



# 2020 Day Camp Parent Manual

## WELCOME!

Welcome to the Big Foot Recreation District Summer Programs! 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.

## 2020 CAMP THEMES & DATES

~~Week 1 - (June 15 - 19)~~

~~Week 2 - (June 22 - 26)~~

~~Week 3 - (June 29 - July 2)~~

Week 4 - **Treasure Hunters** (July 6 - 10)

Week 5 - **Aqua Adventures** (July 13 - 17)

Week 6 - **We Want A Color War!** (July 20 - 24)

Week 7 - **Superheroes** (July 27 - 31)

Week 8 - **Tropical Paradise** (August 3 - 7)

Week 9 - **Best of the Best** (August 10 - 14)

## CAMP SCHEDULE

### Arrival

Campers are to arrive between 8:00AM and 8:45 AM. Camp parents/guardians must accompany campers to the camp counselor conducting morning check-in for the day.

### **\*NEW 2020\* Weekly Beach Schedule**

\*Beach schedule subject to change

Monday	Groups 1 and 3 Beach Day
Tuesday	Groups 2 and 4 Beach Day
Wednesday	Groups 1 and 3 Beach Day
Thursday	Groups 2 and 4 Beach Day
Friday	No Beach

### **Daily Schedule**

8:00-8:30	Parent Drop Off / Free Play
8:30-8:45	Camp Morning Meeting
8:45-9:45	Organized Activities
9:45-10:15	Snack
10:15-11:45	Organized Activities
11:45-12:30	Lunch
12:30-3:30	Organized Activities
3:30-4:00	Parent Drop Off / Free Play

### Departure

Campers must be picked up promptly by 4:00 PM at Fontana Elementary School. **\*\*NEW 2020\* - On Beach Days, campers are to be picked up at the Fontana Elementary School.** Only designated adults will be permitted to pick up a child. Names of authorized adults must be listed on the camper's site form. All extended care participants must be picked up by 5:00 PM, but may be picked up any time after 4:00 PM.

### Early/Late Fees

Campers will **NOT be admitted into camp before 7:50 AM** due to additional camp staff responsibilities of keeping the campers safe.

There is a **\$15 late fee for any child who is picked up after 4:15 PM.** Frequent or reoccurring late pick-ups may result in suspension or termination from the program. The camp staff is aware that unforeseen events may result in a late pickup, we ask that you try to notify one of our counselors if possible.

## **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 (3 times)
2. Written Apology
3. Call to Parents/Behavior Contract
4. Suspension from the program
5. 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 as part of their registration fee. Camp shirts will be distributed on the first day of each session. Please indicate t-shirt size on the registration and site form. **T-shirts must be worn on field trip days.**

### ITEMS TO BRING ON A DAILY BASIS

All campers need to bring these items everyday:

- |                      |                   |                |
|----------------------|-------------------|----------------|
| -Swimsuit            | -Towel            | - Lunch (Cold) |
| -Sunscreen           | -Goggles          | - Water bottle |
| -Sunglasses or a Hat | -Insect Repellent |                |

*\*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 trip days. Big Foot Summer Day Camp offers a wide variety of activities. **Toys and games from home are NOT permitted at camp.**

**Big Foot Recreation District is NOT responsible for lost or stolen items.**

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 will be taken away and given back at the end of the day.**

### LUNCH/SNACK

Campers are required to bring their own daily cold lunch. **Microwaves and refrigeration are NOT provided.** All campers will be provided with a snack each day of camp. Please indicate on the registration and site form if your child has food allergies.

## 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.

## SWIM LEVELS

<b>SHALLOW WATER:</b>	Swimmers can only go into the water up to their waist.
<b>SWIM LINE:</b>	Swimmers can only go as deep as the swim line (white circle buoys).
<b>SWIM PIER:</b>	Swimmers are allowed to swim in the deep water and jump off the pier.

Please don't forget to bring sunscreen. We advise application of sunscreen prior to arrival at camp. Counselors will remind campers to reapply the sunscreen during the day. Staff will not be allowed to apply sun screen to any parts of the children except for their faces (unless using spray sunscreen).

## **REGISTRATION**

### WHEN TO REGISTER

Be sure to register 7 days in advance for all camp sessions; otherwise, a **\$10 late registration fee** will be assessed per camp participant. Absolutely no registrations will be accepted after noon on Thursday for the next week of camp. Timely registrations are important to keep camp well organized for all participants.

### REFUNDS

#### Big Foot Recreation District Refund Policy

We make every effort to expand class size or add classes to accommodate the demand for our programs. If we do not have room in our programs for you, we will notify you and issue a full refund. All refunds, when requested by the participant prior to the start of the program will be assessed a \$5.00 processing fee to help offset costs. Generally, there are no refunds once a program has begun. Certain cases require exceptions and will be dealt with on an individual basis.

## **MANDATORY WRITTEN NOTES**

Big Foot Summer Day Camp is a camp program, attendance will be taken daily and campers will not be free to leave the camp area during camp hours. We ask your cooperation in stressing this policy to your child.

Circumstances when a written note is **required**:

- Leaving camp early
- Walking or riding a bike to or from camp
- Coming to camp late
- Someone picking up the camper other than the parent or emergency contact
- Going to the park, beach, etc., after camp without supervision (i.e. baseball, swimming)

Please include child's name, the date(s) affected, and the parent's/guardian's signature. Children who do not have a written note from the parent will not be allowed to leave camp under any circumstances. Please try to give advance notice and try to limit these special requests as the camp schedule can be very busy.

### **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

A reasonable effort will be made to retrieve a child off of camp grounds.

### **HEALTH AND SAFETY**

We are naturally concerned about your child's safety. Please let the camp directors and counselors 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 ill and has a fever, we discourage their participation. If a child becomes ill during the program, a parent will be notified and asked to pick up their child. If the parent is unavailable, the emergency contacts will be called. Your child must be fever free for 24 hours before returning to the program.

In the case of contagious disease, please notify the camp directors and camp staff immediately. All parents at that site will be notified as soon as possible. Your cooperation is appreciated.

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 one of the day camp counselors.

If your child does contract head lice, we will need verification that they have been cleared by a nurse or doctor before they can return 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. Recreation District 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 needed 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.

## **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.

Upon registration or entry into the program, the parent/guardian will be solicited for information regarding special accommodations needed for their child/children.

## **STAFF**

We employ college aged staff 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 1:10 ratio of counselors to campers. In addition, assistant counselors may also be hired to assist with daily activities and help to supplement the staff to camper ratio. The camp director is in charge of all staff and campers at each location. The camp director 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.

**BIG FOOT RECREATION DISTRICT IS NOT RESPONSIBLE  
FOR LOST OR STOLEN ITEMS.**