

Bernards Township Recreation's
2024 Summer Recreation Program
PARENT-PARTICIPANT MANUAL

Summer Recreation Program

Cedar Hill Elementary School

Oak Street Elementary School

Mount Prospect Elementary School

Entering Grades K-5



Program Goals & Objectives

The Bernards Township Recreation Department's summer program is a safe and fun way for children to spend the season. The staff is trained to provide for creative and quality age-appropriate activities and act as a positive role model to all children enrolled in the program. Children will develop socially, physically, and intellectually through experiences that encourage teamwork, good sportsmanship, skill development and self-confidence.

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Registration Information & Policies

ONLINE and In-Person Registration February 12th, 2024:

Visit www.bernards.org to register online using a credit card.

We advise completing the Household Information Form BEFORE registration day if your family is new, inactive or are missing pertinent information; including dates of birth.

You may also register at the Recreation Department Monday-Friday between 8:30am-4:30pm

Bring with you:

- Proof of Bernards Township residency (drivers license, utility bill, etc)
- A copy of your child's birth certificate or passport.
- A completed Youth Recreation Program Registration form
- Cash or Check made payable to "Bernards Township"

Registration Fee

\$525 per child. Online registration requires payment by credit card. In person registration is cash or check only. Please make check payable to "Bernards Township"

The cost of the program is for the entire six weeks and includes all entertainment, special activities, and one program t-shirt. The cost will not be prorated for time unattended.

Sites

There will be three different sites for the summer program –Cedar Hill, Oak Street, and Mount Prospect elementary schools. All sites will be grades K-5th. You will register for the site you wish your child to attend. If registration at your chosen site is full, you may enroll your child on the waitlist. You may also register for an alternate site.

Confirmation & Receipt

Registration will begin at 8:30am on Monday, February 12th. Online and in-person registration will be ongoing simultaneously. You will receive a confirmation receipt immediately following registration. The confirmation receipt also serves as your payment receipt and contains our tax ID number for your tax purposes.

Wait Lists

If your name is placed on a wait list, your receipt will indicate your waitlist number. You will be contacted only if a space becomes available and at that time given a date by which to pay the fee and complete the registration process. If payment and required forms are not received by the requested date, the opening will be offered to the next person on the wait list.

Refunds

If you would like to request a refund and withdraw from the program, contact the Recreation Department in writing by sending an e-mail request to Recreation@Bernards.org. Full payment refunds, less a \$20 administrative fee per child, will only be processed if requested before **Friday, April 26th, 2024, at 4:30 pm**. There will be no refunds after April 26th, 2024. Allow 4-6 weeks for processing.

Non-Residents may register for the program beginning March 25th if space is available. \$575 per child.

Program Descriptions

Summer Recreation Program

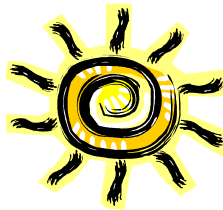
Cedar Hill, Oak Street, Mount Prospect

Monday – Friday, June 25 – August 2, 2024

No Program: Monday June 24, Wednesday July 4

8:30 AM – 1:30 PM

Entering Grades K – 5 (Fall 2024)



A calendar of events for the six-week Summer Recreation Program will include arts & crafts, sports introduction, field days, theme days, educational activities, and entertainment performances. All activities will be geared toward the Kindergarten – 5th grade levels.

Sports - Each week the program will focus on a different sport or group of sports. The goals of these activities are to progressively develop a child's fundamentals and coordination rather than winning or losing.

Arts & Crafts - Arts and crafts will focus on the process of the project, not the end product. Children will explore paint, crayon, wooden crafts, themed crafts, and projects associated with nature and science. At times parents may be asked to bring in specific items for craft projects (i.e. cardboard paper towel rolls or milk cartons). Any special needs for craft projects will be noted on the program calendar.

Special Activity Days – Once or twice a week there will be time during the daily schedule for a special activity. Magic, music, and other entertainers will visit the camps during the week for a fun activity! Children will have a chance to show their camp enthusiasm on Spirit Thursdays. And Field Day Friday will feature a different themed field day each week.

