



2022 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.

2022 CAMP THEMES & DATES

- Week 1 - **Camp Rockstars** (June 13 - 17)
- Week 2 - **Animal Week** (June 20 - 24)
- Week 3 - **Challenge Week** (June 27 - July 1)
- Week 4 - **Celebrate America** (July 5 - 8) * No Camp 7/4
- Week 5 - **Science Week** (July 11 - 15)
- Week 6 - **Sports Extravaganza** (July 18 - 22)
- Week 7 - **Discovery Week** (July 25 - 29)
- Week 8 - **Water Week** (August 1 - 5)
- Week 9 - **Campers Vs. Counselors** (August 8 - 12)

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 camps are scheduled for field trips on Wednesdays. Adventure camp will have additional field trips on many Mondays and Fridays. An email will go out each Friday prior to let you know what they need for the field trips the following week.

Daily Schedule

8:00-8:15	Parent Drop Off / Free Play
8:15-8:30	Camp Morning Meeting
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)
12:45-3:30	Organized Activities
3:30-3:55	Clean Up/Pack Up
4:00-4:05	Campers Dismissed
4:00-5:00	After Care Option (see below for more information)

Arrival

Campers are to arrive at Fontana Elementary School between 8:00 AM and 8:15 AM. Drop off will be through the FRONT entrance of the school. We will not be using the side drive this year. A staff member will be by the main doors at 8AM to let the campers in. The doors to the school do close and lock at 8:15 AM. Campers are not to be dropped off prior to 8:00 AM. If you want to check your child in daily, you must walk to the main entrance to sign them in. If you are dropping your child off, you are leaving them on their own to sign in. 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 director 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.

Departure

All Campers must be checked out at Fontana Elementary School at 4:00 PM. If you wish for your child to check themselves out they will be dismissed promptly at 4:00 PM at the Main Entrance. If you wish to check your child out, we will keep them in our custody until you arrive. They will be brought to the main doors at 4:00 PM and can be check out at the Main Entrance.

Late Fees

Campers must be checked out 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).

Rain Arrival/Departure

If it is raining, we will have a counselor at the Main Entrance from 8:00 AM – 8:15 AM. All campers who get checked out by an adult will continue to do so the same way. You can pull up at this time to pick your child up. At 4:10 PM, all campers still waiting will be brought to extended care.

Extended Care

Extended care is daily from 4:00 PM - 5:00 PM. All extended care participants can be picked up anytime between 4:00 PM and 5:00 PM. 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. 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.

Transport in a Privately Owned Vehicle

You will be asked to sign a waiver stating it is okay for your camper 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 registration form. **T-shirts must be worn on field trip days.**

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.**

All campers need to bring these items everyday:

- Swimsuit
- Towel
- Water bottle
- Sunscreen
- Lunch
- Snack
- Bug Spray

**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. Some of our field trips may require face masks. If this is the case, you will be asked to bring one on those days. You will be notified ahead of time if so. Face masks are recommended but not required at Fontana School.

Big Foot Recreation District is NOT responsible for lost or stolen items. Every Friday we will bring out the lost & found for you to go through at dismissal (weather permitting).

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. 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 snack. We are only providing a snack during extended care (NEW 2022). **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 Director. 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 director 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 require them to wear them at all times when in the water. The only exception is during swim lessons (no life jackets allowed). 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).

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 3-4 feet deep.
SWIM PIER:	Swimmers are allowed to swim in the deep water and jump off the pier. The pier begins around 4 feet and goes over 8 feet deep.

Swim Lessons

NEW this year! We have swim lessons scheduled on Tuesdays and Thursdays with Water Safety Patrol. This is an optional program but highly recommended! They will have a half hour lesson twice a week (weather permitting) for 6 weeks. Swim lessons are during camp weeks 3 – 8 and

go from June 28 – August 4. If you are not enrolled in camp that week, lessons will not be available.

Campers registered for at least 4 of the following weeks can participate in swim lessons. Campers must be registered by June 20th to take lessons:

- Week 3 M-F OR Week 3 Tuesday/Thursday
- Week 4 M-F OR Week 4 Tuesday/Thursday
- Week 5 M-F OR Week 5 Tuesday/Thursday
- Week 6 M-F OR Week 6 Tuesday/Thursday
- Week 7 M-F OR Week 7 Tuesday/Thursday
- Week 8 M-F OR Week 8 Tuesday/Thursday

Swim Lesson Levels:

- Beginner 1- New to swimming and/or does not like to put face in water.
- Beginner 2 – Will put full body underwater and working on floating on their own.
- Beginner 3 –Can float on their own and/or working on learning strides/strokes.
- Advanced Beginner –Knows Some Strokes. Working In Deep Water. Can Tread Water.
- Intermediate- Deep water only. Can float and tread water. Knows some strokes.
- Advanced Swimmer- Best swimmers. Working on Distance.
- Water Masters – must past Advance Swimmers to take Water Masters and be 11+ yrs.

REGISTRATION

When to Register

Early registration is the only guarantee into the camp. To receive the early registration discount, you must register prior to May 16th. If you register after May 16th, 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.

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 or field trips have been booked. Certain cases require exceptions and will be dealt with on an individual basis.

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/Covid

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 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 a full 24 hours before returning to the program.

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

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.

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 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 director 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.

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