

# CAMP HTSACC 2017

## Enrollment Materials

Camp will be held at Memorial Junior School!



HTSACC Office Numbers: 973-515-2449 973-637-5516 FAX

[lauren.mead@hanovertwpschools.org](mailto:lauren.mead@hanovertwpschools.org)

[htsacc@hanovertwpschools.org](mailto:htsacc@hanovertwpschools.org)

Please contact the office directly with any questions

### IMPORTANT INFORMATION FOR THIS YEAR

**\*\*\*RATES ARE NOT INCREASING THIS YEAR!\*\*\***

- ❖ Camp HTSACC is **ELECTRONICS FREE!!** No electronic devices are permitted at camp! This includes cell phones, iPads, laptops, tablets, handheld games, etc.
- ❖ We are continuing "Monday Fundays", Trip day is Tuesday, and pool days are Wed. & Thurs!
- ❖ The "**Simply Gourmet**" Lunch Program is continuing! Information will be available at registration!

- ❑ This packet is good for registering 1 or 2 children; please make copies for additional children if needed.
- ❑ Bring the entire **completed** packet with you to registration.
- ❑ **All registration is In-Person!** All camp fees and tuition are due in three payments -Please see inside for details
- ❑ It is very important that you thoroughly read and understand the entire contents of this packet **BEFORE** registering. **HTSACC will strictly adhere to the policies within.** Please fill out paperwork carefully and **in pen**. Please sign all documents requiring your signature.

#### **In person registrations:**

|           |       |                        |                   |
|-----------|-------|------------------------|-------------------|
| Last name | A - F | Wednesday May 10, 2017 | 6:00 PM - 7:30 PM |
|           | G - L |                        | 7:30 PM - 9:00 PM |
|           | M - R | Thursday May 11, 2017  | 6:00 PM - 7:30 PM |
|           | S - Z |                        | 7:30 PM - 9:00 PM |

**\*\*\*All registrations will be held in the Memorial Junior School Library\*\*\***

**This is your ONLY opportunity to register for Camp HTSACC - please call the office with questions or concerns!**

**\*\*Would you like more information? Join us for the Camp HTSACC 2017 Information Session\*\***  
Memorial Junior School IMC 7 PM - 8 PM Thursday April 20, 2017

## Camp HTSACC General Information

**Description:** The Hanover Township School Age Child Care program operates Camp HTSACC for children who are residents of Hanover Township and entering grades K-8. Camp HTSACC balances scheduled activities and a relaxed environment that is fun, safe and enriching. Camp HTSACC offers enrollment options to accommodate the many childcare needs of the families in Hanover Township. As with our school year program, Camp HTSACC operates as a totally self-sustaining program under the auspices of the Board of Education. HTSACC uses the tuition paid by program participants to support all of our programs and activities.

### Enrollment Options:

| <u>General Program</u> | <u>Hours</u> | <u>Choose</u>        |
|------------------------|--------------|----------------------|
| Full Day Camp          | 8:30-4:30    | 2 to 5 days per week |
| <u>Extended Care</u>   |              |                      |
| Before Care            | 7:30-8:30    | 2 to 5 days per week |
| After Care             | 4:30-6:00    | 2 to 5 days per week |

**Location:** Camp HTSACC will operate at Memorial Junior School. Camp HTSACC utilizes a number of classrooms and large group rooms throughout the building such as the gyms, cafeteria, library, and field areas.

**Camp Drop off:** Enter the school driveway from Highland Ave. and pull up to the **main** entrance, stopping at the cones. Your children will exit the car there – our staff will be there to assist – and they will enter the cafeteria to be signed in. If possible, please have your child seated on the right side of your car and have everything with them, ready to exit the vehicle. **You can park and walk your child in, but please be very careful!** As always, drop-off is not a time to share information or conference with the counselor! If necessary – after you drop your child off – please park in the lot and go to the Commons door to be admitted.

**\*\*\*Our valet drop off will be available from 8:30-8:45. If you arrive after 8:45, please park in the lot, walk with your child to the Commons door, and ring the bell to be admitted. After 8:45, children MUST be escorted into the building with an adult.**

**Camp Pick-up:** Pick-up will be in the Commons and you are required to enter the building to sign your children out. Please park in the lot and enter through the commons door. Your child/ren will be with their counselors and they will have the sign out sheets.

**\*\*\*If you must pick up your child before 4:15, you will enter the building through the commons door and wait in the lobby while we get your child. Please understand that this may take as long as 10 minutes, depending on where your child is when you arrive! At 4:15 that door will be closed, and you will have to wait until 4:30 to pick up your child. There are too many children moving from activities to their home base and then to the Commons for dismissal to allow us to get your child during that 15 minute period. Please plan accordingly.\*\*\***

Please note: Due to increased school security, doors will be locked at all times during the camp day and you will be required to knock on the door to be admitted. Please have photo ID ready, as it may be requested. Please notify all people on your pick-up list that they must have ID as well. If someone who isn't on your original list will be picking up your child – even if the person is a parent in our Camp program – we must receive written approval from you PRIOR to their arrival. If a person isn't on your authorized list and we have not received written permission, they will be denied admission to the building until we can contact a parent or guardian.

| <b>If you are enrolled</b> | <b>Drop Off is at</b> | <b>Drop off Location</b>     | <b>Pick up is at</b> | <b>Pick Up Location</b> |
|----------------------------|-----------------------|------------------------------|----------------------|-------------------------|
| <b>Full Day Camp</b>       | 8:30                  | Driveway in front of Commons | 4:30                 | Commons                 |
| <b>Before Care</b>         | 7:30                  | Cafeteria                    | X                    | X                       |
| <b>After Care</b>          | X                     | X                            | 6:00                 | Cafeteria               |

Please ARRIVE & DEPART AS SCHEDULED and transitions will be smooth for parents, children, and staff.

