



HIGHLANDS RECREATION DEPARTMENT

*KIDS ON THE MOVE*

*2021/2022*

*Ages 5- 14*

Tri- District Registration Packet \_\_\_\_\_

Date Enrolled: \_\_\_\_\_

(1) Child's First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M F

Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

Child lives with (Circle one): Mother Father Both Other \_\_\_\_\_

(2) Child's First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M F

Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

Child lives with (Circle one): Mother Father Both Other \_\_\_\_\_

(3) Child's First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M F

Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

Child lives with (Circle one): Mother Father Both Other \_\_\_\_\_

**Parent's Information**

Parent/Guardian First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

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

Work #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_ \_\_\_ Authorized Pick Up \_\_\_ Emergency Contact

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Parent's Information**

Parent/Guardian First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

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

Work #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_ \_\_\_ Authorized Pick Up \_\_\_ Emergency Contact

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**IF CHILD'S ADDRESS IS DIFFERENT THAN THE PARENTS' ADDRESS, PLEASE RECORD BELOW:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**MEDICAL INFORMATION:**

Preferred Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hospital: \_\_\_\_\_ Health Insurance: Yes or No

Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Allergies/Medical Conditions: \_\_\_\_\_

Any Special Needs: \_\_\_\_\_

Other Medical Information: \_\_\_\_\_

The Borough of Highlands has permission to contact first aid and can authorize hospital transportation on my behalf? Yes or No

**AUTHORIZED PICK UP AND EMERGENCY CONTACTS**

Highlands Recreation Department will not release a child(ren), under any circumstances, without written authorization by a legal guardian. As a reminder, all listed individuals must present valid photo identification before the Highlands Recreation Department will release your child(ren). Your child(ren) will be released **ONLY** to those on the list. Please remember to provide written authorization if there is a change in who is picking up your child(ren). Please be sure to include the parent(s)/guardian(s) names on the emergency card as well.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Circle all that apply:          Authorized Pick-Up          Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Circle all that apply:          Authorized Pick-Up          Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Circle all that apply:          Authorized Pick-Up          Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Circle all that apply:          Authorized Pick-Up          Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Circle all that apply:          Authorized Pick-Up          Emergency Contact

**GENERAL RELEASE & EMERGENCY MEDICAL TREATMENT AGREEMENT**

I/We as parent(s) or legal guardian(s) for \_\_\_\_\_ (name of minor) (hereinafter referred to as "Student"), hereby give permission for Participant to participate in the Highlands Recreation Departments Kids on the Move Program, and any and all activities associated therewith; to travel with a Highlands Recreation Department's Staff Member, Chaperone, Coach, or Volunteer to or from Highlands Recreation Department activities that may involve serious injury, including permanent disability and death. I/We further, as parent(s) authorize any Highlands Recreation Department Staff Member, Chaperone, Coach, or Volunteer, in his/her discretion, to obtain medical or emergency treatment for participant.

In consideration for participation in the Highlands Recreation Departments Kids on the Move Program(s), I/We further, as parent(s) of Participant (a minor) on behalf of said Participant, as well as on behalf of myself/ourselves, hereby forever release, acquit, discharge and hold harmless Highlands Recreation Department, their officers, employees, agents, counselors, chaperones, coaches, helpers, aids, or assistants (hereinafter collectively referred to as "HRD") of any and all liability, claims, actions, causes of actions, lawsuits, or rights or claims for damages, including but not limited to, claims for Highlands Recreation Departments' own negligent acts or omissions, relating to or in any way arising out of Participant's participation in the Highlands Recreation Departments' Kids on the Move Program.

I/We understand that if my child should become ill or injured during the Highlands Recreation Kids on the Move programs that the Highlands Recreation Department, will (1) contact me immediately and (2) contact the person(s) I have designated if I cannot be reached. Should the Highlands Recreation Department be unable to reach me and/or the person(s) designated, the Highlands Recreation Department is authorized to contact my child's physician and/or arrange for immediate medical treatment. The physician and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child. I/We will accept all responsibility for payment of medical services rendered.

I/We have read, understand, and agree to all the above terms and conditions and have entered into the same of My/Our own free will and accord.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **BEHAVIOR EXPECTATIONS AND GUIDELINES**

We are pleased that you have decided to enroll your child into our Kids on the Move Program with the Highlands Recreation Department, we believe that by bringing together children in a large group setting, we can help guide them in making successful behavioral choices, as well as help to develop them to become better individuals.

