



# SAFETY & SECURITY

**The safety and security of our children is of paramount importance and our highest priority.**

1. Harbor Haven monitors the entrance/exit of all vehicles and individuals on the premises. Should the need arise for you to pick up/drop off your child at times other than arrival/dismissal, please be understanding when questioned by our security staff. Our walkie-talkie system allows immediate communication among personnel.
2. Staff wear Harbor Haven t-shirts daily distinguishing them from any visitors or intruders. All staff members undergo thorough annual criminal background checks and are checked annually through the National Sex Offenders Registry.
3. The front door to the building is locked and surveilled by security staff. Harbor Haven campers and staff enter and exit through a side door which is continuously monitored.
4. Harbor Haven only releases children to a parent or legal guardian. If the staff member releasing the child, (typically the director, assistant director or supervisor) does not know the parent, picture identification is required.
5. When someone other than a parent/legal guardian picks up your child, you must send us an e-mail or written note in advance. Give a code word to that person and share it with us. The person is required to show proper photo identification and state the code word, before we release the child.
6. The West Orange Police, Fire Department and Emergency Rescue Squad and nearby St. Barnabas Hospital have all been notified of the dates and times of operation of Harbor Haven. The response time of any of these emergency teams is under five minutes. We maintain a gassed school vehicle with a certified CDL driver on site for emergency purposes.
7. A full time registered nurse is on the premises from 8:30-3:45. Harbor Haven maintains a doctor of record for consultation.
8. The building, pool and athletic fields are all equipped with AED units. Multiple staff members including the nurse are certified to use it.



## Staying Safe

We put tremendous effort into keeping Harbor Haven risk-free, however sometimes risks are unavoidable during games and activities at camp. Following rules as instructed keeps children safer at camp, thereby reducing risk. Please discuss the importance of following camp safety rules at all times.



## Injuries/Illness

Occasionally children get a scrape or bump. Our nurse will call you in the unlikely event that your child sustains a more significant injury, including a minor head injury. Should your child become ill during the day, (i.e. fever, vomiting, sore throat, etc.) you will be notified to pick up your child. Your child will be sent home in cases where the nurse and director believe that your child shows signs of something that is contagious.

## Emergency Procedures

Harbor Haven has a written set of emergency procedures including evacuation of building (fire drill-we use a "Quiet Bell"), evacuation of building (relocation to another safe building), clearing the fields and return to building (weather related conditions/other) and "lock down" in the building. Our staff is trained in these procedures. Should an emergency situation arise which interferes with children returning safely home at the regularly scheduled time, please know that we are prepared to care for your children for an extended period of time. We will be in communication with you in this highly unlikely situation.



*Summer camps are defined as mandatory reporters in the state of NJ. If we reasonably suspect that a child has been abused or neglected in any environment, whether we hear it first, second or third hand, we are legally required to make a report. In the event that the suspected abuse or neglect involves a family member or friend from the child's home or community, we are prohibited from informing you. This is so the authorities may properly assess the situation. Our goal is to protect children at all times.*