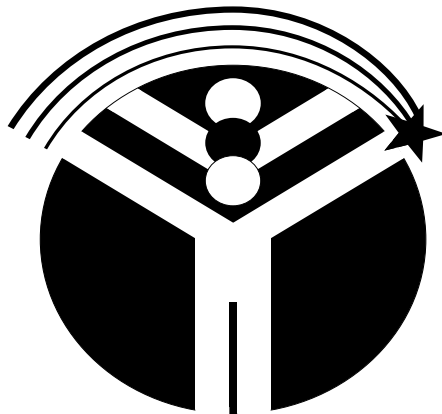


2018

# Parent Handbook



BASE Camp

&

Camp 678

*sponsored by South Brunswick Community Education*

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## Important Phone Numbers

Messages for ELEMENTARY BASE Camp  
Messages for MIDDLE SCHOOL Camp 678

Indian Fields  
Crossroads South

732-329-1043 x3525  
732-329-4633 x3850

## BASE Camp & Camp 678

(No camp July 4)

Session 1 June 28 - July 6  
Session 2 July 9-20

Session 3 July 23 – August 3  
Session 4 August 6-17

## Important Times

Drop Off 7:00 – 9:00 AM

Pick Up 4:00 - 6:00 PM

Free Choice Inside & Outside Stations (Multi-Age) 7:00-9:00 AM & 4:00-6:00 PM

Group Activities 9:00 AM - 4:00 PM

Snack daily between 10:00 - 10:45 AM & 3:30 – 4:00 PM

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## Emergency Police-First Aid 9-911

Elementary BASE Camp Office  
Elementary BASE Camp Coordinator, **Amanda Kestyus**

732-329-1043 x3525  
732-522-2383 cell

Elementary BASE Camp Head Counselor, **Katrina Lease**  
AM/PM Child Care, **Kim Knapp**

732-522-2684 cell

Middle School Camp 678 Office  
Middle School Camp 678 Coordinator, **Jennifer Durkin**

732-329-4633 x3850  
732-522-2742 cell

Middle School Camp 678 Head Counselor, **Nia Cummings**  
AM/PM Child Care, **TBD**

732-522-2742 cell

Clinical Social Worker, **Nanci David**

732-329-4633 x3905

School Age Care Manager, **Sheila Barry**

732-921-8649 cell  
732-297-7800 x3197

Camp Secretary, **Sylvia Jenkins**

732-297-7800 x3196

Community Education Director, **Neel Desai**

732-297-7800 x5167

**COUNSELORS** - Counselor teams are assigned a group of campers for each two-week session. They will be your child's primary instructors & activity supervisors at BASE Camp. Each team of two counselors and a junior counselor will have a classroom as their base. Team assignments are based on registration, which changes each session; your child may not have the same counselor team if he/she is in camp for more than one session. Camp group lists with counselors' names are posted at the sign in area the first day of each session. A photo of each counselor will be on the entrance bulletin board.

**JUNIOR COUNSELORS** - Junior Counselors assist the counselors in running activities, plan & oversee activities under the supervision of the counselor and attend field trips. They do not have a group of campers under their sole direction. They are being trained and supervised by the Head Counselor.

**CAMP PROGRAM 9:00 AM - 4:00 PM** - Campers are divided into age groups with a team of counselors leading activities. On a typical day, children can participate in different activities including art, sports, clubs, games, cooking, etc. Camp Coordinators plan and organize all-camp activities.

**EARLY MORNING CAMP PROGRAM 7:00 - 9:00 AM** - During these hours, campers have a choice of many activities supervised by camp counselors, Coordinators and special AM/PM staff. Children in mixed age groups from BASE camp have an opportunity to interact & play together. Campers may participate in quiet activities, play a sport, color, or just sit and relax.

**ARRIVAL 7:00 – 9:00 AM** - *Each child must be brought into the program site by 9:00 AM* by a parent or a designated person who will sign the child in on the attendance form. This might seem to be an inconvenience when you are in a hurry, but it is the safest way of knowing that your child has arrived at the program; it is also a legal requirement.

**ELEMENTARY BASE campers** will be dropped off at Indian Fields to be signed in, using the main entrance. Staff will be at the door **7:00-10:00AM & 3:00-6:00PM** to admit parents and campers. Between **10:00AM & 3:00PM**, call camp numbers. **Middle School Camp 678 campers** will be dropped off at Crossroads South to be signed in, using the main entrance. The buzzer is to the right.

**LATE ARRIVALS** - Child(ren) should be brought into the camp office and signed-in. Campers will be escorted to their group. Trip buses will not be held for late arrivals. If campers are habitually late, they may be dropped from the program.

