



**Center for Human Services**  
**61 Center Street, Burlington, MA 01803**  
**Mailing Address: Town Hall 29 Center Street Burlington, MA 01803**  
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**recreation@burlington.org · www.burlingtonrecreation.org**

February 28, 2025

Dear Parent/Guardian,

Thank you for registering your child for one of the Burlington Parks & Recreation (BPRD) Summer programs. To qualify for one of these programs, your child must be potty-trained. It is our policy that our staff is not allowed to feed, physically move, and/or change (clothing/diapers) participants. We understand that some of the participants in our programs may be newly potty-trained and as such, we offer bathroom breaks frequently.

Should your child have an accident, we require that a parent/guardian come and assist with cleaning up/changing and any personal care assistance needed. The child may stay at the program for the remainder of the day.

Should a second accident occur during the week, we require that the child be picked up, and cannot return to BPRD programs for the remainder of the week.

In addition, if your child is signed up for future programs with us, we ask that a discussion be had with a member of our administration team to discuss a plan of action and if it is appropriate for the participant to return to programming in future weeks or programs.

If your child has had an accident, we ask that you sign below, acknowledging that you have read and understand this protocol. Please return this signed form to your program's Director.

I, \_\_\_\_\_ have read and understand the toileting protocol as described above.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Parent/Guardian Signature