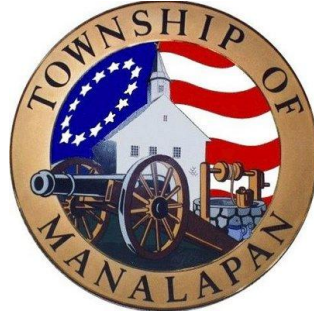


# 2023 MANALAPAN SUMMER RECREATION PARENT MANUAL



This manual is intended to inform parents of the camp procedures. We kindly ask that all parents **read this document in its entirety** to **ensure the highest level of safety and preparedness** for their children. The camp staff assumes that you have read and fully understand the information in this manual prior to the start of camp. Even if your camper has attended this camp in the past, procedures may have changed, so it is important that you read this document.

## **What is included in this manual?**

1. T-Shirt Pick-Up Night
2. Parent Drop-Off/Pick-Up Procedures
3. Recommendations for What Campers Should Bring to Camp
4. Lunch & Water Recommendations
5. Camper Dress Code
6. Anti-Bullying Policy
7. Camper Behavior Agreement -Updated as of 6/29/22
8. Sample Camp Day Schedule
9. Trip Procedures
10. Swim Trip Procedures
11. Inclement Weather Procedures
12. After Care
13. EMTs - Medical Staff
14. Weekly Newsletter
15. Contact Information
16. COVID Protocols for 2022
17. Appendix

## **Acknowledgement**

By registering for camp, you have agreed to all policies and procedures in this document and any necessary additions or changes made throughout the camp program. All questions and concerns need to be addressed to the Camp Coordinator.

## 1. T-SHIRT PICK UP & MEET AND GREET

In mid-June (date to be emailed/posted) parents are invited to come to the Manalapan Recreation Center to meet their children's Group Supervisors and to pick up their camp t-shirts for the summer. The t-shirt pick-up will be in two different locations in the Manalapan Recreation Center. Parents of children in kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, and 3<sup>rd</sup> grade can pick up their t-shirts at the **Kuschick Pavilion**. Parents of children in 4<sup>th</sup> grade, 5<sup>th</sup> grade, 6<sup>th</sup> grade, and 7<sup>th</sup> grade can pick up their t-shirts at the **pavilions in the Dreyer parking lot**. Each parent will receive 3 t-shirts for each child in the size indicated on the registration form. Switching of groups or sizes will *not* be permitted. If there are additional t-shirts left over, they will be made available for purchasing during the camp season. ***If you cannot attend t-shirt pickup night, shirts will be given to participants on their first day of camp.***

## 2. PARENT DROP-OFF/PICK-UP PROCEDURES

We anticipate that traffic both in the mornings and afternoons will be **relatively heavy**, so we ask that you follow the procedures below and be patient as we facilitate these procedures on a daily basis.

Parents will need to drop-off and pick-up their children at different parking lots depending on their children's camp group.

If your child is in either a Kindergarten or a First Grade group then your child must be dropped off between **8:15am and 8:45am** in Parking Lot 1 only. When entering the Recreation Center's main entrance, this is the second parking lot on the left.

If your child is in either a Second Grade or Third Grade group then your child must be dropped off between **8:15am and 8:45am** in Parking Lot 3 only. When entering the Recreation Center's main entrance, this is the third parking lot on the left.

If your child is in either a Fourth Grade or Fifth Grade group then your child must be dropped off between **8:15am and 8:45am** in the Dreyer Parking Lot only. When entering the Recreation Center's main entrance, this is the first parking lot on the right.

If your child is in either a Sixth or Seventh grade group then your child must be dropped off between **8:15am and 8:45am** in the West Parking Lot only. This lot can either be accessed from its own entrance on Route 522 or by driving through the Dreyer parking lot.

For afternoon **pick up** please go to the same lots as you do for drop-off between **2:45pm and 3:00pm** and follow the procedures below. If the pickup areas begin to become congested early, campers may move to the pick up area around 2:30-2:35pm.

To ensure the safety of your children we are requiring that parents show their driver's licenses (or an alternative ID) to a counselor, so that we are certain the children are going home with a parent. If persons other than a parent will be picking up your children, we require that parents complete our "Pick up Authorization Form" indicating exactly what individuals are allowed to pick-up their children from the recreation site. Those individuals will also be required to identify themselves. To add additional names to that

list during the camp season, a parent must write and sign a letter indicating the additional names and deliver it to the program.

\*Please note that counselors will be required to check identification every single camp day for at least the early camp weeks until they are able to identify you as the parent without seeing your license. We appreciate your cooperation as it is our way of maximizing the safety of your children.

