



2024 Day Camp Manual

WELCOME!

Welcome to the Big Foot Recreation District Summer Day Camp! Big Foot Summer Day Camp is an all day, all summer long camp that offers a variety of activities for your child to participate in at camp and all around the Big Foot area. Our trained counselors are looking forward to providing campers a summer to remember. This manual contains all the information you will need. If you have any questions, please feel free to contact us at (262) 275-2117.

2024 CAMP THEMES & DATES (tentative)

Week 1 - Summer Kickoff	June 17 - 21
Week 2 - Fantasy Week	June 24 - 28
Week 3 - This Land Is Your Land	July 1 - 3 (No camp July 4 & 5)
Week 4 - Water Week	July 8 - 12
Week 5 - Big Foot's Got Talent	July 15 - 19
Week 6 - Sports & Games	July 22-26
Week 7 - STEAM Week	July 29- August 26
Week 8 - The Wild Side	August 5 -9
Week 9 - Best Of The Best	August 12-16

*Tentative field trips are posted online at bigfootrecreation.org

CAMP SCHEDULE

Weekly Beach Schedule

*Beach schedule subject to change

All camps are scheduled for the beach on Tuesdays and Thursdays. We do plan extra beach days during the summer so ALWAYS have what you need for the beach.

Weekly Field Trip Schedule

All field trips will be posted on the weekly newsletter that is sent home each Friday.

Day Camp will attend a field trip every Wednesday and Friday.

Sports Camp will attend a field trip every Monday, Wednesday, and Friday. One of those field trips may be "in-house".

Adventure Camp will attend a field trip every Monday, Wednesday, and Friday.

Daily Schedule Sample

7:00-8:00	Morning Care Option (see below for more information)
8:00-8:30	Parent Drop Off / Free Play
8:30-10:00	Organized Activities
10:00-10:15	Snack (must supply on your own)
10:15-12:00	Organized Activities
12:00-12:45	Lunch (must supply on your own)
12:45-3:15	Organized Activities
3:15-3:30	Snack (must supply on your own)
3:30-3:55	Clean Up/Pack Up
3:55-4:00	Campers Dismissed
4:00-5:00	After Care Option (see below for more information)

Arrival

Campers are to arrive at Fontana Elementary School (450 S Main St, Fontana) between 8:00 AM and 8:15 AM. Drop off will be through the North entrance of the school. Campers can enter once a staff member arrives at the door. The doors to the school do close and lock at 8:15 AM. All late campers must go to door #9 and call the camp phone number. This number is conveniently listed for you at the door. Do not use the main entrance or south entrance. Campers are not to be dropped off prior to 8:00 AM without being registered for morning care. Campers are to report directly to their camp room upon arrival.

Late Arrival

There will be many days we leave Fontana School by 8:30 AM to attend walking and bussed fieldtrips. If you know you will be arriving late (after 8:15 AM), please let the camp coordinator know as soon as possible so you can be directed on where to go. If you are arriving after 8:15 AM you must call (262) 394-6311 prior to arrival. All late arrivals must be check in by an adult and the camp coordinator. If your campers group is not on site, it is your responsibility to get them to their location. If it is a field trip day and the busses have left, late arrivals will not be allowed.

Departure

All campers will be dismissed at Fontana Elementary School at 4:00 PM. If you wish to pick your child up in the pickup line, please pull forward as far as you can. If you wish to pick up your child at the doors, please park and meet us at the doors prior to 4:00 PM. Anyone still waiting at 4:10 PM will be sent to aftercare and will be charged.

Extended Care

Extended care is daily from 7:00 AM – 8:00 AM and 4:00 PM - 5:00 PM. All extended care participants can be dropped off anytime between 7:00 AM – 8:00 AM (am care) and 4:00 PM and 5:00 PM (pm care). Each hour is a separate punch. If you come for AM and PM, your punch card will be punched twice. All extended care campers must be signed out by an authorized adult. To register for extended care, you must purchase a discounted 5 pack punch card for \$40. The same punch card is used for AM and PM. Every day that your child is there at 4:10 PM we will punch their card and mark the date. The punch cards do not expire and can be used through summer. All unused punches will be credited to your account at the end of August. If you think you will be using extended care, please register for the punch card. Please note that if you are not registered for an extended care punch card and are not picked up by 4:10PM, there

will be a \$15 late pickup fee. All extended care campers will be provided a snack. Additional punch cards can be purchased through the summer online and by phone.

Late Fees

Campers must be picked up no later than 4:10 PM. At 4:10 PM, they will be sent to extended care and a **\$15** fee will be applied (unless an extended care punch card was pre-purchased).

Transport in a Privately Owned Vehicle

You will be asked on the site form to agree for your child to be transported in a privately owned vehicle. In the rare circumstance that we are not at Fontana School and we need to be transported by car vs. walking (due to weather or other events) we will use the Big Foot Recreation Van and Authorized Big Foot Employees Privately owned vehicles to transport the campers back to Fontana School.

