

**T.R.A.C.**



**TEEN RECREATION  
ADVENTURE CREW**

**LITTLETON, MA  
PARKS, RECREATION, AND  
COMMUNITY EDUCATION**

**JUNE 24TH - AUGUST 9TH  
FOR STUDENTS WHO ARE ENTERING**

**SUMMER  
2019**

**Parent Handbook & Travel Guide**

# Welcome to the sixth year of our TRAC Program!



Our teen travel program is a great way for your child to experience the social aspects of a summer program, while still enjoying some controlled freedom, traveling with friends [and counselors] to exciting destinations each week!

This book is your Program manual. It contains all pertinent information regarding field trips, policies, and program information. Please keep it for your reference

Table of Contents.....	2
Policies and Procedures:	
Pricing.....	3
Time.....	3
Drop Off/Pick Up.....	3
Absence/Tardy .....	3
Injury/Illnesses.....	3
Clothing.....	3
To Bring.....	3
Lunch.....	4
Spending Money.....	4
Personal Belongings.....	4
Cell Phone Use.....	4
Rainy Days.....	4
Supervision.....	5
Behavior & Discipline Policy.....	5
Staff.....	5
Monthly Calendar.....	6
Description of Trips (alphabetical).....	8

## TRAC Contact Information:

Rachele Carbutt, Community Education and Teen Program Coordinator  
Littleton Parks, Recreation and Community Education  
33 Shattuck Street, Littleton MA 01460  
rcarbutt@littletonma.org | 978-540-2490



# T.R.A.C Program Policies & Procedures

**Pricing:** \$320 Non-Residents/ \$310 Resident Discount / per week/ per child

- We do not offer sibling discounts because of the cost of each field trip & transportation
- You must register for the entire week, not individual field trips

**Time:** Regular day is from 8:30 am—3:30 pm. There will be extended days TBD for selected trips.

*\*Morning/After Care is available with Camp Tahattawan at Shaker Lane Elementary, registration for extended days are separate. Transportation to and from Shaker Lane and Town Hall **WILL** be provided*

## **Drop Off/Pick Up**

**MONDAY-THURSDAY:** Drop Off and Pick Up is at **Town Hall (33 Shattuck Street)**

**FRIDAYS:** Drop Off and Pick Up location will be at **Long Lake (22 Town Road) Beach.**

Please check in/out with staff before taking/leaving your child each day.

## **Absence/Tardy**

If your child is going to be late or absent from TRAC, please call the Program phone at 978-884-1728. **The bus will not wait for late campers, so please make sure you are on time!** There will be no refunds for trips not attended.

## **Injury/Illnesses:**

Our staff is First Aid, AED, and CPR certified and able to accommodate and treat first aid injuries and illnesses at camp. However, if a child becomes seriously ill at camp, the staff will call the parent/guardian and ask for the child to be picked up as soon as possible.

If your child has a temperature of 100.0°F or higher (without medication), please **do not** bring them to the program that day. Children who have been removed from the program due to illness must remain home. If a child is sent home due to vomiting or fever that child should not return to camp the day after they were sent home and consistent with public school policy a child's fever must be gone for 24 hours before sending them back to camp.

## **Clothing:**

Participants should wear comfortable clothing suitable for the trip locations and weather. Certain field trips will require sneakers and other specific clothing. Please make sure to check the field trip guidelines and what specific items may be needed that day. On days where water play may be involved in a field trip, please pack an extra pair of clothes.

All clothing must be appropriate (i.e. no short shorts, no drug/alcohol references), if clothing is not deemed appropriate by staff, the child will be sent home for the day or need to change clothes.

\*Each teen will receive one (1) T.R.A.C. T-shirt. There will be mandatory days to wear the shirts as suggested by the T.R.A.C. staff. This helps our staff identify our group!

## **To Bring:**

Each day participants should bring a water bottle, lunch (on days where it's not provided) and snacks, sneakers and/or water shoes, bathing suit, towel and a dry change of clothes (depending on field trip).

Participants should bring a backpack everyday to help keep their items organized and in one place. We are not responsible for lost or stolen items.

# T.R.A.C Program Policies & Procedures

## **Lunch:**

Please read each field trip description to see which trips include lunch. For most days however, lunch is NOT provided and participants will need to bring their own.

Lunches should contain non-perishable items when possible as there is no access to a cooler or refrigerator. Please do not pack glass containers.

If you would like to provide money for your child to purchase a lunch at field trip locations, we would suggest that no more than \$15 be given to each child for each trip, we are not responsible for lost or stolen money!

## **Spending Money:**

With most of our field trips, teens will have the opportunity to purchase souvenirs during the course of the day. Teens are allowed to bring extra money with them to purchase something they may like. If extra money is provided by the parent/guardian, please know that this will be the responsibility the participant and not the staff! We would suggest that each participant bring a wallet or something to keep their money in which is safe and able to be closed tightly.

## **Personal Belongings**

It is best to leave all valuables at home, we cannot stress this enough! While cell phones are allowed for emergency use only, participants should not bring Ipods, music players, gaming systems, or anything else valuable with them.

\*If a participant does decide to bring such items, the PRCE department will **not** be responsible for any lost, stolen, or damaged belongings.