### **Late Drop-Off & Early Pick-Up Procedures\***

If parents wish to drop-off their child after 9:00am, then regardless of what camp group the child is in, parents must bring their children to the Camp Headquarters located on Route 522 (The white ranch house) and sign them in with the staff. We will unite the campers with their groups from there.

Likewise, if parents wish to pick-up their children prior to 2:30pm, then regardless of what camp group the child is in, parents must go to the Camp Headquarters where staff members will have your child brought for dismissal. Please also note that after 2:30pm camper sign out *cannot* occur.

**Attendance** - Please contact your group supervisor regarding absences. They keep all records of campers daily attendance. There is no need to email or contact the office.

### **3. RECOMMENDATIONS FOR WHAT CAMPERS SHOULD BRING TO CAMP**

We recommend that parents send their children with a back-pack that includes the following:

- Bottle(s) of Water
- Lunch
- Money for Ice Cream (optional)
- Suntan Lotion with sunscreen
- Snacks (especially for After Care campers)
- Towel/bathing suit (especially when going on a swim trip)
- Umbrella (if there is rain in the forecast)

\*Please have campers leave valuables at home. We are not responsible for lost or stolen items including but not limited to cell phones or other electronic devices.

### **4. LUNCH/WATER RECOMMENDATIONS**

Campers need to bring their own lunch. Please know that your child will not have access to refrigeration. Because of this, we recommend insulated “cooler” lunch bags and/or nonperishable foods. **There will be no concession stand to purchase snacks.**

It will be essential that the children remain hydrated throughout the camp day. We expect that children will bring a water bottle (or some equivalent bottle) with them to camp. Campers will have the ability to refill their bottles with water throughout the camp day. Water will also be sold on the ice cream trucks.

## 5. CAMPER DRESS CODE

Every camper is provided three summer recreation t-shirts. **Campers must wear their summer recreation t-shirt every single camp day.** It is the unique group color of the shirts that allows for maximum recognition and organization throughout the camp day. Camp t-shirts should remain in their ***original form***. **Campers are *not* permitted to write on or cut the shirts.** If a shirt is altered in any way, the camper will be addressed and will be told that he/she is *not* permitted to wear the altered shirt to camp any more.

In addition, children must come to camp prepared to participate in activities. All campers **MUST wear sneakers or an equivalent shoe.** Footwear such as **slides, flip-flops, Crocs etc are ONLY permitted at the pool, splash pad and volleyball courts.** Parents will be contacted if a camper wears inappropriate shoes.

All children will have the opportunity to play in sprinklers at the Recreation Center as well as our Splash Pad facility, as a respite from the summer heat and humidity. We recommend that campers be sent with shorts that are quick drying. If children do not want to wear wet t-shirts after their sprinkler time, male campers will be permitted to take off their shirts only during the sprinkler time, and if female campers are wearing a bathing suit underneath their t-shirts, they will be permitted to do the same. T-shirts will have to be worn immediately after the sprinkler and Splash Pad activity to prevent sunburn.

## 6. Anti-Bullying Policy

*There are TWO simple rules at camp - have fun and be safe. Violating anyone's opportunity for a fun and safe summer can warrant disciplinary actions by the camp's administration.*

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen electronically through the use of social media and messaging. This type of bullying can also lead to persons being hurt during the camp season and can be especially hurtful when persons are targeted with meanness and exclusion.

**At Manalapan Recreation Summer Camp bullying is inexcusable, and we have a firm policy against all types of bullying (see Camper Behavior Agreement- #7).** We are committed to a safe and enjoyable camp environment for all of our campers and staff, free from harassment, intimidation, or bullying. We work together as a team to ensure that campers have a safe and fun summer that results in a lifetime of great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Manalapan Recreation Summer Camp.

## 7. Camper Behavior Agreement

**\*It is important that both the parents and campers understand and abide by the following agreement:**

- Arrive and remain at camp with a positive attitude, open to meeting new people, and trying new activities.
- Work with counselors and fellow campers towards creating an environment that is safe and welcoming for everyone
- Understand that doing intentional harm or bullying another camper, either physically or emotionally is grounds for dismissal from camp.
- Understand that doing intentional harm, like vandalism, to the camp is grounds for dismissal from camp.
- Understand that although you may be able to solve some conflicts on your own, the counselors are always ready to listen and assist if there is a problem. Understand that your counselors and all of the camp staff need and want to help, but can only do so if you are willing to share any concerns that you have with them.
- Remain with counselors and partake in the activities that are planned.
- Use appropriate language and understand that the use of excessive, deliberate, profane language will not be accepted.
- Understand you cannot use your cell phone or other electronic device to record video or take pictures during the camp day nor post on any social media platform (TikTok, YouTube, etc). \*Updated as of 6/29/22
- Be respectful of the property and personal space of other campers and camp staff.
- Do not possess smoking materials, lighters, matches, illegal drugs, alcohol or weapons of any kind.

