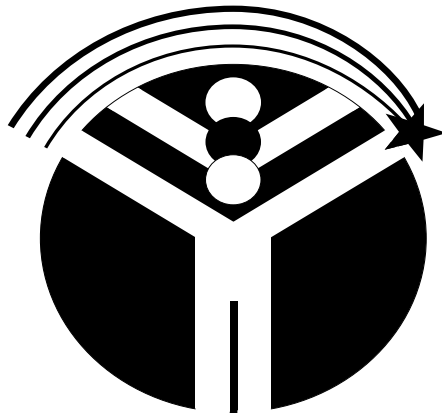


2016

Parent Handbook



BASE Camp & Camp 678

sponsored by South Brunswick Community Education

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Important Phone Numbers

Messages for BASE Camp	Brunswick Acres	732-297-6621 x3525
Messages for Camp 678	Crossroads South	732-329-4633 x3850
Messages for Travel Camp	Constable	732-297-2488

BASE Camp & Camp 678

(No camp July 4th)

Session 1 June 27 - July 1
Session 2 July 5-15

Session 3 July 18-29
Session 4 August 1-12

Travel Camp – Constable School - August 15-19

Important Times

Drop Off 7:00 - 8:45 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

Emergency Police-First Aid 9-911

BASE Camp Office	732-297-6621 x3525
BASE Camp Coordinators, Jerod Ebram & Amanda Kestyus	732-522-2383 cell
BASE Camp Head Counselor, Katrina Lease	732-522-2684 cell
AM/PM Child Care, Kim Knapp, Beverly Schwab, Janet Sorbino	
Camp 678 Office	732-329-4191 x3850
Camp 678 Coordinator, Rebecca Dacchille	732-522-3085 cell
Camp 678 Head Counselor, Ross Gordon	732-522-2742 cell
EMT, Marie Hendricks	732-522-2437 cell
AM/PM Child Care, Faith Miller	
Instructional Coordinator, BASE & Camp 678, Megan Klimowicz	
Clinical Social Worker, TBD	732-329-4633 x3905
School Age Care Manager, Sheila Barry	732-921-8649 cell 732-297-7800x3197
Camp Secretary, Sylvia Jenkins	732-297-7800 x3196
Community Education Director, Sandy Fehte	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 and 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 and 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 - From 9:00 AM to 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 and 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 appear 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.

BASE campers will be dropped off at Brunswick Acres to be signed in, using door A17, located at the K wing entrance. Staff will be at the door 7:00-10:00AM and 3:00-6:00PM to admit parents and campers. Between hours of 10:00AM and 3:00PM, call camp numbers.

Camp 678 campers will be dropped off at Crossroads South to be signed in, using the entrance marked "Gymnasium". 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 the 4:00 - 6:00 PM hours, campers have a choice of many activities supervised by camp counselors, Coordinators and 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 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 - In order to facilitate pick-up between these hours, campers have a color-coded stick with their name written on it. We have a board that lists different activity areas they choose to play in. The board is located at the sign-out desk. 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 – For the first time, lunch is included in your day camp fees. Lunch will be provided by Chartwells, 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 who have been diagnosed with peanut allergies, which can be fatal to some, 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 or snacks, we ask that you be mindful of the existence of food allergies among children and discourage sharing of snacks.

We are also unable to 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, swim schedule, 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. We strongly discourage picking children up before 4:00 PM as it disrupts the continuity of the program and negatively influences the quality of your child's experiences.

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 Campsite 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 who have other obligations.

LATE PICK-UP AND CHARGES - If a child has not been picked up by 6:00 PM, the parent will be automatically charged a late pick-up fee and fine. 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 AND 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 and 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.

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:

- Security Drill (twice monthly)
- Checking ID's of pick up persons

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

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 and the incident reported to DYFS. (If you happen to take medication that affects your breath or gait, please inform the nurse / EMT so she can let the appropriate staff know how to evaluate your behavior.)

ILLNESS – EMERGENCY - If your child becomes ill at camp, a parent or emergency contact is called and advised whether it is necessary to pick up the child. If the parent or emergency contact cannot be reached, the physician listed on the registration form is contacted for further instructions. 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 and 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.**

For BASE Camp in order for the nurse to administer any medication to your child during the BASE Camp 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.

For Camp 678, the camp EMT or a camp Coordinator will supervise a child taking prescribed medication only when provided in its original container with the child's name and dosage instructions and accompanied by a signed release form. The release form must have specific doctors' instructions indicating the exact times to dispense it and any side effects we should be aware of.

The nurse is available at 7:30 AM at BASE Camp on the first day of camp, for each session, to accept medications and answer any of your questions. The nurse's regular hours are 8:30AM – 5:00PM. You can contact her at 732-522-2209. At Camp 678, the EMT 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 number by 8:30 AM to inform us of the child's absence. If no one answers, leave a message on the answering machine.

STATEMENT OF AFFIRMATIVE ACTION AND 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 Amanda Rosenberg, the district's affirmative action officer, at the Board of Education Office, (732) 297-7800.

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.

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

Harassment of individuals or groups based upon race, religion, color, national origin, ancestry, age, sex, disability, sexual orientation, or gender is prohibited. Anyone who believes they have been or have witnessed harassment should report the incident to an adult in authority.

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.

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 and 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 while 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.

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

When a camper commits an offense, the staff will help the camper to see the relationship between the offense and the related core value.

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

1. Know the boundaries of the campsite.
2. Stay on the camp site.
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 and 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.
12. On swim trips, come prepared and obey all safety rules.

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 and 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 and 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 that will be 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 phone. More severe cases of improper technology use, including cyberbullying, could lead to suspension, removal from the program, and 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

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.

EMOTIONAL PROBLEMS - 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 and 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 and/or dismissal from the program.

We follow the district's zero tolerance policy on weapons and 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 will be filed.

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

The Division of Child Protection and Permanency (DCP&P) is New Jersey's child protection and child welfare agency within the Department of Children and 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 and contact information for DCP&P local and 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
- ◆ Lunch & Juice/Milk (No soda or glass bottles)
- ◆ Sneakers
- ◆ Camp tee-shirt on all trips
- ◆ Cap/Hat to wear
- ◆ Clothing appropriate for weather, field trips and water days
- ◆ All clothing should be clearly labeled
- ◆ Special items upon request

DO NOT BRING:

- ◆ Jewelry
- ◆ Radios, walkman
- ◆ CD players
- ◆ Toys
- ◆ Sandals or Flip-flops
- ◆ Water Guns
- ◆ Money (Except on request)
- ◆ Electronics (Examples: GameBoy, PSP, Nintendo DS)
- ◆ iPods, MP3 Players, iPads

TRAVEL WEEK – AUGUST 15-19 - This is an additional session that requires a separate registration. We will be based at Constable School with trips leaving every morning at 9:00 AM and returning at 4 PM.

REST ROOM & WATER - The counselors will accompany the children to the rest rooms at designated times throughout the day. If a child needs to use the bathroom other than designated times, the child should let the counselor know and go with a buddy. There will always be fresh water accessible to your child throughout the day.

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. Please be aware that traffic and other circumstances may cause delays.

QUESTIONS - Please contact **Jerod Ebram** or **Amanda Kestyus** at the BASE camp office 732-297-6621 X3525 or **Rebecca Dacchille** at the 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 and speak to Sheila Barry. If the issue still is not resolved, please contact the Community Education Director, Sandy Fehte x5167.

REGISTRATION OR PAYMENT QUESTIONS - For information about payments, please contact Sylvia Jenkins 732-297-7800 x3196 for BASE, Camp 678 and Travel Camps.

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.