



Parent Handbook

**NEW BERLIN RECREATION
SUMMER DAY CAMP HANDBOOK**

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.

Open House

Activity and Recreation Center Day Camp (ARC Day Camp)

Date: Wednesday, June 10th

Time: 5:30pm-7:00pm

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

Join us at Camp to meet the coordinators and counselors, play games, create an arts & crafts project, and get your camper excited for camp.

Hickory Grove Day Camp

Date: Thursday, June 11th

Time: 5:30pm-7:00pm

Location: 2600 S Sunny Slope Rd, New Berlin, WI

Join us at Camp to meet the coordinators and counselors, play games, create an arts & crafts project, and get your camper excited for camp.

Enrollment Form & Eligibility

Our enrollment form is available online at <http://www.newberlin.org/960/Summer-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, 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), does not need to take naps anymore (there are no naps at Day Camp), attend our open house (so they are familiar with the drop off

procedure, where to hang their backpack, what our spaces look like, etc..). If you have any questions, please call us at 262-797-2443 or email at recreation@newberlin.org.

Children who are 13 or are going into 7th grade can apply to our counselors in training program. 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: 262-613-2215

Hickory Grove Day Camp

Address: 2600 S Sunny Slope Rd, New Berlin, WI

Email: recreation@newberlin.org

Recreation Office Phone Number: 262-797-2443

Day Camp Phone Number: 262-527-4849

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
12:45-3:00pm	Camp Activities
3:00-4:00pm	Group Game
4:00-6:00pm	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!

On most Wednesdays, we will be traveling to a field trip. Please ensure that your child is dropped off by 9am to ensure that we can depart camp in a timely manner! Most days, we will leave between 9:30-10:30am and arrive back to camp between 2:30-3:30pm. On Monday & Tuesday, we will post specific details about the trip to view during pick up and drop off. To view our field trip destinations, visit the field trip section of the parent handbook!

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
- 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, rain coat)
- Swim suit & towel or extra clothes for water games



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 Crocs 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, broken, 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.



On Field Trip Days Campers must have a brown bag lunch. If Campers have a normal lunch box it will be switched into a brown bag for easier transport.

We are a Nut-free day camp



We have multiple campers at camp who have a severe food allergy to peanuts and/or tree nuts. We are asking for 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.

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!)
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- 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.

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, COVID, diarrhea, or any symptoms of communicable diseases. Children who are ill may not return until they are symptom-free for 24 hours or are following CDC guidelines. 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.

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 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 with 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.



Day Camp Themes

Week One | Beach Treasure June 15th - 19th Let's get this summer started! We'll spend the week celebrating summer at day camp. Campers will make tie-dye shirts and create beach-themed treats all while seeing and making new friends.

Week Two | Year In A Week June 22nd - 26th Bring your party hats and costumes. We're celebrating all the holidays this week! From watching the ball drop at noon to an egg hunt, we have a holiday-themed craft ready!

Week Three | Fireworks and Festivals June 29th - July 2nd No Camp: 7/3 Get your red, white, and blue ready because this week will be all about celebrating America's birthday! From doing patriotic crafts to having our own carnival, we're getting ready for a Party in the USA!

Week Four | Animal Kingdom July 6th - 10th Roar into week four with summer camp! We will take a trip to the Milwaukee Zoo, participate in animal themed crafts, and compete in an animal relay.

Week Five | Ready, Set, Play! July 13th - 17th Gear up and get ready! This week is all about competitions, team building, and sports activities. We will end this week with a camp vs camp Color Day during our weekly field trip!

Week Six | Operation Day Camp July 20th - 24th Prepare yourself for spy week! Campers will participate in imposter challenges, learn to decode secret messages, and uncover the truth about summer fun.

Week Seven | Water Wonderland July 27th - 31st Splish, splash, and laugh all day long! Let's spend the week soaking up the summer sun. We will be going to a splash pad, having water balloon fights and pieing our favorite counselors!

Week Eight | Shoot For The Stars August 3rd - 7th Hickory Grove: No Camp 8/7 Get ready to take off on a week of excitement! This week will include making bottle cap rockets, galaxy slime, and solar systems.

