

LONG HILL TOWNSHIP

SUMMER RECREATION

PARENT HANDBOOK

2014

Township of Long Hill
DEPARTMENT OF PARKS & RECREATION
RECREATION@LONGHILLNJ.US

Fifty years from now it will not matter what kind of car you drove, what kind of house you lived in, how much you had in your bank account or what your clothes looked like. But the world may be a little better place because you were important in the life of a child. [Unknown](#)

Table of Contents

Introduction/Staff/Contact Information.....3

Dates/Fees/Locations/Hours.....4

Lake Day/Drop-off and Pickup Procedures.....5

Daily Activities/Snack Time.....6

Birthdays/Medication Policy/Groups/Camp Rules.....7

Camp Rules (con't) /Breaking of Camp Rules.....8

Incident Report.....9

WELCOME

Thank you for enrolling your child in the Long Hill Township Summer Recreation Program. The purpose of this traditional Summer Recreation Program is to provide for the social, mental and physical growth of the day camper through a variety of activities, special programs and trips in a safe and fun environment. We are here to allow the children to engage in organized activities with their peers under the supervision of the Summer Recreation Staff. This traditional summer recreation program helps contribute to the overall development of a well rounded child. We are very excited about the many new activities we will be incorporating into the Summer Recreation Program this season.

STAFF

The Summer Recreation staff consists of counselors which are directly responsible for the children assigned to them. Directly supervising the counselors is a Site Supervisor and an Assistant Site Supervisor(s). There will be a Summer Recreation Camp Director that will be responsible for overseeing all staff. The Summer Recreation Camp Director will oversee the entire program and reports to the Long Hill Township, Parks and Recreation Directors.

There is an Arts & Crafts Director that plans the daily arts & crafts projects at camp. All counselors are trained in basic First Aid & Safety, Emergency Procedures and Summer Recreation Policies & Procedures, Our Camp Director and Health Director, Site Supervisors, and Assistant Site Supervisors are certified in CPR/AED and First Aid and all Summer Recreation Policies & Procedures.

CONTACT INFORMATION

Parks & Recreation Director: Lisa Scanlon
908-647-8000 X 219(Office)
908-343-7437 (cell)
recreation@longhillnj.us
(Text-messaging not available.)

Summer Camp Recreation Director: Kelly Wells
Site Supervisor – Central: Shane Porter
Ass't Supervisor/Health Director—Central: Stephanie DeAngelo
Ass't Supervisor— Jessica Zigarelli
Ass't Supervisor—Carrie Malwitz
Ass't Supervisor- Vanessa Fowler

Please call the Parks and Recreation Director for any inquires during Summer Recreation hours. The Parks and Recreation Director will contact the Camp Director and/or the site supervisor.

DATES

The Summer Recreation Program is open to residents and non-residents entering K through 8th grade in the fall 2014. Camp will begin on Monday, June 30th and conclude on Friday, August 1st. Camp will be closed on Friday, July 4th.

Parent Information Night – Thursday, June 26th, 6:30pm (Long Hill Library)

A program calendar / schedule and field trip information will be available that night as well as being posted online. Members of the Summer Staff will be present to introduce themselves and talk about the program. This meeting is meant only for parents.

FEES

The fee for the five week program is \$235 for residents and \$460 for non-residents. During the program, additional activities and trips will be offered depending on camper's age. A separate fee and pre-registration form will be required if you would like your child to attend these trips. Fees for the trips are not included in the registration fee. Off-site field trip participation is not required. If a child does not register for a trip he/she is welcome to attend camp that day (except on Lake Day, and there is no fee for Lake Day).

Please Note: Trips may fill up early. Seats are filled on a first come first served basis. Also, we may not be able to accommodate last minute requests to be added.

LOCATIONS

We will utilize facilities at:

Central School 90 Central Ave. Stirling, NJ.

We will use various classrooms, gyms and playgrounds/fields at this location. Lake Day will be at Stirling Lake located at High St. & Chestnut St. Stirling.

HOURS

Summer Recreation Camp hours are 8:00 AM– 12:00 PM. Please do not bring your children prior to 8:00 AM as no one will be available to supervise them. Prompt pick-up at 12:00 pm is expected.