In our program, we expect our students to behave in a responsible manner at all times, whether it is at the facility or while we are offsite. We wish to ensure the safety of your child, as well as other students; and thus, we have developed the following behavioral expectations that we would like you to review with your child/children:

1. Inform an adult IMMEDIATELY if a problem arises. The safety and well-being of all students attending our program is of the utmost importance. For this reason, if at any time during our program an incident occurs that makes the student feel threatened or intimidated, he/she should tell a Highlands Recreation Department staff member immediately.
2. Respect the rights and safety of others. Students that act irresponsibly or endanger the health, safety, or welfare of themselves, or any student as determined by the Highlands Recreation Department, will be sent home immediately.
3. Respect the property of others. Students are not to take objects from the Highlands Recreation Departments facility or from other students. We ask that all students leave the locations cleaner than when they arrived. Students must take great care not to do any damage to the equipment and supplies they use during the Highlands Recreation Departments Kids on the Move Program(s). Any student that breaks or destroys the Highlands Recreation Departments property will be held financially responsible to replace that item.
4. Use of inappropriate behavior including profanity, disrespect to other students or staff members, destruction of property or equipment, physical injury to another child, or not following the safety rules and procedures explained in our bus and safety rules will result in immediate disciplinary action as deemed appropriate by the Highlands Recreation Departments staff.
5. We are an Anti-Bullying facility. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.

The Highlands Recreation Department offers children a variety of age appropriate and fun activities. You have registered for a program in which a large portion of the schedule is spent out of doors, is very physically oriented and helps children to acquire valuable social skills as they interact with many other children daily. If necessary, inappropriate behavior will be addressed by our Highlands Recreation Department Supervisor using the disciplinary procedures that are in alignment with the policies of the Highlands Recreation Department and the Borough of Highlands.

## **CONDUCTS VAN/BUS SAFETY REPORTS**

A van/bus conduct report is issued and written by the driver when a safety rule has been broken. Please advise your child/children of the following bus/safety rules: use a low voice when speaking, stay seated and buckled at all times, use appropriate language. Students are to keep their hands and feet to themselves at all times. There will be NO eating, drinking, or chewing gum on the bus/van at any time. Respect to the van/bus driver is paramount.

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Parent Signature

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Date

## **FIELD TRIP EXPECTATIONS AND GUIDELINES**

Please be advised that when students are scheduled to attend field trips, the following guidelines must be followed:

1. Students should arrive 30 minutes prior to field trip departure time. Counselors will be taking roll call to ensure rosters are accurate and will review expectations and assign seating to students prior to departure. It is imperative that students are given the opportunity to be part of this group conversation and understand expectations.
2. Transportation departing for field trips will NOT be held for students. All field trips are scheduled within a strict timeline. Transportation will leave the Highlands Recreation Departments parking lot at their scheduled time. Again, students should arrive 30 minutes prior to field trip departure time to ensure students are able to attend field trip.
3. Students cannot be dropped off at or picked up from any field trip. In order to ensure the safety of all students and to allow counselors the opportunity to maintain accurate accounting of students in groups, we will not allow parents or guardians to bring or pick up a camper off-site.
4. All other Highlands Recreation Department behavior expectations apply.

## **VAN/BUS CONDUCT REPORTS**

A van/bus conduct report is issued and written by the driver when a safety rule has been broken. Please advise your child/children of the following bus/safety rules: only inside voices should be used, stay seated and buckled at all times, use appropriate language, students are to keep their hands and feet to themselves at all times. There will be NO eating, drinking, or chewing gum on the bus/van at any time.

**The Highlands Recreation Department reserves the right to prohibit any child from attendance on a field trip at the discretion of the Highlands Recreation Department Supervisor.**

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Parent Signature

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Date

**LOST AND FOUND POLICY**

The Highlands Recreation Department is NOT responsible for lost, misplaced, or stolen items. However, we will make every effort to see that your child returns home each day with the same belongings which he/she arrived with. Items that we find each day such as clothing, towels, footwear, hats, swimwear, fitness bags, backpacks, and the like will be stored in a lost and found. At the end of each day, unclaimed items will be stored in our lost and found storage bins by date and will be held for a period of 10 days and then be discarded. Items of value such as cell phones, electronic readers, car keys, jewelry, etc. will be held for 30 days. Please ask a Highlands Recreation Department employee about any valuables your child may have misplaced.

We want to assure you that we will treat your items with the utmost of care. By the same token, you can help us by adhering to the following guidelines:

1. Please label **ALL** items with both first name, last name and grade level.
2. Remind your child(ren) to keep their items inside their backpacks at all times.
3. Do not bring valuable items to the Highlands Recreation Department facility on any given day.
4. Clean out backpacks each evening in order to better track items.
5. **Best rule of thumb:** if you don't want to lose it, **DON'T BRING IT!**

We want to give you and your child(s) the best possible experience at the Highlands Recreation Department and do not want to have that experience tarnished over lost items. Thank you for helping us to ensure this occurs.

