



Summer 2019 Playground Program

*Village of South Orange
Department of Recreation & Cultural Affairs
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*South Orange Department of Recreation and Cultural Affairs
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IMPORTANT NOTICE REGARDING 2019 SUMMER PLAYGROUND PROGRAM

The Village of South Orange is planning for the renovation of the Baird Community Center. The current schedule calls for construction to begin in the summer of 2019. The offices of the Department of Recreation & Cultural Affairs will be relocating. This move is currently anticipated to take place during the month of June.

The Baird is not expected to be accessible for use by camp staff or children this summer. We do not anticipate that this will have a significant impact on the operations of the Summer Playground Program. However, the following is worth noting:

- The Summer Playground Program Director and staff will operate as they did last summer, out of the Skate House adjacent to the Duck Pond.
- In the event of bad weather, we have arranged for use of space within South Orange Middle School. We will plan accordingly with appropriate movies and/or indoor activities suitable for the space/s provided.
- The Village will be planning for adequate bathroom facilities in Meadowland Park during the renovation period. In addition, camp children will continue to have access to the bathroom facilities at the pool and the skate house during the day.

The Village and the Department of Recreation & Cultural Affairs will be making every effort to limit the impact this construction project may have on residents of the community, users of the park and participants in our programs. We look forward to the day when we open a "new and improved" Baird Community Center. In the meantime, we plan to provide your children with another fabulous summer of fun in and around the Park.

If you have any questions, please contact us.

Regards,

Kate Schmidt, Director
Department of Recreation & Cultural Affairs

Dee Jones, Director
Summer Playground Program



South Orange Dept. of Recreation & Cultural Affairs
5 Mead Street, South Orange, New Jersey 07079
Phone: (973) 378-7754, ext. 2

February, 2019

Dear Parents:

Enclosed you will find information and registration forms for the 2019 Summer Playground Program.

The South Orange Summer Playground Program is a half-day, seven week program for children who are 4 years of age through 8th grade. The children are separated into groups by age/grade and meet each day in the Meadowland Park area in South Orange. The program provides the children with a variety of planned activities, including games, sports, music, art, swimming, special events and field trips. While each day is planned, there is time built in for children to just play and enjoy the lazy days of summer, creating their own fun under the supervision of camp counselors.

Registration for the 2019 Summer Playground Program will begin **SATURDAY, MARCH 16TH at 9:00** am at the Baird Community Center. To register, children must be South Orange residents with current Department of Recreation & Cultural Affairs membership. Membership can be obtained in person at the Baird or online. The annual fee for membership is \$30 per person or \$120 per family through May 15th and \$35 per person or \$140 per family after May 15th.

Please read the enclosed information carefully. It should provide you with all the necessary information concerning your child's participation in the Summer Playground Program. If, after reviewing the material, you have any questions regarding our program, please reach out.

Your cooperation is needed to ensure the success of our program. Please be sure to fill out **all** of the attached forms completely and accurately to provide us with the information necessary to meet the needs of your child.

We look forward to presenting your child with a fun and memorable summertime experience.

Sincerely,

Kate Schmidt, Director
Department of Recreation & Cultural Affairs

Dee Jones, Director
Summer Playground Program

GENERAL INFORMATION

THE SUMMER PLAYGROUND PROGRAM

The South Orange Summer Playground Program is a half-day, seven week day camp sponsored by the South Orange Department of Recreation & Cultural Affairs. The program is for children from 4 years of age (by October 1, 2019) through 8th grade (in September, 2019). For 2019 the Summer Playground Program will meet Monday through Friday, 9:00 am to 1:00 pm from July 1st through August 16th. There will be NO CAMP held on Thursday, July 4th.

The Summer Playground Program provides a variety of planned activities each day which are facilitated and supervised by camp staff. A typical day at camp will include activities to stimulate the body and mind. Camp counselors will organize (and teach, when necessary) age-appropriate board games and athletic activities. All campers will go to the Community Pool 2-3 times a week and have a camp-wide party. There will be art and music, games and live entertainment, Movie Day and ice cream, field trips and treasure hunts. There will be "Toss up Day", where campers get reunited with former counselors and meet new ones, playing favorite games with new faces. "Big Brother/Big Sister" events are scheduled, pairing younger campers with older campers for special activities. Although various activities are planned for each day, the children are also allowed time and flexibility to relax in the summer sunshine or play a favorite game.

COST OF THE PROGRAM

The fee for the seven-week Summer Playground Program for 2019 is \$770. A discount of \$50 is available for each additional family member enrolled in the program. Payment in full is due upon registration. (A payment plan may be arranged upon request, as long as all camp fees are paid in full by May 31st.)

