



City of De Pere

2019 Summer Day Camp Parent Handbook



De Pere Park, Recreation & Forestry Department

De Pere Community Center

600 Grant Street

De Pere, WI 54115

(920) 339-4097

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www.de-pere.org

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Enclosed with packet:

Enrollment Form
Draft Agreement Form
FAQ

The City of De Pere does not discriminate on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use/non-use of lawful products under SS 111.321 Wisconsin Stats. The City also complies with the Americans with Disabilities Act of 1990; qualified individuals with a disability should call 339-4097 if seeking an accommodation in policy, practice or procedure.

De Pere Park & Recreation *Summer Day Camp*



Dear Parents/Guardians,

Welcome to our 2019 Summer Day Camp! Enclosed with this packet you will find the registration form and a bank draft form. All other forms needed for camp will be mailed or emailed in May and will need to be **returned to the Community Center prior to the first day of camp**. Please complete all forms in blue or black ink; note: some forms are two sided.

Please note our cancellation policy and our transfer of weeks policy, stated on page 6 as well as our field trip policy on page 8.

Contact the De Pere Community Center with any questions or concerns that are not covered in the enclosed packet.

We are all about having FUN!!

Sincerely,

Cindy Lee,
Recreation Specialist
De Pere Community Center
339-4097

Enrollment:

The Summer Day Camp Program is open to residents of the City of De Pere and non-residents in surrounding communities, ages 7-12.

Campers will be enrolled when Community Center receives completed enrollment forms with payment. Included with this packet is the enrollment form and a draft form, other forms will be emailed to you in May; these forms need to be returned to the Community Center prior to the start of camp.

1. Enrollment Form for each child
2. Health History & Emergency Care Plan Form
3. Immunization Form
4. Authorization to Administer Medication Form, if applicable
5. Draft Agreement Form
6. Camper Code of Conduct for Positive Discipline
7. Summer School Transportation Permission Slip Form, if applicable

T-shirts will be given out to campers on Monday of the first week that they attend. For identification purposes, each participant and staff are required to wear their camp t-shirt on all field trips. Campers and staff are required to launder their camp t-shirt when dirty or soiled. A limited number of additional t-shirts will be available for sale, please see the Recreation Specialist for more information.

Capacity:

The capacity for the program is 44 campers/West Side and 36 campers/East Side weekly. A waiting list will be maintained for each week of the program. In the event of an opening, the first person on the waiting list will be called then subsequent people notified in order on the list.

Staff:

Our qualified staff strives to provide strong leadership and to create an enriching environment that fosters growth and success. Criminal and caregiver background checks are completed on all employees. DPRD management staff will work closely with all camp staff to ensure an enriching program.

When and Where?

The Summer Day Camp is held at the De Pere Community Center and Dickinson Elementary School. We will utilize many VFW Park/Legion Park amenities on a daily basis. Summer Day Camp Headquarters for each of the locations is as follows:

Community Center – Pine Rm. on the upper level (west entrance)

Dickinson Elementary School – Rooms 177/178

This is where you will sign your camper in and out. You will be notified ahead of time regarding any necessary room changes.

Summer Day Camp Times:	9:00 a.m. – 4:00 p.m.
Before Camp Drop-Off Times:	7:00 a.m. – 9:00 a.m.
After Camp Pick-Up Times:	4:00 p.m. – 5:45 p.m.

What's happening at Summer Day Camp?

- ✗ Exciting Theme Weeks
- ✗ Before/After Camp Time
- ✗ Super Fun Sports and Activities
- ✗ Crazy, Creative Crafts
- ✗ Cool & Interesting Speakers
- ✗ Swimming at Legion Pool
- ✗ Adventurous Field Trips
- ✗ Free-Play at VFW/Legion Playgrounds
- ✗ Kid's Choice Times
- ✗ A lot more!!!

