



# REGISTER ONLINE!

## For the Summer Recreation Program

### Bernards Township Parks and Recreation



[www.bernards.org](http://www.bernards.org)



**You will not be able to register for the Summer Recreation Program until all mandatory information has been received by the Recreation Department.**

Please be sure to take the following measures in order to be prepared to register online.

*NOTE: Refer to the Parent Manual for complete information on camp sites, policies, payments, refund information, etc.*

If your household has recently participated in a program or membership, you may request your User Name and Password by calling 908-204-3003. If your household is NEW or INACTIVE you will need to complete a *Household Information Form* in order to register online. Household information forms can be downloaded online at [www.bernards.org](http://www.bernards.org).

**To see if your family is missing pertinent information:**

1. [Click Here](#) to log in to your families account.
2. Sign in and go to "My Account" listed at the top of the screen.
3. Click "Family Member Data"
  - This will show information on each individual member of your family. If a birth date is not entered you will need to provide proof of age by bringing a copy of your family members birth certificate or driver's license to the Recreation Department.
  - Note: **Date of Birth information is required for each child who wants to enroll in the Summer Recreation Program!**

Both online and in person registration for the Summer Recreation Program will begin on **Monday, February 27, 2012 at 8:30AM.**

Pleasant Valley Pool – The six week Senior (grades 2-5) Summer Recreation program will end with a day at Pleasant Valley Pool. Bring your child directly to Pleasant Valley Pool at 8:30 AM on Friday, August 3, 2012. A staff member will escort your child to their site’s designated area inside the facility. Car line pick up will be from 12:45 PM – 1:00 PM. In the event of rain, the program will be held at your child’s assigned site. Signs will be posted at the Pleasant Valley Pool entrance. Other things to remember about the Pool Bash:



- Children must wear their program t-shirt and bring their morning snack, water bottle and a towel to the pool. Please apply sunscreen before arriving to the pool. Staff will not apply sunscreen.
- Lunch will be supplied by the program and will include one slice of cheese pizza and a juice drink. Do not send money with your camper to the pool. The snack bar will not be open.
- Children will be supervised at all times by lifeguards, counselors, and supervisors during the pool bash; organized activities in and out of the pools will take place throughout the day.
- The Pleasant Valley Pool is not open to members until 11:00 AM. Once the pool is open only members and their paid guests may enter. If you need to reach your child during the camp day, please have the front gate page a supervisor.
- We ask that if you are a member and plan on visiting the pool that day that you do not arrive until you are ready to sign your child out for the day. It becomes very confusing when parents are interacting with their children while the program is still in session.

Pleasant Valley pool has the following regulations for all participants:

- Health rules of the State of NJ require every person to shower before entering a public pool.
- No footwear, including aqua-shoes, is permitted in any pool.
- Children may not talk to lifeguards except in case of emergency.
- No toys or flotation 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!



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 to your child). Each child will receive one Summer Recreation Program t-shirt that must be worn to all off-site activities, including the Pleasant Valley Pool Bash. If your child is registered at the Cedar Hill or

Mount Prospect site they will wear their group t-shirt every Friday for field day. T-shirts will be available at the Meet & Greet and 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. Group schedules will be posted in the gymnasium. 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 Recreation Department  
1 Collyer Lane, Basking Ridge, NJ 07920  
908-204-3003 [www.bernards.org](http://www.bernards.org)*

Bernards Township Recreation’s  
2012 Summer Recreation Program  
**PARENT-PARTICIPANT MANUAL**

**Junior Summer Recreation Program**

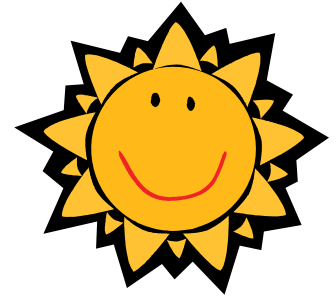
Cedar Hill School  
Mount Prospect School

**Entering Grades K-1**

**Senior Summer Recreation Program**

Liberty Corner School  
Oak Street School

**Entering Grades 2-5**



**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 27, 2012:

Visit [www.bernards.org](http://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.
- A completed Summer Recreation Program Registration form
- Check or money order (no cash) made payable to "Bernards Township"



Registration Fee – Please make check payable to "Bernards Township"

\$400 for the first child for either program

\$350 for each additional child\* of the same family

\*(brothers/sisters, K-5<sup>th</sup> grade; children must be registered at the same time to receive the family discount)

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

### Site Preference

You will be asked for your site preferences at the time of registration. We recommend having a first and second site choice. Site preference is not guaranteed. If you select only one site choice and that site is filled, your name will be placed on a wait list and your registration will be returned to you.

