



# 2018 Day Camp Parent Manual

## ITEMS TO BRING DAILY

All campers need to bring a swim suit, a towel, insect repellent, goggles and sunscreen on a **daily basis** starting with the first day of camp. Even if weather appears to be rainy, please send a swim suit in case the weather clears during the day. Summer days can be hot and we may be playing many water games to keep cool. Participants may bring money with them on beach days to purchase extra snacks from the concession stand at Fontana Beach. All items should be carried in a backpack and clearly labeled with the child's name. Since we offer 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.**

## CAMP ATTIRE

Campers should wear clothing that is durable and comfortable (i.e. jeans, shorts, t-shirts). A hat or visor is recommended along with sunglasses. Weather permitting, the majority of activities will be held outdoors, so please be sure to send your camper with a jacket on cool days. **GYM SHOES MUST BE WORN AT ALL TIMES. Sandals, sunscreen, a towel and a swimsuit should also be available since we will be making frequent visits to the Fontana Beach.**

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 have your child wear their camp shirts on beach days. We will notify campers in advance on days we will be attending the beach. If your camper brings a backpack we recommend having the shirt in the bag on a daily basis.

## CAMP HOURS/MEALS

Big Foot Summer Day Camp runs from 8:00 am - 4:00 pm Monday through Friday. Extended care is available from 4:00-5:00 pm. Campers should bring a sack lunch with them every day; snacks will be provided. The children coming straight from Fontana summer school will be eating their lunch when they first arrive at camp every day. Your child should be picked up promptly at 4:00 pm in front of Fontana Elementary School. On Beach Days your child should be picked up at the Fontana Beach entrance. Extended care participants may be picked up any time after 4 pm, all extended care participants need to be picked up by 5 pm.

## **EARLY DROP-OFF/LATE PICK-UP**

Any parent who drops off their child before 7:50 am will be charged a \$5 fee for extended care.

Any parent who arrives after 4:15 pm to pick up a child will be charged a \$15.00 late fee. In the event that a child is not picked up by 4:15 pm, they will be placed in extended care until their parent/guardian arrives. 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 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.

## **BEHAVIOR AND DISCIPLINE**

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make the recreation district programs safe and enjoyable for all 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.

### **Day Camp Guidelines for Conduct Reports**

If a child is acting inappropriately, we will have a discussion to find out where the problem might be. We will attempt to make the changes, if necessary, to eliminate inappropriate behavior.

#### 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

## **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.

Under the following circumstances 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.

## **MEDICAL INFORMATION**

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 miss camp for the day due to illness. If they will be out for more than 3 days, please notify one of the day camp coordinators.

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 information form will be called.
- 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 changes in medication. Additional medication waivers may be required.

We reserve the right to refuse to dispense medication.

### **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.

### **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.

**Swimming information on next page**

## **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**

- Red Wrist Band:** Swimmers can only go into the water up to their waist.  
**Yellow Wrist Band:** Swimmers can only go as deep as the swim line (white circle buoys).  
**Green Wrist Band:** Swimmers are allowed to swim in the deep water and jump off the swim pier.

Campers should bring a swim suit and towel regardless of weather conditions in the morning. 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).

## **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 children 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.

## **DAILY CAMP ACTIVITIES**

There are a variety of different activities and weekly themes that campers will be taking part in. Activities include scavenger hunts, fishing, arts & crafts, swimming, water rockets, nature hikes, paper mache, geocaching, water balloons, survival skills, kickball and more. Themes may include Great Outdoors, Wild West, Party In The USA, Animal Planet, Under The Sea, Inventor's Workshop, Sports Extravaganza, Splish Splash, The Best of The Best. **PERSONAL HAND HELD GAMES AND TOYS FROM HOME ARE NOT ALLOWED AT CAMP. IF CAMPERS BRING THESE ITEMS TO CAMP THEY WILL BE TAKEN AWAY UNTIL THE END OF THE DAY.**

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