

**South Brunswick Dept. of Parks & Recreation**  
**PARENTS' INFORMATION**  
**SUMMER PARKS 2019**

**All visitors for camp must report to the Recreation Main Office in the Community Center.**

Children who are late or must leave early are required to be signed in or out, by a parent or guardian, at the Main Office in the Community Center.

**WEBSITE CONTAINS ALL INFORMATION FOR PARENTS:**

Website: [www.sbtnj.net](http://www.sbtnj.net). Click Recreation tab on top of the page. On the left hand column there is a tab that says Summer Parks Summer Camp

You can find the following information on our website:

- Parents Information
- Camper Constitution
- Onsite medication & epi-pen / or asthma action plan form / submit or return for first day and recreation supervisor
- Donations request list
- Before/After Camp Information
- Camp Theme Calendar
- Camper absence, late and early release form

**PHONE NUMBERS / EMAIL / WEBSITE:**

- ❖ **Recreation main office:** 8:30 am - 4:30 pm; 732-329-4000 x 7671.
- ❖ **Before and After Camp care:** 7:30 am -9:00 am and 3:00 - 5:30 pm, Cell phone: 732 236 1799.
- ❖ **Website:** [www.sbtnj.net](http://www.sbtnj.net) click Recreation (click Summer Parks link on our home page)
- ❖ Any messages left with a full time employees will be given to camp staff.

**SUMMER PARKS** is primarily an outdoor program with a wide variety of recreational activities to help your child pass those long hot days of summer. Arts and crafts, board games, knock hockey, quiet games, active (playground games), sports (volleyball, whiffle ball, basketball, kickball etc.) of our camp. Program moves inside the air conditioned Community Center or under the covered pavilion in the event of rain or if it is very hot. The picnic pavilion is shaded and cool and is used for arts and crafts. The grove adjacent to the center is used for various activities including opening of camp at 9:00 am, quiet time, and lunch/snack.

**ACTIVITIES:** Every day your camper's group will follow a schedule. Each group will visit the following activities: Quiet time, free time, sports, art, and talent show practice. In addition, we have theme days, such as Water Day, Carnival Day, Talent Show etc. The theme days include activities and events that coordinate with the daily theme.

Color wars is a 2-day event where campers are mixed into groups of colors; colors will be announced in advance so that outfits can be prepared!

**THEMES:** This year's theme calendar can be downloaded from our website soon by April 1, 2019

**PROGRAM HOURS: Summer Parks: 9:00 AM - 3:00 PM**

Before Camp hours for those registered: 7:30 am - 9:00 am;

After Camp hours 3:00 - 5:30 pm

**\*\*Please note there are new after camp opportunities\*\*** Please see our website for more information on after camp options.

**PROGRAM INFORMATION:**

- **Location:** WOODLOT PARK located on 124 New Road in Monmouth Junction (between Routes 1 and 27).

**ARRIVAL AND DISMISSAL:**

- **Before and After camp participants:** meet in the playground/picnic grove; rainy days in the Community Center lounge.
- **All other days for 9:00 am camp arrival:** We use a valet drop off/pickup system. Parents need to stay in their cars.

**Valet drop off/pick up:** Please adhere to the one-way flow of traffic when entering the parking lot. You will receive color coordinated tags matching your child's color group on the first day of camp. If you need additional tags please ask for one.

Supervisors will take your child out of the car in the morning for arrival and will assist your child into the car in the afternoon for dismissal. Line up cars at the orange cones. 4 cars are serviced at a time by supervisory staff.

**Late Pick up:** We reserve the right to bill you for child care for children dropped off early and picked late. A LATE FEE OF \$5.00 PER 15 MINUTES LATE PER CHILD WILL BE ASSESSED FOR CHILDREN NOT PICKED UP ON TIME OR DROPPED OFF EARLY.

**If you will be late or your child will be picked up early or someone else will pick up your child,** please complete the appropriate form, which can be found on our camp website, and hand it to one of the supervisors or the recreation staff. Know what color group the child is in. All changes to dismissal time are done in writing. If you do not know ahead of time, contact the office at 732-329-4000, ext. 7671. **It is important that your child is on time for camp;** not only is attendance taken at opening ceremonies, but special activities happen fairly early that they will miss out on, please be on time. The form is available to download on the website.

- ❖ Sorry, we cannot accommodate visitors.
- ❖ Participants must be registered and must meet age/grade requirements. We reserve the right to change children and request proof of age if they have not been registered in the age appropriate program or age group.
- ❖ If you have not paid; he or she is not registered. Your child will not be permitted to participate in camp;

**TIP POLICY**

Township and state policies do not permit staff to accept tips or gratuities of money. You may however do something that will benefit all counselors: snacks, pizza, bagels, food, soft drinks, cookies, bottled water, etc. are some suggestions. If you have any question regarding this policy please contact the Recreation Supervisor or Camp Staff Coordinator.

**CLOTHING**

Send children in comfortable play clothes. **Children MUST wear sneakers with socks; NO SANDALS FOR SAFETY REASONS.** Appropriate clothing for playing outside is required. We will advise you about any water days. Sunscreen is recommended. Please apply sunscreen on your child prior to arrival.

