

# LONG HILL TOWNSHIP

# SUMMER RECREATION

# CAMP

# PARENT HANDBOOK

# 2023

Township of Long Hill  
DEPARTMENT OF PARKS & RECREATION  
RECREATION@LONGHILLNJ.GOV

*Fifty years from now it will not matter what kind of car you drove, what kind of house you lived in, how much you had in your bank account or what your clothes looked like. But the world may be a little better place because you were important in the life of a child. [Unknown](#)*



TOWNSHIP OF LONG HILL  
PARKS AND RECREATION

## **WELCOME**

Thank you for enrolling your child in the Long Hill Township Summer Recreation Program. The purpose of this traditional Summer Recreation Program is to provide for the social, mental and physical growth of the day camper through a variety of activities and special programs in a safe and fun environment. We are here to allow the children to engage in organized activities with their peers under the supervision of the Summer Recreation Staff. This traditional summer recreation program helps contribute to the overall development of a well-rounded child. We are very excited about the many new activities we will be incorporating into the Summer Recreation Program this season.

## **STAFF**

The Summer Recreation staff consists of counselors who are directly responsible for the children assigned to them. Directly supervising the counselors is the Camp Director, but also involved in supervision are the Assistant Site Supervisor/Gym Supervisor, the Art Director, and senior counselors. The Summer Recreation Camp Director will oversee the entire program and reports to the Long Hill Township Parks and Recreation Director who will also be on site.

All counselors are trained in basic First Aid & Safety, Emergency Procedures and Summer Recreation Policies & Procedures. Our Camp Director, Assistant Supervisor, Health Officers, and the Parks & Recreation Director all are certified in CPR/AED and First Aid and all Summer Recreation Policies & Procedures.

## **CONTACT INFORMATION**

Parks & Recreation Director: Lisa Scanlon  
Parks & Recreation Ass't Director: Bill Caldarola  
908-647-8000 X 219(Office), X267  
908-343-7437 (cell—texting not available)  
[recreation@longhillnj.gov](mailto:recreation@longhillnj.gov)

\*Parents should not exchange cell phone numbers with counselors. All communication should go through the Camp Director or the Recreation Department.

Summer Recreation Camp Director: Philip Goudie  
Health Office Director: Hunter Rosen  
Health Officer: Nora Lange, Sami Hoffmann  
Ass't Camp Supervisor: Alyssa Rizzo  
Gym Supervisor: Mike Hoffmann  
Art Director/Ass't: Grace Delia

Please call the Parks and Recreation Director for any inquires during Summer Recreation hours. The Parks and Recreation Director will contact the Camp Director and/or Supervisor(s).

## **DATES**

The Summer Recreation Program is open to residents entering K through 8<sup>th</sup> grade in the fall 2023. Camp is held on weekdays, Monday – Friday. Camp will begin on Monday, June 19<sup>th</sup> with weekly sessions concluding on Friday, July 28<sup>th</sup>. Camp will be closed on Monday, July 3<sup>rd</sup> and Tuesday, July 4<sup>th</sup>

**Parent Information Night** – Wednesday, June 7<sup>th</sup>, 2023, 6:00pm. Long Hill Community Library Community Room

This meeting is meant only for parents and not for campers. Available members of the Summer Staff will be present to introduce themselves and talk about the program.

- \*Summer Rec Camp Procedures
- \*School/Camp Security Measures/Other Programs occurring in building
- \*Health Director/Health Office Procedures & paperwork needed
- \*Summer Camp Calendar & Activities
- \*Summer Camp Groups
- \*Introduction of Staff
- \*Parent Handbook
- \*Forms to transfer campers between one camp to another
- \*Procedure to add authorized persons for pick-ups
- \*Any questions parents may have

This meeting will only be offered once and is available in person only. Please make every effort to attend. If you still cannot make it, please read information posted on the website at: <http://longhillnj.gov/recreation/summer-rec.html> This will cover everything we are able to post online regarding the program.

