

New Berlin Recreation
SCHOOL'S OUT
DAY CAMP

Parent Information

Welcome to New Berlin Recreation Day Camp!

You can choose your own adventure here at New Berlin Recreation Day Camp. Day Camp gives children opportunities to explore and build relationships. We provide a trusting environment where you and your child will feel welcomed! The following is some basic information about Day Camp and what to expect. It is our desire to keep all children safe, and we will make every effort to ensure each child has a positive and enriching experience here with New Berlin Recreation. If you have any further questions feel free to send us an email or give us a call! We are not a state licensed day camp program.

Enrollment Form & Eligibility

Our enrollment form is available online at <https://www.newberlin.org/983/Schools-Out-Day-Camp>. This is due at least two weeks before your child's first day of Day Camp. Forms may be submitted in advance via email to recreation@newberlin.org. Please fill out the entire form with as much detail as possible, as this will give us the best opportunity to serve your child. Parents have a duty to disclose significant medical, physical or behavioral needs at the time of enrollment. We ask that you please enroll at least 1 week prior to the designated Day Camp day so we can plan our day and schedule the appropriate number of staff (limited based on enrollment capacities). Any questions in regards to registration and enrollment please contact the Recreation office at recreation@newberlin.org and 262-797-2443.

Eligibility:

Due to the large-group format of our Day Camp, we are **unable to provide one-on-one care**. Children must be able to provide self-care in a group setting (able to follow the group and given instructions, swim independently, able to use the restroom facilities unassisted, able to wash hands without assistance, and able to control their behavior while participating in all activities). **The program staff does NOT provide one-on-one care.**

Children must be 5 years old by the start date of the week of camp you have registered for. Transitioning to day camp can be challenging for new 5-year-olds or new campers in general. Children should be able to do the following and these tips will provide a great transition to day camp; are familiar with their backpack (knows where their snack is, their lunch box, water bottle, and extra clothes), can open and close their backpack, knows how to apply sunscreen and bug spray independently, wears shoes that they can easily take on or off (no-ties if they do not know how to tie yet), and does not need to take naps anymore (there are no naps at Day Camp). If you have any questions, please call us at 262-797-2443 or email us at recreation@newberlin.org.

Children who are 12 or are going into 7th grade can attend camp as a camper or apply to our counselors in training program (summer only). Participating in day camp as a camper and as a counselor in training are two different summer experiences. If you think your child is ready to learn, wants to help counselors, and likes to lead games and activities- applying to the counselor in training program might be the best fit for them. If you would like to talk about what fit would be best for your child, please contact us at 262-797-2443 or email at recreation@newberlin.org.

First Day:

It is normal for your child to show some anxiety or reservation about Summer Day Camp, especially if this is their first year. The best thing you can do is reassure them that everything will be okay, that the counselors will help them make new friends, keep them informed, and be there to help guide them through their first day. Your camper is going to come home tired and most likely dirty after a day of fun-filled activities. It is important at night to make sure they are hydrating and refueling with a healthy dinner.

In order to make camp a learning experience and enhance the child's self-esteem, Camp Staff will utilize positive guidance to appropriately manage children who are crying, fussing, or distraught.

Locations & Contact Information

Activity and Recreation Center (ARC) Day Camp

Address: 15321 W. National Ave, New Berlin, WI

Email: recreation@newberlin.org

Recreation Office Phone Number: 262-797-2443

Day Camp Phone Number (Used on Day Camp Days Only): 262-613-2215

Arrival & Dismissal at Camp

Camp's primary hours are 9:00am - 4:00pm. Extended Care is provided from 7:00am-6:00pm.

Drop off is from 7:00am-9:00am. A drop off station will be available at your camp location. Camp fees are due in advance. Your child's name must appear on the program roster to be dropped off. If the child's name does not appear on the printed attendance sheet, you must provide a receipt of payment to the staff.

Pick up is from 4:00-6:00pm. A pick up station will be available at your camp location. Participants who are picked up late will be charged \$10 each 15 minutes their child remains at Camp after 6:00pm. Repeated offenses can result in becoming ineligible for future programs.

Photo identification is required to release a child. The staff will ask for photo identification from everyone, and will check their authorization. If someone else is picking up your child, and is not on the authorized pick up list, we will NOT release that child. This is for your child's own protection. If you need to add additional names to the approved pickup list, please inform the staff or email recreation@newberlin.org.

