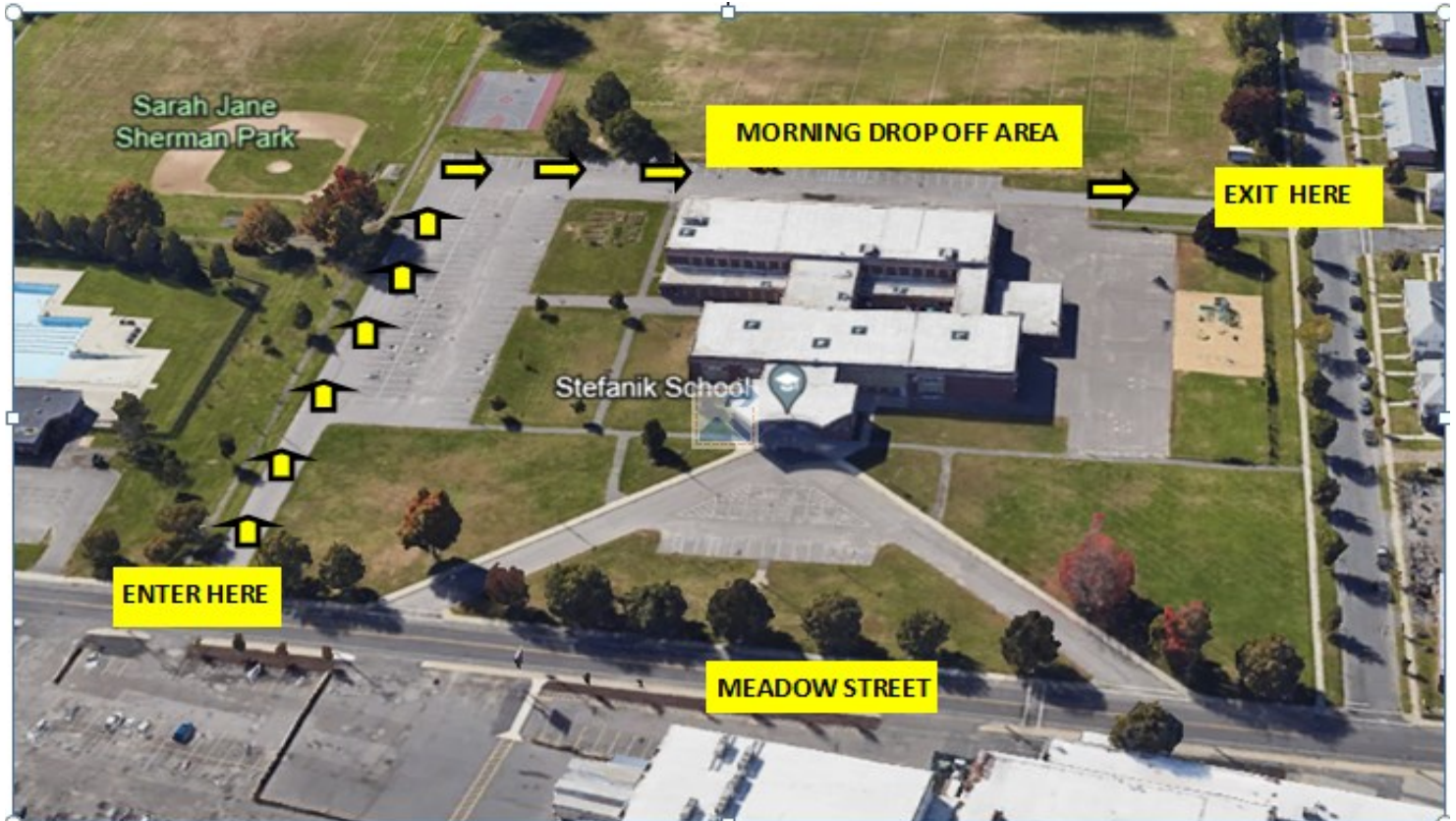
Session 4: July 21-25

Session 5: July 28-August 1

Session 6: August 4-8 (August 7 and 8 @ Bellamy)

DROP OFF/PICK UP PROCEDURES

Drop Off: Begins at 8:15 AM. Parents must and only enter the school using the Meadow St. entrance as seen below.



PICK UP: Begins around 3:45 PM daily. Participants must be picked up by latest 4:00 PM. If they are not picked up by then, adults/guardians may be subject to a late fee of \$5.00 which must be paid that day. Please call the Chicopee Parks Department at 594-3481 by latest 3:30 PM if for some reason you will be late to pick up a child.

PROCEDURE: Parents/guardians **MUST** stay in their car until a staff person comes to get your child in the morning, or walks them over to you at the end of the day.

PLEASE observe all speed limits when driving on the Stefanik grounds

ATTENDANCE:

Please communicate with the Supervisor Dan Woodill via email at dwoodill@chicopeema.gov if your child is going to be absent from OPEE . Please also give the reasoning for absence.

OPEE REGISTRATION AND PAYMENTS:

Registration for the program, if not full, ends on Friday, June 6. Full payments for all sessions attending must be paid in full on the www.chicopeerec.com website by **Friday, June 13**.

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 13 will not be granted, unless there is full medical documentation sent to the Chicopee Parks Department.
- Refunds from June 14-27 will be granted, but a 25% fee will be instituted per session registered.
- Refunds will not be given once the program begins on June 30.
- 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.