- K-1<sup>st</sup> grade – choose between Cedar Hill and Mount Prospect Schools
- 2<sup>nd</sup>-5<sup>th</sup> grade – choose between Liberty Corner and Oak Street Schools

### Confirmation & Receipt

Registrations will be processed beginning Monday, February 27<sup>th</sup>. Online and in-person registration will be ongoing simultaneously. You will receive your confirmation receipt with your child's site assignment(s) that same day. The confirmation receipt also serves as your payment receipt and contains our tax ID number for your tax purposes. If the program is full, your name will be placed on a wait list and your registration will be returned to you. Mailed in registrations will be processed at the end of the day on Monday, February 27<sup>th</sup>.

### Wait Lists

If your name is placed on a wait list, you will know immediately what wait list number you are. 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](mailto:Recreation@Bernards.org). You will receive a confirmation e-mail back. Full payment refunds, less a \$10 administrative fee per child, will only be processed if requested before **Friday, April 20, 2012 at 4:30 pm**. Requests for refunds made after April 20<sup>th</sup> and before June 15<sup>th</sup> at 4:30 pm. will be processed at 50% the amount paid. There will be no refunds after June 15, 2012.

Allow 4-6 weeks for processing.

Non-Residents may register for the program beginning March 26<sup>th</sup>, if space is available.

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. Only send lunches in paper bags on days with off site trips. 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. Lunches must be brought on off site trips; your child will not be able to purchase lunch.



Medications – Please note on your child's registration form 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 at the Meet & Greet



Newsletter – Every Friday your child will bring home the site's weekly newsletter. The newsletter will let you know what fun happened during the past week and what fun is 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. Money is not needed on bus trips as all activities are paid for by the registration fee and they are to bring their lunch from home. Neither the Bernards Township Recreation Department nor its employees are responsible for any child's personal property or money brought to the program site or off site trips. Unnecessary personal property may include (but is not limited to):

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



- refrain from deliberate or intentional hitting or touching

Discipline Policy Continued - 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

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 no earlier than the scheduled program start time and pick up ends no later than the scheduled program end time. 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.

	<b>Car Line Drop Off</b>	<b>Park &amp; Walk</b>	<b>Car Line Pick Up</b>
<b>Junior (K-1<sup>st</sup>)</b>	8:15 AM – 8:30 AM	8:30 AM – 12:30 PM	12:30 PM – 12:45 PM
<b>Senior (2<sup>nd</sup> – 5<sup>th</sup>)</b>	8:30 AM – 8:45 AM	8:45 AM – 12:45 PM	12:45 PM – 1:00 PM

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.

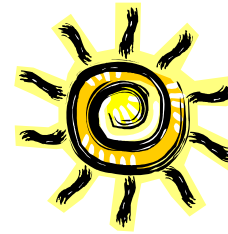


Group Placement – Your child will be assigned to a group at their site according to their grade and the school they attend (or will attend). There may be more than one group for each grade. Siblings in the same grade will be grouped together unless otherwise specified. Due to the size of the program we cannot accept group requests for your child and will not make changes to groups once they are assigned. Most daily activities will be conducted within each individual group; however, certain activities, such as field days, will include interaction among groups.



Late Pick Up Policy - The Junior Summer Recreation Programs end at 12:45 PM and the Senior Summer Recreation Program ends at 1:00 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.

## Program Descriptions



**Junior Summer Recreation Program**  
**Cedar Hill and Mount Prospect Schools**  
**Monday – Friday, June 26– August 3, 2012**  
**No Program: June 25 & July 4**  
**8:15 AM – 12:45 PM**  
**Grades K – 1 (Fall 2012)**

A calendar of events for the six week Junior 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 and 1<sup>st</sup> grade levels.