Typical day at Camp

7:00-9:30am	Check in and Free Choice
9:30-9:45am	Morning Meeting
9:45-10:15am	Camp Activities
10:15-10:30am	Snack
10:30-12:00pm	Camp Activities
12:00-12:45pm	Lunch
12:45-1:30pm	Read, Rest, Relax
1:30-3:00pm	Camp Activities
3:00-3:30pm	Group Game
3:30-6:00pm	Check out and Free Choice

Examples of additional activities could include:



Kids fitness, arts & crafts, science projects, sports, character development, gym activities, dramatic play, centers, skits and Songs, games, music, movies, board games/puzzles, outdoor exploration, gaga ball, playground, nature activities and much more!

What to bring to Camp (Label everything!)

Each child will have a hook to store their belongings at Day Camp. We will be outside as much as possible so please pack any weather appropriate clothing.

- Backpack
- Facial coverings are recommended for indoor activities
- Change of clothes
- Peanut-Free Lunch (**Refrigeration may not be provided- see below on tips on how to keep a lunch cold.**)
- Peanut-Free Snack (1 for AM Snack and 2 if you pick up after 4:00pm)
- Re-useable water bottle- cups will be provided in case water bottle is forgotten, child will be asked to keep their cup for the remainder of the day
- Book or quiet activity for a downtime activity
- Spray sunscreen and bug spray
- Weather appropriate clothing (hats, sunglasses, snow pants, gloves)
- Swim suit & towel or extra clothes for water games (Summer Only)



Tips to keep a Lunch Cold

- Pack in an insulated lunch bag
- A frozen ice pack is a must
- Frozen juice boxes can be used as freezer packs. By lunchtime, the juice should be thawed and ready to drink!
- Fill your child's water bottle the night before and place it in the freezer (camp favorite!)
- Put stainless steel containers in the freezer prior to packing
- If possible, your child's lunch should be stored in a refrigerator but leave the lid of the lunchbox or insulated soft-sided bag open in the fridge so that cold air can circulate and keep the food cold.

Sunscreen: Campers are required to bring spray sunscreen to camp; we do not supply sunscreen. Campers should come to camp with sunscreen already applied. Camp staff are not allowed to apply sunscreen to any camper (they can assist with spray sunscreen), so it is encouraged that you teach your child how to properly apply sunscreen. The staff will supervise and provide times for campers to apply sunscreen before and during outdoor activities.

What should I leave at home?

Slides and flip-flops are not adequate, especially with the amount of outdoor activities children will participate in. Tennis shoes and socks or athletic sandals (Teva, Keens, Chacos, etc...) are recommended as footwear, unless otherwise stated by the staff. Remember, kids get dirty; do not send nice clothes. Please DO NOT send the following items: toy weapons of any kind, cell phones, and excessive amounts of money, electronic games, pets, valuables, candy or other sweets. **We cannot be**

held responsible for lost or stolen items. All items necessary for the activities are provided. **Book or quiet activity can only be used during downtimes.**

Lunch & Snack Time

Day Campers will need to provide their own lunch. Please do not pack a lunch that requires microwave or reheating or chilling. All children will be given the opportunity to have snack time from 9:30-10:00 each day. Please pack a snack that they do not need to take from their lunches to eat. Plenty of drinking water will be available for the children to refill the reusable water bottle they bring from home.



We are a Peanut-free day camp



We have multiple campers at camp who have a severe food allergy to peanuts and/or tree nuts. We are asking your help to provide the campers with a safe day camp environment. Any exposure to peanuts/tree nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you do not send any **peanut or nut containing products** to day camp. We appreciate your support of these procedures.

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Healthy Environment

New Berlin Recreation Department takes the health and safety of each camper seriously. We will monitor CDC and other local and state agencies' recommendations to make sure that we are implementing protocols to keep campers healthy to the best of our ability. The parent handbook will be updated and we will communicate to families or any updates.

Please help us keep a healthy environment for all of our children. If a child cannot participate in the program due to illness, the child must be kept at home. This includes but is not limited to: fever, cough, excessive congestion, vomiting, severe sore throat, diarrhea, or any symptoms of communicable diseases. Children who are ill may not return until they are symptom-free for 24 hours (see Sick Child Policy Amendment: COVID-19 for specific policy on COVID-19 procedures). They must also be fever-free for 24 hours without the use of fever reducers. **If your child becomes ill during program hours, you will be notified and requested to pick up your child within the hour.** Please adjust your emergency contacts accordingly.

Small cuts and scrapes will be treated by our staff using standard first aid procedures. All minor accidents (e.g., small cuts or abrasions, bruises, stings, or bites) will be treated on site. Parents will be notified at the time of pick-up. In cases of serious illness or injury, Recreation Staff will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The Recreation Staff will

contact EMS at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.