PAPERWORK AND FORMS:

Required forms are extremely important to ensure the health and safety of all participants at OPEE. The following forms will be on the www.chicopeerec.com site and must be completed by **Friday, June 13**:

1. Immunizations/Medical Forms
2. Waiver Forms
3. Parent Forms

(More information on forms is on page 7)

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 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.

PROGRAM AGES AND ACTIVITIES

OPEE Summer Adventures is designed for children ages 5 through 13 and each session is filled with sports/ 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 will take place **three times a week** on Monday, Wednesday, and Fridays at Ray Ashe pool (or indoors at a local high school due to inclement weather).

OPEE LAYOUT:

- Weather depending, most of OPEE will be taken place outside. The site has multiple ball fields, a basketball court, two playgrounds, and back again this year will be a water slide on Tuesdays!
- Lunch and snack will be eaten at the Sarah Jane pavilion. If there is inclement weather, we will eat inside the school.
- During the morning, each group has a designated table inside at the school. Tables are fully spread out in the cafeteria.
- Announcements, introductions and “Pledge of Allegiance” are done daily near the small playground at Stefanik.

COVID-19 CDC Guidelines

The City of Chicopee, Chicopee Parks Department and OPEE are fully in accordance with the CDC Guidelines when it comes to Covid-19. Please be overly cautious at any time if your child is sick when bringing them to OPEE (more below).

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 13 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 doctors 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 you have an upcoming physical for your child after the June 13 date, you must notify the Parks Department staff and let them know the date of it so they keep track and notate that on the child’s registration form.

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 emailed to Dan at dwoodill@chicopeema.gov, or returned to the Chicopee Parks Department (687 Front St.) by Friday, June 13 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 6 (if spots are open), 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.

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.

LUNCHES/SNACKS

Lunch and afternoon snack will again be provided this year. A menu will be given out at the beginning of the sessions. If your son or daughter would like to bring their own lunch/snack please send with them daily. If items need to be kept cool, please pack an icepack. Participants must bring a water bottle as well. Please put the name of your child on all items listed. Please bring a morning snack daily for your child.



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 at the end of the day.
- 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

OPEE ATTIRE:

Participants should dress comfortably at OPEE. We suggest that shorts, t-shirts and sneakers be worn daily. Flip flops, sandals, Crocs or open-toed shoes are not welcome. **Participants MUST wear their OPEE t-shirts on the day of a field trip.** These shirts will be given out the first day of the program.

FIELD TRIPS:

Staff at OPEE have put together a variety of some fun and exciting trips for the upcoming summer. All field trips entry fees and activities are covered by the weekly registration fees. As stated above, it is mandatory to **wear OPEE t-shirts** on these days.

Session 1: Nomad's Adventure Quest, Thursday, July 3

Session 2: Mystic Aquarium, Thursday, July 10

Session 3: Breezy Waterslides, Thursday, July 17

Session 4: Sonny's Place, Thursday, July 24

Session 5: Quassy Amusement Park, Thursday, July 31

Session 6: Interskate 91 South, Tuesday, August 5

FINAL WEEK-"SHOW AT BELLAMY"

Drop off and pick up on Thursday, August 7 and Friday, August 8 will be at Bellamy Middle School, 314 Pendleton Ave.

We are excited to continue this tradition at OPEE! On Thursday, August 7 the groups will work on their final show skits and all regular OPEE activities will take place at Bellamy that day.

On Friday, August 8 it is "Show Day" at Bellamy. Each group will perform skits in the auditorium. Parents/guardians and relatives are all invited to watch! The show will begin at 1:00 PM (doors will be open around 12:15 PM), so feel free to watch the kids perform and put on a great show.

After the show, we will all meet in the cafeteria. Parents/guardians are welcomed to bring some snacks for all to enjoy. **PLEASE LABEL ALL INGREDIENTS FOR DIETARY/ALLERGY CONCERNS.**

If you bring your child home before 4:00 PM on this particular Friday, please make sure to let their counselor know before leaving.

BOOKMOBILE

On Mondays: June 30, 7, 14, 21, 28 and August 4 the Chicopee Library will once again have their Bookmobile coming to OPEE from 12:00-1:30. This is a time where the kids can read books, play on iPad's and even check out books. An OPEE favorite, we are glad to have them back again!

WHAT TO BRING TO OPEE: PLEASE LABEL EVERYTHING!!!

1. Refillable water bottle
2. Sunscreen (it is recommended to bring the spray kind so staff can assist if needed)
3. Swimsuit and towel (for water slide and swimming trips)
4. Backpack
5. Sneakers
6. Change of clothes (recommended but not essential)
7. On field trip days extra money for snacks, video games etc. (we typically say a \$20 max)
-PLEASE make sure that the money is secured in a backpack.

WHAT NOT TO BRING TO OPEE:

1. Electronics (cell phones, video games, tablets)
2. Valuable items
3. Toys or games
4. Trading or playing cards
5. Portable music devices
6. Foods containing peanuts or other nuts
7. Open toed shoes, flip flops, sandals, or Crocs

ANY ITEMS NOT WELCOMED ON THIS LIST WILL BE CONFISCATED FOR THAT DAY AND HANDED BACK AT THE END OF THE DAY. We are not responsible for any lost or stolen items.

As a staff we are very excited to have another year of OPEE! We are even more excited for all of the great times and friendships that will take place each and every day.