LAKE DAY

There is one Lake Day per season for campers. **There is no program at the schools on Lake Day.** If you choose not to attend Lake Day, your child will not attend summer recreation camp on that day. Lake Day begins at 11:00 AM at the Stirling Lake and concludes at 2:00 PM. Lunch is provided for registered campers only. **A parent or designated guardian must attend Lake Day with the campers in grades K-3.** In the case of inclement weather; Lake Day will be canceled, and no program will run on that day. Parents are responsible for transportation to and from the Lake on Lake Day. Campers will still need to be signed in and out with their counselors at the Lake.

DROP-OFF AND PICK-UP PROCEDURES

We ask that proper consideration be taken to ensure that a safe and timely drop off and pick up procedure occurs each day camp is in session. Each camper must be signed in and signed out of camp every day he/she is in attendance. You will be signing your child in and out with his/her designated counselor. Counselor introductions will be made, in person, at Parent Information Night. Each camper's parent/guardian is asked to provide a list of all persons authorized to pick up their camper at the time of registration. Children will not be released until a family member or designated person is present.

A camper will not be permitted to leave with anyone besides the adults specifically stated on the registration form. If neither a parent nor designated person is signing your child out--you must notify their counselor, in writing, the name of the person designated on that day. If a camper is being picked up by someone else, the Site Supervisor's signature is needed on the sign out sheet.

** The parent must submit a letter to the counselor when they are dropping off their child that morning that someone else is picking-up the child. Make sure the parent's contact # is included in the note/letter.*

**When someone new is coming to pick up a child who is unfamiliar to the counselor, they should be prepared to show photo ID.*

Special consideration may be given to children in grades 5 - 8 that live close enough to walk or ride their bikes to and from camp. A **Walking/Bike Riding Permission Letter** from the parent must be submitted the first day of camp to the child's counselor. Your child will not be allowed to leave camp unless we have this letter on file.

DAILY ACTIVITIES

There are many activities offered throughout the day. The calendar for the camp will include special activity days, theme days, trips, a lake day, and special guests. Daily activities include various sports, arts & crafts, indoor games and adventure-based activities.

An Activities Calendar is available online on the township website (www.longhillnj.us) under Departments/Parks and Recreation/ Summer Recreation. New this year- We're on Twitter. Sign up to get quick updates about trips and activities, theme days, etc. Follow us on Twitter @lhtsumrec.

Additional activities may be offered outside of the Summer Recreation Camp program with other camp programs. These activities may be offered within our camp hours and after (for example, Summer Band Camp). When we receive a formal request in writing, we will be responsible for getting your child to their designated activity and returning them to our program during regular Summer Recreation Camp hours (8am – 12pm). All of these programs are on site at Central School. The Summer Recreation staff will be escorting the children to and from each program—provided the program is in the school they are assigned to. There may also be programs that occur *after* the designated Summer Recreation Camp hours. For these programs, it is the responsibility of the parent/guardian to make arrangements to get their child(ren) to and from these activities. (The one exception to this rule is for Lisbona Sports Camp. For campers in our program during the morning who will be staying for the Lisbona Sports Camp, we will “deliver” your camper to the Lisbona Sports Camp with your written permission. Pick up will be the responsibility of the parent/guardian.)

We strongly suggest cell phones, all electronic games and personal toys be left at home. We are not responsible for them in the event they are lost, stolen or broken.

SNACK TIME

Since children do not eat lunch at camp, we suggest a healthy snack be sent with them. We strongly advise against sweets, candy, soda and foods high in fat. As we are not familiar with the dietary needs of each camper, we will not provide snacks to those campers that don't bring them. Snack time is incorporated into the schedule and must be eaten in designated rooms only. We cannot refrigerate snacks, so please plan accordingly. BIRTHDAYS: Please do not send in any birthday treats without prior permission from the Camp Director. The only item that we do give to campers is “freeze pops” on special occasions. If you do not want your child to have a freeze pop, please let our staff know. **Please do not send your child with anything containing peanuts or obvious peanut products. This is a “NUT- FREE” program.**

BIRTHDAYS:

Please do not send in any birthday treats without prior permission from the Camp Director.