**LATE AFTERNOON PROGRAM 4:00 - 6:00 PM** - During this time, campers have a choice of many activities supervised by camp counselors, Coordinators & special AM/PM staff. Your child's counselor may not work in the afternoon on a regular basis. If this is the case and you would like to speak to him/her, please notify the camp Coordinator who will arrange for them to stay late or call you. At 3:45 PM, all campers get together to make their choices for their first hour of activity. Campers are responsible for moving their name sticks (see below) when they move from one activity area to another. Campers may participate in quiet activities, play a sport or quiet game, color, do art projects or just relax. These hours are also the designated pick-up times.

**DEPARTURE 4:00 - 6:00 PM** – To facilitate pick-up between these hours, campers have a color-coded stick with their name on it. We have a board, located at the sign-out desk, that lists different activity areas they choose to play in. After parents sign out, they find their child's name under a particular activity and go to the location and pick up their child.

**LUNCH & SNACKS** – Lunch is included in your day camp fees and will be provided by Chartwells, [www.sbschools.nutrislice.com](http://www.sbschools.nutrislice.com), the same service that provides school year lunches. If you prefer to send your child's lunch, print your child's name clearly on their lunch bag. **Due to the growing number of campers diagnosed with peanut allergies, the district no longer serves items that are peanut-based or use foods prepared with peanut-based products in any of our cafeterias. While this change does not impact "packed" lunches/ snacks, we ask that you be mindful of the existence of food allergies among children & discourage sharing of snacks.** We also do not serve snacks in which the first ingredient is sugar.

**ACTIVITIES CALENDAR & NEWSLETTER** - Please pick up a calendar of events for each session. Additional flyers highlight events that will take place and provide information on the trips, special events and entertainment for the coming week. Special instructions for clothing, lunch, money, snacks or other needs are also included on the calendar. Please review the calendar with your child and make sure they bring any required items on the proper day.

**PICK-UP AUTHORIZATION** - Your registration forms provide a space to list those people authorized to pick up your child after camp. Your child will be released to no other person unless you call the CAMP office and the person brings a note signed by you authorizing the bearer to pick up your child. The person picking your child up will be asked for identification.

**EARLY RELEASE**- If your child must leave the program before 4 PM, call or send a note indicating release time and the name of the person authorized to pick up the child. This may not be possible on trip days.

**ARE YOU GOING TO BE LATE?** If you find that you will not be able to get to camp by 6 PM, call your person designated for emergency pick-up. Give them ample time to arrive at the site by 6 PM. Call the site and inform them of the change. If no one arrives by 6 PM, we will call the emergency pick-up person to come for your child. Make sure your emergency pick-up person is available and accessible at that time of day. Late pick-ups put an unfair burden on the staff.

**LATE PICK-UP & CHARGES** - If a child has not been picked up by 6:00 PM, the parent will be automatically charged a fee. **Abuse of this policy will result in the child's removal from the program.**

**LATE CHARGES** - \$15.00 for each 15 minutes or part thereof each time you are late. There is also a \$10 fine for second lateness and \$20 fine for third lateness and removal from the program on the third lateness.

**SCHOOL SAFETY & SECURITY** - All SBPS District Schools are now equipped with buzzer and monitor systems. These systems will be active during summer camps. During camp hours, all individuals who wish to enter the buildings will be required to ring the buzzer and identify themselves (state their name & the name of the child they are picking up) before they are allowed access to the buildings. Thank you in advance for your cooperation with this procedure. **Do not hold the door open for anyone.**

To ensure the safety of our campers, staff, and community, the district also has an identification (ID) card system for all district staff.

All district schools conduct drills and have plans in place to keep campers, staff and community members visiting the schools safe and secure. Among such safeguards are the following:

- Fire and Security Drill (one each/month)
- Checking IDs of pick up person

**PICK-UP PERSON POSING DANGER TO CHILD** - If a pick-up person appears to be under the influence of alcohol, on drugs, or their behavior appears to pose a danger to a child's safety (uneven gait, slurred speech, odor of alcohol, inability to drive), the child will not be released. The staff person will call the alternate designated pick-up person. If the pick-up person becomes disruptive or argumentative, the police will be called.