## **Cell Phone Use**

Participants are allowed to bring cell phones with them for emergency uses or on the bus for field trips. Participants are not allowed to text or make calls during program hours unless it is to a parent or guardian with a counselor's permission. If a parent/guardian needs to get in contact with their child, please call the

**Program Leader at 978-884-1728**

\*If cell phones are becoming an issue at camp, Littleton PRCE staff holds the right to take away cell phone privileges at any time! They are meant for emergencies only and should not interfere/distract from the activity for the day. We have a cell phone holder that teens will be asked to put phones in while at the parks and rec office.

## **Rainy Days**

In the event of inclement weather, we will try our best to swap field trips with another during the week to avoid being outdoors in bad conditions. In rare cases when we are not able to swap trips, a rainy day alternative will be scheduled (such as bowling, movies, etc). Please be advised that not all trips may be able to be rescheduled; We do not offer refunds if a trip cannot be rescheduled; we will do our best to make sure we have fun and exciting alternatives for rainy days.

# T.R.A.C Program Policies & Procedures

## Supervision

During field trips, participants will be required to stay in small groups either with just their peers or peers and counselors. Teens should be able to be semi-independent for this program; those who cannot abide by the program guidelines or who create an atmosphere which is dangerous or distracting to other campers (or the program's goals) will be removed and asked **not** to return. We have a zero tolerance policy for disciplinary issues while involved in a travel-style program and must take behavior of our participants quite seriously. No refunds will be given if a participant much be removed.

## Behavior & Discipline Policy

Participants must be mature enough to be responsible for their own behavior and to follow the rules of the facilities we attend. Your child's behavior reflects upon themselves, but also puts an impression upon the group and the Town of Littleton.

Smoking, alcoholic beverages and illegal drugs are strictly prohibited. No faux or replica weapons, water pistols or other violent paraphernalia is permitted at the program. The use of profane or vulgar language is not allowed. Disrespect and bullying towards staff and other participants will not be accepted.

### If the above rules are not followed, the discipline policy protocol is as follows:

- Serious Offenses:** Endangering another person's well being, swearing or verbal abuse of staff or participants, and stealing or destruction of property
- Consequences: 1<sup>st</sup> Offense- Written notice to parent/guardian regarding the problem  
2<sup>nd</sup> Offense- Removal from activity, participant will stay with a staff member, and the parent/guardian will be notified  
3<sup>rd</sup> Offense- Suspended for the remainder of the session. No refunds will be given
- Minor Offenses:** Disrespect of staff or participants, inappropriate behavior on the bus or on field trips, and breaking general program rules
- Consequences: 1<sup>st</sup> Offense- Verbal warning and verbal notice to parent/guardian  
2<sup>nd</sup> Offense- 3 to 7 minute "break" and verbal notice to parent/guardian  
3<sup>rd</sup> Offense- Loss of morning or afternoon activities and verbal notice to parent/guardian and verbal notice to parent/guardian  
4<sup>th</sup> Offense- Written notice to parent/guardian  
5<sup>th</sup> Offense- Removal from program and parent/guardian notified

## Staff

At T.R.A.C., Our staff is screened carefully and interviewed carefully during the pre-season. Counselors are chosen according to their level of experience, creativity, motivation and of course, their love for pre-teens/tweens.

All our staff must complete a rigorous training program prior to the start of the season which includes certifications in CPR, AED and First Aid. All staff are CORI/SORI checked and trained in crisis intervention prevention and teen mentoring skills.



# JUNE

	Mon	Tues	Wed	Thurs	Fri
	24	25	26	27	28
<b>WEEK A</b>	Drumlin Farm  Lincoln, MA	Purgatory Chasm & Long Lake Beach  Sutton, MA	Water Country  Portsmouth, NH	Boundless Adventures & Ice Cream at Town Hall Berlin, MA	Service Project & Long Lake  Littleton, MA

# JULY

	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5
<b>WEEK B</b>	Fenway Tour & Lunch on the Common Boston, MA	Metro Rock & Kimballs  Littleton, MA	Canobie Lake  Salem, NH	No Camp Happy 4th of July!	Service Project & Long Lake  Littleton, MA
<b>WEEK C</b>	8	9	10	11	12
		Beaver Brook  Hollis, NH	River Tubing  Charlemont, MA	Franklin Park Zoo  Boston, MA	Service Project & Long Lake  Littleton, MA
<b>WEEK D</b>	15	16	17	18	19
	Connor's Farm  Danvers, MA	Nashoba Paddler  Groton, MA	Boda Borg  Malden, MA	Water Country  Portsmouth, NH	Service Project & Long Lake  Littleton, MA
<b>WEEK E</b>	22	23	24	25	26
		Mt. Watatic & Long Lake Beach Ashburnham, MA	Whale Watch  Boston, MA	Museum of Science  Boston, MA	Service Project & Long Lake  Littleton, MA

\* Please note that all trips are subject to change



# AUGUST

Sun	Mon	Tue	Wed	Thu	Fri
<b>WEEK F</b>	29 Metro Rock & Kimballs  Littleton, MA	30 Canobie Lake Park  Salem, NH	31 River Tubing  Charlemont, MA	1 USS Constitution & Trampoline Park  Boston, MA	2 Service Project & Long Lake  Littleton, MA
	5 Boundless Ad- ventures & Ice Cream at Town hall Berlin, MA	6 Boda Borg  Malden, MA	7 Harvard Natural History Museum  Cambridge, MA	8 Ocean Kayaking  TBD	9 Service Project & Long Lake  Littleton, MA

**\* Please note that all trips are subject to change**