The Manalapan Parks and Recreation Summer Camp operates on a three-strike policy for minor offenses. The first infraction will result in a verbal warning between staff and camper(s) and documentation of the incident. The second infraction will result in suspension from the camp program. A third infraction will result in a conference between the camper(s), parent(s), Camp Director, and the Superintendent of Recreation (if needed). This third infraction can result in suspension or the removal from the camp program.

Refunds are not given for any camper who is sent home/removed from the program for disciplinary reasons.

A **zero tolerance policy** is enforced in regards to physical aggression. Any camper who commits an act of physical aggression against another camper, staff member, or anyone else will be automatically suspended from the program. As a parent, you will be responsible for picking-up your camper within one hour of the decision to suspend your child from camp. Depending on the act of aggression, your child may not be able to return to camp for the remainder of the camp program.

## 8. SAMPLE CAMP DAY SCHEDULE

WEEK OF: 7/8

DAY: Tuesday

GROUP: 3<sup>rd</sup> Orange

| TIMES         | ACTIVITY                 | LOCATION                       | STAFF  |
|---------------|--------------------------|--------------------------------|--|
| 8:15 - 9:00   | Drop off                 | Field 3<br>Field G             | Drop off: Mike, Amy, Larry, Sam<br>Rich, Kelsey, Rob, Beth |
| 9:00 – 9:30   | Active: Basketball       | Basketball Courts              | Mike, Beth, Rich, Kelsey                                   |
|               | Passive: Arts & Crafts   | On-site                        | Amy, Larry, Sam, Rob                                       |
| 9:45 – 10:30  | Active: Soccer           | Field G                        | Larry, Beth, Kelsey, Amy                                   |
|               | Passive: Lyric Game      | Dreyer Picnic Area             | Mike, Rob, Sam, Rich                                       |
| 10:45 – 11:30 | Active: Home-run Derby   | Field 1                        | Mike, Beth, Rich, Kelsey                                   |
|               | Passive: Messenger       | Dreyer Picnic Area             | Amy, Larry, Sam, Rob                                       |
| 11:45 – 12:30 | Lunch                    | Dreyer Picnic Area             | All counselors   |
| 12:45 – 1:30  | Active: Capture the Flag | Field G                        | Larry, Beth, Kelsey, Amy                                   |
|               | Passive: Drip Drip Drop  | Dreyer Picnic Area             | Mike, Rob, Sam, Rich                                       |
| 1:45 – 2:30   | Active: Volleyball       | Volleyball Court               | Mike, Beth, Rich, Kelsey                                   |
|               | Passive: Nature Walk     | Recreation Center<br>Perimeter | Amy, Larry, Sam, Rob                                       |
| 2:45 - 3:00   | Pick up                  | Field 3<br>Field G             | Pick up: Mike, Amy, Larry, Sam<br>Rich, Kelsey, Rob, Beth  |

## 9. TRIP PROCEDURES

Trips are optional and are paid for separately from the regular camp program. Only campers who are registered for trips will be eligible to participate. Please note that we will not force children to get on a bus for a trip, even if they are registered. If children refuse to get on a bus on their own volition, they will remain at the Recreation Center with the other members of the group not going on the trip. Parents will be notified however trips are nonrefundable. \*See the appendix for further information regarding trips sold out.

## 10. SWIM TRIP PROCEDURES

Swim trips are included in the general registration fee and do not require additional registration or payment by the parents. Groups will be going on swim trips approximately 1-2 times per week. When at the pool, the counselors will supervise but the pool has certified lifeguards as required. Rentals of all pools include trained and certified lifeguards supplied by the facility. **Campers should bring bathing suits and towels on days that**

**they know they will be going swimming** (Group Supervisors will notify the children days in advance and it will be included in the weekly email blast sent by the Program Coordinator).

\*\*\*All campers are eligible to participate in the swim trips; however, no campers are obligated. This is a matter of parent and camper choice. However, all parents of campers who will choose to attend the swim trips must sign and return the Swim Trip Permission Slip that will be distributed by the Group Supervisors during the first week of camp.

\*See the APPENDIX for more information.

## **11. INCLEMENT WEATHER PROCEDURES**

**In the event of severe inclement weather, camp will be canceled.** If camp is canceled for the entire day, the decision will be made by 7:00am and all parents/guardians will be notified by email and phone shortly thereafter. If a trip is scheduled on a camp day that is canceled, the trip will possibly be rescheduled or the parents/guardians will receive a credit to use towards another scheduled trip that still has available space.

