

# WESTFIELD PLAYGROUND PROGRAM

The Official Playground Program Handbook for 2022



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# OVERVIEW OF PROGRAM

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## Locations

The Playground Program is a 6-week camp for Westfield Elementary School students entering 1st through 6th grade. The program is held at the six local elementary schools; Franklin, Jefferson, McKinley, Tamaques, Washington, and Wilson. The participants may attend any of our six sites, regardless of the school they attend.

## Lunch & Snack Time

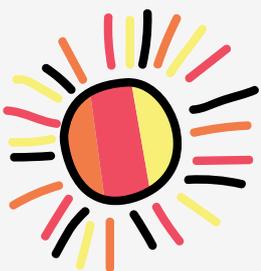
Our program runs Monday-Friday from 9am to 4pm. We reserve 30 minutes for lunch from 12pm-12:30pm, please bring a bagged, non perishable lunch each day. Please also provide a snack daily as we break in the afternoon to refuel. Be sure to label your child's bag!

\*We ask that all participants bring a peanut/tree nut free lunch and snack.

## Programming

The Playground Program offers various activities throughout the summer including, but not limited to, arts & crafts, sports, themed spirit days, and camp wide friendly competitions.

\*We happily welcome all children to our program. If your child has a disability as defined by the ADA and you would like to discuss, please simply contact the Recreation Department.



# CAMP HOURS & SPECIAL EVENTS

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## Dates of Program

Tuesday, June 28th to Friday, August 5th

No camp: Friday, July 1st and Monday, July 4th.

9am-4pm

Drop off begins at 9am and pickup begins at 3:45pm.

The participant needs to be signed in and signed out each day by a parent or guardian.

## Late Pickups

Please be on time for daily pickups. At 4pm we are required to leave the school grounds. In the event that late pickups become a regular occurrence, a meeting with the Site Supervisor and Recreation Director may be required.

All dates are subject to change at the discretion of the Recreation Departments



## Playground Carnival

We will host a camp-wide carnival at Jefferson Elementary School on July 20th from 5pm to 7:30pm.

**\*\*Camp will end at 3pm on July 20th. \*\***

The playground carnival is our annual FUNdraiser to help fund our special events such as our all-camp Birthday Party and color wars. The campers are given an opportunity to work with the counselors to come up with a variety of games and activities for the fair. More information will be provided at the start of the program.

## COVID-19

We will continue to monitor developments regarding any state or local directives pertaining to youth activities and camps and will communicate any related changes.



# REGISTRATION

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**All participants must be residents of Westfield.**

## **First Time Participants**

If you are registering your child for the first time, you must bring a verification of grade into the Recreation Department or you may email the verification to us at [recreation@westfieldnj.gov](mailto:recreation@westfieldnj.gov). Examples of verification are: report card or letter from school stating child's grade. All children who have graduated Kindergarten will need to show proof of completion.

## **Registering Online**

Registration may be completed online by going to: <https://bit.ly/PlaygroundCamp>

**Step 1:** Be sure to login using your current account. If you do not remember your password please click "Forgot Password." Do not create a new household unless you have never participated in a Recreation Program before (including the Memorial Pool).

**Step 2:** Click "Playground" under Youth Programs

**Step 3:** Click the location you'd prefer and add to cart. You will now be asked a couple of questions so that we have your households updated information.

**Step 4:** Follow the prompts to the payment screen. You will receive a confirmation email after your payment is complete.

## **Registering In Person or by Mail**

You may mail or drop off the registration form to the Recreation Department located at 425 East Broad Street, Westfield, NJ 07090. Office hours are Monday-Friday from 8:30am-4:30pm. If paying by cash, we ask that you have exact change.

**There is limited enrollment available so be sure to register soon!**



# PRICING & GENERAL INFORMATION

## Pricing

Early Bird rate: \$365

Early Bird discount runs from the opening of registration through May 2nd at 9am.

Regular rate: \$395

Deadline to register is Tuesday, June 14th as the Recreation Department needs to finalize all rosters.

## Refunds

Requests for a program refund must be made in writing to the Westfield Recreation Department at least two weeks prior to the program starting by mail or email to [recreation@westfieldnj.gov](mailto:recreation@westfieldnj.gov). There will be an administrative fee applied to all approved refunds. No refunds will be issued once the program starts, and no refunds or pro-rations will be made for weather-related cancellations. For additional information, please feel free to contact the Recreation Department.

## Signing In and Out

For the safety and security of all participants, we require that all children must be signed in and signed out by their parent/guardian. If a child will be dropped off or picked up by someone other than their parent, a consent form is required.

## Walking Home

Campers are allowed to walk/bike home at the end of the day. They will be allowed to leave at 4pm. Participants are not permitted to walk/bike home for lunch. Campers wishing to walk/bike home must have a signed consent form.

## Wait List

Each site has a limited enrollment. If a site fills to capacity a wait list will be established. Families will be contacted if a spot becomes available.

To register:





# DAILY SCHEDULE & STAFFING

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## Sample Daily Schedule

9-9:15am: Drop off  
9:15-10am: Craft 1  
10-10:45am: Field Time  
10:45-11:30am: Gym Time  
11:30-12pm: Special Activity  
12-12:30pm: Lunch  
12:30-1:15pm: Craft 2  
1:15-2pm: Kick Ball  
2-2:30pm: Playground  
2:30-2:45pm: Snack  
2:45-3:30pm: Friendly Competition  
3:30-3:45pm: Clean Up  
3:45-4pm: Pick Up

## What to Wear & Bring Each Day

We ask that all participants wear closed toed sneakers, dress comfortably. and please apply your child's sun screen before arriving at camp. Please don't forget your child's bagged lunch, water bottle, and hat.

