



PARENT HANDBOOK **& CAMP POLICIES**

SUMMER CAMP **ROBBINSVILLE RECREATION**

Camp Hours: 9 a.m. to 4 p.m.

June 29 – August 14

2026 Location:

Week One: Miry Run

Weeks Two-Seven: PRMS

**Recreation Division
66 Sharon Rd.
Robbinsville, NJ 08691**

(609) 259-3600 ext. 1145
www.robbsville.net/recreation
rec@robbsville.net

Table of Contents

ABOUT THE ROBBINSVILLE SUMMER CAMP	3
GENERAL INFORMATION.....	3
REGISTRATION	3
CAMP PAYMENTS.....	4
ADDING ADDITIONAL WEEKS	4
REFUND POLICY	4
CAMP STAFF	4
CAMP DAY.....	5
GROUPING OF CAMPERS	5
SUMMER SCHOOL PROGRAMS	5
DROP-OFF INFORMATION/LATE ARRIVALS.....	6
PICK-UP INFORMATION/LATE PICK-UPS	6
BEFORE AND AFTER CARE	6
WHAT TO WEAR TO CAMP.....	6
WHAT TO BRING TO CAMP EACH DAY.....	7
WHAT TO LEAVE AT HOME	7
PROHIBITED ITEMS.....	7
SWIMMING AND WATER PLAY ACTIVITIES.....	7
FIELD TRIPS	8
SICKNESS POLICY	8
MEDICATIONS.....	8
FIRST AID & EMERGENCY PROCEDURES.....	8
CAMPER CONDUCT POLICY	9
MISSING CAMPER POLICY	9
DISCIPLINARY PROCEDURE	9
PROCEDURE FOR EXPULSION.....	10
INSURANCE.....	10
PARENT NEWSLETTER AND EMAIL	10
CONTACT US:	10

ABOUT THE ROBBINSVILLE SUMMER CAMP

The Robbinsville Summer Camp is dedicated to crafting an exceptional, safe, and delightful summer experience for children in grades 1 through 6.

The camp's vision is to establish preeminence as the leading summer camp.

The Robbinsville Summer Camp's goals are:

1. Maximize Summer Fun and Enjoyment: Ensure every camper has a memorable and fun-filled summer experience they look forward to each day.
2. Enhance Camper Experience: Provide a variety of engaging activities that cater to different interests, ensuring every child finds something they love.
3. Ensure Safety and Well-being: Maintain a safe and secure environment for all campers.
4. Promote Social and Emotional Growth: Foster an environment where campers can develop social skills, make friends, and build self-confidence.
5. Establish Strong Camp Reputation: Position Robbinsville's Summer Camp as the community's leading choice for summer activities.
6. Provide High-Quality, Engaging Programming: Design a dynamic and diverse curriculum that keeps campers excited and engaged throughout the summer.
7. Foster a Sense of Community: Create an inclusive camp environment where all campers feel welcome and valued.
8. Staff Development and Excellence: Recruit, train, and retain high-quality staff passionate about working with children.
9. Encourage Physical Activity and Healthy Habits: Promote physical activity and healthy lifestyle choices among campers.

The summer camp lead staff and Robbinsville Recreation will meet at the end of each summer to ensure these goals are met and to identify opportunities for enhancement.

GENERAL INFORMATION

Welcome to the Robbinsville Township Summer Recreation Camp & Sports Camp! **Camps run from 9 a.m. to 4 p.m.** Counselors are available only during these hours, so children must arrive at 9 a.m. and be picked up promptly at 4 p.m.

Before the camp season begins, parents can contact the Recreation Division at rec@robbinsville.net with questions. Once camp starts, please contact the camp directly during camp hours at (609) 424-7520. If the camp director is unavailable to take your call, kindly leave a message, and he will return your call promptly.

We appreciate your patience and cooperation throughout the summer. If you have any questions about procedures, please contact the camp director at mgreenberg@robbinsville.net or the Recreation office at rec@robbinsville.net.