REGISTRATION PROCESS

The Summer Playground Program is open only to South Orange resident children. To register, residents must present the child's current Department of Recreation & Cultural Affairs membership with a complete Playground Program application. Memberships can be obtained and/or updated at the Department of Recreation & Cultural Affairs at the Baird or online. The annual membership fee is \$30 per person or \$120 per family through May 15th and \$35 per person or \$140 per family after May 15th.

REGISTRATION FOR THE 2019 PLAYGROUND PROGRAM WILL BEGIN SATURDAY, MARCH 16TH

at 9:00 am at the Department of Recreation & Cultural Affairs at the Baird. Registration must be done in person with membership, completed application and full payment. The **REGISTRATION DEADLINE** is March 30th or when the program is full, **WHICHEVER COMES FIRST**. Early enrollment is recommended as some age groups fill quickly. Applications received after the program is fully enrolled will be placed on a waiting list.

Department of Recreation & Cultural Affairs Hours of Operation:

- Monday-Thursday, 9am-9:30 pm
- Friday-Saturday, 9am-4:30 pm
- Sunday- Closed

WHEN AND WHERE

The 2019 Summer Playground Program will meet Monday through Friday, 9:00 am to 1:00 pm from July 1st through August 16th. There will be NO CAMP held on Thursday, July 4th.

The program is held outdoors, weather permitting. Campers will be separated into age-appropriate groups within the Meadowland Park/Cameron Field/Floods Hill park complex. Groups are separated by age/grade and meet each day in a designated area within the Meadowland Park/Cameron Field/Floods Hill park complex in South Orange. Each group will have a “home base” within the park designated for individual group activities. You will receive an information packet in early June with the necessary details.

When/if it rains, children will gather at South Orange Middle School and appropriate indoor activities will be planned.

LUNCH

Children are expected to **bring a lunch to camp each day**. We recommend an extra water bottle be included. If your child is also in need of a snack during the day, please be sure to send one.

Food will be served each Friday during the camp-wide party. Parents will be informed of these dates and meals so they can plan accordingly. Children who do not or cannot eat the planned meal should bring a lunch on these days. We also encourage families to pack additional snacks and drinks, if needed.

SWIMMING

All campers will go to the Community Pool for one hour on most Mondays, Wednesdays and Fridays. On pool days, all children should arrive at camp **with their bathing suits on** under their clothing. Please remember to send a change of underwear and a towel. And don't forget the sunscreen! (Sunscreen must be applied at home. Our counselors are not authorized to apply sunscreen.)

Camp counselors will accompany children to the pool and remain with them while at the pool. If your child will need assistance changing his/her clothes, you must complete the attached form, authorizing our counselors to do so.

POOL USE

The policies pertaining to pool use by children enrolled in the summer playground program are as follows:

KIDDIE CAMPERS are only permitted to use the WADING POOL (6-18 inches deep), NO EXCEPTIONS.

KINDERGARTEN children are only permitted to use the INTERMEDIATE POOL (18-36 inches deep), NO EXCEPTIONS.

Each child in **GRADES 1 THROUGH 8** must establish that he/she is a “swimmer” before being permitted to use the MAIN POOL. In order to be classified as a “swimmer”, the child must:

- 1) Submit a copy of an American Red Cross Swimmer's Card (any level) with this application, indicating the child's swimming proficiency, OR
- 2) Pass a swimming proficiency test. This test will be conducted on the first camp pool day and

as necessary through the summer camp season.

Children in grades 1-8 unable to meet the above criteria will have limited access to some pool areas.

FIELD TRIPS

Our camp calendar will include several age-appropriate special events and/or field trips for each age/grade group. Past trips have included walking trips to the South Orange Library and Carvel for the younger children and bus trips to Bowcraft Amusement Park and the Runaway Rapids Water Park for the older children. Special events on-site are also planned. A detailed schedule and permission slips for ALL trips and events will be sent home via email to all campers in early April. Many of these trips require additional fees, a significant amount of advance planning and reservations. Therefore, participation in offsite field trips cannot be guaranteed for anyone enrolling after March 30th.

Participation in field trips and off-site activities is optional. A regular camp day schedule (including a pool visit) will be held for those children who choose not to attend any/all of the field trips. Children attending camp on these days should come prepared for a “pool day”.

POLICIES & PROCEDURES

CAMP T-SHIRTS

Each child enrolled in the Summer Playground Program will be issued 2 camp T-shirts, one of which should be worn to camp every day. Each group wears a specific color shirt, which assists our summer staff with supervision and oversight of the children. We greatly appreciate the cooperation of parents in adhering to this policy. Additional T-shirts can be ordered during the camp registration period.