If the campers have arrived at camp and the weather becomes inclement, the camp day will be canceled for the 2<sup>nd</sup> half of the day. This decision will be made by 11:00am and parents/guardians will be notified by email and phone shortly thereafter. All campers must be picked up no later than 12:30pm. There will be no after-care on these days. The pick-up procedures will always be the same (see number 2 above). If your child is on a trip and the 2<sup>nd</sup> half of the camp day is canceled, the campers will most likely stay on the trip and a different pick-up time will be designated only for the campers on the trip. If this occurs, the pick-up site may be adjusted in order to keep the campers out of the weather. You will be notified of any changes.

We will do our best to keep the campers as dry as possible, but we do recommend that on days when there is a chance of rain the campers be sent with a small umbrella or raincoat (see number 3 above).

## **12. AFTER-CARE**

After-care service at the Camp Headquarters (white ranch house on Route 522) is available to parents. We will supervise the children in the tents behind the office from 3:00pm to 4:30pm for an additional registration fee (for the whole summer) or for a daily fee. Please note that the daily fee will have to be paid online or in cash on the date the service is provided.

Pick-up from after care must occur anytime between 3:00pm and 4:30pm at the WEST LOT parking lot closest to the Office. Pick-up requires identification. All campers must be picked up no later than 4:30pm. Please note that the daily after care fee is not prorated – it is always \$10. This means if a camper is picked up at 3:15 the fee is \$10, and if a camper is picked up at 4:30 the fee is \$10.

We recommended that parents of children who take advantage of the after care program send their children with additional food/snacks so they remain nourished during the extended day.

## **13. MEDICAL STAFF**

We have three full-time EMTs as part of our summer recreation staff. Their duties will be to ensure the medical well being of your children. EMTs are not permitted to hold or dispense medications of any kind. The medical staff will be housed in the Kuschick Pavilion. In addition, two of our four EMTs are located at the West Pavilion. If a serious injury or condition should arise, parents will be notified by telephone. Please be sure we have your correct emergency contact information.

#### **14. WEEKLY NEWSLETTER**

Each week an email “blast” will be sent out to the parents of all registrants that will highlight the previous week’s activities and inform the parents of the upcoming week’s events. You will not be able to receive these blasts if we do not have your proper email address. Please take a moment to confirm your address with our main office if you have not already done so.

#### **15. CONTACT INFORMATION**

For questions or concerns regarding the summer program please direct your questions to the Manalapan Parks and Recreation Office.

Main Office Phone: 732-446-8336/8353

Email the Summer Program Coordinator, Jim Tumbleson - [jtumbleson@mtnj.org](mailto:jtumbleson@mtnj.org)

During regular camp hours, when camp is in session, you can call 732.446.8355. This is the camp headquarters phone number.

#### **16. 2022 COVID Protocols**

Campers that test positive for COVID have to remain quarantined for 5 days from onset of symptoms and must be symptom free to return. Please report all positive cases to the camp coordinator. If there are no symptoms, the quarantine period is 5 days from the date tested.



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## Appendix

**Swim Club** - Our camp has had a long-term relationship with the Monmouth Heights Swim Club here in Manalapan just off Rt 9. Each week campers will be brought there 1-2 times for approximately 60-90 minutes each. We are there from 9:45am-2:15pm and grades will be shuttled by our buses for 9:45, 11:15 or 12:45. Your group supervisor will share dates and times. Please understand that at times, we can add a trip to the pool so campers should bring what is needed daily. This is most likely to happen on days where it is very hot and attendance is low so be prepared.

- The pool goes from 3 feet to 4 feet then to the deeper end near the diving. The area that moved into the deeper section is roped off. They have a diving board area which is currently unavailable to our camp at this time.
- The MHSC outsources a pool management company to supply the needed 3-4 certified lifeguards. The management company is overseen by NJ State pool regulations on safety.
- Our camp staff is also there to supervise the campers. Due to our numbers, campers will be shuttled over by grade to use the pool.
- For those not interested in swimming, they have a snack bar (which they love), a gaga pit, basketball court and a playground. The snack stand has choices of chicken nuggets/fingers, hot dogs, fries, ice cream, candy and drinks.
- A bathroom and changing area is also available there, if needed.
- We do share the pool with their members but mostly it is our camp there during the day.
- Campers should have fun but proper camp behavior is expected at the pool just like at the park

**Sold Out Trips** - Unfortunately we do not set up a waitlist for trips. Technically a camper who paid can show up as the bus is leaving so we have never added someone once it's closed. There are no refunds so spaces do not open unless there is a rare case someone leaves camp with a documented medical issue. When that happens we just open the spot back up in the system. This is very rare - in my 9 years as director and previous 8 years as the travel director that's only happened a handful of times.

Our trips are unfortunately limited to what the venue/vendor allows or past interest. Many vendors want payment in full prior and we cannot afford to buy spaces that could go unused. For the summer 2022 our biggest problem is a major driver shortage. We just don't have the driver's to transport the campers