



2026 Summer Camp Parent Manual

Welcome to the Big Foot Recreation District Summer Day Camp!

Big Foot Summer Day Camp is a full-day, full-summer program offering a wide variety of activities both on site and throughout the Big Foot area. Our trained and dedicated counselors are committed to providing a safe, engaging, and memorable summer experience for all campers.

This Parent Manual contains important information regarding camp policies, schedules, and expectations. Please review it carefully. If you have any questions, feel free to contact the Big Foot Recreation District office at **(262) 275-2117**.

2026 CAMP THEMES & DATES

Week 1 -	June 15 - 21	Let the FUN Begin
Week 2 -	June 22 - 26	Let's Play
Week 3 -	June 29 - July 3	All American
Week 4 -	July 6 - 10	Water Vs. Fire
Week 5 -	July 13 - 17	Let's Roll With It
Week 6 -	July 22 - 26	Animal Week
Week 7 -	July 27 - 31	Water Week
Week 8 -	August 4 - 7	Good Old Days
Week 9 -	August 11 - 15	Best of the Best

*Tentative field trips are posted online at bigfootrecreation.org as they are booked.

CAMP SCHEDULE

Weekly Beach Schedule

*Beach schedule subject to change

All camps are scheduled to attend the beach on Tuesdays and Thursdays. Additional beach days may be added throughout the summer. Campers should be prepared for beach activities every day and bring all required beach items daily.

Weekly Field Trip Schedule

- Day Camp will attend field trips every Wednesday and Friday.
- Sports Camp will attend field trips every Wednesday and Friday and may also travel to Big Foot High School and local parks on Mondays.
- Adventure Camp will attend field trips 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 should arrive at Fontana Elementary School (450 S. Main St., Fontana) between 8:00 AM and 8:15 AM. Drop-off is through the North entrance only. Campers may enter once a staff member is present at the door.

Important Notes:

- The school doors close and lock at 8:15 AM.
 - Late arrivals must go to Door #9 and call the camp phone number posted at the entrance.
 - Do not use the main or south entrances for drop-off.
 - Campers cannot be dropped off before 8:00 AM unless registered for morning care. Children arriving early will be directed to morning care and a fee will be processed.
 - Upon arrival, campers should report directly to their assigned camp room.
 - Parents should say goodbye at the door and are not permitted to enter the school during drop-off.
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LATE ARRIVAL

Campers must arrive on time as we often leave Fontana Elementary School by 8:30 AM for walking and bussed field trips.

If your child will arrive after 8:15 AM:

- Call (262) 394-6311 prior to arrival for instructions on where to drop off.
 - All late arrivals must be checked in by an adult with the camp coordinator.
 - If your camper's group has already left the site, it is your responsibility to ensure your child reaches the correct location.
 - On field trip days, late arrivals cannot join if buses have already departed.
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DEPARTURE

Campers are dismissed at 4:00 PM at Fontana Elementary School.

Pick-Up Options:

- Pickup Line: Pull forward as far as possible and remain in your vehicle. This option is intended for campers who do not require assistance getting into the car.
- Door Pickup: Park and meet your child at the school doors before 4:00 PM.

Late

Pick-Up:

Campers not picked up by 4:10 PM will be sent to aftercare and a fee will be applied.

EARLY PICK-UP

All early pick-ups must be communicated to the program coordinator with as much advance notice as possible.

- On some days, pick-up may occur at an off-site location or may require waiting for the group to return from the beach or a field trip.
 - Early pick-ups at a field trip site are not permitted.
 - The program coordinator will provide instructions on where and when to meet your child.
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EXTENDED CARE

Extended care is available daily:

- Morning Care: 7:00 AM – 8:00 AM
- Afternoon Care: 4:00 PM – 5:00 PM

Drop-Off / Pick-Up:

- Morning care participants may arrive anytime between 7:00 AM and 8:00 AM.
- Afternoon care participants may be picked up anytime between 4:00 PM and 5:00 PM.
- Call the camp phone number at arrival for drop off and pick up.

Punch Card System:

- Each hour of care counts as one punch. If a child attends both morning and afternoon care, two punches will be used.
- Registration requires purchase of a 5-pack punch card for \$40. The same punch card may be used for both morning and afternoon care.
- Daily attendance at 4:10 PM will be recorded and a punch marked.
Punch cards do not expire and can be used throughout the summer. Unused punches will be credited to your recreation account at the end of August.
- Additional punch cards can be purchased online or by phone throughout the summer.

Fees/Additional information:

- If a child is not registered for extended care and is not picked up by 4:10 PM, a \$15 late pick-up fee will be applied. No Exceptions.
 - All extended care campers will be provided a snack.
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TRANSPORT IN A PRIVATELY OWED VEHICLE

As part of registration, parents will be asked to authorize transport of their child in a privately owned vehicle. In rare circumstances when campers are not at Fontana Elementary School and walking is not possible (due to weather or other events), campers may be transported in the Big Foot Recreation District van, or in authorized vehicles owned by Big Foot Recreation District employees. This authorization ensures that campers can be safely returned to Fontana School when needed.

CAMP RULES

The following guidelines have been established to ensure the care, welfare, safety, and security of all program participants. Additional rules may be implemented by staff as needed. All participants (or their parents/guardians) are required to read and sign the Code of Conduct during registration.

Campers are expected to:

- Keep hands, feet, and objects to themselves
 - Treat other children, staff, and visitors with respect
Follow instructions from group leaders
 - Stay with their assigned group at all times
 - Respect program equipment and the property of others
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BEHAVIOR AND DECIPLINE

Camp staff use positive behavior management strategies to address inappropriate behavior and help campers make better choices. Parents will be notified and are expected to work with staff to support appropriate behavior.