## Grouping

Groups are created according to the participants grade completed in June. If we have more children in one particular grade than another we may create a second group or combine grades.

## Staffing

The Westfield Recreation Department hires staff that are 16 and up (CITs must be 15). Each staff member must go through an interview process and those that are over 18 must complete a background check. There are approximately 10-12 children per staff member.

## Babysitting Policy

We love that our Playground Program families love our staff members but we cannot allow for any staff to transport or walk participants to or from camp even if they are hired as a babysitter.

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# HEALTH INFORMATION

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## First Aid

In the event of an injury, the parent/guardian will immediately be notified by the Site Supervisor by phone. An incident report will be filled out by the staff member who witnessed the event. A parent/guardian will then be required to sign the report upon pickup. If the incident is a medical emergency, 911 will be called, and the parent will be notified right away.

## Allergies

All allergies must be listed on the child's registration form. EpiPens/Auvi-Qs will be kept on site and will be returned at the end of the program.

## Medications

If your child is required to take any medications throughout the camp day, please be sure to include this information on the registration forms. On the first day of the program, we will require a doctor's note for each medication. Please note: staff members are not permitted to administer medications to campers.

## Action Plans

If your child has an action plan for their prescribed medications, we require that you provide a copy to the Recreation Department. We strongly suggest that you set up a meeting to go over the action plan with the Recreation Department and/or the Site Supervisor. All action plans and medications will be kept at the site.



# PERSONAL PROPERTY & DISCIPLINE POLICY

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## Personal Property

The Recreation Department is not responsible for lost or stolen items. Please make sure to label all your child's items. Please do not send personal, expensive, or special items to camp. Ex: video games, cell phones, electronics)

## Discipline Policy

The Playground Program has a zero-tolerance policy for inappropriate behavior. If a child exhibits poor behavior, the Westfield Recreation Department has the right to suspend or remove the child from camp without refund.

- Level 1: One on one talk with a group leader and/or site supervisor
- Level 2: Participant will sit out from an activity for a period of time. Parent/guardian will be contacted at pickup.
- Level 3: Meeting with the parent/guardian and Recreation Department. Suspension is possible.
- Level 4: Removal from program.



# RAINY & HIGH TEMPERATURE DAYS

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On occasion, we may need to cancel camp or have a partial day of camp due to poor weather conditions and/or high temperatures. The Recreation Department will send out notifications to all participants households prior to camp starting that day.

## What We Do on Rainy Days

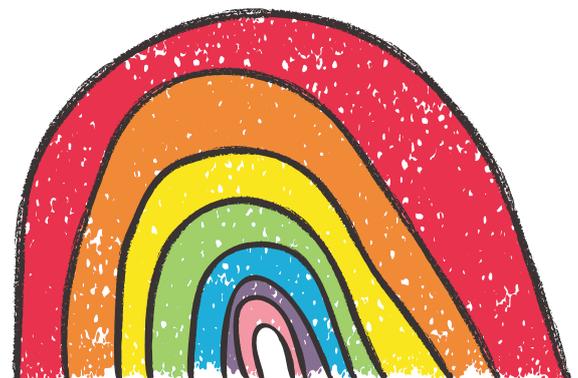
On days where there may be rain, the participants will be indoors in the rooms and gymnasium that the Board of Education assigns to us. The Group Leaders will refer to the "Rainy Day" schedule which has a different rotation than a normal camp day. The hours of camp will remain the same unless camp needs to be cancelled due to the severity of the storm.

## Rainy Day Activities

Crafts, fun group games, friendly competitions against other groups in the gymnasium, bracelet making, board games, relay races, minute to win it games, and so much more!

## Sample Rainy or High Temperature Day Schedule

- 9-9:15am: Drop off
- 9:15-10am: Craft 1
- 10-10:45am: Relay races
- 10:45-11:30am: Board games
- 11:30-12pm: Paper airplane contest
- 12-12:30pm: Lunch
- 12:30-1:15pm: Craft 2
- 1:15-2pm: Gym Time
- 2-2:30pm: Bingo
- 2:30-2:45pm: Snack
- 2:45-3:30pm: Friendly competition in gym
- 3:30-3:45pm: Clean Up
- 3:45-4pm: Pick Up



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# CONTACT INFORMATION

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## Who We Are!

The Recreation Department schedules and programs year-round activities for children, teens, adults, and seniors.

Some programs that the Recreation Department offers are:

The Playground Program, the Westfield Memorial Pool, field hockey, flag football camp, STEM programs, CPR & First Aid certification classes, fashion workshops, senior fitness classes, adult & youth pickleball, adult & youth tennis, the Community Band, and so much more.

Be sure to check our website frequently for all of our up-to-date offerings!

## Contact Us

If you have any questions, please contact us at:

Phone: 908-789-4080

Email: [recreation@westfieldnj.gov](mailto:recreation@westfieldnj.gov)

Website: [www.westfieldnj.gov/recreation](http://www.westfieldnj.gov/recreation)

To register:

