

Township of Ocean Summer Program Rules and Guidelines

Location: The summer programs (Morning Recreation & Project Extend) will meet at **Ocean Township Elementary School**. The school is located on Dow Ave. 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 are to be on site by 9:05 a.m. to participate in the mornings' activities. Participants are to be signed in, in room 104. Enter the OTES through doors 2 or 3. Morning Recreation participants, who are not registered for Project Extend may be signed in no earlier than 8:55 a.m. (if not using bus transportation) and are to be on site by 9:05 a.m. so that groups may depart OTES for morning activities. Upon arrival at Morning Project Extend or Morning Recreation, children must be escorted to a staff member and **signed in** on the daily attendance sheet. Staff will be available to direct parents/guardians accordingly.

*If a **full-day registrant** does not attend the morning activities (Morning Recreation) on any given day, the registrant is entitled to attend the afternoon Project Extend portion of the program although he/she must be escorted to OTES and signed in between 12:15 – 12:45 p.m.*

Pick-up and Sign-out of Children from Programs: Morning Recreation participants who are not staying for afternoon Project Extend must be signed out at 12:00 noon (if not using bus transportation). Children in afternoon Project Extend may be signed-out any time the group is on-site at OTES (but no later than 6:00 p.m.) Project Extend enrollees may also be signed-out from the following locations: Pool & Tennis Facility/West Park Rec. Center, Municipal Gym and Oakhurst Park. Once a child is signed-out, he/she is not permitted to return to the program on that particular day. All participants, whether being picked up from Morning Recreation, Project Extend, or Sun & Fun, **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 from the program.

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 at OTES. 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.

Bus Transportation: If you have registered your child for the bus transportation to and from Morning Recreation a transportation schedule will be mailed to you before the start of each session.

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. The Morning Rec. program and Project Extend train LTI's (Leadership Training Interns). LTI's are thirteen and fourteen-year-old volunteers who train with veteran staff. 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 and references are contacted. The supervisors evaluate counselors and LTI's at least twice during the summer programs. 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 Project Extend and 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 program. Personal water bottles are encouraged, but will be taken away if used inappropriately.

*Please - **No Pets Allowed At Any Program Site - At Any Time***

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 AM REC/PE day. 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. **Electronics** (i.e. **DS & Tablets**, etc.) and phones **are not permitted** to be used **during the Morning Recreation Program**. If children bring any items that are disruptive to the program, the items will be taken and held by the staff until the items can be returned to the parent.

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. *Children may not have umbrellas at the program.*

Sunscreen: Daily use of sunscreen is recommended and should be applied before arrival in the morning. Children should reapply sunscreen 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 a bathing suit on a day their 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. The different age groups have designated areas (depths) in which they are permitted to play/swim. Please ask your child's counselor/supervisor if specific information is requested.

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/she 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/she 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/ she 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/her 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 agreements.

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