

# 2016 FAQ

## PRE & KINDERGARTEN PLAYGROUND PROGRAM

### Registration Instructions

1. **Warren Residents** have the opportunity to register before Watchung and Green Brook residents. Must show proof of residence on the first day.(driver license or bill)
2. **Registration deadline: July 28th by 10am** or when full. No applications will be accepted after this time.
3. For 4 and 5 year olds going into pre k or kindergarten in Sept. (**Note:** Please indicate which grade your child will be entering in September and age day of camp.)
4. To pay by credit card (Visa or MasterCard), please go to <http://register.communitypass.net/warrentwp> or click on the icon on the township recreation website.
5. By mail fill in all requested information online or use UNIVERSAL form. Mail in with a check.
6. To pay by check, make checks payable to “Warren Township Recreation” and mail check with your registration form to “Recreation Department,” 46 Mountain Blvd, Warren, NJ 07059
7. You will be notified of our schedule and activities in advance.
8. Must mail the Parent Release form, and Epi-pen Authorization forms (if needed) by July 28.
9. Please call the Recreation Director at 908-753-8000 ext 270 or 271 if you have any special needs or need a scholarship.
10. **You may not register at camp, you must register online.**

The Kindergarten program is just like the playground program where you can drop in anytime during 9am-1pm, Monday-Friday for the week of August 1-5 under the pavilion located behind the Municipal complex. The cost is \$85 for the week.

Children decide what they want to do; we provide the activities. Children can enjoy games, sports, arts, crafts, water days, Storytime with the librarian, and playing with their friends. We will provide the water and games on hot days. Children will be in groups of 10-12. Please let us know if they want to be with certain friends. We try to keep a 5:1 ratio of children to staff. It is not necessary to call the Recreation office if your child misses camp.

### Daily and Weekly Schedule

The schedules will be emailed to you and placed on the web before the program begins.

### Staff

The Director and Coordinators are certified teachers or are going to be teachers and have many years of summer camp experience. Our counselors are high school seniors or college students, ages 17-20. Counselors in Training are 2<sup>nd</sup> – 4th year high school students. All staff undergoes a full day of training prior to the start of camp, and many have worked with us for years. For the safety of your children, we require background checks on all adult staff. We follow State Health Mandated Regulations. CPR/AED/First Aid-certified EMT is on staff. Kindergarten program will have some of the same staff.

### Camp Attire and Needs

Preferred camp attire is sneakers, hat for outside, sunglasses, and sun protection. No flip-flops. Send your child with a water bottle and a towel, and have him/her wear a bathing suit under their clothes on Wednesday. Children may bring backpacks. No radios, CD players, gaming devices, etc. are permitted. Cell phones should **not** be turned on during camp, unless the parent and Director have a talk. Pack a lunch and a snack. No refrigeration is available. Water is available. The ice cream truck will come

on Friday at noon. Send your child in with \$2-\$3 in an envelope with his/her name on it and labeled "Ice Cream" at the beginning of the day, if you want them to have ice cream. A price list will be provided before camp begins.

### **When visiting camp**

Please sign in with the Director at the sign-in table. Show proof of residency (license, utility bill, tax bill etc) on the first day. Please do not stay with your child or eat lunch with your child. It would be better for your child and the staff. (You may observe from a distance anytime).

### **Drop off procedure**

Camp begins at 9am. Please do not drop your child off early. Park your car, walk your child to the Pavilion, and sign-in your child. If the weather is bad, camp will be closed. There is no refund for this. For information on closings, you may either call the director's cell phone 908-482-0443 no earlier than 7:30am or check the Recreation office answer machine at 908-753-8000 ext 270. In the mornings, you will receive an email blast. Parents may drop off and pick up their child anytime between the hours allowed. They must sign-in and out each day.

### **Pick up procedure**

Camp ends at 1pm. Park your car and come into the Pavilion to sign-out your child. Look for your child's group coordinator. Please pick up your child on time, as we have to pay coordinators extra to stay. If you are late, you will be sent a bill of \$5 for every 15 minutes. If the weather gets bad during the day (i.e. it is pouring, going to storm or extreme temperature), you are expected to pick-up your child. Children will be waiting in the Pavilion. We will call or email any parent who has not picked up their child when we make the decision to close. Please try to use good judgment. If the weather is severe, any children left will be brought to the police station for pick up.

### **Procedure to contact camp**

- Camp Director – You may reach the Program Director Alicia Sordillo at 908-482-0443.
- Camp Emergency Phone – If you can't reach the Director call the Recreation Office at 908-753-8000 ext 270 or 271.

### **Medical needs**

Camp will not be able to administer drugs to your child, nor will we hold any medicine. Please administer medicine to your child either before and/or after the camp. If your child must carry **epi-pens** or inhalers, please notify our camp Director. If your child should get hurt, you will receive a medical report copy. The Coordinators are CPR/First Aid-certified. Epinephrine/Epi-pens Authorization and Medical Treatment forms need to be signed and mailed to the Recreation Department by July 28. All forms are available online at [www.warrennj.org/recreation](http://www.warrennj.org/recreation) and then go to Forms.

### **Immunizations**

According to N.J.A.C. 8:57-4, we must have the parent's signature that your child has received his/her immunizations against diphtheria, tetanus, polio, measles, pertussis, mumps & rubella.

### **Conduct**

The idea of camp is to have fun and be safe. Any behavior problems will be dealt with at the camp first, and parents will be contacted if the problem continues. The parent must come in with the child to meet with the Director. If the problem persists, the child will be asked to leave the camp. Please sign the Discipline Policy, which is also available online at [www.warrennj.org/recreation](http://www.warrennj.org/recreation) Recreation, Forms, and return it to the Recreation Department by July 28.

### **Complaints/Comments/Compliments**

If a parent has a concern or complaint, please contact the **Program Director Doreen Serpico** at **908-482-0443** directly. Please do not go to a counselor. If you are not satisfied, please contact the **Recreation Director, Eleanora Hermann** at **908-753-8000 x270** or email her at **ehermann@warrennj.org**

### **FORMS NEEDED**

For these forms go to [www.warrennj.org/recreation](http://www.warrennj.org/recreation) to recreation to FORMS

1. Parent Release form
2. Epi-pen permission form (if needed)
3. Read Discipline policy online
4. Letter if someone else is picking up your child