**Before and After Care Drop-off and Pick-up:** Both programs will be held in the Cafeteria. Please park in the lot and walk to the cafeteria. You will ring the bell as usual to be admitted and then sign your child in or out.

**Monday FunDay –** Events are planned between 2:00 and 4:00 PM. If possible, please plan to pick-up at 4:30 on Mondays to allow the children time to participate in the activities.

**Tuesday Trip Days:** All children that are registered on Tuesday must attend the planned field trips. **We do not leave anyone at camp.** If a scheduled trip is not desired, please do not register for that day. Please arrive at 8:30 as we board the busses at 9:00. **We do not hold busses waiting for children to arrive after 9:00 AM.** Most trips are a full day, so please do not expect us to return prior to 4:30 PM. On longer distance trips, please understand if we arrive home later due to traffic. If we do arrive back to school prior to 4:15, please wait in your car until the busses are gone and the children are all in the building. It is best to plan your Tuesday pick-up for 4:30.

**Extended School Year:** If your child attends the Extended School Year program, they can either come to camp and take the shuttle to BMS, or you can take them directly to BMS, depending on the time of their first session. They will be returned to us by shuttle when their sessions are complete. On pool days, if their schedule allows, they will be dropped off at the pool by the shuttle and met by a staff member. They will return to camp on the bus with their group. **\*\*\*Please note – you must choose to attend ESY or the Tuesday Field Trips. If you will not be attending ESY, you must notify them.**

**Swimming:** Children must be at camp by 9:00AM and ride the bus over to the Bee Meadow Pool. We do not hold busses waiting for children who arrive late. If you miss the bus, you must wait until we return to camp at noon to drop off your child/ren.

**Security:** Please DO NOT open the doors for another parent or allow another person to enter behind you! We are enforcing much stricter security guidelines than in past years, and every person must be either visually or photo ID'd prior to gaining admittance to the building. This may take a bit longer, but it is for the safety and security of your child/ren.

**Sign In & Sign Out:** All parents, authorized adults and visitors, must sign in and out of the building.

**Staff:** Camp HTSACC staff consists of certified teachers, college students and high school students. The staff is trained in First Aid, CPR and various elements of childcare and development.

**Groups:** Children are separated into groups based on the grade they are entering in September 2017. The groups combine for swimming and large group activities. Each grade group has a Leader and additional staff based on the number of children enrolled. Children are further separated into groups to provide age appropriate programming. Which are called:

**Juniors:** Kindergarten through 3<sup>rd</sup> Grade

**Seniors:** 4<sup>th</sup> through 8<sup>th</sup> Grade

## Camp HTSACC Program Description & Schedule

The day provides a mix of planned activities and choice for the children. The following is a description of the program schedule and content:

- ❑ **Before Care & Breakfast:** A light breakfast is served for children registered in Before Care from 7:30 until 8:30 in the cafeteria. Quiet activities & games are also available for the children.
- ❑ **Home Base:** The day starts and ends in designated classrooms called “**home base**”. The children then move around the building to participate in a number of fun and exciting activities.
- ❑ **Activities:** Staff plans a variety of activities in which the children participate in sports and athletics, creative arts, and educational activities. Activity periods occur daily.
- ❑ **Swimming:** Camp HTSACC goes to the Bee Meadow Pool on Wednesdays & Thursdays from 10:00am to 11:30am. Children can come to the program dressed to swim or can change prior to departure for the pool. Children can change again when they return from the pool. No showering or changing will occur at the pool.
- ❑ **Lunch:** Children are required to bring a NON-PERISHABLE lunch each day (lunches are NOT refrigerated, so please plan accordingly). There are microwaves at MJS, but there are NO MICROWAVES on field trips. Optional: lunch can be purchased through Simply Gourmet.
- ❑ **Snack:** HTSACC will provide a light snack each day beginning at 2:30 PM in the cafeteria.
- ❑ **Friday Special Events:** Events such as carnivals, game shows, and camp Olympics are organized and run by camp staff.
- ❑ **After Care:** After 4:30pm children will be together in the cafeteria and have quiet games and activities until 6:00pm. An additional snack will be provided at 5:00pm.

### Sample Weekly Schedule (Monday, Wednesday, Thursday, Friday)

7:30 Before Care & Breakfast  
8:30 Cafetorium/ Drop-off period  
9:00 Activity 1  
10:00 Activity 2  
11:00 Activity 3  
11:45 Lunch/Recess  
12:30 Lunch/Recess  
1:15 Homebase  
1:30 Activity 4  
2:30 Snack  
3:00 Activity 5  
4:00 Home base/Pick-up  
4:30 After Care  
6:00 Last Pick-up

#### **It's Summer!!**

*Campers should wear weather appropriate clothing and footwear (sneakers or other closed toe shoes). All outdoor activities will be monitored for excessive temperatures - please understand that your child may be indoors on a sunny day if the outside temperature is too high!*

**Field Trip Reminder** – children should carry only what they need, including lunch, in the small backpack that HTSACC provides.