Typical daily camp itinerary includes:

7:00 a.m. - 9:00 a.m.	Drop-off time, free play
9:00 a.m. - 11:00 a.m.	Indoor/Outdoor Activity, Snack (provided by camper)
11:00 a.m. - 11:45 a.m.	Camper's Choice, Group Stations
11:45 a.m. - 12:30 p.m.	Clean up and lunch (provided by camper)
12:30 p.m. - 1:15 p.m.	Creative Crafts, Quiet Group Games
1:15 p.m. - 3:00 p.m.	Swimming, Indoor/Outdoor Activity
3:00 p.m. - 4:00 p.m.	Snack (provided by camper) and Activity
4:00 p.m. - 5:45 p.m.	Pick-up time, free play

Drop Off/Pick Up Times:

Camp begins at 9:00 a.m. and ends at 4:00 p.m. However, to accommodate parent's work schedules, Camp Staff will be available to check in children anytime between 7:00 a.m. and 9:00 a.m. Camp Staff will also be available to check children out anytime between 4:00 p.m. and 5:45 p.m. Programming during this time will be loosely structured: board games, reading, drawing, imaginary play, etc. Children may be picked up any time prior to 5:45 p.m. Late pick-up fees will be charged for children not picked up by 5:45 p.m. as follows:

1 - 10 minutes late = \$10 charge per child
11 - 20 minutes late = \$20 charge per child
21 - 30 minutes late = \$30 charge per child

If your child has not been picked up by 6:15 p.m. and the staff has been unable to contact parents/guardians, the proper authorities will be notified. A late pick up form will be completed indicating appropriate fees to be paid. Late pick-up fees are to be paid in cash to the De Pere Community Center the following day at the beginning of the day or on Monday if the occurrence happens on a Friday. Your child will not be allowed to attend camp until late pick-up fees are paid in full. If a child is picked up late from camp on 3 occasions, that child will not be permitted to attend any further camp sessions this summer.

Fees & Payment Policies:

Camp fees are to be paid in full prior to the participant attending the selected camp week. Participant will not be allowed to attend camp for the selected week if weekly camp fee is not paid in full. Payments are accepted through credit card drafts or check card drafts (Draft Agreement Form attached) and will be drafted on the 15th of each month. If program fees are not paid on time, parent/guardian(s) will be contacted regarding late payment of fees or insufficient funds from bank or credit card draft. Following 1 week of insufficient funds or declined credit card, the DPRD will send a notification to be paid within 7 days. If payment is not made within 7 days the child will be terminated from the program and children from the waiting list will be called. There are no credits, prorated days, or refunds for absences, vacations, illnesses or for natural circumstances beyond our control.

If additional camp week(s) are added, those fees must be paid in full prior to being removed from the waiting list and added to the active roster in order for your child to attend those weeks. An additional payment plan will not be activated.

At times, additional fees may apply for special activities or field trips. Participants will not be able to participate in these special activities or field trips if additional fees are not paid in advance.

The Summer Day Camp Program is not a licensed childcare program. No tax information will be provided by the City of De Pere regarding child-care expenses.

Cancellations:

Cancellations may occur up to 2 weeks before selected camp week; no refunds issued within the 2 weeks prior to selected camp week. A \$35 cancellation fee will be assessed for a single transaction cancelling out of one week; \$58 cancellation fee will be charged for a single transaction cancelling out of two or more weeks. All cancellation requests must be submitted in writing. Example: You contact us in March to cancel out of week 3 – there is a \$35 cancellation fee. You contact us again in June to cancel out of weeks 6 and 7 there would be a \$58 cancellation fee; however if you cancelled out of weeks 3, 6 and 7 at one time, the cancellation fee would be \$58 total. The cancellation fee is charged **per transaction** and based on how many weeks you would be cancelling out of. Participants may sign up for either the West Side Camp or the East Side Camp. If a person opts to sign up for one side and go on the waiting list for the other side of camp and are able to get in, a \$35 cancellation fee will be charged to be removed from the roster of the original site of camp (following above cancellation guidelines).

