

BUSING/PARENT TRANSPORT/BEFORE AND AFTER CARE INFORMATION

Harbor Haven Transportation

Harbor Haven pick-up begins at approximately 8:00 am. Earlier pick up time may be necessary depending on the distance from camp. Our program begins at 9:00 am. The vehicles are either mini-vans or small yellow buses driven by school bus drivers licensed by NJ Division of Transportation with a Harbor Haven counselor on board. All vehicles are air-conditioned and have seat belts.

Vans/buses will leave in the afternoon from about 3:15pm to 3:30pm (depending on distance) and usually will have your child home between 4:00pm and 4:45pm. On routes where there is a central drop-off and pick-up stop, a parent or other adult designated by the parent (with signed permission) must remain with the child until the vehicle arrives in the morning and must be there when the bus arrives in the afternoon. Please be on time.

If conditions such as weather, traffic, a bus problem, delay in drop off or pick up times occur or in any emergency situation, you will be informed by phone from the Harbor Haven office or the bus counselor. If your child's bus is late and you have not received a phone call, please feel free to call us at 908-964-5411. In most cases the bus counselor will notify us and you directly. The bus counselor will provide you with his/her mobile phone number. Communication about transportation concerns: Call the office 908-964-5411; email info@harborhaven.com

We will never drop your child off without a parent or other designated adult there in the afternoon. If your child is being dropped off at home, is over 13 years old and you have sent a signed letter or email giving your permission for us to do so, we may drop your child off without an adult at home. In this case, the bus counselor will walk the child to the door, watch him/her go in, making sure that he/she locks the door.

Details about your child's route, pick-up and drop-off time, and safety rules will follow at a later time. Any toys/games/electronics/phones your child brings on the van, will remain in a safe place during the day. Please label them. PLEASE DO NOT SEND FOOD, CANDY OR GUM WITH YOUR CHILD ON THE BUS. WE DO NOT ALLOW EATING ON THE VAN. PLEASE BE SURE BREAKFAST IS FINISHED BEFORE YOUR CHILD GETS ON THE BUS. WATER OR JUICE IS ALLOWED.

Parent Transportation

If you are transporting your child by car, drop-off time is between 8:50am (Please not earlier – staff is in meetings) and 9:10am. Kindly follow our staff's directions when arriving. There is no need to park or get out of your car as we have staff available to open your car door and assist your child in safely getting to his/her group. We will take out any belongings that go to camp with your child.

Parent pick-up for children is between 3:35pm and 3:45pm. If you arrive early, you will be directed to wait in a line until the Harbor Haven vehicles pull out before entering parking lot. There is no need to park or get out of your car. Staff will assist your child into the car and child safety seat (if applicable). If you are running late, please notify the office at 908-964-5411.

[Please see next page for info about before/after care for earlier drop off or later pickup.]

Please do not get out of line even if your child has already been taken out of or put into your car. Wait for staff to instruct you to exit. Following this rule is vitally important to the safety of our children!

For **Bright Beginnings mini day children** being picked up at 1:30 please pull to the front of the school building. There is no need to park and get out of your car as staff will put your child into your child safety seat.

School District Transportation

If your child is being transported by his/her school district, they will contact you with pick up and drop off details. When they arrive at Harbor Haven they will follow the same drop off procedures as stated above.

At dismissal time children transported by their school district will be loaded from the front of the school building by our staff. The school district vehicles will exit about 5 minutes before the Harbor Haven vehicles. Please make sure you have contact information for the school district transportation people. We would appreciate it if you would also provide us with a contact name and number. Please inform us if your child is going to be absent.

Late Arrival and Early Departure

If, for any reason, you are bringing your child in after 9:30 am, please park your car in the parking lot and bring your child to the office. If your child must leave early on a given day, please let the office know in writing. Please arrive no later than 2:45 pm, park your car and walk to the office to wait for your child.

A camper may only be released to someone other than a legal parent or guardian when the legal parent/guardian has notified Harbor Haven in writing beforehand. The legal parent/guardian must also provide us with the person's name and a "code" word that you have told an administrator at the camp. The person picking up the camper must also have the "code" word. He/she will be asked to show us a photo ID. [Please note: For security reasons the front door of the building will always be locked. Identify yourself to the security personnel. You will be announced to Harbor Haven, and let in by security.]

Please enter and exit the parking lot with caution!

Do not make a left turn from Harbor Haven onto Pleasant Valley Way. It is dangerous and **illegal**. If you need to go to the left, first go right then make your first left onto Tenney Rd. and then another left onto Underwood Road. That brings you back to Pleasant Valley Way, where you can then make a right and be going in the direction you need to.

Absences

If your child takes Harbor Haven transportation and is going to be absent, you may contact the van /bus counselors (you will be given their telephone numbers) **but also call the office at 908-964-5411 as early as possible.** If you transport your child, please report any absence to the office. You may also email info@harborhaven.com. Thank you.

Car Seats/Boosters

If the law requires your child to travel in a booster or car seat and Harbor Haven is transporting your child in a mini-van, you will need to provide a safety seat for Monday through Friday. Please call the office if you have any questions regarding this issue. If your child is being transported in a yellow school bus, a car seat/booster is not required. We will inform you of the type of vehicle in late May or early June as soon as routes/vehicles are finalized.

Before Care Drop-Off/After Care Pick-Up Procedures

Harbor Haven is pleased to offer Before Care (drop off as early as 7:45 a.m.) and After Care (pick up as late as 5:45 p.m.) Your child must be signed up for this in advance and there is a cost of \$10.50/hour. Amounts will be prorated for the accurate time. You can do so by calling the office at 908-964-5411.

THE FRONT DOOR OF THE BUILDING IS LOCKED. CALL OUR OFFICE 908-964-5411 WHEN YOU ARRIVE.

Before Care Drop Off: Park and walk your child to the building. Staff will come to get him/her upon your call 908-964-5411.

After Care Pick-Up: Park and call the office 908-964-5411. We will bring your child out to the front door.

No RN present at before/after care. Any First Aid needs will be administered by a CPR/First Aid certified staff member.