**\*Wednesday & Thursdays 9:30-11:30=Swimming at Bee Meadow Pool**

**\*Monday & Friday afternoons include a special activity**

**\*Tuesdays are Trip Days!! All campers registered will attend the trip**

**\*Activities – Campers will have an option of participating in the activity or staying in their home base location**

### Monday Funday Events

| Week | Date      | Event   | Description           | Website  |
|------|-----------|---|-----------------------|--|
| 1    | June 26   | Reading Rocks                                   | Magic & Literacy      | <a href="http://www.joeholiday.com/reading-rocks">www.joeholiday.com/reading-rocks</a> |
| 2    | July 3    | Closed for July 4 <sup>th</sup> !               |                       |  |
| 3    | July 10   | Foot & Fiddle Dance                             | Line Dancing          | <a href="http://www.footandfiddle.com">www.footandfiddle.com</a>                       |
| 4    | July 17   | Hip Hop Fundamentals                            | Hip Hop Dancing       | <a href="http://www.yanjep.com">www.yanjep.com</a>                                     |
| 5    | July 24   | Family Picnic, DJ, Face painting & Balloon art! |                       | 3:30 – 6:00 Families Welcome!  |
| 6    | July 31   | Junk Jam Band                                   | Recycled Music        | <a href="http://www.yanjep.com">www.yanjep.com</a>                                     |
| 7    | August 7  | Brain Wash Game Show                            | Interactive Game Show | <a href="http://www.brainwashgameshow.com">www.brainwashgameshow.com</a>               |
| 8    | August 14 | Variety Show                                    | Magic Show            | <a href="http://www.horizonqiggles.com">www.horizonqiggles.com</a>                     |

### Tuesday Field Trips

| Week | Date      | Destination   | Description                                    | Website  |
|------|-----------|---|--|--|
| 1    | June 27   | Tomahawk Lake   | Water Park                                     | <a href="http://www.tomahawklake.com">www.tomahawklake.com</a>   |
| 2    | July 4    | CLOSED FOR THE 4 <sup>th</sup> of JULY  |  |  |
| 3    | July 11   | Turtle Back Zoo (K-3)<br>Medieval Times (4-8)<br><i>**Lunch included for 4-8 graders**</i>                        | Zoo<br>Jousting Show                           | <a href="http://www.turtlebackzoo.com">www.turtlebackzoo.com</a><br><a href="http://www.medievaltimes.com">www.medievaltimes.com</a>   |
| 4    | July 18   | iPlay America   | Indoor Arcade                                  | <a href="http://www.isplayamerica.com">www.isplayamerica.com</a>   |
| 5    | July 25   | Kidz Village (K-3)<br>Rockaway Lanes (4-8)<br>Green Meadows Farm (PM)<br><i>**LUNCH INCLUDED FOR ALL GRADES**</i> | Indoor Playground<br>Bowling<br>Petting Zoo    | <a href="http://www.kidzvillage.org">www.kidzvillage.org</a><br><a href="http://www.rockawaylanes.com">www.rockawaylanes.com</a><br><a href="http://www.greenmeadowsfarmnj.com">www.greenmeadowsfarmnj.com</a>   |
| 6    | August 1  | Somerset Patriots<br><i>**LUNCH INCLUDED!**</i>   | Baseball Game                                  | <a href="http://www.somersetpatriots.com">www.somersetpatriots.com</a>   |
| 7    | August 8  | Florham Park Roller Rink<br>1:30pm-3:30pm   | Roller Skating                                 | <a href="http://www.florhamparkrollerrink.com">www.florhamparkrollerrink.com</a>   |
| 8    | August 15 | Rizzo's Wildlife (K-3)<br>Funplex (4-8)<br>AMC Movie Theater (PM)   | Animals/Reptiles<br>Indoor Amusement<br>Movies | <a href="http://www.rizzoswildlife.com">www.rizzoswildlife.com</a><br><a href="http://www.funplexeasthanover.com">www.funplexeasthanover.com</a><br><a href="http://www.amctheatres.com">www.amctheatres.com</a> |

\*\*\*Please note – EVERY camper will be required to bring a disposable bag lunch, including a beverage, on EVERY full day, non-lunch trip! We have found that it is too time consuming for the campers to purchase lunch at most of the venues, and we often go over our lunch period (the time assigned by the venue) due to long lines! You can send money for a snack or gift shop, and we will stop if time allows.

## Camp HTSACC Registration Information/Enrollment Guidelines/Fees

**Registration:** All registration for 2017 is In-person.

We will hold two in-person registration dates this year in the Memorial Junior School Library (IMC):

- Wednesday, May 10, 2017 from 6:00 PM – 7:30 PM – Last name A – F
- Wednesday, May 10, 2017 from 7:30 PM – 9:00 PM – Last name G – L
- Thursday, May 11, 2017 from 6:00 PM – 7:30 PM – Last name M – R
- Thursday, May 11, 2017 from 7:30 PM – 9:00 PM – Last name S – Z

**Summer Enrollment Fee:** All enrollees of Camp HTSACC must pay a **non-refundable fee of \$25 per family** that is required when you register. Confirmations and additional camp information will be mailed to you no later than June 9, 2017. Your cancelled check for the registration fee and 33% of your total summer fees will be your receipt.

**Fee Payment:** The \$25.00 family registration fee and either payment in full, less the 5% discount, OR 33% of your TOTAL summer fees are due at registration by check. The second 33% of total summer fees is due on or before June 9, 2017. If payment is not received, your registration will be put on hold until it is received. The final payment of 34% is due on or before July 14, 2017. If this payment is not made, camp attendance will be suspended until all accounts are current. If you are facing financial hardship and wish to discuss a payment plan, please call the office for more information.

A check or money order **made payable to: HTSACC** should be MAILED to **HTSACC, 61 Highland Avenue Whippany, New Jersey 07981** or can be put into the **secure Drop Box outside of the HTSACC office**. At no time should payments be given to program staff. HTSACC office hours: M-Th, 9AM-3 PM and Friday 9AM-1PM, or by appointment.