**LUNCH:** Please pack your child a bagged lunch with your child's name clearly written on the bag. Each child should also have a healthy snack and 2 drinks. Send a refillable water bottle with child's name on it for drinks of water. Campers are supervised by the camp staff. **If necessary, peanut free tables are created.** **SNACK TIME:** 11:00am with **LUNCH** at approximately 1:00. Lunches are

not refrigerated. **After camp** needs an additional snack. **Before camp** may send an extra snack or easy cleanup breakfast **NO GLASS CONTAINERS. DUE TO ALLERGIES, NO OUTSIDE FOOD CAN BE SHARED WITH OTHER CAMPERS. THIS INCLUDES BIRTHDAY TREATS. THANK YOU.**

### **MEDICAL/EMERGENCY INFORMATION**

Participants will not be allowed to attend camp if emergency information is not supplied or is missing. If there is any new information or contact numbers, or if you won't be around for the day, please let us know! **Sick children are not permitted at camp!** All inoculations, especially measles, must be up to date for camp.

**Please note that this camp has an emergency plan in place. Drills will be conducted during the summer.**

**MEDICATIONS:** We do not administer medication to campers. If your child requires any type of medication, you must administer it prior to camp. If your child is asthmatic or requires an inhaler or epi-pen on site, see the Camp Administrator. Please download and complete the required medical action/anaphylaxis form on our camp website and return to the Camp Administrator on first day of camp to discuss the emergency plan. Meds must meet specific regulations.

### **THINGS NOT TO BRING TO CAMP:**

1. MONEY. **Campers are not permitted to buy anything from the vending machines.**
2. Toys, games, dolls, water pistols, or any other personal objects do not belong at camp unless specified by your counselor or Camp Administrator to bring for a special event under things to bring in.
3. Any type of weapon, or anything considered dangerous, whether real or play is absolutely forbidden. Your child will be dismissed from camp for the remainder of the session.
4. **Computer games, iPads, iPod, cell phones and other electronic equipment are not permitted at camp unless by special permission** for the talent show, etc. We are not responsible for loss or damage to any personal items brought to camp. If such an item is brought in without permission, it will be kept in the office with your child's name on it for the day.
5. Lost and found. The lost and found box will be maintained in the Community Center small central office until the Friday before Labor Day; the building is open during operating hours for you to check.

### **CONDUCT**

Please remind your child that good behavior and self-control is expected from all participants in order to maintain a safe and effective program. It is understood that occasionally a child has difficulty meeting the demands of a group situation, and in these situations our staff routinely follows the following:

- Redirect child to another activity. (1st warning)
- Time out; remove from the group for a short time, explain unacceptable behavior; give time to reflect and choose to correct behavior. (2nd warning)
- Camper conference with supervisory staff to discuss consequences and parent contact. (3rd warning)
- Continuation of misbehavior, with above steps taken, parent will be notified by phone of behavior and meeting with staff will be requested. Assistance with rectifying problem will be required of parent at this time.
- If rectifying the problem is beyond the Department's ability, immediate withdrawal from the program will be suggested.

The **Camper Constitution** will be discussed on the first day. This is downloadable on the website.

**Please remind children that rules of the camp must be followed**, i.e. good sportsmanship, good behavior, no fighting, no hitting of any kind, no foul language, etc. Children must stay on site within the area designated by the staff. Unless they are with a counselor participating in an activity, children are expected to stay within the treed area between the Community Center and the ball field. Bathroom policy: younger children are supervised by a counselor; older children use a buddy system with a counselor's ok). The Community Center, pond and woods is off limits unless with a counselor OR for an activity.

**LET US KNOW!** Please speak to the directors if there is any information regarding your child that our staff should know. For example if child:

- is taking allergy medication or other medication.
- has a pre-existing injury.
- has a medical, physical or behavioral condition or diagnosis that may affect their time here at camp.
- is going through a rough emotional period.

**It is extremely helpful for us to be aware of anything that might affect behavior (tiredness, irritability, and hyperactivity) or require us to restrict some activity, or be particularly sensitive to their needs. Please help our staff in getting to know your child!**

### **PHOTO RELEASE**

Please be aware that the recreation staff and/or local papers sometimes take photos of our camp for their marketing needs and talent show. If you do not wish to have your child in photographs and or videos, please inform the staff as soon as possible.

### **OUR SPECTACULAR CAMP STAFF!**

- ❖ **Staff Coordinator:** Rick Luca has worked for the South Brunswick Recreation for 25 years. He is a kindergarten teacher at Cambridge Elementary School.
- ❖ **Camp Administrator** Jake Konopka has been involved in Summer Parks and other programs for 10 years. He is a graduate of The College of New Jersey with a degree in Elementary Education and STEM.
- ❖ **Camp Administrator and Before/After Camp Coordinator:** Jamie Lewkowitz has worked at our program for 7 years. She is a student at

Rider University studying Elementary Education.

- ❖ **Activities Coordinator:** Austin Calvano has worked in our program for 7 years. He is a student at The College of New Jersey studying Elementary Education and History.

Senior counselors are all college students or SBHS students or recent graduates.

Junior Counselors are all SBHS students or recent graduates.

CIT's (Counselor's in Training) are volunteers learning to be counselors. They are all high school students.

**PARKS & RECREATION STAFF:** Questions or comments regarding the program and staff may be directed to the Recreation staff. M-F, 8:30am-4:30pm 732-329-4000 x 7671