**ILLNESS – EMERGENCY** - If your child becomes ill at camp, a parent or emergency contact is called and advised if it is necessary to pick up the child. In the case of an extreme medical emergency, the local rescue

squad is contacted. Please make sure your emergency contact is local and available. *Keep your medical records & phone numbers up-to-date. Inaccurate numbers can delay treatment of your child.*

**MEDICATIONS** - We *DO NOT* dispense over-the-counter drugs or medicines unless there is a doctor's order for it.

In order for the nurse to administer any medication to your child during the program hours, you must submit:

1. A note by you giving permission for the nurse to give medication
2. A specific order from your physician, nurse practitioner, dentist or other specialist that contains:
  - a. Camper's Name
  - b. Date
  - c. Medication Name
  - d. Dosage
  - e. Time to be given
  - f. Diagnosis
  - g. Length of time order is in effect (Max: summer)
  - h. Physician's signature
3. In **original pharmacy** labeled container (ask your pharmacist for a separate bottle for camp) **OR the original packaging** of doctor ordered over-the-counter medication
4. A new prescription when there is a change in the medication or the dosage *Families must provide all necessary medications when the child begins the program.*

**NURSE** - The nurse at both locations is available from 8:30AM – 4:30PM. You can contact Linda Mole, the Elementary BASE Camp nurse at 732-522-2209. At Middle School Camp 678, Janice Royer will accept the medications. You can contact her at 732-522-2437. If they are not present, the sign in counselors will accept medications. Please apply **sunscreen** to your child before camp. Send extra sunscreen, labeled with camper's name, so that your child is able to reapply it during the day. Counselors will be available to help.

**CHILD NOT ATTENDING CAMP FOR A DAY** - If your child will be missing a day of camp, please call the camp phone numbers by **8:30 AM**:

At the Elementary BASE Camp office number, 732 297-2941 Ext 3525

At the Middle School 678 Camp, you can call 732 329-4633 Ext. 3850

If no one answers, please leave a message on the answering machine with your name and your child's first name, last name, grade and the reason for the absence.

**STATEMENT OF AFFIRMATIVE ACTION & NON-DISCRIMINATION** - The Board of Education affirms its responsibilities to ensure all students in South Brunswick equal educational opportunity, regardless of race, creed, religion, handicap, sex, ancestry, national origin, or social and economic status. Complaints of discrimination/denial of equal opportunity should be directed to Jennifer Diszler, the district's affirmative action officer, at the Board of Education Office, (732) 297-7800 Ext. 5122.

**BIRTHDAYS** - Invitations for birthday parties or other activities (play dates, sleepovers, etc.) are NOT to be distributed at school and parents should not ask teachers to send invitations home. Please use your PTO Class Directory in order to send such invitations via the U.S. Mail system.

**BOARD OF EDUCATION POLICIES** - Detailed information regarding the following Board policies is available in the main office of all schools and at the Board of Education Office.

**DISCIPLINE & CONSEQUENCES:** The assignment of logical consequences is a classroom and school-wide practice designed to assist children in developing self-discipline. When children break rules, logical consequences help students to fix their mistakes and to learn from them. Logical consequences help teachers respond to misbehavior, in a developmentally appropriate way, that allows children to fix and learn from their mistakes while preserving their dignity. These are examples of different types of logical consequences:

Reparations (You break it; you fix it.)

- Time-out
- Loss of privilege
- Apology- oral and/or written

On occasion, when offenses are repeated or when a student is not learning from logical consequences, additional remediation is necessary. This may include a parent conference, referral to the counselor, detention, removal from an area, meeting with an administrator, or development of a behavior plan. It is up to the teacher/counselor/administrator's discretion to apply remediation based on the incident or pattern of incidents. There are also several situations when the consequence of an in- or out-of-camp suspension may be warranted. These include but are not limited to the following: unethical use of technology, trespassing, leaving school grounds without permission, unacceptable language or gestures, endangerment, threats, fighting, theft, vandalism, violation of the Harassment, Intimidation and Bullying (HIB) policy, assault, insubordination (defiance), distribution of tobacco or tobacco products or drugs/alcohol, weapons, false alarms, or arson. Misbehavior of a chronic or a cumulative nature may also lead to permanent suspension from the program/camp.

### ***HUMAN DIGNITY–ANTI-DISCRIMINATION***

Campers who witness or believe they are victims of discrimination should report incidents to an adult in authority.

### ***HARASSMENT, INTIMIDATION, BULLYING & HAZING***

It is the intent of the NJ Legislature in its January 2011 enactment of the new Harassment, Intimidation, and Bullying (HIB) Law to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidence of HIB of students that occur in school and off school premises. The District prohibits all acts of harassment, intimidation or bullying. HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that **substantially disrupts or interferes with the orderly operation of the school or the rights of other students**; and that
- A reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to person or damage to property; or
- Has the effect of insulting or demeaning any student or group of students, or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

A HIB complaint will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. This policy can be accessed in full on the District web page at [www.sbschools.org](http://www.sbschools.org) along with contact information for the District's Anti Bullying Coordinator and each school's Anti Bullying Specialist.