**Reduced fees:** Reduced childcare fees are available for enrollees of HTSACC programs, provided certain criteria are met. If you would like more information please contact HTSACC for a Reduced Fee application.

**Schedule Changes:** Two (2) schedule changes will be allowed, per family, before June 9, 2017 at a charge of \$25.00 per change. No changes will be accepted after June 9<sup>th</sup>. Changes to your child’s schedule after registration can only be accommodated **if space is available**. Changes must be made **IN WRITING** and **received by June 9, 2017 at noon**. There are no refunds, credits or make up days due to absence.

# Camp Fees & Hours

Fees are per WEEK

| Enrollment Options & Hours         | # Child(ren) | 5 Days | 4 Days | 3 Days | 2 Days |
|------------------------------------|--------------|--------|--------|--------|--------|
| <b>Full Day Camp</b>               | 1            | \$230  | \$180  | \$145  | \$100  |
| 8:30-4:30                          | 2            | 450    | 352    | 284    | 196    |
| <b>Before Care/Camp</b>            | 1            | 265    | 208    | 166    | 114    |
| 7:30-4:30                          | 2            | 520    | 408    | 326    | 224    |
| <b>Camp/After Care</b>             | 1            | 280    | 220    | 175    | 120    |
| 8:30-6:00                          | 2            | 550    | 432    | 344    | 236    |
| <b>Before Care/Camp/After Care</b> | 1            | 315    | 248    | 196    | 134    |
| 7:30-6:00                          | 2            | 620    | 488    | 386    | 264    |

### Additional Camp Fees

**Summer Enrollment:** \$25 per family

**Schedule Changes:** \$25 per request before 6/9/17. No changes after that date. Limit 2 changes per family.

**Camp HTSACC T-shirt:** 1 t-shirt per child is included, \$10 per extra shirt

**Late Pick-Up Fee:** \$15.00 per 15 minute increment or part thereof – per child. More than 4 offenses may result in termination of program services.

**Emergency Extended Care Hours:** If you need care beyond enrolled hours, you must **contact the HTSACC office in writing by NOON (fax to 973-637-5516)** on the day before care is needed for Early Birds or **NOON on** the day After Care is needed. The fee is: \$10 per child for before care and \$20 per child for after care, billed and due following attendance.

**Payment Reminder:** If payments are not received when due, camp privileges will be suspended.

**IMPORTANT REMINDER:**

If your child/ren attended HTSACC in the 2016-2017 school year, your account must be paid in full by May 31, 2017 (the final day for June 2017 HTSACC payments) or your registration will be returned. **NO APPLICATIONS** will be processed until your account is current! Please call the office at 973-515-2449 for a current account statement.

One form per child

CAMP HTSACC 2017 ENROLLMENT

One form per child

Hanover Township School Age Child Care ~61 Highland Ave.~ Whippany, NJ~ 07981~ 973-515-2449 FAX: 973-637-5516

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M F

Last First

Grade entering in Fall 2017: \_\_\_\_\_ School currently attending: \_\_\_\_\_ T-Shirt Size (circle): YOUTH ADULT XS S M L XL

Home Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Are you a member of Bee Meadow Pool? Yes \_\_\_\_\_ No \_\_\_\_\_

Registration Guidelines:

- Minimum Enrollment: 2 Days per week.

Choose carefully, only 2 changes accepted until 6/9/2017 at a charge of \$25.00 per change.

There will be NO changes accepted after 6/9/2017

- One Enrollment Form PER Child. Duplicate as necessary & input fees on one sheet.

Tuesday Field Trips

- Week 1 Tomahawk Lake
Week 2 Closed for July 4th
Week 3 Turtle Back Zoo (K-3) Medieval Times (4-8)
Week 4 iPlay America
Week 5 Kidz Village (K-3: AM) Rockaway Lanes (4-8: AM) Green Meadows (PM)
Week 6 Somerset Patriots
Week 7 Roller Rink (PM only)
Week 8 Rizzo's Wildlife (K-3: AM) Funplex (4-8: AM) AMC Movies (PM)

Table with 8 columns (Week #1 to Week #8) and 4 rows (Choose Days, PLUS, Fee \$, and checkboxes for days and care options).

Camp Fees & Hours

Table with 6 columns (Enrollment Options Hours, # Child(ren), 5 Days, 4 Days, 3 Days, 2 Days) and 6 rows (Full Day Camp, Before Care/Camp, Camp/After Care, Before Care/Camp/After Care).

Payments Due: To be filled out at registration by HTSACC staff

May 10th/11th \$25.00 Family Registration \$25.00 On or before June 9th On or before July 14th

33% of total camp fees (33% of total camp fees) (34% of total camp fees)

Total of Reg. fee and 33% due tonight Check Number for tonight's payment

\*\*\*5% discount for paying in full at registration? Yes No If Yes, Total Camp fees paid at Registration (incl. reg. fee)

Worksheet: Total Camp Fees minus 5% discount equals New Total Add \$25.00 Reg. Fee

## Camp HTSACC 2017 Enrollment Agreement

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade in Sept. '17: \_\_\_\_\_

The Camp HTSACC 2017 Enrollment Agreement must be **signed** by the parent or guardian and returned to validate child's enrollment in the program. By your signature below, you have thoroughly read, understood and agree to abide by the information included in the Program Description, Enrollment Form and the Enrollment Agreement that includes the following:

