

# Township of Mt. Olive

## Recreation Department

Dear Parent/Guardian:

The State of New Jersey Department of Children and Families, Office of Licensing considers our program to qualify as a child care center under N.J.A.C. 10:122-1.2b as recreation type center operated/sponsored by a municipal government recreation and/or park department.

As a seasonal program of less than eight weeks, we are required to obtain a Certificate of Life/Safety Approval and to be licensed.

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse hotline toll free at 1 (877) NJ ABUSE.

Please read this statement carefully and, if you have any questions, feel free to contact me at: (973) 691-0900 x7261.

Sincerely,

*Jill K. Daggon*

Jill K. Daggon

Recreation Supervisor

# REC & ROLL CAMP

At Chester M. Stephens School!

What you need to know so your child(ren) can have the most fun at camp!

Children should wear:

- sneakers (not sandals/flip-flops)
- appropriate play clothes for the weather
- sunscreen
- insect repellent.
- On trip days, children need to wear their Camp tee-shirt. (Shirts will be issued at “Sign-out” on the first day of camp each week in “homeroom”).

Children should also bring a water bottle (with their name & grade on it) on it.

Lunch/snack bags should also be labeled.

Our day will be modeled after a typical “School Day”.

- “Homerooms” will be designated spaces outdoors (We’ll have signs up) along the building. On rainy days, we will use classrooms. (Again, we’ll have signs up). Homerooms will be divided by grades. For activities, children will be in smaller sub groups of their grade.
  - Grades 1-6 will have their “Homerooms” on the Playground side of the school.
  - Camp activities run from 9am to 2:45pm.
  - “Homerooms” will be open from 8:45am – 9am and 2:45pm to 3pm.
  - Children will be signed in and signed out in their “Homerooms”.
    - ***Check at Homeroom for any special notices about camp activities for the week!***
  - Children in Before Care will be escorted to their “Homeroom” at 8:45am.
  - Children in After Care will be escorted from their “Homeroom” at 3:10pm. Late pick-up policy starts at 3:10pm. (1<sup>st</sup> late pick-up- warning, 2<sup>nd</sup> late pick-up a \$20 fee is required, at which point the child will be enrolled in the After Care Program)
  - Parents with children who need to be dropped off early or picked up early will need to come to the Camp “Office” at the entrance of Chester M. Stephens School.
- Children with food allergies, medical conditions, on medication, etc. need to provide this information to the Recreation Department. We need to be able to take care of your child!
  - Our program is inclusive and we welcome children with special needs. But we need to know specifically what your child needs. We are willing to meet with you prior to camp, to discuss inclusion for your child.
  - We do not have the ability to provide aides, if your child needs an aide, please make arrangements to provide one.
  - Please tell us what behavioral cues, behavior modification techniques, etc. that you would like us to use to support your family.
- Children need to bring their own snacks/lunch each day (unless the trip information includes a lunch option – such as “Chuck E. Cheese”)

- Due to food allergies/sensitivities, children should not share food with others.
  - Lunch period will include a recess time.
  - Mornings will include a snack time.
  - Children in After Care need to bring a snack. (Children in Before Care may bring breakfast)
- Trips are planned for a variety of locations and times.
- Trip information will be sent home with children the 1<sup>st</sup> day of each week, as well as be posted on our web site:  
[http://www.mountlivetownship.com/rec\\_summercampactivities.html#recandroll](http://www.mountlivetownship.com/rec_summercampactivities.html#recandroll)
  - Grades 1-3 usually have trips on different days than the Grades 4 - 6 program.

## Mt. Olive Recreation Summer Camp Programs Information to Parents

The State of New Jersey Department of Children and Families, Office of Licensing considers our program to qualify as a child care center under N.J.A.C. 10:122-1.2b as recreation type center operated/sponsored by a municipal government recreation and/or park department.

As a seasonal program of less than eight weeks, we are required to obtain a Certificate of Life/Safety Approval and to be licensed.

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on the parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our program is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF).

A copy of our current license must be posted in a prominent location (at our sign in table), and is kept in the Recreation Camp Staff's Daily Log notebook. Please ask the Camp Supervisor if you would like to view the license.