The Recreation Staff will contact the parents of any child who is found to have head lice. That child will be asked to be picked up early and will be allowed to return only after a successful treatment resulting in the complete removal of live lice and nits. The Recreation Staff will notify all other parents of incident. There is no financial or time compensation for missed days.

Sick Child Policy: COVID-19

The safety and well-being of all staff, children, and the families at New Berlin Recreation Department continues to be of utmost importance to us, as is providing consistent child care to all of the families we serve. We always commit to taking all precautions toward keeping children and staff safe and healthy, including the current time of the COVID-19 pandemic. Following this additional sick child policy will help New Berlin Recreation Department to do this. Children will be monitored for signs or symptoms of COVID-19 daily.

Facial coverings are recommended throughout the day for participants, staff and all others inside the building. Other COVID-19 mitigation strategies will remain in place including but not limited to:

- **Social Distancing** will continue to be maintained to the extent possible
- **Small group sizes** will continue to be maintained and groups will travel in cohorts throughout the indoor camp day to limit close contacts.
- **Cleaning procedures** will continue with daily cleaning of rooms and supplies
- **Hand Sanitizing** supplies will be readily available in all settings
- Participants will be asked to sanitize or wash hands before and after the use of shared supplies
- Participants who are symptomatic of COVID will be given a separate place to wait to be picked up by a parent

Children will be asked to stay home or return home if any of the following applies:

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- Have come in contact with others who have COVID-19

To prevent the spread of COVID-19:

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up
- We encourage families to practice frequent handwashing at home
- New Berlin Recreation Department will practice handwashing as best as possible including, before meals and snacks, after outdoor play, after using the bathroom, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Camp staff will encourage campers to cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Camp staff will clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

If an enrolled child or employee tests positive for COVID-19:

- The program will post and notify families of any confirmed staff or child cases of COVID-19.
- Close contacts would be those who came within 6 feet of the infected individual for more than 10 minutes. Those people would be notified by the recreation department and advised to self-quarantine and monitor for symptoms. In the case of multiple confirmed cases, the program may shut down as a whole for extra precautionary measures. If illness requires permanent removal from the camp, a refund will be provided. Refunds will be applied to all campers if we must shut down the camp for the remainder of the summer.

Allergies & Medical Conditions

Please alert staff of any medical conditions/allergies and any accommodations needed for allergies (ex. Epi pen, inhaler) at drop off. Other than life-saving medications (Ex. Epi Pens and Inhalers), we will not administer any medication. Medications must be in the original container and labeled with the child's name and dosage. An authorization to Administer Medication form must be filled out. Forms are available at <http://www.newberlin.org/960/Summer-Day-Camp> .

Behavior Management Guidelines

It is our goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow our behavior guidelines and character contract. Each morning we will be going over what the expectations are with the campers!

The following behaviors are not acceptable and may result in the immediate suspension of a camper for a day, week, or the remainder of the year:

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging New Berlin Recreation Department or personal property
- Leaving the day camp program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity
- Inappropriate or lewd comments or behavior
- Acting in a lewd manner
- Any further behavior deemed inappropriate

Each family is should review our character contract before camp begins, so their child is aware of the camp rules and is available on the second page of the day camp enrollment form. We use a 4 violation system, with the fourth violation being dismissal from the program. All incidents will be documented and a parent will be made aware. Depending on the severity of the incident the 4 step program may be passed and sent to an immediate suspension or dismissal. We reserve the right to dismiss a camper at any time. If you have concerns with behavior, connect the Recreation office and we can set up a meeting time to ensure your child has a fun filled, and successful Day Camp!

Our Staff

Our energetic leaders are skilled in game leadership, arts & crafts, sports, and other age appropriate activities. Our staff is composed of school teachers, college students in the field of education, high school students, or college students with varied backgrounds. Day Camp staff is supervised by a Day Camp Coordinator and Recreation Specialist.



Changes and Cancellations

Refund requests for any portion of the Day Camp program must be made via email at recreation@newberlin.org two weeks in advance of the first day of programming to receive a refund. Requests made less than two weeks prior to the first day will not be considered. Refunds will be issued in the form of the original payment. Internet convenience fees will not be refunded. All refunds will follow the City Finance Department Bill paying schedule. There is no pro-rating of fees.

Updates and Changes

This parent handbook can be updated at any time. The last update was 8-1-22.