REGISTRATION

Registration is processed through our website at www.robbinsville.net/recreation. Every family must submit the [Medical Information Form and Pick up/Drop off Form](#), which are easily accessed and submitted through the Recreation website. The Recreation Division does not prorate camp weeks. The price remains the same regardless of how many days your child attends during the week.

A child's name will be added to the camp roster once the fee is paid in full and all required paperwork is signed and submitted before the camp week starts. **Only drop off your child at camp if they are properly registered. We will require parents to return to camp to pick up unregistered children immediately.**

Parents are responsible for informing the Recreation Division (rec@robbinsville.net) of any changes to family information, including address, telephone number, emergency contacts, medical conditions, and other relevant details.

During registration, each adult who registers a child is responsible for **reading and signing** the summer camp refund policy, the legal statement, the parent or legal guardian medical authorization, and the participant code of conduct.

CAMP PAYMENTS

Payments are due in full at registration through the Recreation website, www.robbinsville.net/recreation, only. **We will not accept payment at the camp location.**

ADDING ADDITIONAL WEEKS

Campers can join additional weeks in summer via weekly registration on a first-come, first-served basis through our [website](#). Full payment is needed at registration. Extra weeks are accepted until noon on Thursday before the camp if space permits.

REFUND POLICY

Parents who wish to withdraw their child from a registered camp week should notify the Recreation Division by email as soon as possible.

Cancellation requests received at least five (5) business days prior to the start of the registered camp week will be offered a full credit to their Community Pass account.

Cancellation requests received less than five (5) business days prior to the start of the registered camp week will be subject to a 20% administrative fee, not to exceed \$50 per weekly registration.

For purposes of this policy, a business day ends at 4:30 p.m.

IMPORTANT: No credits or refunds will be issued once the registered camp week has begun.

Effective January 1, 2027, the Summer Camp Refund Policy will be updated to align with the Recreation Refund Policy. Under the revised policy, the weekly administrative fee charged at the time of registration will be nonrefundable, regardless of when a cancellation request is submitted.

CAMP STAFF

We take pride in our staff's dedication and experience. We only select and personally train staff members who prioritize the safety and well-being of the children. Senior counselors have completed at least one year of college and may have expertise in education and summer camp settings. Junior counselors are 16-18 years old and have previous experience working with children. The staff-to-camper ratio is 1:10-12.

Mike Greenberg, camp director, supervises all counselors. Mike has been the camp director for 25 years and is a certified physical education teacher.

All staff members age 18 or older undergo state and federal criminal background checks as well as sex offender registry checks. The entire camp staff is certified in CPR and first aid. The camp director and the Recreation Division organize a pre-camp training that covers essential areas such as safety, policies and procedures, responsibilities, leadership, the camp's vision and mission, behavior management, camp guidelines, and includes a special training on Protecting Minors.

The camp may allow one or two Counselors in Training (CIT) during the summer. This program is designed for 15-year-olds interested in working at our camp in the future. It prepares them to become counselors and requires an application process.

CAMP DAY

Camp operates Monday through Friday, from **9 a.m. to 4 p.m.**, rain or shine. If campers need to be picked up before 4 p.m., the family must inform the camp director via phone or send a *signed* note with the campers.

Campers must arrive on time, as activities begin as early as 9:10 a.m. Late arrivals must check in with the director by calling the camp phone number at 609-424-7520. The director will escort your child to their group if the camp is still at the school. Regular attendance is expected.

If the group is not at the campsite, parents may be able to bring their children to the trip site, *if feasible*. **You must contact the camp director before driving your child.**

Activities include indoor and outdoor games, arts and crafts (for recreation camp only), weekly trips, pool visits twice a week, an entertainer every Monday, ice cream or Kona Ice on Mondays and Fridays, water activities on Fridays, and more!

The camp staff might choose a different weekly theme and a fun end-of-the-week activity, such as a special show or a talent contest. The sports camp will focus on a different sport each week. No week is the same! For more info about the camp schedule, please check our [website](#) regularly.