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Parent Signature

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Date



## **DISCIPLINE POLICY**

We encourage positive actions through positive reinforcement and close supervision. Our main goal here at The Highlands Recreation Department is to keep the children safely involved in activities that are providing growth in enrichment, leadership and teamwork skills. The following steps will be followed if inappropriate behavior occurs, along with a written student counseling statement:

1. The child will be asked to separate from the group and is spoken to privately in a firm, but gentle manner regarding their unacceptable behavior. If the child refuses to separate from the group, they will be spoken to in front of the group.
2. If the inappropriate behavior continues, the child is removed from the activity for a cool down/timeout until both the counselor and the child feel the child is ready to return.
3. If the inappropriate behavior still continues to occur, or the child refuse to separate from the group, the child's parent will be called or spoken with before departing for the day.
4. Further incidents will result in the child having to be picked up from the facility and a parent conference will be held to determine an effective disciplinary plan, which requires the participation of the program director and the parents. A probationary period may be designated to determine if the program can effectively meet the needs of the particular child, or if the child's needs would be better served in a different program.
5. A Highlands Recreation Department incident report will be filed when there is evidence of property destruction, injury to an individual or physically touching an individual. Accrual of multiple behavior reports and other inappropriate behavior is grounds for dismissal from the program.

**EXPULSION POLICY:** The Highlands Recreation Department has *a **ZERO TOLERANCE*** for acts of inappropriate behavior. Issues that may result in expulsion of enrollment with or without notice depending on the seriousness of the behavior, include, but are not limited to any of the following actions:

1. Striking another individual, counselor or staff person with intent to harm or injure another individual.
2. Causing harm to another individual with intent, requiring medical attention
3. Displaying violent or uncontrollable behavior that puts others or themselves at risk
4. Bullying. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.
5. Repeated disregard for our Behavior Expectations and Guidelines

Behavior incidents will never be dealt with in a demoralizing, humiliating or abusive manner. No child shall be subject to abuses of neglect, cruel, unusual, severe, or corporal punishment. This includes, but is not limited to: punishments which subject a child to verbal abuse, ridicule, humiliation, denial of food/use of bathroom facilities, punishment for soiling, wetting, or not using the toilet.

Our policies and procedures for discipline are consistent with and are focused on assisting the child to grow both socially and emotionally, and are also within expectations for their specific age level of development.

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Parent Signature

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Date

## PICK-UP AND DROP-OFF POLICY

Please be advised of the following pick-up and drop-off policies for parents of the Highlands Recreation Department students:

1. Parents shall use Snug Harbor Avenue for parking, loading, unloading of children at all times.
2. Parents will refrain from any maneuvers that are unsafe or would obstruct flow of traffic
3. Under no circumstances shall the parent/guardian do the following while dropping off or picking up their child:
  - a. Honk horn
  - b. Double Park
  - c. Leave engine running while the vehicle is unattended
  - d. Park in the wrong direction
  - e. Block Neighbors Driveways

4. Late Pick-ups: There is a 10 minutes grace period and then you will receive an invoice for \$20.00.

We sincerely request that you strictly follow all conditions listed above without any exception. If you are observed violating any of the conditions state above, we may be forced to tow your vehicle in order to preserve a safe environment for children or adults attending our programs. We appreciate your understanding, cooperation, and help.

Please sign below stating that you have read, understand and agree to follow the Highlands Recreation Departments Pick-up & Drop-off Policy.

My child will be placed on the walker list at the school and has permission to walk with the Highlands Recreation Department to the FREE afterschool, Kids on the Move program.

My child has permission to walk home from the Kids on the Move program at the end of the free program at 5 PM.

My child does not have permission to walk with the Highlands Recreation Department to the FREE afterschool, Kids on the Move program. My child will be dropped off at the community center at 3:30pm. I understand that the door will not be open until the HES/HRD walkers return from the school.

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Parent Signature

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Date

## CODE OF CONDUCT

1. I will not interfere with the teaching and learning of others.
2. I will respect the personal space, rights, and property of others.
3. I will follow directions from the Highlands Recreation Department staff, volunteers and coaches.
4. I will practice good sportsmanship.
5. I will be respectful of myself and my fellow students.
6. I will listen quietly while others are speaking.
7. I will be polite, courteous, and respectful at all times.
8. I will keep my hands and feet to myself.
9. I will practice self-control.
10. I will practice proper bathroom etiquette when using or changing in the bathrooms.
11. I promise to use a low speaking voice, remain in my seat, stay buckled up, and use appropriate language when being transported in a vehicle with the Highlands Rec Department.

