**BEHAVIOR EXPECTATIONS AND GUIDELINES**

We are pleased that you have decided to enroll your child into our 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 Department programs. Any student that breaks or destroys the Highlands Recreation Departments property, the parent/guardian 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 may 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 or their designee, using the disciplinary procedures that are in alignment with the policies of the Highlands Recreation Department and the Borough of Highlands.

**PLEASE NOTE: THERE ARE NO REFUNDS FOR CAMPERS WHO HAVE BEEN SUSPENDED OR EXPELLED.**

**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. 1st incident: The child will receive a verbal warning, either spoken to in a group setting or in private.
2. 2nd incident: The child will a written notice and receive a time out/cool down period and parent will be notified either electronically or in person.
3. 3rd incident: The child will be suspended and may be required to submit a written apology.
4. 4th incident: The child will be removed from the program.
5. PLEASE NOTE: Any inappropriate behavior towards a counselor will result in an immediate suspension.

**EXPULTION POLICY:** The Highlands RecreationDepartment 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.

**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.

**CODE OF CONDUCT**

Please review with your child.

1. My child will not interfere with the teaching and learning of others.
2. My child will respect the personal space, rights, and property of others.
3. My child will follow directions from the Highlands Recreation Department staff, volunteers and coaches.
4. My child will practice good sportsmanship.
5. My child will be respectful of myself and my fellow students.
6. My child will listen quietly while others are speaking.
7. My child will be polite, courteous, and respectful at all times.
8. My child will keep my hands and feet to myself.
9. My child will practice self-control.
10. My child will practice proper bathroom etiquette when using or changing in the bathrooms.
11. My child 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 Recreation Department.

I understand that violating this code of conduct will result in taking a timeout/cool-down from a privilege or activity for that day. If any misbehavior continues, it will be necessary for parents/guardians and may require a suspension from the program. Any inappropriate behavior towards a counselor will result in an immediate suspension.

**VAN/BUS SAFETY &CONDUCT REPORTS**

A van/bus conduct report is issued and written by the driver or recreation employee 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.

**FIELD TRIP EXPECTATIONS AND GUIDELINES**

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

1. 1. Students should arrive 15 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, unless you have been specifically told otherwise. Again, students should arrive 15minutes 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.

**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.**

**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 repellant 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.

**WALKER PERMISSIONS**

My child has permission to **walk with** the Highlands Recreation Department.

My child **DOES NOT HAVE** permission to walk with the Highlands Recreation Department.

My child has permission to **walk home** from the Highlands Recreation Department, unaccompanied.

My child **DOES NOT HAVE** permission to walk home from the Highlands Recreation Department.

**VEHICLE TRANSPORTATION PERMISSIONS**

My child has permission to use vehicle transportation with the Highlands Recreation Department.

My child **DOES NOT HAVE** permission to use vehicle transportation with the Highlands Recreation Department.

**PHOTO/VIDEO PERMISSIONS**

The HRD has permission to take/use my child’s photo/video. I understand that it may be used on social media, the website or news outlets.

The HRD **DOES NOT HAVE** permission to take/use my child’s photo/video.

The HRD has permission to share my child’s name. I understand that it may be used on social media, the website or news outlets.

The HRD **DOES NOT HAVE** permission to share my child’s name.

**CONTACT INFO**

Who has permission to pick up your child from HRD?

1. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have reviewed the policies listed below and agree to all terms and conditions.

* + - 1. Behavior Expectations and Guidelines.
      2. Discipline Policy
      3. Lost & Found Policy
      4. Code of Conduct
      5. Van/Bus Conduct and Reports
      6. Field Trip Expectations & Guidelines
      7. Sunscreen, Insect repellant and electronic notice

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**MEDICAL PERMISSIONS**

The HRD has permission to have my child transported to the hospital in the event of an emergency.

**PREFERRED HOSPITAL (If possible)**

Monmouth Medical Center – Long Branch Riverview Medical Center – Red Bank

**HEALTH INSURANCE INFORMATION - PRIMARY**

Insurance Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name on Policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH INSURANCE INFORMATION - SECONDARY**

Insurance Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name on Policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who can we call in the event of an emergency? Both parents should be listed first.

1. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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