Transfer of Weeks:

We are unable to accommodate requests to transfer participants between weeks of camp. If you find that you need to make a change in your child's enrollment, a cancellation fee will be charged based upon the above guidelines. You may enroll your child in other weeks of camp if there are openings.

If your child is signed up for summer school and those plans change, please notify the Community Center office. Participants can be switched from full to half day or half day to full day during the weeks of summer school. Transfers between full and half day camp to accommodate summer school classes must be completed by May 18, 2018. After that date a \$10 transfer fee per week will be charged. **(Summer School weeks only)**

Sign in/Sign out Procedures for Attendance:

Staff will be on hand to greet each child. Parents must accompany the camper into the Pine Room/Classroom for the start of the day and come into the Pine Room/Classroom to pick them up at the end of the day. Children must be signed in at the beginning of the day and signed out at the end of the day by a parent/guardian. Identification will be verified until camp staff are familiar with parents/guardians. Children arriving from the Summer School Program via bus will be signed in by a Camp Counselor. The sign in sheet will be compared with our daily attendance sheet and parents will be called if the child is not in attendance and has not been called in by the parent/guardian. Children will not be permitted to leave the building to walk home.

Only people designated on the enrollment sheet are able to pick up your child. Identification will be verified. Parents/guardians are required to notify camp staff ahead of time if another authorized party will be picking up your child on a designated day. This information must be written on the sign-in log sheet. Should you need to pick your child up early on a camp day, the parent/guardian must notify staff and write it on the sign-in log sheet in the morning.

If your child is not going to attend their camp day, parent/guardian must call the Community Center office at 339-4097 so the camp staff can be notified. Voicemail is available for before/after office hours, which are 7:30 a.m. – 4:30 p.m. Monday thru Thursday, 7:30.a.m.-1:30.p.m. on Friday.

Should a staff member suspect a parent/guardian or designated pick-up person is impaired or under the influence, the staff member will refuse to release the child to that person. The next designated pick-up person will be called or emergency personnel will be contacted. Staff will remain with child and notify Recreation Specialist and/or Recreation Superintendent.

What does my child need at Summer Day Camp?

We suggest layering clothes, as many mornings start off quite cool: Wear a sweatshirt and pants over a t-shirt and shorts. Please keep in mind, we're outdoors quite a bit and some of our projects can be messy – please have your child wear clothes that can get dirty! **All campers must wear tennis shoes.** No sandals or flip flops are allowed except for swimming and water activities. Bins will be provided for children to put their belongings in. Parents are requested to LABEL EVERYTHING and pack a morning and afternoon snack and healthy lunch for your child. Parents are asked to pack lunches that are not likely to spoil on field trip days.

Parents are advised of the following: State of WI Guidelines indicate that lunches should consist of one protein source, two vegetables, two fruits or one of each, a whole grain source and a healthy drink. Juices should be 100% fruit juice. No soda is allowed.

If your child wants to bring a treat on a camp day for all campers and staff, parents are asked to confer with a Camp Counselor ahead of time. The Camp Counselor will notify parent of number of staff and campers enrolled and any food allergies.

We will be swimming normally on Tuesdays or Thursdays at the Legion Pool. Please check our weekly note for other water activity days. Prior to your campers first swim experience at camp, his/her swim skills will be assessed by Legion pool staff. Please pack a swimming suit, sunscreen, and a towel. Campers will apply sunscreen under the supervision of camp staff. If we need to reschedule a swimming day due to a scheduling conflict, campers will be notified in our Monday handout. Please note – in the event of inclement weather, swimming will be cancelled for that day. It is recommended that parents apply sunscreen prior to bringing their child to camp, sunscreen will be applied by the camper during the course of the day under the supervision of staff.

Any items left behind will be stored in the Activity Office. Unclaimed items will be disposed of at the end of the 10-week Summer Day Camp Program.