INCLEMENT WEATHER

When/if it rains, children will meet at the South Orange Middle School for the day (or the duration of the bad weather). A movie and indoor activities will be planned. When in doubt, there are 3 ways to receive notification of relocation or rescheduling of recreation department programs throughout the year:

- Text @soplay to 81010 (most popular!)
- Call the department code-a-phone at 973-762-0748

PLAYGROUND PROGRAM HOURS

The regular camp day for all ages/grades begins at 9:00 a.m. and ends each day at 1:00 p.m.

EARLY DROP-OFF

There is an option for parents to drop off their camper/s as early as 8:00 a.m. The fee for this additional hour for the 7 weeks of camp is \$175 per child. The early drop-off location for all campers will be the Cameron Field playground. In the event of inclement weather, drop off will take place at the Baird. We hire staff for early drop off according to the number of registrants; therefore, there is not a daily or weekly early drop off arrangement. Furthermore, those who register after March 30th cannot be guaranteed participation in early drop off.

FAMILY DROP-OFF

In an effort to reduce traffic congestion and to make the morning drop-off more convenient for camp families, we have a "Family Drop-Off" procedure. Our application includes a selection of the family's preferred drop-off location. This will assist car-pooling families, now able to select the same drop-off location. Afternoon pickup will continue to take place at the individual camp sites. This allows parents and caregivers to regularly interact with their camper's counselors and to keep current on individual site activities.

DROP-OFF/PICK-UP POLICY

When you drop off your child/ren on the first day of camp, please check in with the Site Supervisor at the location. We ask all campers to check in when they arrive every morning and check out each afternoon.

ALL CHILDREN IN KIDDIE CAMP THROUGH GRADE 4 ARE EXPECTED TO BE ACCOMPANIED TO AND FROM CAMP, AND CHECKED IN AND OUT, BY AN ADULT. At the end of the day, children must be checked out by a parent or person authorized by the parent(s), in writing, to pick up the child from camp (authorization form included with application). If you intend to car-pool, all adults participating in your car-pool should be listed on your authorization form. Any change in this authorization must be done **in writing**.

PARENTS OF CHILDREN IN GRADES 6-8 MUST COMPLETE THE CHILD RELEASE FORM INCLUDED WITH THIS PACKET. This form will authorize the counselors to release the child from camp without an adult present, OR instruct the counselors NOT to release the child without an authorized adult present. If we do not have this completed form in our possession, the child will remain with the counselor until a parent or person authorized by the parent(s) picks them up.

LATE PICKUP POLICY

Children must be picked up on time. If a child is not picked up within 15 minutes of the end of the program, a phone call will be made to the parent(s). If no pickup occurs one hour or more after the scheduled ending time of the program and all other efforts have been exhausted to pick up the child by a parent or the designated emergency person, then a staff member will call the DYFS 24 hour Child Abuse Hotline (800-792- 8610) to seek assistance in caring for the child until an authorized person is available to care for the child. The child is supervised at all times. All late pickups will be documented for our records. Consistent disregard of this policy may lead to the child's removal from the program.

Summer Playground Program Application

C H I L D I N F O	Name of Child			
	Home Address			
	Primary Telephone			
	Family e:mail			
	Additional e:mail			
		Age:	Date of Birth:	Grade in Sept. 2019:

D R O P O F F	Preferred Morning Drop-Off Location	Our "family drop-off" procedure allows parents to select one location to drop off their child/ren each morning. From here, children will move on to their individual camp sites, accompanied by staff. There are 3 drop-off options. Please select your preferred drop-off LOCATION below. ____ Floods Hill (Meadowbrook Lane) ____ Meadowlands (Baird Lot) ____ Cameron Field (SOMS Lot)		
	Early Drop-Off Option	Families have the option of an EARLY DROP-OFF at 8:00 am for their camper/s. The additional fee for this service is \$175/child for the 7 weeks of camp. Will you be registering this child for Early Drop-Off? Please circle one: <div style="text-align: center;"> YES NO </div>		

P A R E N T I N F O	PARENT		PARENT	
	Name		Name	
	Primary Daytime Phone		Primary Daytime Phone	
	Secondary Phone		Secondary Phone	

ANY/ALL OTHER persons authorized to pick up your child and/ or contact in case of emergency if neither parent is available to assume responsibility for the child.				
E M E R G E N C Y	Name of Contact #1		Name of Contact #2	
	Telephone		Telephone	
	Relationship		Relationship	
	Address		Address	

Summer Playground Program Application

C U S T O D I A N	Name of any person/s <u>NOT AUTHORIZED</u> to pick up the child: _____
	If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please explain below and attach a copy of appropriate court orders.