Week Nine | Grande Finale August 10th - 14th ARC: No Camp 8/11 Hickory Grove: No Camp 8/10 and 8/11 Celebrate the end of camp with our fan favorite activities like dance parties, talent shows, and saying goodbye to our friends!!

Counselor-In-Training Program

Ages 13-14. Must be 12 by training week.

Training Week Fee (Week one): \$100

Fieldwork Weeks (Weeks two-nine): \$50/week

The CIT program offers teens the opportunity to develop leadership and program skills with the potential for a counselor position in the future. The focus is on small group dynamics, communication skills, teamwork and values clarification. CITs help to organize games and activities with the campers and assist the counselors with daily responsibilities. Each week is themed to enhance additional values to be a successful Camp Counselors.

A CIT experience allows teens to have a lasting impact on our campers this summer. Have fun and be a role model this summer!

In order to become a CIT, teenagers will need to complete an application (available at www.newberlin.org) and applications will be reviewed and staff will invite CITs into the program. CITs must attend a mandatory one week training June 15-19th consisting of classroom education and interactions with counselors and campers. CITs can then sign up for any CIT fieldwork weeks as their schedule allows with at least a 4-week commitment.

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.

Remind Communication

Parents who want daily updates should join our remind classroom.

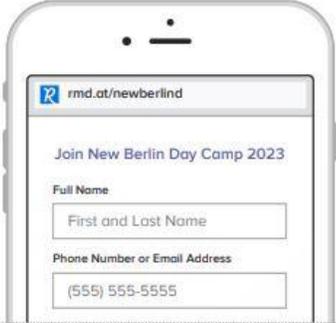
Pick a way to receive messages for **New Berlin Day Camp 2023**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/newberlind

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @newberlind to the number 81010.

If you're having trouble with 81010, try texting @newberlind to (901) 466-8785.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/newberlind on a desktop computer to sign up for email notifications.

Field Trips

We will travel to various nearby attraction venues. On specific field trips, Campers are allowed to bring money, but are responsible for their own money and change. Please pack their field trip money in a clear ziplock bag or coin purse labeled with their name on it so they have somewhere for their money to go. All field trips are subject to change.

Attendance during Field Trips: Children who are participating in our field trips must attend the entire field trip. We will not allow children to be dropped off or picked up from the field trip location. This ensures that we can keep an accurate number of children and staff at all times during our field trips.

WEEK	DATES	FIELD TRIP DAY	LOCATION
1	June 15-19	Wednesday	Malone Park
2	June 22-26	Tuesday	Marcus Theater Toy Story 5
3	June 29-July 2 NO 7/3	Thursday	Valley View Park
4	July 6-10	Wednesday	Milwaukee County Zoo
5	July 13-17	Thursday	Hickory Grove Field Day
6	July 20-24	Wednesday	Brewers Baseball Game
7	July 27-31	Tuesday	Sussex Splash Pad (Tuesday)
8	Aug 3-7 NO HG 8/7	Wednesday	TBD
9	Aug 10-14 ARC NO 8/11 HG NO 8/10-11	Tuesday	Sussex Splash Pad (Tuesday)

Kona Ice Fridays

Each Friday throughout the summer, Kona Ice will visit both summer day camp locations for some cool refreshments to finish out the day! Kona Ice will be tentatively arriving between 12:30-1:30pm. If you would like your camper to participate in Kona Ice, please pack \$3 in cash in a zip lock bag with their name on it.

Campers will be allowed to ask for two flavors on their Kona Ice. To view the flavors and ingredients, click here <https://www.kona-ice.com/flavorwave/>



VISIT THE FLAVORWAVE®
and Flavor Your Own!

Blue Raspberry	Lucky Lime	Strawberry'd Treasure
Cotton Candy Blue	Monster Mango	Tiger's Blood
Groovy Grape	Ninja Cherry	Unicorn
	Paradise Pink Lemon	

Updates and Changes

This parent handbook can be updated at any time. The last update was 1-19-26.