To be licensed, the Mt. Olive Recreation Summer Camp Programs must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our program must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Children and Families, Licensing Publication Fees, P.O. Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any question or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing toll free at: 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and healthcare procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for children's use. Please talk to us if you have any questions about the center's space. Our program is chiefly held outside on the school playground and fields, the gym and cafeteria and a few classrooms, determined by the principal each year. Restrooms and water fountains are also available for the children. Children will be accompanied by staff to any facilities in the school. All these areas are acceptable to DCF for our program.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the Recreation Supervisor, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the Relay Operator and ask for (609) 292-7701, or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free At: 1-(877) NJ ABUSE . Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

### **Policy on the Release of Children**

Our center must have a policy concerning the release of children to parents or people authorized by parent(s) to be responsible for the child. Each day that your child attends our program, the parent or authorized adult will sign in your child and sign out your child. On our registration form, we requested information concerning who else was authorized by the parent to pick up the child(ren). If a change in authorized people needs to happen, we need a written note by the parent when the child is signed in that day. The note should include the phone number of the person picking up the child(ren). For a child to be allowed to walk home, or go home with someone else, a written note from the parent,

dated that day must be presented at SIGN IN for release at the end of the program or they may use the DYFS form (attached) Permission For Child To Walk Home From School Age Child Care.

If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the custodial parent/guardian shall secure documentation to this effect, and provide a copy for our file. The center will comply with the terms of the court order.

- ❖ **Late pick-up:** If a parent or authorized person fails to pick up the child by the end of the camp program (Camp ends at 3pm, we will move to After care at 3:10pm) there will be only 1 warning for late pick-up. Then a \$25 late pick-up fee will be charged and the child enrolled in After Care (ends at 5:30pm). For every 10 minutes that a parent is late after 5:30pm, there will be a \$25 late fee. Any child not picked up by 6pm will be brought to the Mt. Olive Police Department. The Recreation Supervisor must call the Child Abuse Hotline to seek assistance in caring for the child until the parent or person authorized is able to pick up the child. If the parent or authorized person appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, it is required by State law that: the child shall not be released to such an impaired person, staff members attempt to contact the child's other person or authorized person and if alternative arrangements cannot be made, a staff member shall call the Child Abuse Hotline to seek assistance in caring for the child.

### **Illness Policy**

Our program must have a policy about dispensing medicine and the management of communicable diseases.

- We do not have a nurse at our recreation program facilities. Please medicate your child before or after the program, or make arrangements with the program supervisor for you to visit mid-activity to administer medicine to your child.
- *Epi-Pen Policy for Children with Severe Allergic reactions (usually bee-stings or food allergies)*

Children with severe allergic reactions to bee stings and have an "epi-pen":

- Child will need to be trained by their physician to self-administer.
- We will need a Doctor's note stating the child can use the epi-pen him/her self.
- Please inform the Supervisor of your child's allergy, and give the supervisor the Doctor's note.
- Please have the epi-pen labeled with your child's name and the original pharmacy label.
- The epi-pen should be kept cool in an insulated "lunch bag" with the child's name and phone #. Inside the bag should be the emergency contact information we will need: Physician, and designated emergency contact adult – name, relationship and phone number. Please indicate if the number is for home, work, cell, or beeper. The bag should be given to the supervisor each day, and kept in the same shaded location with the program's first aid materials. Be sure to take the bag home every day.

### **Illness:**

**If your child is ill, PLEASE do not bring him/her to the program.** The program supervisor will call the parent or emergency contacts/authorized pick up person, to take a sick child home. These illnesses or symptoms of illness shall include, but not limited to, any of the following:

- Severe pain or discomfort
- Diarrhea
- Vomiting within a period of 24 hours
- Elevated temperature of 100.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult rapid breathing
- Skin rashes lasting more than one day
- Flu-like symptoms
- Weeping or bleeding skin lesions that have not been treated by a physician or nurse
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Impetigo
- Lice
- Scabies
- Strep Throat
- Chicken pox

If the child has chicken pox, we will need a note from the parent stating that at least six days have elapsed since the on-set of the rash, or that all sores have dried and crusted.