Sports - Each week the program will focus on a different sport or group of sports. The sports will be taught through progressive activities specifically designed for the Kindergarten – 1<sup>st</sup> grade level.

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 - Each day of the week there will be time during the daily schedule for a special activity. Music Monday will feature a visit from a different musician each week. A librarian from the Bernards Township Library will visit on Story Time Tuesdays. Wow! Wednesdays will include magic, science and puppet shows. 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 and will end the 6-week Junior Summer Recreation Program with a Water Field Day and Pizza Party.

**Senior Summer Recreation Program**  
**Liberty Corner and Oak Street Schools**  
**Monday – Friday, June 26 – August 3, 2012**  
**No Program: June 25 & July 4**  
**8:30 AM – 1:00 PM**  
**Grades 2 – 5 (Fall 2012)**



A calendar of events for the six week Senior Summer Recreation Program will include art, sport instruction, field days, trips and the end of season Pleasant Valley Pool Bash. All activities will be geared toward the 2<sup>nd</sup> - 5<sup>th</sup> grade levels.

Sports - Each week the program will focus on a different sport or group of sports. The sports will be taught through progressive activities specifically designed for the 2<sup>nd</sup> – 5<sup>th</sup> grade level. Sports may include soccer, basketball, football, volleyball, hockey, softball, badminton, and tennis.

Art - Art will focus on the learning process of the project, not the end product. Each week, participants will focus on a different creative media of art which may include weaving, crayon, watercolor, tempera and mobiles. Time is set aside each day for art and some projects may take up to a week to complete.

Field Day Friday – Field Day Friday will feature a different themed field day each week and will end the six week Senior Summer Recreation Program with the Pleasant Valley Pool Bash on Friday, August 3<sup>rd</sup>. Activities will include free swim, water relays and a pizza lunch.

Off-site Trips - One time per week participants will enjoy off-site trips to various local entertainment venues. Trips may include bowling, roller-skating, laser-tag, mini-golf and possibly an extended day trip.

## Staffing

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Each site will be assigned one Site Supervisor and one Assistant Site Supervisor. All Site Supervisors are certified teachers 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 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 Junior Summer Recreation Program child to staff ratio does not exceed 6:1. The Senior Summer Recreation Program child to staff ratio does not exceed 9:1.

## Meet & Greet

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Monday, June 4, 2012

Community Center, 289 South Maple Avenue

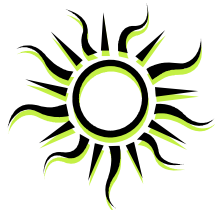
Drop in anytime between 5:00 PM and 6:00 PM to meet the staff assigned to your child's site and pick up their t-shirt and program calendar. If you are not able to attend you will receive your t-shirt and calendar on the first day of the program. They will not be available at the Recreation Department.



## Program Policies

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Allergies – Please note on your child's registration form 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 at the Meet & Greet.



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 indicate so on the registration form. You can also let the staff know by sending your child to the program with a note. Unexpected absences (illness, etc.) 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.

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.

Bus Trips – The Senior Summer Recreation program will participate in weekly bus trips. You must complete a Bus Trip Permission form for each child and return it to the program site by Wednesday, June 27<sup>th</sup>. Permission forms will be available at the Meet & Greet and on the first day of the program. All children and staff attend each trip. If you do not want your child to attend a specific trip, do not send them to the program that day. Important bus trip policies to remember are:



- Program t-shirts must be worn on all trips.
- Be on time the day of a trip! Trips depart immediately after the car line drop-off.
- Children must ride the bus to attend the trip. If you miss the bus, you miss the trip.
- Children cannot be dropped off or picked up from the trip facility.
- Parents cannot attend trips.
- All trip activities are included in your registration fee. Children should not bring money on trips. Staff cannot hold money for children and cannot be responsible for lost money.
- Children should bring their snack and lunch on all trips unless otherwise noted.
- The following bus safety rules will ensure the safety of all riders:
  - Seat belts must be worn on all trips.
  - 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.

