

SUN & FUN Program Rules and Guidelines

Location: Sun & Fun will meet at **Oakhurst Park Meeting Room (off Larkin Pl.)**. Emergency phone calls can be made to the Department of Human Services @ 732-531-2600.

Drop-off and Sign-in of Children at Programs: Summer Project Extend registrants may be signed in as early as 7:00 a.m., and must be on site no later than 9:05 a.m. so that groups may begin their daily activities.

Pick-up and Sign-out of Children from Programs: **Registrants will be released only to persons listed as authorized pick up persons on the registration form.** The person picking up the child must be acknowledged by a staff member and must sign out the child on the daily attendance sheet. Pick-up persons must be prepared to show photo identification prior to signing-out a child. Late pick-up may result in additional fees being charged or termination of participation. Registrants may be signed-out from the following locations: Oakhurst Park, Pool & Tennis Facility, Municipal Gym and the West Park Recreation Center. Once a child is signed-out, he/she is not permitted to return to the program on that particular day.

Visiting the Program: Parents are welcome to visit the program. Be sure to check your child's schedule and come on a day when they are "on site". Upon arrival please approach a Site Supervisor and be prepared to show identification. Visitors will be provided with a badge that must be worn while visiting.

Grouping of Children: Children are grouped by the grade level they are entering this September. Grade levels may be combined depending on the number of children registered in each grade.

Staff: The program counselors are high school students, college students, and adults. The minimum age to work as a counselor is fourteen years old. The majority of the counselors return to the program annually. Adult supervisors are always with groups on site and off site. Group supervisors are certified teachers or other adults most of whom have worked with Project Extend or are teachers during the school year. Counselors aid the supervisors. The Program Coordinator interviews all staff. All staff must participate in pre-season orientation.

Activity Schedules: Parents are provided with a schedule of activities. Please note the scheduled daily activities and help your child to be prepared. In case of rain or extremely hot weather, the activity schedule may be altered. The group counselors may schedule additional activities for which your child needs to be prepared. The counselors will inform you of any additional activities. The program pays for all program activities. Children do not need to bring money to the program unless otherwise noted on the activity schedule.

Snacks: Generally, snacks are not served at the programs. On occasion, the program may provide a snack as part of an activity. Please inform your child's counselor of any food allergies or dietary restrictions. This information should also be noted on your child's registration form. Please contact the Department of Human Services if it is necessary to add this information.

Lunch: Children enrolled in Sun & Fun must bring their own lunch. Refrigeration is not available. Pack only non-perishables. Please have the lunch packed in a secure container and label the container with child's name.

Drinking Water: Drinking water is always available at the programs. Personal water bottles are encouraged, but will be taken away if used inappropriately.

Personal Items at the Programs: The programs are not responsible for lost or broken personal items. *Children should bring only items necessary for the daily activities.* Parents, please note that if you feel it is necessary for your child to bring a mobile phone to camp they **must have that phone turned off and away** during the program. If it is necessary that you get a message to your child during the day, please contact the Department of Human Services office at (732) 531-2600 and they will relay the information to the appropriate staff. Water guns are not allowed at any time. **Electronic games (i.e. DS or PSP, etc.) and MP3 players only permitted** with consent of the group supervisor.

Medications: Program staff does not administer medication to participants. Participants may self-administer medication under the following guidelines: Parent AND child's physician shall authorize in writing, that child can

self-administer medication. Written authorization shall include child's name, name of medication, dosage to be taken and when, length of time this will occur for, any adverse side effects, physician's name, address and phone number, signature of both parent and physician. Non-prescription medications require parental authorization only. All medications will be secured and made available to the participant as specified. The program staff and administration are not responsible for any problems that may occur in response to a child taking medication.

Illness/Injury and First Aid: If a child becomes ill or is injured while at the program the parent will be contacted as soon as possible. In case of serious injury, the community first aid squad will be called. If a parent cannot be reached, the staff will call the emergency contact noted on the registration form. The program staff is authorized to administer basic first aid when necessary. Basic first aid may include but is not limited to; application of ice packs, Band-Aids, Bactine, sting kill swabs, eyewash and rest. The staff will not remove an embedded tick or splinter. Parents will be informed if a tick/splinter is found on a child.

Clothing and Footwear: Children should dress in clothing appropriate for the weather and activity listed on the daily schedule. Keep in mind, schedules may be altered on rainy days. Children should wear footwear that is safe and comfortable for play activities. *Sneakers are recommended.* Heeled or platform style shoes are not recommended. Skate shoes are not allowed. Loose fitting sandals are not recommended. Swim shoes are recommended to be worn at the pool facility. Please do not send umbrellas with children on rainy days.

Sunscreen: Daily use of sunscreen is recommended. Sunscreen should be applied before arrival in the morning. Children should bring sunscreen to reapply later in the day as needed. Staff is not responsible for applying sunscreen.

Pool Facility: Children must wear bathing suits to swim at the pool. If a child forgets his bathing suit on a day his group is scheduled to be at the pool the staff will attempt to contact the parent. Each child should have his own towel and grooming aids as needed. Children should not share towels or hairbrushes, etc. The bottom of the pool has a non-skid surface; it is recommended that participants wear swim shoes.

Disruptive/Inappropriate Behavior: In the interest of safety and enjoyment for all, disruptive and inappropriate behaviors will not be tolerated and a parent or other contact person will be called to remove a child from the program if necessary. Examples of disruptive behaviors include but are not limited to the following: hitting, fighting, failure to comply with staff directions, unsuitable language, leaving the program, possession of a weapon, and possession of or use of alcohol or drugs. If a child requires discipline for a behavior, he will also be informed that the behavior cannot continue. On-site discipline may include time out and/or the withholding of or reduction of privileges. If disruptive behavior continues, the child may be sent home immediately. If the child is sent home a second time, he may be suspended from the program for a period to be determined. Future incidents of disruptive behavior may result in the child's expulsion from the program. If a child is suspended or expelled from a particular program, he is also suspended or expelled from corresponding programs and future sessions. Refunds are not issued for suspended or expelled children. The above information outlines basic parameters and consequences for disruptive or inappropriate behavior. Consequences may be altered at the discretion of the Program Coordinator. A child may be immediately terminated from the programs if his behavior causes a threat to the safety of others or himself. The Program Coordinator will make the final determination as to whether a behavior is deemed disruptive or inappropriate. The Human Services Department of the Township of Ocean offers counseling services at no charge to Township residents. Children exhibiting disruptive or unusual behavior may be referred to the Community Services Office. Parents will be notified of the referral. Residents can contact the counselors at the Human Services Department at 732-531-2600.

Program/ Parent Collaboration: The relationship between participants, parents and the program staff and administrators is one of mutual trust and respect. We take very seriously our responsibility to you and your child for the provision of a safe and enriching environment. Our staff is well trained, well supervised, and works diligently toward these goals. We expect you, the parent to share fully in this trust relationship by open communication with the program and by upholding your responsibility of full cooperation with the program guidelines and rules as well as financial agreement.