## **FEES**

The fee for camp is \$150 per week except for the shortened week of 7/5 where the fee is \$90.

We will not be offering field trips this year due to the cost of busing and activities. Instead, we bring talent and activities to the camp for the enjoyment and enrichment of our campers.

## **LOCATIONS**

This year, we will utilize facilities at:

Millington School  
91 Northfield Rd  
Millington, NJ 07946

We will use various classrooms, the new gym, A/P Room, and the fields at this location.

## **HOURS**

Summer Recreation Camp hours are 8:30am – 12:30pm. Please do not bring your children prior to 8:20am as no one will be available to supervise them. Prompt pick-up at 12:30pm is expected.

Please note, there will be increased security measures in place this year. IF you are coming to the school for a pick-up or drop-off outside of the normal hours, please understand that all doors will be locked. Please let us know as far enough in advance so that we can plan ahead for your arrival.

## **DROP-OFF AND PICK-UP PROCEDURES**

We ask that proper consideration be taken to ensure that a safe and timely drop off and pick up procedure occurs each day camp is in session. Each camper must be signed in and signed out of camp every day he/she is in attendance.

*A camper will not be permitted to leave with anyone besides the adults specifically stated on the registration form. If neither a parent nor designated person is signing your child out--you must notify the Camp Director or the Recreation Director in writing, the name of the person designated on that day. If a camper is being picked up by someone else, the Camp Director's signature is needed on the sign out sheet.*

*\* The parent must submit a letter to the Camp Director or Recreation Director to make additions or deletions to the authorized pick-up list. Make*

*sure the parent's contact # is included in the note/letter. (example Form Letter is available on website at camp pick-up/drop-off)*

*\*When someone new is coming to pick up a child who is unfamiliar to the camp personnel, they should be prepared to show photo ID.*

When cones are out in the driveway, we ask that you please do not go around them.  
NO CARS SHOULD DRIVE AROUND THE BUILDING AT ANY TIME.

We will not be using a car line this year for pick up and drop off. All cars must park and sign in/sign out their camper(s) in the gym with their counselor(s).

**Early pick up procedure:** Please give us as much of a "heads up" as possible. When you arrive at the facility, please wait at the door near the "new gym" until someone comes to let you into the building. Once inside, we will help you at the front desk by the gym. You will be asked to sign out your camper, and we will bring your camper(s) and their belongings to the front.

**Late arrival procedure:** If you arrive after the campers have left the gym, please sign in your camper(s) at the front desk by the gym.

Special consideration may be given to children in grades 5 - 8 that live close enough to walk or ride their bikes to and from camp. A ***Walking/Bike Riding Permission Letter*** from the parent must be submitted the first day of camp to the child's counselor. Your child will not be allowed to leave camp unless we have this letter on file. This form is also on the website and can be printed and completed.

## Illnesses

In the event that your camper is ill, please keep them home. This greatly reduces the spread of illness at camp.

Campers with a fever need to be fever free for at least 24 hours and without symptoms (chills, feeling very warm, flushed appearance, sweating) before returning to camp.

Conjunctivitis and strep throat should be treated with antibiotics for a full 24 hours before returning to camp.

If your camper has diarrhea, nausea, or vomiting, make sure they are free of these symptoms before returning to camp.

Please notify the Camp Health Director as soon as possible if your camper contracts a communicable illness such as strep throat conjunctivitis, chicken pox, pneumonia, and impetigo.

If your child is absent for 3 days or more due to a medical issue, please provide a note that includes any restriction from activities and the reason for the absence from your camper's physician.

A message to us letting us know of an absence is appreciated. However, it's summer, and we get it if you are not able to notify us of every absence.