1. You are enrolling your child named above in the Hanover Township School Age Child Care program located at Memorial Junior School for the days you have selected on the registration form.
2. Enrollment is required to be a MINIMUM of two days per week.
3. You must submit the NON-REFUNDABLE \$25 Summer Enrollment Fee along with the registration materials to validate enrollment.
4. Confirmation packets and additional camp materials will be sent out no later than June 9, 2017.
5. You must keep your Family/Health information up to date and complete for safety/emergency purposes.
6. You are responsible for fees according to the enrollment on the reverse side.
7. **Payments must be made according to the schedule on the registration paperwork - 33% at registration, 33% on or before June 9, 2017, 34% on or before July 14, 2017.**
8. You are entitled to change your child's schedule two times until June 9, 2017. You will be charged a Schedule Change Fee for each change made to your child's schedule. Fee: \$25 per change. If the changes you make result in a change in your payment, we will notify you by mail. **Changes resulting in a refund to fees paid at registration will be issued as a credit to a future HTSACC program.**
9. Changes to your child's schedule can only be accommodated **if space is available.**
10. There are no refunds, credits or make up days due to absence.
11. An authorized adult that is listed on the Family/Child Information form must sign your child in and out of the program each day.
12. The HTSACC program staff will assume full responsibility for your child from the time they are signed in, until the time they are signed out.
13. Transportation to and from Camp HTSACC is your responsibility. No bus transportation will be provided.
14. You give permission for your child to attend the Field Trip locations that you have registered for on the Enrollment Form.
15. You give permission for your child to ride on the provided school bus to the Bee Meadow Pool in Whippany, NJ and to field trips as enrolled.
16. Your child must be picked up by the end time of the program(s) in which they are enrolled.
17. **You will be fined \$15 for each 15 minute increment or part thereof – per child - for pick-up any time later than enrolled.** The fourth occurrence will result in enrollment termination.
18. Your child should not be dropped off before the start time of the program(s) enrolled. If you child is dropped off early they will be brought to the Before Care program and you will be billed for an unscheduled attendance. Before Care cannot open before 7:30 AM.
19. HTSACC reserves the right to amend the program's daily schedule without notice due to weather or any other reason deemed necessary.
20. I hereby grant permission to the HTSACC Program to use the name/or likeness of my child named above, while they are attending the Camp HTSACC in all out-of-school media types including: news releases, photographs, audiotapes, videotapes, internet transmissions, and any publication or news release that may be used by or for the HTSACC program while my child is attending the Camp HTSACC  
YES \_\_\_\_\_ NO \_\_\_\_\_

Signature **X**: \_\_\_\_\_ Date: \_\_\_\_\_



One form per child

**CAMP HTSACC 2017 ENROLLMENT**

One form per child

Child's Name: \_\_\_\_\_ Age: \_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M F  
Last First  
**Grade entering in Fall 2017:** \_\_\_\_\_ **School currently attending:** \_\_\_\_\_ **T-Shirt Size (circle):** YOUTH ADULT XS S M L XL  
 Home Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Are you a member of Bee Meadow Pool? Yes \_\_\_\_\_ No \_\_\_\_\_

**Registration Guidelines:**  
 Minimum Enrollment: 2 Days per week.  
 Choose carefully, only 2 changes accepted until 6/9/2017 at a charge of \$25.00 per change.  
**There will be NO changes accepted after 6/9/2017**  
 One Enrollment Form **PER** Child. Duplicate as necessary & input fees on one sheet.

**Tuesday Field Trips**  
 Week 1 Tomahawk Lake  
 Week 2 Closed for July 4<sup>th</sup>  
 Week 3 Turtle Back Zoo (K-3)  
 Medieval Times (4-8)  
 Week 4 iPlay America  
 Week 5 Kidz Village (K-3)  
 Rockaway Lanes (4-8)  
 Green Meadows (PM)  
 Week 6 Somerset Patriots  
 Week 7 Roller Rink (PM only)  
 Week 8 Rizzo's Wildlife (K-3)  
 Funplex (4-8)  
 AMC Movies (PM)

| Week #1  | Week #2  | Week #3  | Week #4  |
|--|--|--|--|
| <u>CHOOSE DAYS-</u><br>Minimum of 2  | <u>CHOOSE DAYS-</u><br>Minimum of 2  | <u>CHOOSE DAYS-</u><br>Minimum of 2  | <u>CHOOSE DAYS-</u><br>Minimum of 2  |
| <input type="checkbox"/> Mon. 6/26<br><input type="checkbox"/> Tue. 6/27<br><input type="checkbox"/> Wed. 6/28<br><input type="checkbox"/> Thu. 6/29<br><input type="checkbox"/> Fri. 6/30 | <input type="checkbox"/> CLOSED<br><input type="checkbox"/> CLOSED<br><input type="checkbox"/> Wed. 7/5<br><input type="checkbox"/> Thu. 7/6<br><input type="checkbox"/> Fri. 7/7      | <input type="checkbox"/> Mon. 7/10<br><input type="checkbox"/> Tue. 7/11<br><input type="checkbox"/> Wed. 7/12<br><input type="checkbox"/> Thu. 7/13<br><input type="checkbox"/> Fri. 7/14 | <input type="checkbox"/> Mon. 7/17<br><input type="checkbox"/> Tue. 7/18<br><input type="checkbox"/> Wed. 7/19<br><input type="checkbox"/> Thu. 7/20<br><input type="checkbox"/> Fri. 7/21 |
| <b>PLUS</b><br><input type="checkbox"/> Before Care<br><input type="checkbox"/> After Care   | <b>PLUS</b><br><input type="checkbox"/> Before Care<br><input type="checkbox"/> After Care   | <b>PLUS</b><br><input type="checkbox"/> Before Care<br><input type="checkbox"/> After Care   | <b>PLUS</b><br><input type="checkbox"/> Before Care<br><input type="checkbox"/> After Care   |
| Fee \$ _____   | Fee \$ _____   | Fee \$ _____   | Fee \$ _____   |
| Week #5  | Week #6  | Week #7  | Week#8   |
| <u>CHOOSE DAYS</u><br>Minimum of 2   | <u>CHOOSE DAYS</u><br>Minimum of 2   | <u>CHOOSE DAYS</u><br>Minimum of 2   | <u>CHOOSE DAYS</u><br>Minimum of 2   |
| <input type="checkbox"/> Mon. 7/24<br><input type="checkbox"/> Tue. 7/25<br><input type="checkbox"/> Wed. 7/26<br><input type="checkbox"/> Thu. 7/27<br><input type="checkbox"/> Fri. 7/28 | <input type="checkbox"/> Mon. 7/31<br><input type="checkbox"/> Tue. 8/1<br><input type="checkbox"/> Wed. 8/2<br><input type="checkbox"/> Thu. 8/3<br><input type="checkbox"/> Fri. 8/4 | <input type="checkbox"/> Mon. 8/7<br><input type="checkbox"/> Tue. 8/8<br><input type="checkbox"/> Wed. 8/9<br><input type="checkbox"/> Thu. 8/10<br><input type="checkbox"/> Fri. 8/11    | <input type="checkbox"/> Mon. 8/14<br><input type="checkbox"/> Tue. 8/15<br><input type="checkbox"/> Wed. 8/16<br><input type="checkbox"/> Thu. 8/17<br><input type="checkbox"/> Fri. 8/18 |
| <b>PLUS</b><br><input type="checkbox"/> Before Care<br><input type="checkbox"/> After Care   | <b>PLUS</b><br><input type="checkbox"/> Before Care<br><input type="checkbox"/> After Care   | <b>PLUS</b><br><input type="checkbox"/> Before Care<br><input type="checkbox"/> After Care   | <b>PLUS</b><br><input type="checkbox"/> Before Care<br><input type="checkbox"/> After Care   |
| Fee \$ _____   | Fee \$ _____   | Fee \$ _____   | Fee \$ _____   |

