

HAMILTON TOWNSHIP PUBLIC SCHOOLS
1876 Dr. Dennis Foreman Drive, Mays Landing, NJ 08330



Parent Handbook

PLEASE READ CAREFULLY AND KEEP FOR REFERENCE

General Information

Camp Blue Star Day Camp provides children with a unique recreational and learning experience. Located in The George Hess Educational Complex, 700 Babcock Road, Mays Landing NJ, Camp Blue Star offers campers a wide assortment of activities and challenges.

The camp schedule will feature special weeks when campers go all out doing new and different things. Our theme based programs will focus on fun and interesting educational activities in the academic areas of science, computers, language arts, math and art. There will always be something new and different going on at Camp Blue Star. We will offer to all campers a wide array of activities and challenges. Camp is about having summer fun; but it's also about so much more:

- learning to work together,
- make choices,
- take responsibility,
- develop creative skills,
- gain independence, and
- enhance self-esteem and self-reliance

are all necessary life skills that a camp environment is ideal to encourage.

Additional information is available by visiting www.campbluestar.org or by calling the Community Education Department at 476-6311.

Mission Statement

It is our goal to provide a stimulating, creative, and educational day camp program for the children of this community in a safe and controlled setting. We want every child to be challenged, both physically and mentally, and to excel to their greatest potential.

Do's and Don'ts for Camp

1. Camp hours are from 9AM to 4PM. Please be on time; children arriving late may not be able to enter the building. The camp entrance is in the **rear of the Hess School** (Café B entrance). All children must be signed in and out at the desk inside of the cafeteria.
2. Because of School and Union rules, **There will be no Camp on Monday, July 4th**, (the district will be closed to observe the holiday).
3. Before and After Camp care is available from 7AM to 9AM (camp start) and 4PM to 6PM. The cost is \$6.00 a day per session. We will be open at 7AM every day and close promptly at 6:00PM (please note there will not be an afternoon session on the last day of camp, Aug. 17th)
4. Camp is a fun and active place. All children will need to wear loose fitting clothing, shorts (weather permitting) and Camp T-Shirts every day, sneakers (**no open toe shoes**), and bring a bathing suit and towel every day.
5. All campers will receive snacks in the morning and afternoon but children must bring a bag lunch every day. Please note: the cafeteria is closed for the summer and all lunches will be kept in a refrigerator; there are no facilities for heating or cooking any items.
6. We strive to make camp an enjoyable experience for all involved, we expect all campers to be well behaved while at camp (school rules apply). Any camper receiving 3 referrals can be expelled from camp. There are **no refunds for children suspended or expelled from camp.**
7. Phone number for camp will be 476-6311 or cell # 517-0718. If we do not answer please leave a message.

What **NOT** to Bring.

Toys: Children should not be bringing items such as toys, trading cards, balls, etc. from home to camp.

Electronics: **Cell phones, iPods, MP3 players, handheld games, should not be sent with campers. Any child found with such items will have the item confiscated and will not have them returned until last day of camp.**

RULES AND REGULATIONS

1. Children attending the Camp Blue Star must be signed in by a parent or guardian. Under no circumstances is a child permitted to enter the program without being signed in. At the end of the camp day campers must be signed out by a parent or guardian no later than 6:00 p.m. No one under the age of 18 is permitted to pick-up a child. Please be prepared to give your password when picking up a child. There is a \$20.00 fee (due on arrival) for children picked up after 6:00 p.m. Repeated abuse of the 6:00 p.m. pick-up time will result in the child being dismissed from the Camp Blue Star Program.
2. Any child enrolled in Camp Blue Star who will be attending another activity in the same school must sign-in at Camp Blue Star before proceeding to the activity and must return to Camp Blue Star after the activity. Failure to comply with these procedures can result in losing the privilege to attend Camp Blue Star and or extracurricular activities.
3. A \$30.00 service fee will be charged to your account by our bank for each check returned.

No child will be permitted to attend Camp Blue Star without having been previously registered and a reservation packet filled out and payment received before attending.

Release of Children

Children will be released at the end of the day to the parent(s) or in an emergency only to the person authorized by the parent on the Camp Blue Star registration. All person's picking up children must know the personal password and be able to provide identification upon request. Any changes to this list must be made in writing and turned in at camp.

Procedures in unusual circumstances relative to release of children:

- ✓ If a child is not picked up by closing time the staff member will attempt to contact all person's authorized by parents. An hour after closing time, if all attempts to make alternative arrangements have failed staff members will contact the New Jersey Division of Youth and Family to assist in caring for your child.
- ✓ If parent or authorized person appears to be physically and/or emotionally impaired to the extent that in the judgment of the staff member, the child could be placed at risk or harmed if released, the staff member may not release the child to an impaired individual, but attempts will be made to contact child's other parent or authorized adult. If no alternate arrangements cannot be made the staff member will contact New Jersey Division of Youth and Family

PARENT INVOLVEMENT

If parents have any questions about your child's progress, the group program, etc., during the summer, please contact the Camp Directors for a conference. They will contact you for an appointment if they feel a need to discuss similar concerns.

Parents should not approach another child in the program about a problem related to their child. Please notify the Camp Leader who will communicate a resolution to you, accordingly. All issues will be resolved in an environment of mutual respect.

PLEASE NOTIFY THE CAMP DIRECTOR WHEN....