### ***PUBLIC COMPLAINTS AND INQUIRIES***

Policy provides a forum for members of the community to resolve any misunderstandings between the public and the school district regarding school personnel, district operations or instructional materials. Resolution is initially attempted through discussion between the involved parties and generally takes place at the classroom or school level.

### ***RECORDING POLICY***

The taking or sharing of pictures and/or video during school hours is prohibited unless required for an academic task and under the direction of a staff member. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities or school hours, unless otherwise allowed by a staff member.

### ***SOCIAL MEDIA***

The district and its schools will maintain Web pages, Facebook pages and Twitter accounts. Expanding Internet presence and utilizing social media sites will allow building and central administration to share information at any moment, thereby allowing the community to access this information via commonly used platforms.

Parents and staff may not take photographs or videos of other children, while at the program, and parents should not post pictures, photographs or videos of children on any websites social media platforms.

### ***WEAPONS AND DANGEROUS INSTRUMENTS***

Board of Education Policy regarding Weapons and Dangerous Instruments and State Law states that “any item known to be a weapon or any item used in such a way as to intimidate or physically hurt another person is prohibited from being on school property.” In addition, the Board Policy prohibits all imitation weapons and “the Board reserves the right to initiate and impose disciplinary action for conduct involving weapons.” Given the changing political climate in schools across our country, it is essential that our students learn early that threatening language is not acceptable. Expressions like the following will not be tolerated: “I’m going to shoot you. I’m going to bring a gun to school and shoot you. I’d like to kill you.” Verbal comments, written notes, and gestures along these lines will be taken seriously and dealt with accordingly. The school may have to consider police involvement in such instances.

South Brunswick Community Education programs, including all summer camps, adhere to these District policies. Campers/staff should report any incidents to their counselor or Coordinator.

**ACCEPTABLE USE AGREEMENT** - We follow the district’s policy on the acceptable uses of technology. A form needs to be on file for your camper.

**RESPECT** - The camp environment is one of mutual respect among staff, children & families. If there is a problem, please discuss the situation directly with a staff member or their Coordinator.

**EXPECTATIONS FOR CAMPERS** - The ultimate purpose of camp expectations is the development of self-discipline. In all of the South Brunswick Schools, we strive to be consistent, firm but fair and aware of the pride and dignity of every camper. While in camp, we expect campers to behave responsibly, to respect the rights and properties of others, and to work cooperatively with all members of the camp community. We expect campers to follow the camp guidelines and the guidelines established in each group. Campers are responsible to all camp personnel for their behavior on their way to and from camp, during programs and at all camp sponsored activities. Staff will begin each camp session by discussing the camp expectations and will reinforce these expectations throughout camp.

All South Brunswick Schools embrace the following core values, **CARES**, in an effort to build positive school citizens in our learning community. This is supported through our district’s Character Education Program. When a camper commits an offense, the staff will help the camper to see the relationship between the offense & the related core value.

- C** Cooperation
- A** Assertion
- R** Responsibility
- E** Empathy
- S** Self-control



**GENERAL RULES - Report to your counselor & group in the morning.**

1. Know the boundaries of the campsite.
2. Stay on the campsite.
3. Do not wander off on your own or leave your group unless you ask permission from your counselor.
4. Be on your best behavior:
  - a. Cooperate with your counselor.
  - b. Respect each other.
  - c. Settle your difference peacefully. No fighting, hitting, cursing, etc.
  - d. Share your supplies.
  - e. Help each other.
5. You may not bring friends who are not in the program to the camp.
6. Know who your counselors are & learn their names.
7. Do not talk to strangers at the camp or on the trips.
8. If you have a problem or get hurt, let your counselor know.
9. Do not bring extra things to camp unless it is for a special day.
10. Don't leave camp with anyone other than the person assigned to pick you up.
11. Wear camp T-shirt on all trips.

Children must stay with assigned counselors unless told otherwise by staff. Children will remain in the confines of the camp area. Children must exercise good behavior and self control & follow counselor directions and requests. Children will display good sportsmanship. No fighting, hitting or using abusive language will be tolerated. *More specific rules will be outlined to the children & posted in each Camp group's room.*

**DRESS CODE** - Clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. When it is determined that campers are in violation of these guidelines, they will be sent to the camp office and provided with temporary clothing for the remainder of the camp day.

**CHILD'S CONDUCT** - Each child is expected to abide by the camp rules and regulations outlined to them by the counselors. Any prolonged problems will be discussed with parents on an individual basis.