CAMP RULES

The following guidelines have been developed to ensure the care, welfare, safety and security of all program participants. Additional rules may be developed as deemed necessary by staff. All participants are to read through and sign the code of conduct when registering for the program. Campers are expected to follow the basic rules:

1. Keep hands, feet, and objects to oneself
2. Treat other children, staff, and visitors with respect
3. Follow instructions of your group leaders
4. Always stay with your group
5. Respect the program equipment and the property of others

Behavior and Discipline

When a child is acting inappropriately, staff will conduct positive behavior management strategies in attempt to eliminate the inappropriate behavior. Parents will be notified and will be expected to work with staff to encourage more appropriate behavior. For safety reasons, **certain inappropriate behavior will NOT be tolerated**. The following behaviors may result in a child's suspension or termination from the program:

PARTICIPANTS SHOULD NOT:

1. Hurt others or self
2. Leave designated area(s) without permission
3. Run away from staff
4. Cause destruction of property
5. Use profane language
6. Threaten violence
7. Jeopardize the health or safety of others
8. Refuse to take direction from staff

If such misbehaviors occur, parents will receive a disciplinary action notice, a Conduct Report, and will be expected to support and work with program staff in order for a child to return to the program. Steps leading up to Conduct Reports:

1. Verbal Warning/Talk with Camper/Written Apology
2. Call to Parents/Behavior Contract
3. Suspension from the program
4. Termination from the program

**In severe cases, the first steps may be skipped and the camper removed from the program.*

CAMP ATTIRE

Campers should wear pants or shorts, t-shirts, socks, and **tennis shoes**. We ask that campers refrain from wearing good clothes, as some activities can be messy. We will be playing outside each day, so **TENNIS SHOES ARE A MUST!** **Flip flops or sandals can be worn at the beach but tennis shoes are to be worn at all other times throughout the day.* All campers will be issued one camp T-shirt on their first day of camp. Please indicate T-shirt size on the site form. **T-shirts must be worn on field trip days.** Campers are not allowed to attend field trips without a shirt. We often have extras for \$15 if needed.

Items To Bring On A Daily Basis

Big Foot Summer Day Camp offers a wide variety of activities. Toys and games from home are NOT permitted at camp unless approved in advance.

All campers need to bring these items everyday:

- | | |
|----------------|---------------------|
| - Swimsuit | - Lunch |
| - Towel | - Snack (2) |
| - Water bottle | - Bug Spray |
| - Sunscreen | - Change of Clothes |

**All items should be carried in a backpack and clearly labeled with the child's name.*

Even if the weather appears to be rainy, please send a swimsuit in case the weather clears during the day. Summer days can be hot, and we may be playing many water games to keep cool. Campers may bring money to camp for concessions on beach days and field trips. Please make sure you talk to your child about what they can use it for and teach them responsibility. Camp staff will not be responsible for lost money or how it is spent.

Big Foot Recreation District is NOT responsible for lost or stolen items. Our lost and found is located just inside the school doors if you wish to go through it.

Please only take what is yours.

Campers are allowed to bring cell phones; however, they are to remain in your child's backpack at all times. **Phones that are taken out during camp hours can be taken away and given back at the end of the day. Please contact the camp director if you need to get a hold of your camper.**

Lunch & Snack

Campers are required to bring their own daily cold lunch and two snacks. We are only providing a snack during extended care. **Microwaves and refrigeration are NOT provided.** Also, do not forget to indicate on the registration and site form if your child has food allergies.

Communications/Contact

All communications should go through the Big Foot Recreation office or the Camp Coordinator. Every Friday, you will receive an email with the upcoming week's agenda. Please read the email so you know what is needed for the following week. Feel free to respond to the email with questions. The camp director will try their best to check it daily. If you need to reach a camp counselor the camp coordinator will relay the message.

SWIMMING

Campers will have the opportunity to swim at Fontana Beach throughout the week. However, parents need to be specific on their child's swim ability. Camp staff will be with their campers at all times when they are in the water and on the beach. **Campers will be given swim bands specific to their swim level ability that is listed on their site form.** In addition to the counselor staff, certified lifeguards will supervise campers during all swim activities. If you wish to have your child wear a life jacket in the water you must supply them with one. If they bring it, we will ask them to wear them at all times when in the water. Please don't forget to bring sunscreen. We advise application of sunscreen prior to arrival at camp. Staff will not be responsible for applying sunscreen. If your child needs assistance with sunscreen, please contact the camp coordinator and fill out the required form. Staff will remind the campers to apply sunscreen at beach arrival, lunch, and early afternoon. Please teach your child how to apply sunscreen properly. Swim shirts are strongly advised!

Swim Levels

SHALLOW WATER: Swimmers can only go into the water up to their waist.

SWIM LINE: Swimmers can only go as deep as the swim line (white circle buoys). This is about 4 feet deep. They can also jump off the shallow end of the pier.

SWIM PIER: Swimmers are allowed to swim in the deep water and jump off the deep end of pier. The water is over 10 feet deep.

Swim Lessons

Swim lessons will be offered through Water Safety Patrol again this year, however the registration process is a little different. You must contact WSP to register for lessons. If we are at the beach on those days, we would be happy to assist them on getting to their lesson.