MEDICATION POLICY

Please **do not** send any medication (prescription or over-the-counter) with your child. The counselors/supervisors are not allowed to administer any medication. The only permissible medications are epi-pens and inhalers with prior Camp Director/Health Director approval and appropriate paperwork submitted including a doctor's note. All epi-pens/inhalers and the paperwork must be given to the Site Supervisor(s). All epi-pens will be kept within the Camp Health Office at each school. Inhalers may be retained by individual campers and kept with them during the day. The Camp Health Office will also be the central location for the Medical Log Book, First Aid Kit(s), and all information pertaining to the campers. There will be a staff member present in this office at all times.

PLEASE NOTE: All medications must be accompanied by a doctor's note/prescription for use. This must be given to the Camp Health Director before the camper can be left at the camp. A photo of your child must accompany any epi-pen/inhaler prescription, and this will remain in our files.

GROUPS

Children are grouped according to grade. The groups are broken down into groups of boys and girls by grade. You may indicate on your registration form if you would like your child to be placed in a group with other children of the same gender and grade. We will make every effort to accommodate these requests. We cannot change groups after the program begins.

A group of eight to ten children is assigned to each counselor. They are responsible for these campers throughout the course of the program. You will sign your child in and out with their counselor each day. Each counselor will have a clip board with a roster and each of their campers' registration forms.

CAMP RULES

Please review the following information with your child. The general rules that all campers are expected to adhere to are as follows:

- All accidents and injuries must be reported to your counselor who will report the incident to the Site Supervisor and Health Director for care/documentation.

- Campers must remain with their group at all times unless given permission otherwise by their counselor.
- No child may enter or leave the Summer Recreation Camp Program without being signed in or out by a parent unless special permission has been obtained in writing.
- Children must wait to be picked up with their counselor.
- Counselors cannot administer any medications.
- No running in the hallways.
- Children must not touch thermostats or anything belonging to the Board of Education in the classrooms or gym.
- All Summer Recreation Camp equipment should be used properly and returned undamaged.
- Bathroom procedures are as follows:
 - **Children under the age of 8 must go to the restroom with a Counselor or a Counselor in Training.**
 - **Children over the age of 8 must go to the restroom with a “buddy” that is equal age or older.**
- All trash must be placed in trash containers.
- No foul language will be tolerated.
- No drugs, alcohol or tobacco products will be tolerated.
- No weapons of any kind are permitted.
- No guns, including toy guns, paintball, etc are not permitted.
- No bullying will be tolerated.
- No campers should be in the hallways unless they are in route to or returning from the rest room or an activity.
- No campers should be in any of the assigned rooms without a counselor present.
- Food is allowed only in designated rooms. No food or drinks are allowed in the gymnasium.
- No sneakers with wheels are permitted. For physical/gym activities, sneakers are required.

Adherence to these rules is imperative to ensure we have a fun and safe summer and to continue our excellent relationship with the Board of Education and their staff.

BREAKING OF CAMP RULES

- a. Quiet time
- b. Restriction from activity
- c. Restriction to adult supervision
- d. Conference with Director
- e. Conference with Parent/Director
- f. Removal from the camp

**Township of Long Hill
Department of Recreation
INCIDENT REPORT**

**(Please use this form to report accidents/injuries and or damage to the Long Hill Rec Dept.
It is expected that this form be submitted to the Recreation Director within 24 hours of the
incident or the next business day.)**

Name of Person _____ Phone: _____

Address: _____

Incident Date: _____ **Time:** _____ **Location:** _____

Activity Involved: _____

Incident Description: _____

Witness
Name(s): _____ Phone: #'s: _____

If there was an injury, describe that injury: _____

Was first aid administered? If so, what was done?

Was the injured person transported to the hospital or a doctor? _____

If so, where? _____

Who did the transport? (Parent or EMS?) _____

If this was an organized activity, who was the on-site person in charge?

Signature of Preparer: _____

Print Name: _____

Retain one copy of this report for your records and submit a copy to the Recreation Director.
Long Hill Township 915 Valley Rd. Gillette, NJ 07933 Recreation Dept.: 908-647-8000 x219;
908-343-7437 (cell); recreation@longhillnj.us