What NOT to bring:

Do not bring any electronic units including handheld games, iPods, e-readers, weapons (toy or otherwise) MP3 players, etc., cell phones, or money (except when indicated on certain field trip days). Roller skate shoes, bikes, scooters and skateboards are not permitted. Any prohibited items, which are brought on site will be confiscated by staff and sent home at the end of the day.

Photographing of Program Participants:

At various times during the summer, photos may be taken of your child by authorized individuals for public relations or educational purposes. If you do not want your child's photo taken please let the site staff know during your first week of the program.

Transportation:

A permission slip must be completed by the parent/guardian before children enrolled in Summer School can be transported by Lamers Bus Lines to the De Pere Community Center between 12:00 – 12:30 pm or to Dickinson Elementary School between 12:00 – 12:30 p.m. on summer school dates.

Contracted area bus companies will provide transportation for certain field trips, the Metro Bus Line for others and some will be walking field trips. For all bus field trips, children will be supervised from the time they get on the bus until the time they get off the bus. Camp personnel will remain alert and attentive during the entire trip and will sit with the campers.

Field Trips/Special Presentations:

Field trips are scheduled weekly and include local and out-of-town trips and/or special presentations by guest speakers relative to the theme of each week. All camp participants and scheduled staff must attend the field trip. If your child will not be attending the field trip we require that you pick them up prior to our departure. Please, no early pick ups while at our field trip destination. We do not permit children to bring money along for souvenirs or concessions. Permission slips and information will be sent home each Monday of the camp week. The permission slip must be signed and returned with accompanying payment (if applicable) prior to the field trip in order for your child to participate in the field trip. Transportation method may include school bus, metro bus line, or walking. Field trips or activities, which require an additional fee, will be noted in the Monday information notes. Due to weather or other circumstances field trips may be subject to change and/or cancelled.

T-shirts will be given out to campers on Monday of the first week that they attend. For identification purposes, each participant and staff are required to wear their camp t-shirt on all field trips. Campers and staff are required to launder their camp t-shirt when dirty or soiled. All participants' health forms, emergency contact information and any needed medication will be transported on all field trips by a Camp Counselor. Staff will be available by cell phone during all field trip activities. A portable first aid kit will be transported on all field trip activities.

Inclement Weather:

Outdoor activities will be limited when the heat index is above 90° Fahrenheit, when it is raining or during severe weather. Indoor activities will be substituted. Children will need to bring proper outdoor attire daily. Layered clothing preferred. Please remember to send warmer clothes on cold, wet days and even a change of clothes would be a good idea. If an outdoor field trip is scheduled and it is a severe weather day, a contingency plan will be in place – either the field trip will be rescheduled or a substitute field trip (in-house or away from premises) will be substituted.

Sick Child Policy:

A child with any of the following conditions will not be permitted to attend camp while conditions are present: vomiting, diarrhea, unidentified rash, temperature over 100 degrees. If a child becomes ill during camp they will be taken to a separate area and made comfortable while waiting for the parent or other designated person to arrive to pick up the child.

Medication Policy:

Our policy on medication is located at the end of this handbook on the back of the Authorization to Administer Medication Form.

Injuries & Accident Report:

Any injuries during the course of the day will be documented by camp staff and reported to the Recreation Specialist within 24 hours. The City of De Pere Accident Report Form will be utilized for documentation.

Minor Injuries:

1. Wounds will be cleaned only with soap and water and a bandage applied.
2. Disposable gloves are in the first aid box and will be worn.
3. Hands will be washed immediately and surfaces cleaned with cleaning solution (1:10 bleach solution).
4. All accidents or injuries will be recorded on City of De Pere Accident Report form, in ink, stating the date, time, injury, action taken and signed.

