



Somerset County
Park Commission

Therapeutic Recreation Department

P.O. Box 5327, North Branch, NJ 08876 ■ 335 Milltown Road, Bridgewater, NJ 08807

Tel. 908 526-5650; Fax 908 429-5508 ■ TTY users, please use the Relay Service @ 711

Dina Trunzo, CTRS, Manager
Gwen Leubner, Program Coordinator
Lisa Kazman, Sr. Program Coordinator

Office Hours: Monday through Friday 8:00am to 4:30pm
www.somersetcountyparks.org

POLICIES & PROCEDURES

ANNUAL INFORMATION FORM/RELEASE & WAIVER FORM

In an effort to maintain current personal information about each participant, everyone must complete an annual information form. You are asked to complete it fully and return it to the TR office. Once each year we will ask you to update the form, and whenever you have new information (such as a new doctor or a change in medication), we ask that you notify us immediately. Additionally, a current Release, Waiver and Participation Agreement Form must be on file.

FINANCIAL ASSISTANCE

A scholarship/financial aid fund has been created for individuals who cannot pay the entire amount due for a program. To request assistance contact the TR Department to find out more information regarding this procedure. Minimum deposit will be required.

PAYMENT POLICY

All program fees are due when registration is submitted. If necessary, please discuss a possible payment schedule with the TR office. Failure to pay these fees can result in suspension from programs during a season. The participant and/or guardian is responsible for paying the entire program fee regardless of the participant's attendance. **A fee may be charged for all returned checks.**

REFUND REQUEST

The Somerset County Park Commission will refund registration fees due to illness, injury, or other extenuating circumstances which makes participation in the program impossible, providing that prior to the start of the program notification is given to the TR Department. Furthermore, if we find the program requirements are not commensurate with the abilities of the registrant, a refund for the program will be given. Refunds will be prorated in accordance with the number of sessions/classes attended and supplies/tickets already purchased. Refunds for other reasons may be granted if the program has not yet begun and another program registrant enrolls. No refunds for absences.

CANCELED PROGRAMS

A minimum number of participants is required for each program. A program may be canceled if this number is not reached. A program reimbursement or credit will be issued. If a program is canceled because of unforeseen circumstances, you will be contacted as soon as possible and a program credit or refund will be issued.

CLOSED PROGRAMS

If a program closes because we have reached maximum enrollment, your name will be put on a waiting list and you will be contacted if additional space becomes available.

AGE POLICY

Certain programs conducted by the TR department have age parameters. In order to participate in these programs, an individual must be the minimum age by the first day of the program. If an individual will exceed the maximum age during the time frame of the program, the individual may register and attend the full program provided he/she will have attended 3/4 of the total weeks/sessions prior to exceeding the upper age limit.

BEHAVIOR

Participants who are physically or verbally abusive to themselves or others will be suspended from the program and participation in future programs will be limited.

INCLEMENT WEATHER

For cancellations, the TR voicemail will be updated with a recorded message. Additionally, if a recreation program is canceled due to the weather, TR staff will call you at the phone numbers you provided to alert you to the cancellation.

MEDICATION/PERSONAL NEEDS

TR staff cannot administer medication. Participants must be able to meet their own personal needs and administer their own medication.

DIFFERENT PERSON PICK –UP

If someone other than the parent/guardian will be picking up a participant at the conclusion of the program either at the program site or at a transportation pick up/drop off point, advance written notification MUST be given to the TR staff.

REGISTRATION POLICY

For programs when in-person registration is required, the doors to the TR Activity Center will open at the designated start time of registration and individuals will sign the TR sign in list. Doors will not open earlier regardless of weather. The TR sign in list is the only official list. Registration will begin promptly at the time specified in the brochure or flyer and you must be present when your name is called. Names will be called as they appear on the list. If a person's name is called and they are not present, their spot is forfeited.

Participants may register one other participant at the time of registration. No email registrations will be accepted.

The TR Activity Center is located in North Branch Park; a public area that is open from dawn to dusk. Since individuals are free to be in the park from dawn to dusk, the TR department holds no responsibility as to when people decide to stand at the door and wait for it to open.

GROUPS

No more than two individuals from any one group residence may register for an activity that has limited slots available.

TRANSPORTATION POLICY

 This symbol is displayed by those programs listed for which transportation is available. All participants receiving rides from the TR Department to programs must abide by TR policies. The pickup times will be established after each program registration period is closed and will be based on the registrations received. In order to maintain this schedule, all riders are expected to be at their "pick up" site at the time designated. The TR staff can wait at that location no more than 5 minutes after the time specified. Families/guardians are to be at the site at the time specified for "drop-off". Failure to abide by these terms more than twice per season, or misbehavior on the van, will result in loss of this privilege.

The TR staff reserves the right to change or cancel pickup/drop off points listed for each program depending on the number of individuals requesting rides to programs from that point. Notification will be made prior to the start of the program. Transportation is available on a first come, first served basis.

****No transportation is available within 5 miles of a program site.****

The TR Department does not provide home pick-up. However, we would like to keep a car pooling list that can be distributed to all interested parties. If you would like to be placed on that list, please call the TR office at (908) 526-5650.

If you have any questions about these policies, or if you are scheduled for transportation but cannot attend the day's program or event, please call the TR office.

Location: All Programs held at North Branch Park - TR Activity Center, Milltown Road, Bridgewater, unless otherwise noted.

PICK-UP/DROP-OFF POLICY

This policy applies to all programs offered by the department. Participants will be given one (1) warning per calendar year and allowed one (1) offense per year.

- A. Individuals dropped off early and picked up late at Park Headquarters for special programs and trips will be assessed a penalty of \$10.00 per fifteen (15) minutes after a (15) minute grace period.
- B. Individuals who are dropped off early and picked up late at designated transportation points will be assessed a penalty of \$10.00 per fifteen (15) minutes after the first five (5) minutes.
- C. Individuals who are dropped off directly at a program site may be dropped off no more than 5 minutes before the start of program. Those individuals dropped off early will be assessed a penalty fee of \$10.00 per (15) fifteen minutes. Individuals picked up late at a program site will be assessed the same penalty as stated in A.
- D. After the first offense, individuals will be charged a higher rate.
- E. Abuse of the policy will result in suspension from the program.

OTHER POLICIES

For safety reasons, no smoking will be permitted during TR sponsored activities. Alcohol consumption is forbidden during programs. **Credits may not be used toward Special Programs. Registration is not transferable. No participant substitutions will be allowed.**

GIFTS

The staff at The Therapeutic Recreation work diligently to provide outstanding customer service to the public. We hope that you are pleased with the service received. While we are appreciative of the thoughtfulness shown to the staff in Therapeutic Recreation, it is our practice and the practice of the Leisure Services Division, not accept tips, gratuities, or gifts for performance of services that are related to fulfillment of job duties. Should you ever wish to provide a donation, we would be happy to accept one to support the programs and capital improvements of the facility. Thank you.