REGISTRATION

When to Register

Early registration is the only guarantee into the camp. To receive the early registration discount, you must register prior to April 30th. If you register after April 30th, you must register 7 days in advance for all camp weeks; otherwise, a **\$10 late registration fee** will be assessed per camp participant. Timely registrations are important to keep camp well organized for all participants. At times, our camp is full so make sure you register early. Not all late registrations will be

accepted due to space and field trip limitations. We are only accepting a certain number of campers per day, do not follow how many spots are let on our registration page. That is always changing due to the different days we offer. Registration is first come, first serve and we will register in order on our waitlist.

Payment Plans

We do offer a convenient payment plan. All plans can be set up over the phone or in our office. Payment plans can start as early as January 15th and will have to be paid in full by April 30th. There will be no payment plans after April 30th. If all payments are made on time, this will secure your spot in the weeks registered.

Refunds

Big Foot Recreation District Refund Policy

We make every effort to expand class sizes but we do find many of our camps fill up fast. **There are no refunds within 7 days of the upcoming camp week.** We plan over a week in advance for field trips, activities, and staff. Certain cases require exceptions and will be dealt with on an individual basis. If you cancel more than 7 days in advance, there will be a **\$10.00 cancellation fee** per registration to offset some of the fees.

UNAUTHORIZED DEPARTURE

In the event that a child leaves or runs away from the camp program without authorization the following steps will be taken:

1. Staff will encourage the child to return voluntarily
2. If the child leaves the grounds
 - a. the police will be notified to locate the child
 - b. the parents will be contacted
 - c. a conduct report form will be filled out
 - d. repeat occurrences may result in suspension or termination from the program

HEALTH AND SAFETY

We are naturally concerned about your child's safety. Please let the camp director know, in writing, if your child has a special medical condition or allergy that they should be aware of.

1. Illness

If your child is experiencing any illness symptoms they are to remain at home. We follow the CDC guidelines and do our best to keep everyone healthy and safe. If a child experiences pain, nausea, diarrhea, vomiting, or a fever a call home will be made and in many cases will be asked to be picked up. If the parent is unavailable, the emergency contacts will be called.

In the case of contagious disease, please notify the camp director immediately.

You do not need to contact us if your child is going to be absent for the day due to illness. If they will be out for more than 3 days, please notify the camp director.

If your child contracts head lice, we will need verification that they have been cleared by a nurse or doctor before they can return to camp.

Children must be symptom free for a minimum of 24 hours before returning to camp.

2. Medical Emergencies

If your child is injured and requires more than just basic first aid the following steps will be taken:

- a. Staff will call 911.
- b. The parent or guardian will be contacted.
- c. If the parent or guardian is not available, the emergency contacts listed on the site form you have provided will be contacted.
- d. The injured child will be taken by paramedics to Mercy Walworth Hospital in Williams Bay, WI.

You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Big Foot employees are not permitted to transport injured parties in private automobiles. Be sure to indicate your family doctor's information and insurance information on the site form.

Insurance and Doctor information are required in case of an emergency that results in a trip to the hospital. This way we can pass this information on to the hospital for processing.

3. Medication

If a child requires medication during camp hours, the parents should do the following:

- a. Communicate the need to the camp director for approval.
- b. Put all directions in writing on the medication form.
- c. Have the medication in original container and dosage form.
- d. It is the parent's/guardian's responsibility to notify the camp director or site supervisor with any change(s) in medication.
- e. Additional medication waivers may be required.

We reserve the right to refuse to administer medication. Any campers that have medications marked on the site form will be contacted by the camp program coordinator before their first day of camp.

CAMP PHOTOS

Big Foot Recreation District Photo Policy

Participants or their parents (if participant is under 18) permit the taking of photos, audio, and videotapes during Recreation District Activities for publication and use as the Recreation District deems necessary.

EQUAL ACCESS

No eligible participant shall, on the basis of race, sex, creed, national origin or disability, be denied equal access to programs, activities, services, or benefits or be limited in exercise of any right, privilege, advantage or opportunity.

STAFF

We employ mostly college aged staff and older who are mostly recreation administration or education majors who come to us with many years of prior experience working with children. Campers are supervised by a 1:12 ratio of counselors to campers. In addition, junior counselors may also be hired to assist with daily activities and help to supplement the staff to camper ratio. The camp coordinator is in charge of all staff and campers and is our most experienced staff member who has worked in a camp setting previously.

SUSPECTED ABUSE AND NEGLECT

In accordance with the procedure set forth by the Wisconsin Department of Justice and the Wisconsin Department of Children and Families any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected shall immediately report the matter to their supervisor. The proper authorities will be notified.

CONTACT US

Camp Program Coordinator: Lynette Vyhnanek

lvyhnanek@bigfoot.k12.wi.us

Camp Contact Number: (262) 394-6311

Recreation Office E-mail: bigfootrecreation@bigfoot.k12.wi.us

Recreation Office Phone: (262) 275 2117

Facebook Page: Big Foot Summer Day Camp



Facebook Page QR CODE: