

BERNARDSVILLE RECREATION DAY CAMP GUIDELINES AND REGULATIONS

Sign In and Sign Out:

If you arrive later than the scheduled starting time (8:00 am for Early Birds, 9:00 am for Rec Camp), you must walk your child in and notify the Coordinator that they are there. Please do not drop your child off and allow them to walk into the building alone. If you are picking your child up prior to the scheduled time, you must park your car and walk into the camp and sign them out with the Camp Coordinator.

Early Birds start at 8:00 am, Morning Camp starts at 9:00 am. Morning camp ends at 12:00 noon. If your child is registered for both morning and afternoon sessions, camp will end at 3:00 pm **sharp**.

Parents are responsible for providing transportation for your child in the case they are registered for another camp. Children must be picked up at the designated location.

Camp Attire:

Please send your child to camp each day wearing comfortable clothing that is breathable in the heat. Sneakers must be worn every day. 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 to your child). Send a bathing suit and towel with your child each day in the case that they may be going to the municipal pool, or they can wear their bathing suit under their clothing.

Lunches and Snacks:

If your child is in the morning camp, you must supply one snack and drink each day. If your child is in both the morning and afternoon camp, you must supply two snacks and lunch each day. Please use insulated/thermal bags or lunch boxes clearly marked with your child's name. There is no refrigeration available. Please send your child with a water bottle each day, clearly marked with your child's name. Water bottles can be refilled on site. PLEASE EXPLAIN TO YOUR CHILDREN NOT TO SHARE FOOD, SNACKS AND DRINKS WITH OTHER DUE TO ALLERGIES.

Eligibility:

Child must be entering kindergarten. Those under age of 5 may be asked for proof of age. All children must be potty trained.

Allergies: **MUST SIGN AND RETURN EPINEPHRIN AUTHORIZATION FORM**

Allergies should be noted when registering. If your child has an epinephrine auto-injector, please:

- Put the child's name on it
- It must be brought to camp each morning and taken home each afternoon
- We do not have a storage area on site
- Please tell the camp Director of any allergies

On Site Facilities:

- A large indoor multipurpose activity area

- An outdoor playground
- Restroom facilities
- Swimming Pool

Drop in Costs (Payment must be made that day):

- 8:00 am – 9:00 am: \$15.00 per child
- Noon – 3:00 pm: \$25.00 per child
- 3:00 pm – 4:00pm \$15.00 per child

Personal Property & Money:

Please do not send your child to the camp with unnecessary personal property or money. Neither the Borough of Bernardsville Recreation Department nor its employees are responsible for any child's personal property or money brought to the camp site or trips. Unnecessary personal property may include, but is not limited to:

- Cell phones
- Handheld video games
- Trading cards
- iPods, CD players, MP3 players
- Toys

Contacting the Site:

If you have a need to contact the staff at the site, please call the Recreation Department at: 908-766-2546 and they will contact the Camp Coordinator. Most of your questions can be answered by the staff in our office. Please do not call the school's main office number. In case of an emergency, please call: 908-752-8921.

Emergency Contact Information:

Your child's registration form included emergency information. This is why it is very important that each registration form be fully completed with accurate information. If any of the information on your child's registration form changes during the program (i.e. phone number, emergency contact), please inform your Camp Coordinator. 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 listed emergency contact.

Discipline Policy:

On the first day of camp, the staff will review with the children the definition for appropriate behavior and the impact inappropriate behavior has on others. 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
- Removal from program and/or trip

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.

Bus Trips:

If you chose not to send your child on the Friday bus trips or programs, there will be no camp that day. Please do not send them to camp.

Important bus trip policies to remember:

- Please wear a red color t-shirt
- Be on time the day of the trip. Trips depart sharply at 9:00 am from the Bedwell School
- Children must ride the bus to attend the trip. If you miss the bus, you will miss the trip
- Parents cannot attend trips
- Children must bring lunch if designated in trip description with child's name clearly marked
- Please bring two snacks and drinks for the bus ride there and back
- Children may bring gift shop money. Please put money in a marked ziploc bag
- The following bus safety rules will ensure the safety of all riders:
 - Listen attentively and follow all directions given by staff and/or driver
 - Keep your hands, feet and objects to yourself
 - No pushing or cutting while in line
 - No eating on the bus
 - Throwing an object from the bus or misbehaving in an unsafe way may result in suspension from the next program day or the next bus trip

Bernardsville Pool:

During any visits to the Municipal Pool:

- No toys or floatation devices of any composition or size, including swimmies, balls, inner tubes, floats, rafts, face masks, snorkels are permitted in the main pool
- Gum chewing is not permitted on pool premises
- No running, water wrestling or horseplay of any kind is permitted on pool premises
- If your child is not a swimmer or not a good swimmer, please send a Coast Guard Type 3 approved swim vest each day.
- Please pack flip flops or crocs to go to the pool