



Carlstadt

Summer Recreation Program

2019

Information Packet

Director: Ashley Brown

CONTACT INFORMATION:

Name: Ashley Brown

Email: carlstadtsummerrec@gmail.com

Phone Number: (201) 245-6750

REGISTRATION:

Registration will take place on **Thursday, May 30th from 6:30-8:00** at Carlstadt Borough Hall, 500 Madison Street. Registration will also take place on Monday, **June 10th from 4:30-6:00** Carlstadt Borough Hall.

If you can't make it: Please be sure that your child's registration form and all 3 proofs of residency are given to a friend to hand in on the designated day.

Please be prepared to provide the following information at registration:

Completed Registration/Contact information form (attached)

Proof of Residency: (all 3)

Photocopy of your driver's license

Photocopy of your most recent utility bill

If your child attends Carlstadt Public School, they will be providing me with class lists so you **DO NOT** need to ask for a report card!

GENERAL INFORMATION AND PROCEDURE:

Eligibility:

This program is free of charge for Carlstadt Children who as of June 2019 have completed Pre-Kindergarten through those who completed 6th grade as of June 2019.

Schedule/Arrival and Departure/Bus

This Program will begin on July 1st and end on August 2nd and will be under the supervision of 1 director and 20 full time counselors, as well as part time counselors.

Drop Off / Pick Up:

Rec will run from 9 AM to 3 PM.

***Pick Up time is from 2:30-3:00, PLEASE do not be late.**

Recreation is not responsible for anything that happens to your child before or after the staff is present.

For the safety of the children, any child who is brought in late or needs to be picked up early, should locate and notify the director upon arrival or departure.

Please send a child with a note in the morning if he or she is to be picked up early. Our counselors will have them prepared to be picked up at your convenience.

Your child must be properly signed out. A child will only be released to an individual that is listed on the Registration/Contact Information form.

Bus:

There will be a bus service to and from CPS.

Lincoln School: pick up will be around 8:30 AM and drop off will be around 2:45 PM

3rd Street Park: pick up will be around 8:35 AM and drop off will be around 2:40 PM

If your child is scheduled to take the bus, they must be accompanied with a note.

Walking:

Those going into 5th, 6th, or 7th grade that are walking home will need a letter stating as such. They will not be dismissed until 2:45pm.

Rules and Regulations

Personal Items:

Recreation is **not responsible** for lost, stolen or broken personal items.

Cell phones brought to camp should be left in a personal backpack or bag.

If weather permits, we will have a sprinkler available some afternoons. A bathing suit can be worn under clothes, or could be brought to camp in the child's personal bag.

A towel and sunscreen is also recommended.

Water/Snack/Lunch

Water:

Cold tap water will be made available. It is highly recommended that campers bring a small reusable water bottle to camp. Refills will be made possible throughout the day.

Snack:

Please make sure that a snack is put in your child's backpack every morning. Snacks will not be provided by recreation.

Campers grades K-2 will have a set time for snack every morning.

Campers of other grade levels are also welcome to bring snacks of their own.

Lunch:

The Carlstadt Recreation Program will not provide lunch. Please send your child with lunch everyday. Lunch boxes or Brown Paper bags, are permitted to be brought to camp.

On Fridays, Rec will offer pizza for lunch and it will cost \$2 per slice. ***Remember that this option is only available on Fridays.*** Please have your child's money in an envelope with his or her name on it, this helps the counselors organize the money and determine how many slices their group needs.

Ice Cream will be available regularly; a specific schedule is not made for the ice cream truck at this time. We will establish the days for Ice Cream during the first week of camp.

Inclement Weather:

Please Note: If it is raining or the forecast calls for rain, it would be greatly appreciated that your child is either **kept home or picked up early**. We have a limited amount of space that we can keep the children in during inclement weather, sorry for the inconvenience.

Rules:

- 1. Be Nice!**
- 2. Be Safe!**
- 3. Have Fun!**

Campers are required to follow all camp rules set by both the director and by their assigned counselors. If there are repeat offenses by a camper, he or she may be suspended or dismissed from camp all together.

The recreation program DOES NOT administer any medication.

Days Off:

Carlstadt Recreation will **not** be open July 4th and July 5th!



We at Carlstadt Rec are looking forward to another great summer!!!

*****Please complete the following 2 Pages**

REGISTRATION FORM/ CONTACT INFORMATION

Bring these two pages completely filled out to sign ups on Monday May 30th or Thursday June 10th.

Also, I will need to see **3 proofs** of residency in order for your child to be eligible

Child's Name: _____

Age: ____ Birthdate: __/__/__ Current Grade: ____ (Grade in September 2019)

Address: _____, Carlstadt, NJ 07072

Phone Number (Best Way to Reach You): (____)-____-_____

Will he/she be taking the bus? Yes No

Third Street Park

Lincoln School

Mother/Guardian's name: _____

Home Phone Number:(____) _____ - _____

Cell Phone Number:(____) _____ - _____

Work Phone Number:(____) _____ - _____

Father/Guardian's name: _____

Home Phone Number:(____) _____ - _____

Cell Phone Number:(____) _____ - _____

Work Phone Number:(____) _____ - _____

Emergency Contact name: _____

Home Phone Number:(____) _____ - _____

Cell Phone Number:(____) _____ - _____

Work Phone Number:(____) _____ - _____

Physician's name: _____

Office Phone Number:(____) _____ - _____

Allergies/ Medications/ Health Condition Yes None

***If Yes, write medical conditions below.

***Please note, we DO NOT administer any medications

In addition to the above names, I may from time to time give the following adult(s) permission to pick up my child. On any such occasion, I will provide my child with a written note, with date, authorizing them to be picked up, which he/she will deliver to his/her counselor upon arrival at camp in the morning.

Name _____ Phone Number: (____) _____ - _____

Name _____ Phone Number: (____) _____ - _____

Name _____ Phone Number: (____) _____ - _____

I am the parent/guardian of _____ and hereby give my child permission to attend the Carlstadt Summer Rec program from July 1, 2019 through August 2, 2019. I have read the information packet and attest that my child meets the eligibility requirements and procedures as set forth in the information packet.

(Parent's Signature)

Date

Please provide the best email to reach you, I will be providing updates with entertainment and will be informing you of any cancellations.

My email address is: _____
(Please print clearly)