Our camp will continue to manage the COVID virus in a manner consistent with the protocols set forth by the Long Hill Township School District. The following mitigation measures will be followed:

- We encourage all campers who are sick to stay home.
- We will maintain stringent cleaning protocols for all areas of camp.
- We encourage our campers to use the outdoors for activities as much as possible.
- Close contacts of individuals who test positive but are symptom free will not be quarantined and may attend camp.
- Our camp is "mask-optional", but mask wearing is strongly encouraged for:
  - Individuals who are immunocompromised or at risk for getting very sick with COVID-19
  - Individuals who test positive for COVID and are symptom free after five days can return to camp on Day 6. These campers are strongly encouraged to wear a mask on days 6 -10 to reduce the risk of transmission to others.
  - Individuals who are close contacts of someone who tested positive are encouraged to wear a mask indoors for 10 days to reduce the risk of transmission to others.

## **MEDICATION POLICY**

Please **do not** send any medication (prescription or over-the-counter) with your child. The counselors/supervisors are not allowed to administer any medication. The only permissible medications are epi-pens and inhalers with prior Camp Director/Health Officer approval and appropriate paperwork submitted including a doctor's note. All epi-pens/inhalers and the paperwork must be given to the Camp Director or Health Officer. All epi-pens will be kept within the Camp Health Office at each school. Inhalers may be retained by individual campers and kept with them during the day if they are able to self-medicate and they have a doctor's note indicating such. The Camp Health Office will also be the central location for the Medical Log Book, First Aid Kit(s), and all information pertaining to the campers. There will always be a Health Officer on staff at camp at all times.

\*PLEASE NOTE: All medications must be accompanied by a doctor's note/prescription for use. This must be given to the Camp Health Officer before the camper can be left at

the camp. A photo of your child must accompany any epi-pen/inhaler prescription, and this will remain in our files.

## **CLEANING**

The school custodial staff will be keeping the facility cleaned per their normal schedule. While we are in session at camp, all staff are provided with disinfecting wipes, paper towels and disinfectant, and hand sanitizer. Frequently touched surfaces will be wiped down routinely. Any shared equipment will be cleaned by staff in between uses.

## **DAILY ACTIVITIES**

There are many activities offered throughout the day. The calendar for the camp will include special activity days, theme days, and special guests. Daily activities include various sports, arts & crafts, games and adventure-based activities.

An Activities Calendar is available online on the township website <http://longhillnj.gov/recreation/summer-rec.html>. Please check the website often for information.

Additional activities may be offered outside of the Summer Recreation Camp program with other camp programs. For example, your child may also participate in Lisbona's Sports Camp also run at Central School. When we receive a formal request in writing, we will be responsible for getting your child **to and/or from** their other program(s) when the program occurs during the hours of our camp. The Summer Recreation staff will be escorting registered children to the program(s). We will need a note from the parent or guardian allowing us to make the transfer between camps. (An example Form Letter is available on our website.)

*We strongly suggest cell phones, all electronic games and personal toys be left at home. We are not responsible for them in the event they are lost, stolen, or broken.*

## **WHAT SHOULD CAMPERS BRING TO CAMP?**

\*Backpack or Drawstring bag labeled with their name (we will have drawstring bags available through our Art Director to make and decorate at camp if campers would prefer to use these.)

\*Water Bottle labeled with their name

\*Face covering if they choose to wear one.

\*Beach towel to be used outside to sit on. ( Please label.)

\*Snack that does not require refrigeration—REMEMBER—We are a nut-free camp.

\*Sunscreen—should be applied at home before coming to camp, but campers can bring if they need to reapply. Please note—staff cannot apply sunscreen to campers.

\*Cell phones and other electronic equipment should be left at home.

PLEASE LABEL EVERYTHING WITH CAMPER'S FIRST AND LAST NAME

## **DRESS CODE**

\*Campers should come prepared for activity every day.

\*Remember, camp can be messy, so clothing should be appropriate for outdoor play and art projects.

\*Campers will be active during the day, so they should wear comfortable clothing.

\*Closed-toe, athletic shoes should be worn every day. Sandals and flip-flops are not appropriate.

\*We will get outside as much as possible. Consider a hat and/or sunglasses for your camper if they will be more comfortable.