W A L K I N G	_____ I give my permission for my child to participate in walking trips within The Baird neighborhood. _____ I do <u>NOT</u> give my permission for my child to participate in walking trips.
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P H O T O S	PHOTO RELEASE: I, as the Parent/Guardian of the above named participant hereby authorize and consent to the use of his/her visual image by the South Orange Department of Recreation & Cultural Affairs for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment. _____ Check this box if you DO NOT consent to the Photo Release.
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I, the parent guardian of the above named registrant, a minor, have read the information provided on the Summer Playground Program, understand and agree to abide by the policies and procedures stated herein. I hereby give permission for my child to participate in the designated program. Additionally, by my signature, I do hereby waive, release, absolve, indemnify and agree to hold harmless the Township of South Orange Village, the South Orange Department of Recreation & Cultural Affairs, their employees, sponsors, organizers and volunteers for any claim arising out of any injury to my child as a result of their participation in this activity.

Signature: _____ Date: _____

Medical and Emergency Information

Authorization for Emergency Treatment

Child's Name: _____

Address: _____

Age: _____ Date of Birth: _____

Child's Doctor

Doctor's Name: _____

Address: _____ Telephone: _____

Medical Information

Existing Medical Problems: _____

Allergies: _____

Medicine(s) Child is taking: _____

Medicine(s) Child is Allergic to: _____

Insurance:

Company/HMO: _____

Group Number: _____

Identification #: _____

I, (we) state that I (we) are the parent(s)/ guardians(s) having legal custody of the above child and attest that the above information is correct. I (we) authorize the South Orange Department of Recreation and Cultural Affairs or Director's designee to obtain emergency treatment for my child. I consent to an x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor at a recognized medical facility, under the general or special supervision of a licensed physician or surgeon.

The following steps will be followed in an emergency

1. The parent or guardian will be contacted immediately.
2. The child's physician will be contacted.
3. There will be an attempt to contact you through any of the emergency persons listed on the child's application form.
4. If we cannot contact you or your child's physician, we will do any or all of the following.
 - a. Call for emergency paramedics assistance /transportation
 - b. Call another physician
 - c. Have the child transported to an emergency hospital in the company of a staff member.
5. The South Orange Department of Recreation & Cultural Affairs will not be responsible for complications that may occur as a result of false information given at the time of enrollment.

Parent Signature: _____ Date: _____

CHILD RELEASE

This form must be completed for children in GRADES 6-8 ONLY.

Please check one:

_____ I give permission for my child to be released from the South Orange Summer Playground Program on his/her own at the end of the day, unaccompanied by an adult.

_____ I do **NOT** give permission for my child to be released from the South Orange Summer Playground Program. He/she will remain at camp until an authorized adult picks him/her up.

Child's Name: _____ Grade: _____

Parent's Signature: _____

Date: _____

Any change in this authorization must be done by completing a new Child Release form.



PERMISSION TO ASSIST

This form to be submitted for Pre-K and Kindergarten age children only as necessary.



I give permission for the camp counselors of the South Orange Department of Recreation to assist my child in changing his/her clothing.

Child's Name: _____

Parent's Signature: _____

Date: _____

Swimming Pool Authorization Form

This form must be completed and returned with ALL applications



POOL USE POLICY

Children enrolled in the South Orange Summer Playground Program visit the Community Pool 2-3 times a week. Swimming periods are supervised by the pool staff. All counselors are present and on duty to assist the pool staff with the supervision of children during pool visits. Policies governing pool use during these visits are as follows:

KIDDIE CAMPERS are only permitted to use the WADING POOL (6-18 inches deep), NO EXCEPTIONS.

KINDERGARTEN children are only permitted to use the INTERMEDIATE POOL (18-36 inches deep), NO EXCEPTIONS.

GRADES 1-8 campers must establish that he/she is a "swimmer" before being permitted to use the MAIN POOL. In order to be classified as a "swimmer", the child must:

- 1) Submit a copy of an American Red Cross Swimmer's Card, any level, indicating their proficiency, OR
- 2) Pass a swimming proficiency test. This test will be conducted on the first camp pool day and again midway through the summer camp season.

Children in grades 1 through 8 unable to meet the above criteria will have limited access to some pool areas.

PARENTAL AUTHORIZATION

I have read and understand the above stated policies regarding visits to the South Orange Community Pool by children enrolled in the Summer Playground Program.

Child's Name: _____ Grade in Sept. 2017: _____

Parent's Name (please print) : _____

Parent's Signature: _____ Date: _____

ONLY PARENTS WITH CHILDREN IN GRADES 1 THROUGH 8 MUST COMPLETE BELOW

_____ I have attached a copy of my child's American Red Cross Swimmer's Card.

_____ I give permission for my child to take the established swimming proficiency test.

_____ I do NOT give permission for my child to take the established swimming proficiency test and understand that he/she will NOT be permitted to use the MAIN POOL during camp visits.

PLEASE NOTE: The Department of Recreation offers swim lessons at the Community Pool for all ages and ability levels. A complete schedule of swim lessons will be available by May 1st.