In the Event of a Serious Injury or Illness:

1. Injury will be assessed and appropriate action will be taken.
2. Emergency personnel will be called first if injury or illness appears serious, then parents/guardians.
3. Child's enrollment form will be referred to for a list of persons having authority to pick up child. Staff will attempt to contact the parents/guardians first.
4. If child must be transported by ambulance, a staff member will ride with child taking enrollment forms along. Transport is to St. Vincent Hospital unless otherwise indicated on forms by parents.
5. Recreation Specialist will be notified within 24 hours who will notify the Recreation Superintendent.
6. An accident or serious injury is traumatic to staff as well as children. As a general rule of thumb, if a child is not calmed down within 15 minutes, a parent will be called.
7. City of De Pere Accident Report Form will be completed.
8. If your camper is injured at camp, has engaged in conduct which resulted in a staff member having to discipline your camper, or if any "unusual" occurrence involved your camper, you will be notified at pick up with a written report detailing the event.

Discipline Policy:

Program rules are established to maintain the health and safety of all participants. Discipline techniques and rule enforcement will be carried out in a manner that is consistent by all staff and beneficial to the child in developing self-control, self-esteem, respect for the rights of others and an understanding of set limits. There will be no physical punishment or other punishment, which is harmful to the child. Staff will use mediation techniques, redirection techniques or removing the camper from the group to expedite resolution of conflict. Please see Character Contract for Positive Discipline which camper and parent are to sign and return prior to camp.

Refer to the Policy and Procedures Manual for additional information on discipline.

Termination of Camp Privileges:

Our purpose is to provide a creative environment in which a child can develop socially, emotionally, physically and intellectually. In order to do this for all children it may become necessary to prohibit a child from future camp activities for any of the following reasons:

1. The child has behavioral problems that prevent the staff from meeting the child's needs.
 - a. The staff will document incidences including time and behavior.
 - b. Conference will be scheduled with staff, Recreation Specialist and parents.
 - c. Time frame set for progress.
 - d. If no progress is demonstrated in this time frame written termination notification will be sent to parents with balance of fee refunded less processing fees.

2. Parents do not cooperate by returning forms – written notification given. Chronic occurrences (defined as 3 occurrences of failure to return forms) will result in child's camp privileges revoked.
3. Parents do not observe rules of program relating to arrival/departure of students or student does not observe rules of program relating to arrival/departure. Written notification. Chronic occurrences (defined as 3 occasions) will result in a child's camp privileges being revoked.
4. Late payment of fees/insufficient funds from bank or credit card draft. Following any notification of insufficient funds or declined credit card, the DPRD will send a notification to be paid before child is permitted in the program.

Confidentiality:

We will strive to keep information about a child or about an incident involving one of our campers as confidential as possible, however, the City is a municipality which is covered by the public records law and documents may be required to be released upon request or upon order of the court. We will not discuss incidents involving your child with other program participants or their families unless it is required by law or the other child was involved in an incident with your child. If that is the case, information on your child will be shared only to the extent necessary to provide necessary information to the other parent.

Child Abuse/Neglect:

All cases of suspected abuse or neglect shall be dealt with according to the law.

Updating Information:

It is the responsibility of the parents/guardians to inform a Camp Counselor of any changes to your child's information. This would include phone numbers, addresses, emergency contact information and persons authorized to pick up your child.

Parent Participation and Information:

Parents should contact the camp staff or Activity Coordinator with any questions or to discuss their child. Parents are welcome to visit the program during the course of our day. Should a court order be in place prohibiting a parent from any contact with their child, please advise the Recreation Specialist and provide a copy of the document. Police will be called if a parent violates the court order.

A Policy & Procedures Manual will be available for parents to review on site at the program. If a parent would like to share a skill or talent during our camp week, contact the Recreation Specialist to make arrangements.

How do I contact my child at Summer Day Camp?

You may call the De Pere Community Center at 339-4097 and we will have staff return your call. Parents will also be given cell phone numbers for each camp location prior to the start of camp.

Please note: Additional information can be found in our Policy and Procedures Manual, which is available at the Community Center/Dickinson Elementary School for parents to review.