GROUPING OF CAMPERS

Campers will be **grouped by grade** and participate in age-appropriate outdoor and indoor activities. If the number of campers in a grade exceeds 30, we will split the grade into two groups. For example, if 45 children register for first grade, we will form two groups of the same size: 1A and 1B. If you have two children in the same grade, please email us at rec@robbinsville.net, and we will ensure they are in the same grade group. Please note that all activities are co-ed.

SUMMER SCHOOL PROGRAMS

If a child is enrolled in a summer school program, they can still participate in our recreational or sports camp, as long as the group remains in the school building when the summer program ends. The Robbinsville Summer Camp will have morning trips on Tuesdays, Wednesdays, and Thursdays. Please choose the program your camper will attend on these mornings: school programs or summer camp. On Tuesdays and Thursdays, the camp visits the pool, with campers returning to the campsite by noon at the latest. Field trips are held every Wednesday, with children returning in the afternoon, sometimes just before pick-up at 4 p.m.

Children can still join the camp after the summer school morning programs. Register them for the camp, and we will arrange a transfer from the school program to the camp. The camp fee stays the same.

DROP-OFF INFORMATION/LATE ARRIVALS

The drop-off location is PRMS front, gym doors. Please form a line. For safety reasons, wait for the camp staff's instructions before letting your children out of the car. The camp director will supervise this process each day. Once the drop-off procedure is complete, children will join their respective groups.

Traffic is usually heavier during the first two weeks of camp. We appreciate your cooperation in following all the instructions provided in this document, the weekly newsletter, or the email sent to parents before camp begins.

Late arrivals must notify the camp director by calling 609-424-7520. Campers will be escorted to their assigned groups upon arrival. Remember, all grades go on trips every Tuesday, Wednesday, and Thursday morning. Please ensure your child arrives on time to participate in these activities.

PICK-UP INFORMATION/LATE PICK-UPS

Dismissal is promptly at 4 p.m. Families will incur a charge of \$65 for up to every half hour that a child remains at camp past 4 p.m. Frequent late pick-ups may result in the child's removal from camp without a refund.

A parent or authorized pick-up person must sign the camper out each day. Adults picking up children must be listed on the [Pick-up & Drop-off form](#) and present a valid photo ID. Pick-up will take place at a designated location at PRMS. Additional instructions will be emailed to you before each week's camp begins.

If someone not listed on the [Pick-up & Drop-off form](#) will be picking up a camper, a written request must be submitted in advance and confirmed with the camp director. This policy will be strictly enforced. Please notify the camp director in writing (mgreenberg@robbinsville.net) of any changes to the authorized pick-up individuals. Remember, anyone picking up your child must present ID to the camp staff.

We thank you for helping us keep your children safe by following these guidelines.

BEFORE AND AFTER CARE

Before- and after-care is available through the Robbinsville Extended Day (R.E.D.) program. For information and to register, please call 609-632-0910 ext. 2216.

WHAT TO WEAR TO CAMP

Campers should wear comfortable and suitable clothing for outdoor weather. Recommended clothing includes shorts, T-shirts, socks, and sneakers. For safety reasons, all campers must wear sneakers. Footwear such as slides, water shoes, all-terrain sandals, flip-flops, and Crocs is only permitted during water activities. Campers without proper footwear may be excluded from certain activities for safety reasons.

Campers must wear bathing suits and apply sun protection on pool days before arriving at camp, as they will be spending time outdoors.

WHAT TO BRING TO CAMP EACH DAY

- Lunch, snacks, and drinks.

Campers should bring lunch daily, including a nutritious snack and plenty of drinks, preferably bottles of water clearly labeled with their name. Since summer months are the hottest of the year, it is recommended to pack fruits and raw vegetables, as they are natural refreshers and help replenish the body with vitamins.

Do not send glass containers.

- A smock or oversized shirt for arts and crafts.
- A towel on pool days
- Hats and insect repellent

Please apply sunscreen at home before arrival and provide extra sunscreen for reapplication. The sunscreen should meet the following specifications: SPF 30 or higher, waterproof, and effective for at least 8 hours. Please use lotion instead of spray.

Campers must label **all** their belongings with their names and carry them in a backpack they can manage on their own.

Please check with the camp director at the pick-up area for lost and found items. Unclaimed items by the last day of camp will be donated to a charity selected by the Township or disposed of. The Township is not responsible for any lost or stolen items.

WHAT TO LEAVE AT HOME

- Music devices
- Electronics (cell phones, tablets, iPads, etc.)
- Skateboards
- Merchandise for sale
- Valuables

Any items like the above found on campers will be stored in the camp office and returned to the child at pick-up time that day. The Recreation Division and its staff are not responsible for lost or stolen items.

PROHIBITED ITEMS

The camp has a strict, zero-tolerance policy for the following prohibited items: If found, they will be confiscated, and **the camper will be immediately expelled with no refunds issued.**

- Weapons: The possession of any type of weapon, including but not limited to knives, firearms, explosives, or other dangerous objects.
- Drugs and Alcohol: The use, possession, or distribution of illegal drugs and alcohol, or any controlled substances, including paraphernalia, is forbidden.
- Tobacco Products: Possession, smoking or the use of tobacco products, including e-cigarettes and vape pens.

SWIMMING AND WATER PLAY ACTIVITIES

Campers usually visit West Windsor Water Works every Tuesday and Thursday morning, with buses departing from the campsite between 9:15 and 9:30 a.m. Campers must wear a bathing suit to camp on water activity days. The pool will have trained and certified lifeguards on duty.

Campers are not required to swim but must attend the pool trip each time. Counselors will offer alternative activities by the pool for those who opt not to swim. If available, campers will also participate in on-site water play activities, including water slides. For safety, water shoes or all-terrain sandals are mandatory for water play.

FIELD TRIPS

Summer Rec and Sports campers will go on a field trip every Wednesday, visiting local spots like bowling alleys, laser tag venues, and other fun destinations. The schedule for these trips is on our [website](#), and you will get notifications about all planned trips. There is no extra cost for field trips, and all campers participate.

Each camper will receive a camp T-shirt to wear on field trip days for easy identification (not required on pool days). If campers opt out of a field trip, families must make alternative plans for that day. There will be no supervision available at the campsite; therefore, no camper will be allowed to stay behind.

We recommend that campers bring \$10-\$15 in an envelope labeled with their name for spending money on each trip.

SICKNESS POLICY

To maintain a healthy environment for all campers and staff, please check campers for signs of illness before leaving home each day. If a camper exhibits signs of disease, such as fever, vomiting, diarrhea, or other illness-related symptoms, they must not attend camp that day.

If a camper shows signs of illness during camp hours, they will be isolated, and a parent will be contacted to pick them up.

Children must be symptom-free (i.e., no fever or vomiting) for 24 hours before returning to camp.

MEDICATIONS

Parents are responsible for administering all required medications at home. Parents must notify us in writing if a child needs medication during camp hours using the Recreation [website form](#). On the first day of camp, speak directly with the camp director and the health director (nurse) about any medications. Additionally, follow up with a written note. **Please do not send any medication with the camper.** Each medication form must be discussed with the camp nurse and camp director. When necessary, parents should also submit an [EpiPen Authorization Form](#).

FIRST AID & EMERGENCY PROCEDURES

The camp health director (nurse) will manage minor injuries such as cuts and scrapes. Camp staff or the nurse will take the necessary action for more severe injuries or illnesses, including contacting emergency services, to ensure the child's safety and well-being, as outlined in the [Medical Information Form](#). A staff member or nurse will always remain with the camper.

Parents will be notified immediately in case of an emergency. If parents cannot be reached, the emergency medical contact listed on the [Medical Information Form](#) will be contacted. Please ensure that your emergency contact numbers are up to date.

The camp will adhere to the Township's established emergency procedures for catastrophic events and other emergencies. The camp phone number (609-424-7520) should always be readily accessible to your family.

The Robbinsville Summer Camp is held at a local school. We will also follow the district's emergency guidelines in case of severe weather or other emergencies.

CAMPER CONDUCT POLICY

One of our goals is to teach campers a sense of responsibility as group members and to hold them accountable for their actions and belongings. Parents must read and ensure their children understand the Code of Conduct, which is signed during registration, as well as the following guidelines:

- Campers must respect the property and personal space of others, including fellow campers and camp staff.
- Using devices to record videos or take photos is inappropriate and considered disrespectful to others.
- Each camper must remain with their group and follow their counselor's instructions.
- Campers must comply with all camp rules and guidelines. Failure to adhere to camp policies may result in disciplinary action, including suspension or expulsion with no refunds.
- Campers are expected to refrain from causing intentional harm, vandalism, bullying, and similar actions.

A staff member will give children displaying unacceptable behavior, as defined by the camp director, a "time-out." If inappropriate behavior persists, the child will be taken to the camp director. Should disruptive behavior continue after returning to the group, parents will be contacted to pick up their child. If a child exhibits prolonged or repeated disruptive severe behavior, including but not limited to physical violence, bullying, or harassment, they will be expelled from camp immediately without a refund.

If you have questions or concerns about camp policies, don't hesitate to contact the camp director or the Recreation Division. We appreciate every family's cooperation in ensuring a safe and enjoyable experience for all campers.

MISSING CAMPER POLICY

The camp prioritizes the safety of all children and ensures they are always within sight. However, incidents can occur, and children may wander off. To address this, counselors will count the children before and after every transition between activities. If a camper is found to be missing from any group, the director or the nearest head counselor will be informed immediately. The director or senior counselor will then communicate with the other head counselors via walkie-talkie.

An immediate search of the camp will commence at the four corners and move inward. If the children are at the pool, its staff will be alerted to check the surrounding area. If, after a thorough search, the missing camper is still not found, the police and the camper's parents will be contacted without delay.

Once a missing camper is located, a senior counselor will be notified immediately to ensure the camper is returned to the correct group.

DISCIPLINARY PROCEDURE

- First instance: Discussion of behavior with camper/ "time-out."

- Second instance: camp director/parent conference.
- Third instance: Suspension from the program (length of time determined by the camp director and depending on the nature of the situation) and a parent conference.
- Fourth instance: Expulsion without a refund.

The Recreation Division takes great pride in providing a safe, high-quality program for all attendees. Expulsion is a last resort after all other remedies have been exhausted.

PROCEDURE FOR EXPULSION

The camp director will notify the parent or guardian of the camper's behavior and the decision to expel the camper.

The incident will be recorded, including any prior warnings or efforts to resolve it.

REFUNDS WILL NOT BE ISSUED FOR THE REMAINING DAYS OF CAMP IF A CAMPER IS SUSPENDED OR EXPELLED FROM THE CAMP FOR VIOLATION OF THESE POLICIES.

INSURANCE

Robbinsville Township does not provide any excess medical insurance coverage. Participants must have their own medical insurance. Robbinsville Township, the Recreation Division, and camp staff will not be held liable for any accidents that occur during our program.

PARENT NEWSLETTER AND EMAIL

Throughout the camp, we'll prepare weekly newsletters and send weekly emails to keep everyone updated on upcoming days and events. Please take a moment to review these newsletters—they include helpful reminders and important announcements. The weekly emails are packed with essential information, so it's a good idea to read them carefully to stay in the loop and avoid any surprises or misunderstandings.

CONTACT US:

- Robbinsville Division of Recreation: 609-259-3600 ext. 1145, rec@robbinsville.net
- Camp (during camp days and hours): 609-424-7520
- Pre- and post-care (Robbinsville Extended Day – R.E.D.) 609-632-0910 Extension 2215 or 2216.
- Emergencies – 911
- Registration: www.robbinsville.net/recreation

SPECIAL NOTE: Under New Jersey law, all childcare providers must report any suspicion of abuse or neglect. To protect our campers, the camp director will contact local law enforcement if any staff member suspects abuse or neglect.



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