Staffing

Each site will be assigned one Site Supervisor and one Assistant Site Supervisor. All Site Supervisors are college graduates with multiple years of experience working with children and our Assistant Site Supervisors have a strong background in childcare or education and previous experience with our summer program or one similar. All supervisors are certified in First Aid, CPR, and AED and have received training in the use of an EpiPen. At each site, each group of participants will be assigned one Group Leader and two or more Group Counselors. Our Group Leaders are area high school and college students who have previous experience with our summer program or one similar. Our Group Counselors are area high school students who demonstrate an interest and enthusiasm for working with young children and have met the minimum age requirement of 15 years old. Many of our outstanding staff members return each year. The Summer Recreation Program child to staff ratio will not exceed 8:1.

Program Policies

Allergies – Please note, at the time of registration, any allergies your child may have that may be impacted during the program. If necessary, “free” zones will be created to reduce exposure to foods that may cause an allergic reaction for your child. If your child requires the use of an epinephrine auto-injector to treat anaphylaxis, you must complete an Epinephrine Authorization form.

Epinephrine must be clearly marked with your child's name and brought to and from the program each day.

We do not have storage on site. Epinephrine will be administered only by staff specifically trained by a healthcare professional. Epinephrine Authorization forms will be available at the Recreation Department and online.



Attendance – If you know your child will be absent on certain days (vacation, etc.) or will be leaving early on certain days (swim lessons, etc.), please let the staff know by sending your child to the program with a note. Unexpected absences do not have to be called in to the staff or the Recreation Department. If your child is not feeling well, please do not send them to the program. There is no nurse or a facility on site to keep children who are ill. Procedures for reporting covid positive tests will be sent out prior to the start date.

Babysitting & Staff – Using the program staff as a babysitter is discouraged because it can create a group imbalance or favoritism; however, if you do decide to use a staff member as a babysitter it is with understanding that outside of program hours the staff are not supervised by the Recreation Department, are not representing Bernards Township and the Township is not responsible for any acts or accidents that may occur outside of normal program hours. Staff members are required to be present at the site 15 minutes before and 15 minutes after normal program hours for set up, clean up and staff meetings. For this reason, they cannot transport children to and from the program.

Car Line Procedures - Morning drop off and afternoon pick up car line procedures will vary per site. A complete diagram and instructions will appear on the reverse side of the program calendar. Important car line procedures to remember at all sites are:



- Follow all traffic directions given by staff.
- Do not get out of your car!!! A staff member will assist your child in or out of the car and sign them in or out with their assigned group.
- Display your child's name sign they receive on the first day of the program.
- Be patient! The first week is time for adjustment.

Contacting the Site – If you need to contact the staff at the site, please call the Recreation Department at 908-204-3003 and they will contact the Site Supervisor. Most of your questions can be answered by the staff in our office. The Site Supervisor at each site is issued a cell phone for emergency purposes only. We cannot give out that number.

Discipline Policy – On the first day of the program, the staff will review with the children the definition for appropriate behavior and the impact inappropriate behavior has on others. All children will be encouraged to express their opinions and feelings appropriately and to use constructive means to settle disagreements or problems. All children are expected to:

- remain within a specific area assigned for a specific activity
- exhibit respect for the staff, other participants, school property and private property
- refrain from using inappropriate language or gestures
- avoid placing themselves or others in danger of physical harm
- refrain from deliberate or intentional hitting or touching

Children who choose not to accept these responsibilities are subject to disciplinary action which may include:

- Verbal warning
- Time-out from activity
- Exemption from activity
- Parent/supervisor conference
- Suspension from program and/or trip
- Expulsion from program

Discipline Policy Continued –

Disciplinary action will vary according to the frequency, severity and nature of the incident and will be accompanied by a report to be discussed with and signed by the parent. No refund will be issued if a child is dismissed from the program.

Drop Off & Pick Up – Drop off begins at 8:30AM and pick up begins at 1:15PM. Supervision is not available beyond the normal program hours. Please do not drop off your child early or pick them up late. The Late Pick-Up Policy will be in effect for all late pick ups. Follow the car line procedures and the sign in/out procedures every morning and afternoon.