**Camp Fees & Hours**

| Enrollment Options<br>Hours        | #<br>Child(ren) | 5<br>Days | 4<br>Days | 3<br>Days | 2<br>Days |
|------------------------------------|-----------------|-----------|-----------|-----------|-----------|
| <b>Full Day Camp</b>               | 1               | \$230     | \$180     | \$145     | \$100     |
| 8:30-4:30                          | 2               | 450       | 352       | 284       | 196       |
| <b>Before Care/Camp</b>            | 1               | 265       | 208       | 166       | 114       |
| 7:30-4:30                          | 2               | 520       | 408       | 326       | 224       |
| <b>Camp/After Care</b>             | 1               | 280       | 220       | 175       | 120       |
| 8:30-6:00                          | 2               | 550       | 432       | 344       | 236       |
| <b>Before Care/Camp/After Care</b> | 1               | 315       | 248       | 196       | 134       |
| 7:30-6:00                          | 2               | 620       | 488       | 386       | 264       |

**Payments Due: To be filled out at registration by HTSACC staff**  
 May 10<sup>th</sup>/11<sup>th</sup> \$25.00 Family Registration \_\_\_\_\_ \$25.00 \_\_\_\_\_ **On or before June 9<sup>th</sup>** \_\_\_\_\_ **On or before July 14<sup>th</sup>** \_\_\_\_\_  
 33% of total camp fees \_\_\_\_\_ (33% of total camp fees) (34% of total camp fees)  
 Total of Reg. fee and 33% due tonight \_\_\_\_\_ Check Number for tonight's payment \_\_\_\_\_  
 \*\*\*5% discount for paying in full at registration? Yes No If Yes, Total Camp fees paid at Registration (incl. reg. fee) \_\_\_\_\_  
 Worksheet: Total Camp Fees \_\_\_\_\_ minus 5% discount \_\_\_\_\_ equals New Total \_\_\_\_\_ Add \$25.00 Reg. Fee

## Camp HTSACC 2017 Enrollment Agreement

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade in Sept. '17: \_\_\_\_\_

The Camp HTSACC 2017 Enrollment Agreement must be **signed** by the parent or guardian and returned to validate child's enrollment in the program. By your signature below, you have thoroughly read, understood and agree to abide by the information included in the Program Description, Enrollment Form and the Enrollment Agreement that includes the following:

21. You are enrolling your child named above in the Hanover Township School Age Child Care program located at Memorial Junior School for the days you have selected on the registration form.
22. Enrollment is required to be a MINIMUM of two days per week.
23. You must submit the NON-REFUNDABLE \$25 Summer Enrollment Fee along with the registration materials to validate enrollment.
24. Confirmation packets and additional camp materials will be sent out no later than June 9, 2017.
25. You must keep your Family/Health information up to date and complete for safety/emergency purposes.
26. You are responsible for fees according to the enrollment on the reverse side.
- 27. Payments must be made according to the schedule on the registration paperwork - 33% at registration, 33% on or before June 9, 2017, 34% on or before July 14, 2017.**
28. You are entitled to change your child's schedule two times until June 9, 2017. You will be charged a Schedule Change Fee for each change made to your child's schedule. Fee: \$25 per change. If the changes you make result in a change in your payment, we will notify you by mail. **Changes resulting in a refund to fees paid at registration will be issued as a credit to a future HTSACC program.**
29. Changes to your child's schedule can only be accommodated **if space is available.**
30. There are no refunds, credits or make up days due to absence.
31. An authorized adult that is listed on the Family/Child Information form must sign your child in and out of the program each day.
32. The HTSACC program staff will assume full responsibility for your child from the time they are signed in, until the time they are signed out.
33. Transportation to and from Camp HTSACC is your responsibility. No bus transportation will be provided.
34. You give permission for your child to attend the Field Trip locations that you have registered for on the Enrollment Form.
35. You give permission for your child to ride on the provided school bus to the Bee Meadow Pool in Whippany, NJ and to field trips as enrolled.
36. Your child must be picked up by the end time of the program(s) in which they are enrolled.
- 37. You will be fined \$15 for each 15 minute increment or part thereof – per child - for pick-up any time later than enrolled.** The fourth occurrence will result in enrollment termination.
38. Your child should not be dropped off before the start time of the program(s) enrolled. If you child is dropped off early they will be brought to the Before Care program and you will be billed for an unscheduled attendance. Before Care cannot open before 7:30 AM.
39. HTSACC reserves the right to amend the program's daily schedule without notice due to weather or any other reason deemed necessary.
40. I hereby grant permission to the HTSACC Program to use the name/or likeness of my child named above, while they are attending the Camp HTSACC in all out-of-school media types including: news releases, photographs, audiotapes, videotapes, internet transmissions, and any publication or news release that may be used by or for the HTSACC program while my child is attending the Camp HTSACC  
YES \_\_\_\_\_ NO \_\_\_\_\_