## **SNACK TIME**

Since children do not eat lunch at camp, we suggest a healthy snack be sent with them. We strongly advise against sweets, candy, soda and foods high in fat. As we are not familiar with the dietary needs of each camper, we will not provide snacks to those campers that don't bring them. Snack time is incorporated into the schedule and must be eaten with camper's designated groups only. We cannot refrigerate snacks, so please plan accordingly.

We do give campers popsicles on special occasions. If you do not want your child to have a popsicle, please let our staff know.

As much as possible, campers will eat their snacks outside with their group.

**Please do not send your child with anything containing peanuts/nuts or obvious peanut/nut products. This is a "NUT- FREE" program.**

## **BIRTHDAYS:**

If your camper will be in camp on their birthday, please let us know so that we make it an extra special day for them. Please do not send in food/treats for birthdays.

## **GROUPS**



Children are grouped according to grade and gender. The groups are broken down into groups of boys and girls by grade.

The counselors are responsible for their campers throughout the course of each week. You will sign your child in and out of camp with our staff each day with their counselor.

## **CAMP RULES**

Please review the following information with your child. The general rules that all campers are expected to adhere to are as follows:

- All accidents and injuries must be reported to your counselor who will report the incident to the Camp Director and Health Officer for care/documentation.
- Campers must remain with their group at all times unless given permission otherwise by their counselor.
- No child may enter or leave the Summer Recreation Camp Program without being signed in or out by a parent unless special permission has been obtained in writing.
- Children must wait to be picked up with their counselor.
- Counselors cannot administer any medications.
- No running in the hallways.
- Children must not touch thermostats or anything belonging to the Board of Education in the classrooms or gym.
- All Summer Recreation Camp equipment should be used properly and returned undamaged.
- Bathroom Trips
  - No one will go to the bathroom alone.
  - Counselors will take campers in groups to the bathroom.
- All trash must be placed in trash containers.
- No foul language will be tolerated.
- No drugs, alcohol or tobacco products will be tolerated.
- No weapons of any kind are permitted.
- No guns, including toy guns, paintball, etc are permitted.
- No bullying will be tolerated.
- No campers should be in the hallways unless they are in route to or returning from the rest room or an activity.
- No campers should be in any of the assigned rooms without a counselor present.
- Food is only permitted during designated snack times with their group. Snack time will be outside weather-permitting. No food or drinks are allowed in the gymnasium. Remember, we are a nut-free camp.
- No sneakers with wheels are permitted. For physical/gym activities, sneakers are required.

***Adherence to these rules is imperative to ensure we have a fun and safe summer and to continue our excellent relationship with the Board of Education and their staff.***

## **BREAKING OF CAMP RULES**

- Quiet time
- Restriction from activity
- Restriction to adult supervision
- Conference with Director
- Conference with Parent/Director
- Removal from the camp

**Township of Long Hill  
Department of Recreation  
INCIDENT REPORT**

**(Please use this form to report accidents/injuries and or damage to the Long Hill Rec Dept.  
It is expected that this form be submitted to the Recreation Director within 24 hours of the  
incident or the next business day.)**

Name of Person \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_**

Activity Involved: \_\_\_\_\_

Incident Description: \_\_\_\_\_

Witness

Name(s): \_\_\_\_\_ Phone: #'s: \_\_\_\_\_

If there was an injury, describe that injury: \_\_\_\_\_

Was first aid administered? If so, what was done?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the injured person transported to the hospital or a doctor? \_\_\_\_\_

If so, where? \_\_\_\_\_

Who did the transport? (Parent or EMS?) \_\_\_\_\_

If this was an organized activity, who was the on-site person in charge?

\_\_\_\_\_

Signature of Preparer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Retain one copy of this report for your records and submit a copy to the Recreation Director.  
Long Hill Township 915 Valley Rd. Gillette, NJ 07933 Recreation Dept.: 908-647-8000 x219;  
908-343-7437 (cell); recreation@longhillnj.gov