Emergency Contact Information – Your child's registration form will become their on-site emergency information. This is why it is very important that each registration form is fully completed with accurate information. If any of the information you list on your child's registration form changes during the program (phone numbers, authorized pick up persons) please inform your Site Supervisor. In case of emergency, we will always attempt to contact you (the parent or guardian) first. If we cannot reach you, we will attempt the two listed emergency contacts.



Group Placement – Your child will be assigned to a group at their site according to their grade. There may be more than one group for each grade. Siblings in the same grade will be grouped together unless otherwise specified. Due to the size of the program, we cannot accept group requests for your child and will not make changes to groups once they are assigned. All daily activities will be conducted within each individual group.



Late Pick Up Policy - The Summer Recreation Programs end at 1:30 PM. Supervision is not available beyond those hours. All late pick ups will be documented by the Site Supervisor. The first time you arrive late for pick up you will be issued a verbal warning. The second time you arrive late a written warning will be issued notifying you that the next time you are late you will be charged \$10 to be paid immediately. For each addition half hour and additional \$10 will be charged. The fee must be paid before your child can return to the program. Chronic lateness may result in expulsion from the program.

Lunches & Snacks – You must supply your child with one snack and a lunch each day. Please use insulated/thermal bags or lunch boxes clearly marked with your child's name and group. There is no refrigeration available. Please send your child with a water bottle each day, clearly marked with your child's name and group. Water bottles can be refilled on site.



Medications – – Please note, at the time of registration, any medications your child will need to take during program hours on a daily basis. Your child must bring their medication to and from the program each day. We do not have storage on site for medications. Medications must be in its original bottle clearly marked with your child's name and accompanied by a Medication Authorization form. Forms will be available at the Recreation Department and online.



Newsletter – Every Friday you will receive your child’s weekly newsletter for their site. The newsletter will let you know what fun happened during the past week and what exciting happenings are scheduled for the next week. It will also include any important reminders or schedule changes.

On Site Facilities – The specific facilities available will vary according to the site. However basic activity areas will remain the same. All sites will have available:

- a large indoor multipurpose activity area (i.e. gymnasium)
- an arts and crafts area
- a large outdoor multipurpose activity area
- an outdoor playground
- a lunch & snack area
- restroom facilities

Parent Visits – Any parent is welcome to briefly visit the program site; however, you must present yourself to the Site Supervisor before attempting to come in contact with a child. We ask that if you do wish to visit, you stay no longer than 5 minutes and only visit the program once during the six weeks. Parents may not act as chaperones. Discussions with the Site Supervisor regarding your child’s behavior must be scheduled in advance. The Supervisor’s responsibility to the children, staff and the program do not allow for unplanned meetings. A time will be arranged that is agreeable to all involved.



Personal Property & Money – Please do not send your child to the program with unnecessary personal property or money. Neither the Bernards Township Recreation Department nor its employees are responsible for any child’s personal property or money brought to the program site. Unnecessary personal property may include (but is not limited to):

- Cell phones
- Handheld video games
- Trading cards
- iPod’s, CD players, MP3 players
- Toys



Program Attire – Send your child to the program each day wearing comfortable clothing that is breathable in the heat. Sneakers must be worn everyday. No open toe shoes allowed. Hats or visors are great at keeping faces out of sunlight. Please apply sunscreen to your child at home (staff cannot apply sunscreen). Each child will receive one Summer Recreation Program t-shirt that should be worn on Friday’s. T-shirts will be distributed on the first day of the program.

Sign In & Sign Out – If you arrive later than the scheduled car line drop off time, you must walk your child to their assigned group and sign them in with their counselor. Please do not drop your child off and allow them to walk into the building alone. If you are picking up your child prior to the scheduled car line pick up time, you must park your car and walk to your child’s group and sign them out with their counselor. If you arrive during car line drop off or pick up, please follow the directions of the staff through the car line. Do not park your car and walk across the car line. This is a safety hazard.

BERNARDS TOWNSHIP

PARKS RECREATION POOL GOLF



www.bernards.org