I understand that violating this code of conduct will result in taking a timeout/cool-down from a privilege or activity that I have scheduled for that day. If my misbehavior continues, it will be necessary to notify my parents/guardians and schedule a conference to determine a plan of action for me. Misbehavior that may cause injury to myself, other students, or create safety issues may result in my leaving the program.

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Parent Signature

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Date

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Student Signature

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Date

### SUNSCREEN, INSECT REPELLANT & ELECTRONIC DEVICES

I grant permission for the Highlands Recreation Department to personnel to apply sunscreen on my child and must be provided by the parent/ guardian. Sunscreen will only be applied to areas exposed if child was in a one-piece bathing suit

I grant permission for the Highlands Recreation Department to personnel to use insect repellent on my child, and must be provided by the parent/guardian.

I understand that my child will NOT be permitted to use electronic devices such as cell phones, iPod's, tablets, DS's, PSP's, Smart Watches or any other such devices at the Highlands Recreation Department unless given permission by the Highlands Recreation Department Supervisor.

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Parent Signature

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Date

# **HIGHLANDS RECREATION DEPARTMENT'S POLICIES AND PROCEDURES**

1. Hold Harmless and Emergency Medical Treatment Agreement
2. Lost and Found Policy
3. Behavior Expectations and Guidelines
4. Code of Conduct, Sunscreen, Insect Repellant, and Electronic Devices Policy
5. Discipline Policy

**I have read and agree to all of the Highlands Recreation Department's policies and procedures**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I hereby give the Highlands Recreation Department permission to photograph my child(ren) for publication, in print and/or electronically in connection with all public relations and marketing purposes. I also understand that the Highlands Recreation Department and /or the Borough of Highland may use the photos indefinitely.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

To keep up to date with The Highlands Recreation Department's Programs and Events visit [www.highlandsborough.org](http://www.highlandsborough.org) and follow us on our Facebook page Highlands Recreation & Activities



HIGHLANDS RECREATION DEPARTMENT



HIGHLANDS RECREATION DEPARTMENT

## *Get To Know My Child*

NAME:

MEDICAL CONDITIONS WE SHOULD KNOW ABOUT:

MY CHILD'S STRENGTHS ARE:

MY CHILD NEEDS EXTRA GUIDANCE WITH:

MY CHILD LEARNS BEST BY:

HOW THE HIGHLANDS RECREATION DEPARTMENT CAN HELP MY CHILD:



HIGHLANDS RECREATION DEPARTMENT

# Before & After Care Information ONLY (\$)

HES Students Only:

Before the Bell

School Drop Off: 7 AM – First bell

**MUST BE PRE-REGISTERED**

	3 days/week	4 days/week	5 days/week
Per child	\$80 per month	\$85 per month	\$90 per month

Any Kids on the Move participant: After school

3:05 PM – 5:00 PM

**MUST BE PRE-REGISTERED: FREE PROGRAM**

- Highlands Recreation staff will walk with registrants from HES to Rec Center, with written parental permission.

Any Kids on the Move participant: After care

5:00 PM – 6:00 PM

Parent pick up at the Highlands Community Center

**MUST BE PRE-REGISTERED**

	3 days/week	4 days/week	5 days/week
Per child	\$80 per month	\$85 per month	\$90 per month

- Meals and snacks will not be provided. If you would like to send your child with a meal or snack, we encourage you to do so.
- Scheduled 1:00 PM dismissal days are included

September 8	September 9	September 24	November 19
November 24	December 23	February 18	March 4
April 14	May 27	June 20	June 21
June 22			

- No service available for delayed openings, unscheduled early dismissals, and/or cancellation of school day.

Service provided by the Highlands Recreation Department, any questions or comments please contact:

Highlands Recreation Department

732-558-5986

[jkane@highlandsborough.org](mailto:jkane@highlandsborough.org)



HIGHLANDS RECREATION DEPARTMENT

## Before & After Care Registration ONLY (\$)

My child will be placed on the walker list at the school and has permission to walk with the Highlands Recreation Department to the FREE afterschool, Kids on the Move program.

My child will be registering for the before and/or after care services provided by the Highlands Recreation Department (\$)

I understand that no child will be permitted to walk home from the after-care program.

Please choose the program below and indicate which days that you plan to utilize our program. There will be no refunds for days not used however days can be changed monthly, in writing. Once we receive your completed registration form you will receive an email with a link to complete the registration and payment process.

### Before the Bell program (\$)

___ 3-day	M	T	W	Th	F
___ 4-day	M	T	W	Th	F
___ 5-day	M	T	W	Th	F

### After-care program (\$)

___ 3-day	M	T	W	Th	F
___ 4-day	M	T	W	Th	F
___ 5-day	M	T	W	Th	F