



# Little Explorer's Preschool Camp

## PARENT HANDBOOK

### 2024

Township of Long Hill  
DEPARTMENT OF PARKS & RECREATION  
RECREATION@LONGHILLNJ.GOV

*Fifty years from now it will not matter what kind of car you drove, what kind of house you lived in, how much you had in your bank account or what your clothes looked like. But the world may be a little better place because you were important in the life of a child. **Unknown***

# WELCOME!

Thank you for enrolling your child in Little Explorer's Preschool Camp offered through Long Hill Township Recreation. The purpose of this camp is to provide children ages 3-5 with age-appropriate activities including stories, games, arts & crafts, song and movement. Each week camp session will encourage your child's development through an exciting hands-on theme. We are here to allow the children to engage in organized activities with their peers under the supervision of the Little Explorer's Staff. This program helps contribute to the overall development of a well-rounded child.

## STAFF CONTACT INFORMATION

**Site Supervisor/Teacher** – Kelli Geary 973.216.2948  
[geary.k17@gmail.com](mailto:geary.k17@gmail.com)

**Assistant Supervisor/Teacher** — Robyn Geary

**Parks & Recreation Director:** Lisa Scanlon  
908-647-8000 X 219 (office)  
908-343-7437 (cell)  
[recreation@longhillnj.gov](mailto:recreation@longhillnj.gov)

**Parks & Recreation Assistant Director:** Bill Caldarola  
908.647.8000 x267  
[recreationasst@longhillnj.gov](mailto:recreationasst@longhillnj.gov)

## DATES

The Summer Recreation Program is open to residents and non-residents ages 3 (by 7/1 and must be potty trained) through age 5 (entering Kindergarten in the Fall 2024).

**Week 1:** June 27th – July 3rd (Th, Fri, Mon, Tues, Wed): "Sports and Games"

**Week 2:** July 8th – July 12th: "Down on the Farm"

**Week 3:** July 15th – July 19th: "Stomping with Dinosaurs"

**Week 4:** July 22nd – July 26th: "Community Helpers"

**Week 5:** July 29th – August 2nd: "Under the Sea"

## **FEES**

\$180/week

## **LOCATION**

The camp is held at All Saint's Church in Millington, in the upstairs room of the Parish Hall. We will use the outside parking lot, playground, and lawn for special activities.

## **HOURS**

Little Explorer's Camp hours are 8:45 AM – 11:45 AM, Monday through Friday. Please do not bring your children prior to 8:45 AM, as no one will be available to supervise them. Prompt pick-up at 11:45 AM is expected.

## **DROP-OFF AND PICK-UP PROCEDURES**

We ask that proper consideration be taken to ensure that a safe and timely drop-off and pick-up procedure occurs each day camp is in session. Each camper must be signed in and signed out of camp every day he/she is in attendance. Children will not be released until a family member or designated person is present.

A camper will not be permitted to leave with anyone besides the adults specifically stated on the registration form. If neither a parent nor designated person is signing your child out--you must notify the site supervisor in writing, with the name of the person designated on that day. If a camper is being picked up by someone else, the Site Supervisor's signature is needed on the sign out sheet. If someone unfamiliar to the staff is picking up your child (with your written permission), they should be prepared with a photo ID for identification purposes.

\* The parent must submit a letter to the site supervisor when they are dropping off their child that morning that someone else is picking-up the child. Make sure the parent's contact # is included in the note/letter.

## **HEALTH POLICIES & PROCEDURES**

While we know that we are in a constantly evolving environment over the past couple of years, we will update parents as necessary with any special concerns/requirements if needed. For now, we will ask that if your camper is not feeling well, they will need to stay home.

## CLEANING

The custodial staff will be keeping the facility cleaned per their normal schedule. While we are in session at camp, all staff are provided with disinfecting wipes, paper towels and disinfectant, and hand sanitizer. Frequently touched surfaces will be wiped down routinely.

## MEDICATION POLICY

Please **do not** send any medication (prescription or over-the-counter) with your child. The counselors/supervisors are not allowed to administer any medication. The only permissible medication is an epi-pen or inhaler with prior staff approval and appropriate paperwork submitted including a doctor's note. All epi-pens and inhalers along with the paperwork must be given to the Site Supervisor. All epi-pens & inhalers will be kept in the upstairs room of the Parish Hall. This will also be the central location for the Medical Log Book, First Aid Kit(s), and all information pertaining to the campers.

## CAMP RULES

Please review the following information with your child. The general rules that all campers are expected to adhere to are as follows:

- All accidents and injuries must be reported to your teacher/counselor who will report the incident to the Site Supervisor for documentation.
- No child may enter or leave the Little Explorer's Camp without being signed in or out by a parent unless special permission has been obtained in writing.
- Counselors cannot administer any medications.
- Children must not touch thermostats or anything belonging to All Saint's Church.
- All Summer Recreation equipment should be used properly and returned undamaged.
- Children will be supervised in the restroom by a Counselor or a Teacher.

***Adherence to these rules is imperative to ensure we have a fun and safe summer and to continue our excellent relationship with All Saints Church and their staff.***