- Some diseases we are required to notify parents that their child(ren) have been exposed to include:
  - German Measles
  - Hemophilus Influenza
  - Measles
  - Meningococcus
  - Mumps
  - Tuberculosis
  - Whooping Cough
  - Giardia Lamblia
  - Hepatits A
  - Salmonella
  - Shigella
  - H1N1 Flu (or current Flu virus pandemic)

Once the child is symptom-free, or a licensed physician indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

H1 N1 (Swine Flu) of other pandemic illness, *please see specific information posted on the Recreation Dept. website.*

For suspected H1N1, keep your child home from camp, school and other activities. Notify the Recreation Dept. if your physician confirms H1N1. People with H1N1 should stay home (isolated) for 24 hrs after symptoms abate. This virus lasts on average 7 days. We will follow Mt. Olive Board of Education policies regarding this illness; for precautions, sending children home with fevers over 100.5 degrees, and re-admittance with a physician's note.

### **Accident/Injury Policy**

All of our staff is certified in American Red Cross First Aid. Counselors and Supervisors are certified in American Red Cross Adult and Child CPR. We will call you immediately when:

- A child is bitten and the skin is broken
- A child sustains a head injury
- A child falls from a height greater than the height of the child
- An accident or injury requiring professional medical care occurs.

An incident report will be on file which includes the following information:

- Child's name, date, time and location of incident
- Written description of the incident, injury, witnesses, follow-up action by the Mt. Olive Recreation Staff
- First aid administered

For minor injuries (bruises, scrapes, etc.) we will treat the child and give him/her a sticker. The counselors at sign out will ask you to sign the accident log.

### **Discipline Policy**

The Mt. Olive Recreation Staff are very concerned about the safety of the children participating in our programs. The Recreation Department does not equate discipline with punishment. Our goal is help children make appropriate decisions concerning their own behavior (self-discipline). Rules have been established for the safety (physical and emotional) of the children and staff. If discussion and redirection doesn't help the child correct his/her behavior, there may be consequences (Time-out, restricted access to equipment or activities, etc.) The staff will NOT hit, shake, or use corporal punishment, ridicule, frighten or impose inappropriately long periods of time of silence or inactivity.

Parents will be informed of any behaviors that were not easily corrected. There is a behavioral agreement in this packet, that must be signed by the child and the parent and returned to the Recreation Department. Children who refuse to behave appropriately will not be allowed to remain in the program. Verbal or physical threats will be handled to according to Mt. Olive School Board policy. The Program Supervisor and Recreation Department will determine the appropriate action in response to a threat. If police intervention is needed, they will be called. Behavioral

incidents will be recorded in the program's daily log, and if necessary, an incident report will be written. The staff meets at the end of every day to review any problems that day and to communicate the steps taken that day concerning discipline. This is to help provide consistent and fair handling of similar incidents in the future. If a child has a particular behavioral modification technique that needs to be used, please inform the supervisor before the first day the child attends our program.

Staff will try to re-direct children's activities before it becomes a behavior problem.

When correcting a child the staff:

- Will be positive, courteous, patient, attentive, fair and consistent
- Review the rule that was broken and the safety reason for that rule
- Provide instruction as to what behavior is acceptable
- Provide a choice of activities/opportunities to behave in the acceptable manner
- If a child needs time to change his/her thinking and gain self-control, a "time-out" can be arranged.
- The parent will be informed of any major behavior problems.
- If a child is determined to misbehave, the parent or authorized person will be called to pick up the child.

### **Violence/Threats Policy**

Parents will be informed. Verbal or physical threats will be handled according to Mt. Olive School Board policy.

The Program Supervisor and Recreation Department will determine the appropriate action in response to a threat.

- If police intervention is needed, they will be called.
- A warning may be given to remind the child of his/her signed Behavior Agreement, but it is not required – especially if serious endangerment is involved.
- Anger Management and Conflict Resolution/Social Problem Solving techniques will be implemented in accordance to the standards and training provided by the Adult and Children Against Violence program.

Behavioral incidents will be recorded in the program's daily log, and if necessary, an incident report will be written.

- Depending on the severity/extent of the threats or violent behavior, consequences may include (but not limited to)
  - Apology, correct application of a better course of action in the situation
  - Limited "time-out", counseling/instruction in anger management and problem solving skills, parent conference.
  - Suspension from program for a specified time
  - Expelled from the program – no refunds will be given

Adults who demonstrate out of control behavior – verbal or physical will be handled according to the recently in-acted law referred to as McGreevey's Law. Police will be immediately contacted for adults who threaten or act violently.