**CELL PHONE/TECHNOLOGY USE** – Campers are not allowed to use cell phones for talking, texting, videotaping, or accessing social media sites. Violations will lead to confiscation of cell phones. In severe cases of improper technology use, including cyber bullying, could lead to suspension, removal from the program, & possible police intervention. Our summer camps adhere to the South Brunswick School District's Acceptable Use Policy with regards to technology use. For more information, see the district's website: [http://www.sbschools.org/our\\_schools/policies/acceptable\\_use.php](http://www.sbschools.org/our_schools/policies/acceptable_use.php)

**PHYSICAL & BEHAVIORAL PROBLEM** - If your child has any pre-existing physical or behavioral problem or develops such a problem during the course of the program, please let us know.

**SOCIAL & EMOTIONAL SITUATION**- If your child is undergoing some unusually stressful or traumatic situation, please let us know. This may have some direct bearing upon how the child is reacting in the camp.

**DISMISSAL FROM CAMP** - A child being dismissed from camp is a rare occurrence & something we do not take lightly. We do not tolerate physical or verbal abuse, including racial or ethnic slurs towards other campers or camp staff. On the first occurrence, parents will be called in to discuss the problem and a behavior plan will be put in place. Additional occurrences could lead to suspension &/or dismissal from the program.

**We follow the district's zero tolerance policy on weapons & request that no pocketknives or water guns are brought to camp. Threats of a violent nature are taken seriously; the child will be suspended and a police report may be filed.**

**CHILD ABUSE - We are required by law to report any suspicions of abuse or neglect.**

The Division of Child Protection & Permanency (DCP&P) is New Jersey's child protection and child welfare agency within the Department of Children & Families. Its mission is to ensure the safety and well being of children and their families.

DCP&P is responsible for investigating allegations of child abuse and neglect and, if necessary, arranging for the child's protection and the family's treatment. DCP&P operates a 24-hour, 7-days a week child abuse hotline to receive all reports of suspected child abuse and neglect. The hotline is linked with a statewide network of Special Response Units charged with the responsibility of responding to reports received after normal business hours and on holidays. Any concerns regarding child abuse or neglect should be reported by calling 1-877-NJ-ABUSE. Find more information on the child abuse hotline & contact information for DCP&P local & area office by going to the State Department of Education's web site.

**Immunity from Civil or Criminal Liability** – Any person who reports abuse or neglect, pursuant to the law or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability as a result of such action.

**Penalty for Failure to Report** - Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine up to \$500 or up to six months imprisonment, or both.

**WHAT TO BRING TO CAMP**

- Sunscreen
- Cap/Hat to wear
- Sneakers
- Special items upon request
- Camp tee shirt on all trips
- Lunch, Juice/Milk (no soda or glass bottles)
- Clothing appropriate for weather, field trips & water days (all clothing clearly labeled)

**DO NOT BRING:**

- Jewelry
- Sandals/Flip Flops
- Electronics (PSP, Nintendo DS, Etc)
- Water Guns
- Money (except on request)
- iPads, iPods, MP3 Players

**TRIP DAYS** - Parents need to sign and complete permission slips for all trips. The permission slip lists all of the trips with information on trip destination, departure and arrival times, dates, etc. Special instruction about lunches, special clothing, souvenirs, extra money, etc. will be on the weekly calendar. Please make sure you read the information thoroughly. *Campers need to wear their camp shirts on trip days. Buses will leave at scheduled times. They will not wait for late arrivals. Buses will make every effort to return to campsite for 4:00 PM but traffic & other circumstances may cause delays.*

**QUESTIONS** - Please contact **Jerod Ebram** or **Amanda Kestyus** at the Elementary BASE camp office 732-297-2941 X3525 or **Jennifer Durkin** at the Middle School Camp 678 office 732-329-4633 X3850.

**CONCERNS** - We want all our campers to have a wonderful summer. If your child is having any difficulty or you are concerned about his/her camp experiences, please contact the camp Coordinator. You may do this by leaving a message and your phone number with the AM/PM contacts. If you are not satisfied after speaking with the camp Coordinator, please call the Community Education office at 732- 297-7800 x3197 & speak to Sheila Barry. If the issue still is not resolved, please contact the Community Education Director, Neel Desai x5167.

**REGISTRATION OR PAYMENT QUESTIONS** - For information about payments, please contact Sylvia Jenkins 732-297-7800 x3196 for Elementary BASE camp and Middle School Camp 678.

**Parents who are late making payments may not enter a new session until all tuition payments are current.** If you are experiencing an unusual problem, please call the appropriate secretary.