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 (available at the Meet & Greet). 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. Please do not call the school's main 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

# 2012 SUMMER RECREATION PROGRAM REGISTRATION

**ONLINE and In-Person Registration begins *Monday, February 27, 2012***

If your household is new, inactive, or missing pertinent information you will need to complete a [Household Information Form](#) before registering. Online Registration: Visit [www.bernards.org](http://www.bernards.org). Call 908-204-3003 to request your User Name and Password. In-Person or Mail-In Registration: Complete the form below and return with check made payable to "Bernards Township" to Parks & Recreation, 1 Collyer Lane, Basking Ridge, NJ 07920.

## CAMP SITE REQUEST

Please # your preferences; (1) First & (2) Second

<u>Child's Last Name</u>	<u>Child's First Name</u>	<u>K-1<sup>st</sup> Grade</u>	<u>2<sup>nd</sup>-5<sup>th</sup> Grade</u>
1. _____	_____	Gender: M / F	
<b>Birth date:</b> ____/____/____	<b>Grade (entering fall 2012):</b> _____	<input type="checkbox"/> Cedar Hill	<input type="checkbox"/> Oak Street
<b>School child will attend in fall 2012 (please circle):</b> OS / CH / LC / MP / Other		<input type="checkbox"/> Mount Prospect	<input type="checkbox"/> Liberty Corner
2. _____	_____	Gender: M / F	
<b>Birth date:</b> ____/____/____	<b>Grade (entering fall 2012):</b> _____	<input type="checkbox"/> Cedar Hill	<input type="checkbox"/> Oak Street
<b>School child will attend in fall 2012 (please circle):</b> OS / CH / LC / MP / Other		<input type="checkbox"/> Mount Prospect	<input type="checkbox"/> Liberty Corner
3. _____	_____	Gender: M / F	
<b>Birth date:</b> ____/____/____	<b>Grade (entering fall 2012):</b> _____	<input type="checkbox"/> Cedar Hill	<input type="checkbox"/> Oak Street
<b>School child will attend in fall 2012 (please circle):</b> OS / CH / LC / MP / Other		<input type="checkbox"/> Mount Prospect	<input type="checkbox"/> Liberty Corner
4. _____	_____	Gender: M / F	
<b>Birth date:</b> ____/____/____	<b>Grade (entering fall 2012):</b> _____	<input type="checkbox"/> Cedar Hill	<input type="checkbox"/> Oak Street
<b>School child will attend in fall 2012 (please circle):</b> OS / CH / LC / MP / Other		<input type="checkbox"/> Mount Prospect	<input type="checkbox"/> Liberty Corner

Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ Zip: \_\_\_\_\_

	Primary Household Contact/Guardian	Secondary Household Contact/Guardian
<b>Name</b>		
<b>Home Phone #</b>		
<b>Work Phone #</b>		
<b>Cell Phone #</b>		

<b>Primary Household Email</b>	
<b>Alternate Household Email</b>	

Please provide information for two emergency contacts (other than parent) who are in close proximity to the program and can be reached during the day. We will always attempt to contact the parent/guardian first.

	Emergency Contact #1	Emergency Contact #2
<b>Name</b>		
<b>Phone #</b>		

Allergies: \_\_\_\_\_  
 Any medical, physical, behavioral, or mental health conditions we should be aware of: \_\_\_\_\_

As the Parent or Guardian of the participant in this program, I hereby give permission for my child/dependent to participate in this program and agree that this is a voluntary choice. I acknowledge that there are certain risks inherent in participation in this activity, and I agree to accept all of the consequences and assume the risks involved in participation. I give permission to the Township to provide emergency care as necessary for the well being of my child/dependent until such time as I may be contacted. I understand and acknowledge that Bernards Township is not responsible for any loss, damages or injury to any person or property for any reason associated with my child's/dependent's participation in this activity. In light of the above, I hereby agree to indemnify and hold harmless and release Bernards Township from any and all liability for any and all injuries my child/dependent may sustain as a result of participation in this activity. This includes, but is not limited to, responsibility for the payment of any and all doctor, medical or hospital bills resulting from any and all injuries to my child/dependent. I grant Bernards Township the right to use any and all photographs of myself or my child participating in a Department sponsored activity for future media promotion. I confirm that I have read and understand the Recreation Department's registration policies and procedures.

\$ _____	Ck. # _____	<b>For office use only</b> Date Received: _____
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