For safety reasons, certain behaviors are not tolerated and may result in suspension or termination from the program.

Participants should not:

- Hurt others or themselves
- Leave designated areas without permission
- Run away from staff
- Cause destruction of property
- Use profane language
- Threaten violence
- Jeopardize the health or safety of others
- Refuse to follow staff directions

Disciplinary Process:

1. Verbal warning / discussion with camper / written apology
2. Call to parents / behavior contract
3. Suspension from the program

4. Termination from the program

Note: In severe cases, the staff may skip steps and remove the camper from the program immediately.

CAMP ATTIRE

Campers should wear:

- Pants or shorts
- T-shirts
- Socks
- Tennis shoes (required for all activities)

Important Notes:

- Please avoid sending campers in “good clothes,” as many activities can be messy.
 - Each camper will receive one camp T-shirt on their first day.
 - Camp T-shirts must be worn on field trip days. Campers are not permitted on field trips without a shirt.
 - Additional T-shirts are available for \$15 if needed and must be paid before attending the next field trip.
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CAMP NECESSITIES

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

All campers must bring the following items every day:

- Swimsuit
- Towel
- Water bottle
- Sunscreen
- Lunch
- Two snacks
- Change of clothes

Additional Guidelines:

- All items should be carried in a backpack and clearly labeled with the camper’s name.
- Even on non-beach days and rainy days, please send a swimsuit.
- Campers may bring money for concessions on beach days and field trips, but staff are not responsible for lost money. Please review appropriate use with your child.
- Lost or stolen items are the responsibility of the camper. Our lost and found is located just inside the school doors.

Electronics:

- Campers may bring cell phones, but they must remain in backpacks during camp hours.
- Phones taken out during camp may be confiscated and returned at the end of the day.
- To contact your camper, please reach out to the camp director or coordinator.

Lunch & Snack

- Campers are required to bring a cold lunch and two snacks daily.
 - Snacks are provided only during extended care.
 - Microwaves and refrigeration are not available.
 - Please indicate food allergies on the registration and site form.
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COMMUNICATION

- All communications should go through the Big Foot Recreation Office or the Camp Coordinator. Email is the preferred method of communication.
 - A weekly newsletter is emailed every Friday with the following week's agenda.
 - Parents are encouraged to read the newsletter and respond with any questions.
 - If you need to contact a camp counselor directly, the camp coordinator will relay messages.
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SWIMMING

Campers will have the opportunity to swim at Fontana Beach throughout the week.

Important Notes:

- Parents must accurately indicate their child's swim ability on the site form.
- Camp staff will supervise campers at all times in the water and on the beach.
- Campers will receive swim bands corresponding to their swim level.
- Certified lifeguards are often at the beach.
- If you wish for your child to wear a life jacket, you must provide it. Campers wearing life jackets must keep them on at all times in the water.

Sunscreen:

- Please send sunscreen with your child and apply it before camp arrival.
- Staff will remind campers to reapply sunscreen at beach arrival, lunch, and early afternoon.
- Staff are not responsible for applying sunscreen; if your child requires assistance, contact the camp coordinator.
- Swim shirts are strongly recommended for sun protection.

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 the pier. The water is over 10 feet deep.

Swim Lessons

We are partnering with the Water Safety Patrol to offer optional swim lessons this summer. On the site form, you will see an option to register for swim lessons. If you select "Yes," you will be required to complete an additional form and submit a \$45 fee for the lessons. Payment will be turned in to BFRD. Swim lessons are available to campers who attend beach days and will take place at the beach on Tuesday and Thursday afternoons for 6 weeks during the summer. To register for swim lessons, all forms and payment must be submitted by May 1st. Space is limited, and registrations will be accepted on a first-come, first-served (FCFS) basis. We will extend only if there are open spaces.

REGISTRATION

Registration

- Early registration is the only way to guarantee a spot in camp.
- To receive the Early Registration Discount, you must register on or before March 31.
- Registrations after March 31 must be completed at least 7 days in advance for all camp weeks; otherwise, a \$10 late registration fee will apply per participant.
- Timely registration helps ensure organized programming and staffing for all campers.
- Camps may reach full capacity, so early registration is strongly recommended.
- Not all late registrations can be accepted due to space and field trip limitations.
- The number of available spots per day may change frequently; do not rely solely on the registration page.
- Registration is first come, first served, and waitlists are maintained in the order of registration.

Payment Plans

We do offer a convenient payment plan. Please contact the registration office to set one up. If all payments are made on time, this will secure your spot in the weeks registered.

Discounts

Early Bird Discount: A 10% discount will be applied to Day Camp registrations that are paid in full on or before March 31, 2026.

Full Summer Discount: A 10% discount will be applied to registrations for all nine (9) weeks of Day Camp.

Family Discount: Families with three (3) or more children living in the same household and are enrolled are eligible for a 50% discount on the registration fee for the third child and each additional child.

Example: Three children enrolled in Week 2 Day Camp:

$\$295 + \$295 + \$147.50 = \637.50

Discount Limit: The maximum total discount that may be applied is 50% per child.

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 may be a **\$10.00 cancellation fee** per registration to offset some of the fees.

If any changes to your registration occur, discounts may be removed.

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. If they do not have a note the camp coordinator or assistant coordinator will need to clear them before going into 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 Lake Geneva 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 its 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 high school, college, and educational staff members 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
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Camp Contact Number: (262) 394-6311
Recreation Office Phone: (262) 275 2117
Facebook Page: Big Foot Summer Day Camp



Facebook Page QR CODE: