

TOWNSHIP OF SPARTA



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SPARTA RECREATION DAY CAMP AT CAMP SACAJAWEA CAMP POLICIES & PROCEDURES

Welcome to Sparta Recreation's Day Camp Program at Camp Sacajawea!

An additional camper form **MUST** be completed before your child can begin camp, and can be accessed and submitted online at <https://nj-spartatownship.civicplus.com/FormCenter/Parks-and-Recreation-8/Sparta-Recreation-Day-Camp-at-Camp-Sacaj-58>.

- Our Day Camp Program is located at Camp Sacajawea (844 White Lake Road, Sparta)
- Children ENTERING 1st THROUGH 9TH GRADE are eligible to register. (2025-2026 School Year.)
- Campers will spend their days enjoying outdoor activities such as swimming, fishing and boating in White Lake, archery, biking, games, sports, arts & crafts, and nature walks.
- **DATES/TIMES:** Regular Hours: 8:30am-3:00pm
Early Drop Off: 8:00am
Late Pick Up: 5:00pm

Week	Dates*
1	6/30-7/3 4-Day Week
2	7/7-7/11
3	7/14-7/18
4	7/21-7/25
5	7/28-8/1
6	8/4-8/8

*Dates are subject to change, based on modifications to the 2024-2025 Sparta Township school calendar, due to snow/emergency snow closures.

- **DROP OFF PROCEDURE:**

8:00am drop offs: Parents should drive to the Main House and park in front of the building. Please park and walk your child into the Main House. Parents must sign in their child.

8:30am drop offs: Parents will enter the large parking lot and wait in the car line to drop their child off. Camp staff will be there with a sign-in sheet for you to sign your child in before he/she exits the vehicle.

- **PICK UP PROCEDURE:**

If you arrive at your child's designated time, simply pull in the large parking lot, park and walk towards the fence. Campers will be lined up and ready for dismissal. Your child can only be dismissed to a parent or someone authorized by their parent. If anyone other than the child's parent is picking up, they **MUST** be listed on your registration packet. Additionally, they will be asked to show their driver's license to camp staff.

If you are picking your child up early for an appointment, please drive to the Main House and call the camp phone at 862-268-2199. A counselor will bring your child out to your car. Please give counselors enough time to have your child ready for an early pickup and please be patient as it is a large facility. No camper will be permitted to leave the facility unless he/she is signed out with the Camp Director, by a legal parent or guardian. If, due to custody issues, there are certain days that one guardian is not legally authorized to pick up a child, please submit with your registration form.

- Parents of registered campers will receive an email the week before camp starts, to confirm registration and to provide updates and reminders for the upcoming week. These emails are sent through our registration system (Community Pass), so please be sure to update this with your current email address and check all Spam and Junk folders for this email.
- Our Camp Director can be reached via cell phone at 862-268-2199 with any urgent matters during the camp day.
- **FIELD TRIPS:** We will be offering a variety of optional field trips for children entering grades 3-9. Detailed information will be available as the summer approaches. **Field trip registration begins on June 2nd.** Space is limited. Additional fees will be charged to cover the cost of these trips and can be paid online or at Sparta Recreation. **Payment will not be accepted at camp.** All trip fees are non-refundable. Your child must be registered in camp on the applicable week to attend the field trip.
- **REFUND POLICY:** All requests for withdrawals must be submitted to our office in writing (Kelly.Giannantonio@spartanj.org). **Beginning May 1st, all credits and refunds are subject to a \$50 fee per child per week. No refunds, partial refunds or credits will be issued unless received, in writing, 10 days prior to program start date.**
- **NO MEDICATIONS** will be administered.
- For your child's well-being and safety, there will be staff members on site who are First Aid and CPR certified. Camp is limited to first aid only, and any medical situation that is beyond the scope of basic response will be referred to Sparta Ambulance and/or Newton Memorial Hospital.
- Certain rules of behavior will be explained to campers at the beginning of camp. If, for some reason, there is a discipline problem involving your child, parents will be notified. If the problem persists, we will exercise the option of suspending the child for a period of time. This option will

only be exercised as a last resort, **however, if this does occur, the suspensions will occur without financial reimbursement.**

- Certified lifeguards staff the waterfront. Waterfront rules and regulations will be **strictly enforced.**
- What to wear to camp:
Children can wear or pack their bathing suit. Appropriate changing areas are available.
Children should dress in comfortable clothing and will be participating in outdoor activities that may get messy.
Children should wear comfortable sneakers and socks, due to the terrain of the camp and nature of activities. Open shoes (flip flops, slides, etc.) can be packed for them to wear only while at the lake.
- What to bring to camp:
Bathing suit and towel
Rain jacket or poncho (if rain is forecasted.)
Sunscreen and insect repellent (or apply at home; staff can only apply spray on products)
Refillable Water bottle
Nut-free lunch, preferably wrapped in a disposable plastic bag. Lunches will be stored in refrigerators at camp. Please clearly label all food with your child's name.
Please check weekly email for additional items that may be required.
- **Electronic devices are not permitted at camp, including cell phones, Ipads or game consoles. Our Day Camp Program is an outdoor camp, and we encourage all children to unplug, enjoy nature and participate in the activities provided at camp.**
- Sparta Recreation is not responsible for any personal belongings that are brought to camp, such as sports equipment, toys, jewelry etc.
- Friends, family, relatives or other visitors are not permitted to attend camp. This policy was enacted based upon medical and legal considerations.
- Late Fee Policy: Any tardy pick-ups will incur a charge of a \$1.00 per minute for every minute beyond 3:05pm or 5:05pm (depending on your registration option of 3pm or 5pm). In the event that your child will be picked up late, please call the camp phone at 862-268-2199 as soon as possible, to notify staff.

Your cooperation in these areas is appreciated. We look forward to an exciting and enjoyable summer program for your child. If you have any questions or need further clarification, please call Sparta Parks & Recreation at 973-729-2383.