- Something is happening at home which may affect your child's feelings or behavior.
- You are or are not pleased with an area of the program.
- You need clarification of a procedure, communication, or request, etc.

CHILD ABUSE PREVENTION

The Division of Youth and Family Services asks that the following information be disseminated to all parents and staff:

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment or any other kind of child abuse, neglect or exploitation by any adult is required by state law to report such allegations to the DYFS office of child abuse control or any district office immediately. Reports may be made anonymously by telephone.

HEALTH AND SAFETY PRACTICES

The safety and health of children attending Camp Blue Star is of primary concern to the staff and administration. The school buildings are maintained by the school district according to state rules and regulations.

Camp Blue Star health practices include:

- Exclusion of children and staff with infectious diseases until they no longer present a health problem for themselves or others.
- Notification to families of any infectious diseases contracted by children and staff.
- Frequent hand washing by staff and children.
- Sound food-handling practices.

In the event of a child's illness during the program, any of the following actions may occur:

- An attempt will be made to notify the parent(s) regarding the situation. Parents will be given an indication of any action which may be taken and/or if there is a need for the child to be picked up early.

- The child will be isolated under the supervision of a staff member.
- In case of an emergency, the emergency squad will be called.

The parents can assist our health practices by planning for alternate care when your child is sick.

PLEASE NOTE: Staff members are not permitted to dispense medication. There is not a nurse on staff at camp, medical emergencies will be handled by calling 911 and having emergency responders access the situation. Guardians will be notified ASAP.

HOURS

The Camp Day starts at 9:00am till 4:00pm. Before Camp Program: 7:00 a.m. until 9:00am. After Camp Program: 4:00pm until 6:00 p.m.

Tuition and Fees

Registration	\$ 25.00
Tuition per Child	\$190.00/wk
Before Camp Program	\$ 6.00 per day
After Camp Program	\$ 6.00 per day
Late Pick-up Fee	\$ 20.00

A \$30.00 service fee will be charged to your account by our bank for each check returned.

All children must be signed out by 6:00 p.m. A password will be required to sign your child out of the program. There is a late pick-up fee of \$20.00 for any child that is signed out after 6:00 p.m. Abuse of timely pick-up can result in dismissal of your child from the program.

CREDITS/REFUNDS

Credits will only be issued to a child if there is an emergency school closing. **NO EXCEPTIONS.**

CUSTODY

If there are custody issues regarding your child, you will be responsible for the following:

- Providing the Camp Blue Star with a copy of the current custody papers before your child uses the program. PLEASE BRING A COPY OF YOUR CUSTODY PAPERS WHEN YOU REGISTER FOR THE PROGRAM. EVEN IF YOU GAVE US A COPY THIS PAST SCHOOL YEAR, WE NEED ANOTHER FOR THIS YEAR'S RECORDS.
- Providing the Camp Blue Star Program with a copy of any updated custody papers.
- If you do not submit updated papers to the Camp Blue Star Program, by law, the latest papers on file will be enforced.

BEHAVIOR MANAGEMENT/DISCHARGE POLICY

Camp Blue Star (CBS) operates under the premise that all children are entitled to a pleasant and harmonious environment. The CBS program is designed to be more relaxed and less structured than the school day. Positive behavior in children is encouraged through consistent expectations; realistic limits; predictable routines and procedures; activities that meet the needs, interests and the abilities of the children; and the support of the parents. Limits are set to ensure the safety of the whole group, to protect the rights of individual children, and to provide a positive atmosphere whereby children learn self-control and responsibility for their actions when acting alone or as part of the group.

Staff reinforcement of positive behavior is the preferred disciplinary technique. When negative behavior occurs a child may be redirected to another activity, asked to sit quietly for a short period of time, or asked to work out a solution with another child.

The CBS program cannot serve children who display chronically disruptive behavior. Disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior such as: physical or emotional harm to other children, persistent bullying, verbal harassment of peers or staff, unauthorized

departure from the grounds of the program, staff abuse, ignoring or disobeying the rules which guide behavior during CBS or behavior which requires constant attention from the staff. These examples of situations leading to termination are just examples, not exclusive causes. If a child cannot adjust to the CBS setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the CBS setting. Staff members consider the interest of the children in their group and seek their suggestions in planning the activity calendar and developing rules for their site. Staff members confer with parents of children who have special needs to help the children participate successfully in the program.

In fairness to all children, disruptive behavior will be handled through the following process:

1. The misbehaving child will be given time to sit quietly and think about his/her actions. The staff will speak privately with the child to determine the problem and seek solutions.
2. If a second time-out is given to the child in a single day, the staff will write an incident report. This report will be given to the parent or guardian to read and sign. A copy of the report will be sent to the Camp Blue Star office.
3. If a child receives three written behavior-related incident reports, the child will be suspended or expelled effective at the end of the day of the third report. During the first week of the suspension, the parents, CBS staff member, and the Coordinator and /or Supervisor will confer to collaboratively identify the problem, develop strategies to solve the problem and determine the conditions for reinstatement. **There will be no refunds or credits for a child suspended or removed from program for behavior reasons.**
4. If the severity of a problem is great enough to threaten the safety of the child or other children in CBS, discharge will be effective immediately, after the Counselor consults with the Camp Director and/or CE Director, who will notify the parent or emergency contact.

Emergency Contact Numbers
Community Ed Office 476-6311
Community Ed Director 517-0718 (cell)