Signature **X**: \_\_\_\_\_ Date: \_\_\_\_\_

# One Per Family

## Camp HTSACC 2017 Family/Child Information Form

Child 1 Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade in Sept. '17: \_\_\_\_\_

Child 2 Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade in Sept. '17: \_\_\_\_\_

### FAMILY INFORMATION

**PRIMARY CONTACT:** \_\_\_\_\_

Relationship to child/ren: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Additional Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Email: \_\_\_\_\_

**SECONDARY CONTACT:** \_\_\_\_\_

Relationship to child/ren: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Additional Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*Do both people listed have custody of the child(ren) named above? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

***If no, you must provide court order information regarding custodial rights of both parties.***

### Emergency Contacts (At least 2, other than the primary and secondary contacts):

| Person's Name | Relationship | Telephone Numbers |
|---------------|--------------|-------------------|
| 1. _____      | _____        | _____             |
| 2. _____      | _____        | _____             |
| 3. _____      | _____        | _____             |

**Individuals Authorized for Pick-up:** (Besides primary/secondary contact) ID will be checked daily, so please make sure you and other individuals have PICTURE ID at pick-up. Parents, emergency contacts, authorized adults, and siblings under 18 years of age will be the only individuals permitted to pick up your child from camp. If an individual's name is not on the list below, they will not be allowed to pick up your child(ren). Any additions or deletions must be made **in writing.**

| Person's Name | Relationship | Telephone Numbers |
|---------------|--------------|-------------------|
| 1. _____      | _____        | _____             |
| 2. _____      | _____        | _____             |
| 3. _____      | _____        | _____             |

# One per child

## Camp HTSACC 2017 Health Information Form

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade Entering in Sept. 2017 \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Home Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact in Emergency: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Health Guidelines/Procedures:

- HTSACC staff is trained in First Aid and CPR and will administer first aid for minor injuries.
- Parents will be notified by HTSACC of injuries that require extensive first aid or additional observation by a physician
- There is no nurse on duty at any time during the program.
- HTSACC staff does not administer any form of medication at any time** (with the exception of the EpiPen – see policy\*).
- In the case of a major medical emergency, 911 will be called. You will be contacted immediately.
- HTSACC operates under the guidelines of the Hanover Township Public Schools Communicable diseases policy, all of which policy applies to Camp HTSACC.
- I hereby give permission for the child named above to be transported by emergency vehicle to the Hospital emergency room and given whatever medical treatment is necessary. I understand that an HTSACC staff member will accompany them. **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

### **Chronic Illnesses** (asthma, seizure disorder, etc.)/ **Major Injuries/ Other Health Issues**

Please describe **illness/concerns and management** (*including medications being taken*):

### **Dietary Restrictions:**

### **Other Restrictions:**

|   |   |
|---|---|
| <p><b>Does your child have an Individual Health Care Plan on file with the School Nurse?</b> Yes _____ No _____</p> <p>If yes, do we have permission to view the plan?</p> <p>Yes _____ No _____</p> <p style="text-align: right;">_____ Parent/Guardian Initials</p> | <p><b>Does your child have an inhaler for asthma?</b><br/>Yes _____ No _____</p> <p>If YES, I understand that I must provide a current <b>Self Administration Order</b> signed by the doctor with these forms.</p> <p style="text-align: right;">_____ Parent/Guardian Initials</p> |
|---|---|

**Allergies:** (list all known) Be very specific, please describe reaction and management (i.e. apples – rash if eaten, no treatment, call parent)

**Is an EpiPen required for any of the allergies listed?**

Yes

No

*\*\*\*If YES, please read and sign the statement below*

Other Medication for Allergies:

**\*\*\*If my child has an allergy requiring the use of an EpiPen and has an Individual Health Care Plan on file for such with the school nurse during the school year, I give my permission for a designated member of the Camp HTSACC staff to administer the EpiPen to my child if it is deemed necessary. I understand that this employee is not a trained health care professional, but a designee of the School Nurse and has been trained to administer the EpiPen by the School Nurse. I also understand that I will be responsible for providing the Camp HTSACC program with an EpiPen, in its' original box with the original prescription, prior to the first day of camp. The pen will be labeled for my child (same procedure as the school nurse) and will be kept in a secure location at Camp HTSACC. If my child's allergy requires the need for an EpiPen, and I do not agree to these terms, my child will not be permitted to participate in the Camp HTSACC program.**

**Parent/Guardian Signature** \_\_\_\_\_

**Primary Care Physician:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Insurance Provider:** \_\_\_\_\_ **Policy #** \_\_\_\_\_ **Group #** \_\_\_\_\_

