

New Berlin Recreation  
**SCHOOL'S OUT**  
**DAY CAMP**

**Parent Information**

# Welcome to New Berlin Recreation School's Out 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 to have 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 licensed day camp program.

## Enrollment Form

Our enrollment form is available online at <https://www.newberlin.org/983/Schools-Out-Day-Camp>. This is due on your child's first day of Day Camp. Forms may be submitted via email to [recreation@newberlin.org](mailto:recreation@newberlin.org) or in person at Hickory Grove. If you have not filled out this form please plan to spend an additional 20 minutes during drop off filling out the enrollment form. 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. 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.

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. Any questions in regards to registration and enrollment please contact the Recreation office at [recreation@newberlin.org](mailto:recreation@newberlin.org) and 262-797-2443.

## Location & Contact Information

- Location: Hickory Grove Center Door #1 2600 S. Sunny Slope Rd. New Berlin, WI 53151
- Email [recreation@newberlin.org](mailto: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 table will be available at Hickory Grove through door #1. Payment is 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 for that Day Camp to the staff.

**Pick up is from 4:00-6:00pm.** A pick up table will be available at Hickory Grove through door #1. Participants who are picked up late will be charged \$10 each 15 minutes their child remains at Hickory Grove after 6:00pm. This 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](mailto:recreation@newberlin.org).

### **COVID-19 Check in Procedures**

During this difficult and stressful time, we at New Berlin Recreation want you to know that we value the safety and wellbeing of you and your child(ren). For this reason, we ask that you take time to read through the following statements that we have put into place to keep everyone healthy and safe:

- If you meet any of the following criteria, please do not visit or pick-up/drop-off a child at our program. If you meet these criteria and need to pick up or drop off, please call the recreation office at least 1 day in advance at 262-797-2443 for a contactless pick up or drop off:
  - Older than 60 years old,
  - Pregnant,
  - Have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma,
  - Have symptoms of COVID-19 (fever, cough, shortness of breath),
  - Have been in contact with someone with COVID-19 in the last 14 days, or
  - Have returned from travel to areas with community spread of COVID-19 [as defined by the CDC](#) in the last 14 days
- When picking up or dropping off a child(ren), please enter through door #1 and a staff person will assist you. We also ask that you practice "social distancing" (6 feet) at all times.
- **Face Masks must be worn inside of the building for participants and parents dropping off and picking up.**
- If you need to enter the program for any reason, we ask that you wash or sanitize your hands immediately upon entry.
- If your child becomes ill while in our program, you will be asked to pick-up your child within one hour of the program contacting you. Please have plans in place to ensure you or a designated person is available if this should occur.
- Please review your enrollment information to ensure we have your current contact information as well as emergency contact information.
- Please take your Child's temperature at home. At drop off, by signing your child in you are confirming that there is no illness and no medication has been given to suppress a fever, and camp staff will complete a visual health inspection.

We thank you for helping us keep you and your child(ren) safe during this time. If you have any questions, please contact 262-797-2443

# Typical day at Camp

7:00-9:00am	Check in and Free Choice
9:00-9:30am	Opening Ceremony
9:30-10:00am	Snack
10:00-11:00am	Camp Activities
11:00-12:00pm	Lunch
12:00-1:00pm	Recess
1:00-2:00pm	Read, Rest, Relax
2:00-4:00pm	Camp Activities
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, Centers, Skits and Songs, Games, Music, Field trips, Movies, Board games/Puzzles, Sports, Outdoor Exploration, Nature Activities and much more!

# What to bring to Camp (Label everything!)

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

- Backpack
- Face Masks (At least 2, each child should have a mask on when arriving and a backup)
- Change of clothes
- Lunch (**Refrigeration is NOT provided- see below on tips on how to keep a lunch cold.**)
- Snack
- 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 (Tevas, 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.



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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

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, 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 Amendment: COVID-19**

The safety and wellbeing of all staff, children, and the families at New Berlin Recreation Department continues to be of utmost importance to us. We always commit to taking all precautions toward keeping children and staff safe and healthy, including the current time of the COVID-19 outbreak. 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.

### **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 upon arrival to the program, 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 local public health department will be contacted. New Berlin Recreation Department will follow their guidance for next steps
- 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 then be advised by the health department and may be told to self-quarantine and monitor for symptoms for 14 days. 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. 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
- Acting in a lewd manner
- Anything further behavior deemed inappropriate

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, or college students with varied backgrounds. Day Camp staff is supervised by a Day Camp Coordinator and Recreation Specialist.