

Summer Recreation Sign Up

Please complete a SEPARATE form for EACH of your children!

* Indicates required question

1. Email *

2. Child's Name *

Summer Recreation Guidelines

Below you will find a document of the guidelines for the 2024 Summer Recreation Program. It is imperative that you read through this document thoroughly as it contains important information regarding rules and procedures for our program for this summer.

Carlstadt Summer Recreation is financed and administered by the governing body in the Borough of Carlstadt. Please keep this in mind that we have no direct affiliation with Carlstadt Public School.

CARLSTADT SUMMER RECREATION 2024



Information Packet

Director: Ashley Brown
Assistant: Danielle Bartlett

Registration Ends: May 17th

NEW SUMMER RECREATION GUIDELINES

- Carlstadt Summer Recreation is financed and administered by the governing body in the Borough of Carlstadt. Please keep this in mind that we have no direct affiliation with Carlstadt Public School.
- A \$5 non-refundable deposit per child per field trip must be **paid by June 25th** to secure your child(ren)'s spot for any field trips. ****Permission Slips and payment information will be sent in a later correspondence.****
- We will continue to utilize the same drop-off and pick-up procedures as last year, please see the next page for specific details.
- **As a reminder, drop off will be at 8:30. Any child dropped off after 8:45 will not be permitted to attend Summer Recreation for that day.**
- **Pickup Times- 11:30 or 2:30**
*These will be the only times you are able to pick up your child from Summer Recreation.

We will be utilizing a secure text messaging app to send you important updates throughout the summer. Information about signing up for the updates will be provided closer to the start of Summer Rec!



For urgent town/recreation updates please join:
<https://smart911.com/smart911/registration/registrationLanding.action>

For recent updates follow:



CONTACT INFORMATION:**Name:** Ashley Brown**Email:** carlstadtsummerrec@gmail.com**Phone Number:** 551-367-2580**REGISTRATION:**

Summer Recreation registration will be conducted online using the Google Form below.

Please be prepared to provide the following information when filling out the form:

Proof of Residency:

- If your child attends Carlstadt Public School, they will be providing me with class lists so you **DO NOT** need to upload any information.
- If your child does not attend CPS please provide us a copy of their report card.

GENERAL INFORMATION AND PROCEDURES:**Eligibility:**

This program is free of charge for Carlstadt Children who turn 4 by September 30th, 2024 through children who completed 6th grade as of June 2024.

Schedule/Arrival and Departure/Bus:

Program start and end dates will be confirmed May 1st.

In the event of extreme heat or inclement weather the program will be held as usual, however the schedule may be modified to accommodate having all children inside the school. There may also be instances where we may cancel or end camp early due to limited space within the school.

Children will be under the supervision of 1 director, 1 assistant, 2 senior counselors and at least 30 full time counselors.

Drop Off / Pick Up:

Rec will run from 8:30 AM to 2:30PM.

- **Drop Off** will be at 8:30 am. After 8:45 am campers will not be permitted to attend Summer Rec that day.
 - Any child that arrives before 8:30am may be unsupervised. Our staff is not required to be at the facilities until 8:25am.

- Recreation is not responsible for anything that happens to your child before 8:30 am.
 - **Pick Up** will be held at 11:30am or 2:30pm. (On trip days 11:30 pickup may vary.) Please make sure that you have your child picked up by 2:30pm.
- Summer Recreation drop off will take place in the parking lot by the cafeteria off Union Street. Parents will not be permitted to park in the parking lot to drop-off your child(ren). This will be a drop and go process. We ask that you refrain from stopping and getting out of your vehicle, so we can keep the process moving smoothly and to ensure campers are dropped off in a quick, safe manner.
- Pick up will also take place in the cafeteria parking lot off Union Street. Parents may park in the cafeteria parking lot for pickup. We will ask that you form two lines behind the cones to safely and quickly sign out your child(ren).
- 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.
- This will be strictly enforced, please inform any adult that will be picking up your child(ren) on any given day of this important procedure.

*Campers are not permitted to leave outside of these time frames. **PLEASE do not be late.**

Bus:

There will be a bus service to and from CPS.

Community Garden (Division Ave between 6th & 7th Street): pick up will be around 8:20 AM and drop off will be around 2:20 PM

Village Green Park (3rd Street): Pick up will be around 8:30 and drop off will be around 2:30PM

Due to bus availability we will have to take two trips to and from camp each day. There will be one trip to and from the Community garden and one trip to and from Village Green Park. Please be sure to accompany your child(ren) until the bus arrives at each stop. Counselors are not responsible for the children until the bus arrives.

Children will NOT be permitted to walk home from the bus stop without written permission from a parent/guardian.

***If you register your child to take the bus, they will be put on the bus each day unless a note is sent and dated that day excusing them from riding the bus home.**

Walking:

Campers going into 5th, 6th, or 7th grade are permitted to walk home at the end of the Summer Rec day. An additional Google Form will be sent to the parent(s)/guardian(s) of these campers closer to the start date.

***Please Note:** Campers walking will be dismissed at 2:15pm.

Rules and Regulations

Please review the important rules and regulations below with your child(ren).

The recreation program DOES NOT administer any medication.

Personal Items:

- Recreation is **not responsible** for lost, stolen or broken personal items (i.e. toys, electronics, sports equipment, etc.).
- **Cell phones and electronics brought to camp should be left in a personal backpack or bag, at all times. Electronics and cell phones are not to be used during summer recreation hours. If these items are seen throughout the day, they will be held by the director or assistant director until the end of the day.**
- 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 altogether.
- We will once again continue our **zero-tolerance policy**. If your child uses foul language, strikes another child or is involved in a bullying situation or group altercation, they will be suspended from the program. If suspended they will not be allowed to attend Summer Recreation for a predetermined number of days regardless of the schedule. Please remind your child that the Summer Recreation Program is an opportunity to make friends and have lots of fun in a safe manner.

Water/Snack/Lunch

Water:

Due to Summer Rec being outside, it is highly recommended that you supply your child with water for the entire day. Children are able to refill their water bottles using the school water fountains. Recreation does not provide bottles of water for the children.

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 Pre-K through 3rd grade 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 their name, grade level, and the number of slices they would like.** 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. It is recommended that your child(ren) bring their money for ice cream in an envelope with their name on it to give to their counselors in the morning when they arrive.

Trips:

We will be going on local trips again this summer. A permission slip and \$5 payment will be required for each child and each trip that they attend. Any child who does not have a completed permission slip will not be permitted to attend. On field trip days, only children who will be attending the trip are permitted to come to Summer Rec. All counselors and directors will be attending the trips.

****Permission Slips and payment information will be sent in a later correspondence.****

Please note: We will return from all field trips approximately between 11:30-12:00 for lunch. A message will be sent through **Remind** when we are returning to camp.

Rules:

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

Days Off:

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



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

3. Parent(s)/Guardian(s): Please type your name below after reading the Summer Recreation Guidelines to acknowledge that you have read and understand them. *

Camper's Information

4. Age *

5. Birthday *

6. Grade in September 2024 *

Mark only one oval.

PreK

Kindergarten

1st

2nd

3rd

4th

5th

6th

7th

7. Will your child be taking the bus? *

Mark only one oval.

Third Street Park

Division Ave (between 6th & 7th)

No Bus

8. Mother/Guardian's Name *

9. Mother/Guardian's Cell Phone *

10. Mother/Guardian's Work Phone

11. Mother/Guardian's Email *

12. Father/Guardian's Name *

13. Father/Guardian's Cell Phone *

14. Father/Guardian's Work Phone

15. Father/Guardian's Email *

16. Emergency Contact Name (If different from parent(s)/guardian(s) listed above.)

17. Emergency Contact Phone Number (If different from parent(s)/guardian(s) listed above.)

18. **Additional Authorized Pick-Up/Emergency Contact**

Please list the individuals allowed to pick up your child including their name, relationship to child, and phone number. Photo ID will be required.

Additional Information

Kindly take the time to answers these questions to help us best accommodate the needs of your child. Please note this information will be kept confidential.

19. Does your child suffer from any medical, physical, emotional, or behavioral conditions which might affect his/her safety/well-being while at camp? *

(Example: claustrophobia, asthma, allergies, heart condition, diabetes, autism, ADD/ADHD, etc.)

Mark only one oval.

Yes

No

20. If you selected "yes" in the question above, please specify the condition(s).

21. Medications (please list) *We DO NOT administer any medications* *

22. How does your child get along with other children? *

23. Any special instructions to help us further get to know your child in a timely manner since we are not affiliated with Carlstadt Public School. *

24. Will your child be attending Summer Learning Academy or ESY? *

Mark only one oval.

Yes

No

Not sure

Camper T-Shirt Sizes

25. Please select your child's t-shirt size. *

Mark only one oval.

- Youth Small
- Youth Medium
- Youth Large
- Adult Small
- Adult Medium
- Adult Large
- Adult X-Large

Parent/Guardian Signature

26. Stay up to date! Would you like to receive notification on how to sign up for our text message updates through our Remind app? *

Mark only one oval.

- Yes
- No

27. I am the parent/guardian and hereby give my child permission to attend the Carlstadt Summer Recreation program from July 1, 2024 through August 2, 2024. I have read the information packet and attest that my child meets the eligibility requirements and procedures as set forth in the information packet. *

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