**Signature** **X**: \_\_\_\_\_ **Date:** \_\_\_\_\_

# One per child

## Camp HTSACC 2017 Health Information Form

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade Entering in Sept. 2017 \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Home Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact in Emergency: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Health Guidelines/Procedures:

- HTSACC staff is trained in First Aid and CPR and will administer first aid for minor injuries.
- Parents will be notified by HTSACC of injuries that require extensive first aid or additional observation by a physician
- There is no nurse on duty at any time during the program.
- HTSACC staff does not administer any form of medication at any time** (with the exception of the EpiPen – see policy\*).
- In the case of a major medical emergency, 911 will be called. You will be contacted immediately.
- HTSACC operates under the guidelines of the Hanover Township Public Schools Communicable diseases policy, all of which policy applies to Camp HTSACC.
- I hereby give permission for the child named above to be transported by emergency vehicle to the Hospital emergency room and given whatever medical treatment is necessary. I understand that an HTSACC staff member will accompany them. **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

### **Chronic Illnesses** (asthma, seizure disorder, etc.)/ **Major Injuries/ Other Health Issues**

Please describe **illness/concerns and management** (*including medications being taken*):

### **Dietary Restrictions:**

### **Other Restrictions:**

|   |   |
|---|---|
| <p><b>Does your child have an Individual Health Care Plan on file with the School Nurse?</b> Yes _____ No _____</p> <p>If yes, do we have permission to view the plan?</p> <p>Yes _____ No _____</p> <p style="text-align: right;">_____<br/>Parent/Guardian Initials</p> | <p><b>Does your child have an inhaler for asthma?</b><br/>Yes _____ No _____</p> <p>If YES, I understand that I must provide a current <b>Self Administration Order</b> signed by the doctor with these forms.</p> <p style="text-align: right;">_____<br/>Parent/Guardian Initials</p> |
|---|---|

**Allergies:** (list all known) Be very specific, please describe reaction and management (i.e. apples – rash if eaten, no treatment, call parent)

**Is an EpiPen required for any of the allergies listed?**

Yes

No

*\*\*\*If YES, please read and sign the statement below*

Other Medication for Allergies:

**\*\*\*If my child has an allergy requiring the use of an EpiPen and has an Individual Health Care Plan on file for such with the school nurse during the school year, I give my permission for a designated member of the Camp HTSACC staff to administer the EpiPen to my child if it is deemed necessary. I understand that this employee is not a trained health care professional, but a designee of the School Nurse and has been trained to administer the EpiPen by the School Nurse. I also understand that I will be responsible for providing the Camp HTSACC program with an EpiPen, in its' original box with the original prescription, prior to the first day of camp. The pen will be labeled for my child (same procedure as the school nurse) and will be kept in a secure location at Camp HTSACC. If my child's allergy requires the need for an EpiPen, and I do not agree to these terms, my child will not be permitted to participate in the Camp HTSACC program.**

**Parent/Guardian Signature** \_\_\_\_\_

**Primary Care Physician:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Insurance Provider:** \_\_\_\_\_ **Policy #** \_\_\_\_\_ **Group #** \_\_\_\_\_

**Signature** **X**: \_\_\_\_\_ **Date:** \_\_\_\_\_

# *Hanover Township Public Schools*

Hanover Township School Age Child Care/ Camp HTSACC  
61 Highland Avenue Whippany, New Jersey 07981  
973-515-2449 FAX 973-637-5516

## **Child Behavior Policy**

The child behavior policy is in place to assure that there are uniform guidelines for behavior management within all HTSACC programs. It is expected that all families enrolled understand the policy that HTSACC follows when dealing with matters regarding inappropriate behavior. It is the goal of the HTSACC staff to set appropriate limits for the children to succeed within. Staff will give acknowledgement to children when they cooperate, share and participate. The staff will also encourage children to resolve their own conflicts using conflict resolution methods and will intercede when needed.

When inappropriate behavior occurs and/or persists, HTSACC staff will help a child modify this behavior by talking with the child to help them understand why the behavior is not acceptable. They will also discuss the consequences of that behavior, as well as alternatives to use in the future. It is required that HTSACC staff document any inappropriate behavior that results in physical or verbal harm to a child's peers, staff or themselves. Parents will be notified and required to sign the incident report.

After two documented incidents, the family of the child will be contacted for a meeting with the Program Coordinator and Camp Coordinator. The desired outcome from a meeting is to produce positive behavior guidelines for the child with the staff and families in agreement. The behavior guidelines should then be met and improvements seen within a pre-determined period of time. After this period, the decision will be made for the continuation or discontinuation of the child's enrollment in the HTSACC program. If enrollment is cancelled, the Program Coordinator will decide the length of time that suspension is necessary. There will be no refund of fees paid if a child is suspended from a program.

The Program Coordinator has the discretion to temporarily or permanently remove a child from the program if documented behavior problems persist or if immediate action is necessary. It is the discretion of the Camp Coordinator if a child's behavior requires that a family member pick up a child earlier than time of program closing.

Enrollment in all HTSACC programs requires agreement to the behavior policy.

*I have read and I understand the HTSACC Child Behavior Policy and by my signature accept the policy as stated.*

**Child 1 Name:** \_\_\_\_\_ **Grade in Sept. '17:** \_\_\_\_\_

**Child 2 Name:** \_\_\_\_\_ **Grade in Sept. '17:** \_\_\_\_\_

**Child 3 Name:** \_\_\_\_\_ **Grade in Sept. '17:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE SIGN AND RETURN WITH COMPLETED REGISTRATION MATERIALS**