

Summer Explorers Camp

PARENT HANDBOOK

Summer 2024





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Welcome to Camp!

This handbook has been designed to assist you with understanding the purpose, procedures, and general operations of the Summer Camp Program. **PLEASE READ THROUGH ALL THE INFORMATION PROVIDED! For a complete list of all camp policies and procedures please see our Policies & Procedures Manual.**

Thank you for your interest in the Summer Explorers Day Camp program. Please contact the Onalaska Parks & Recreation Department with any questions or concerns that are not covered in the enclosed packet.

Thank you,

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What is Summer Explorers Day Camp?

Join us for a unique, summer-long day camp! Through hands-on, interactive and exciting experiences, your child will return home at the end of each day with fun, new summer memories! Our camp will run primarily out of the Onalaska Omni Center (255 Riders Club Road, Onalaska, WI 54650). There will be several field trips throughout the summer as well.

Camp is open to any child ages 5-10 regardless of residence. We will do our best to divide the campers into groups with other campers of similar age.

Camp will be held from June 3 to August 24, 2024. Hours are 7:30 am – 5:30 pm. You can drop off your child(ren) anytime between 7:30 and 8:30am and pick him/her/them up anytime between 4:00pm and 5:30pm. Camp will consist of active games, arts and crafts, field trips, educational activities, making friends, and much more!



Camp Registration

All camp registration forms are required and must be submitted no later than the Wednesday prior to your child's first camp session. Forms are online at onalaska.recdesk.com when you register your child or **in person at the Park & Rec Office** (415 Main St. Onalaska)

Enrollment:

The Summer Explorers Day Camp Program is open to children 5-10 years of age.

Campers are only considered enrolled when the Onalaska Recreation Department receives a completed registration form with full payment of \$145 (per child) for each week registered.

During registration, you will receive all registration forms containing the following forms:

- Camper Enrollment Forms
- Cancellation/Refund Terms & Conditions
- Parent/Camper Behavior Contract
- Medication Dispense Authorization Form (if applicable)

All forms must be completed and returned to the office no later than the Wednesday prior to their first registered week of camp.



Fees and Payments

Fees & Payment Policies:

Registration for Summer Explorers Day Camp will open on March 4, 2024. Registration is \$145 per child, per week and includes all of the necessary supplies and materials for activities throughout the week, two daily snacks, field trip T-shirt, field trip admission & transportation. **Onalaska Parks & Recreation does not prorate the registration fee if your camper(s) cannot or will not be attending the entire week.** When you register your child, you will pay for the corresponding week of Camp. If you wish to register for multiple weeks of camp and require a payment plan, please contact the Parks & Rec Office. Your child's enrollment is not finalized until all necessary forms are completed and turned in and payment is complete. Spots do fill quickly so we cannot guarantee there will be an opening for your child until the steps listed above are complete. Your child is not allowed to attend Camp until his/her registration fee for that week is paid. Unfortunately, we cannot register a child over the phone. You must come into the office if you do not do it online. Field Trip fees are calculated as a part of registration fees.

Cancellation and Refund Policy:

In order to withdraw a child from Camp, the parent/guardian is asked to give a 2-week written notice. **Verbal notices will not be considered valid.**

- Full refunds will only be given if the parent/guardian cancels registration 2 weeks prior to the start of that week of camp (i.e. 7:30am on Monday morning).
- If cancellation occurs after that 2-week mark, for any of the 12 weeks of camp, unfortunately, we will not be able to offer a refund and the registration fee will be considered a donation to the Parks & Rec Department.

**If your child leaves camp early, arrives late, or misses a day due to accident, illness, COVID, homesickness, behavior problems, other activities, or camper/parent request, there will be no refunds or prorated fees.*

Campers and their families are eligible for a refund of their registration fee if:

- Onalaska Parks & Rec Dept. cancels or reschedules camp

Late Pick-up Policy:

If your child has not been picked-up by 5:30 pm, a late fee **will** be applied. Your child will not be allowed to attend camp until late pick-up fees are paid in full by the end of the current week. You will be notified of any late-fees incurred via an invoice sent to the email attached to the account used to register. If a child is picked-up late from camp on 3 occurrences, suspension from Camp up to the possibility of termination may occur on a case by case basis. If your child has not been picked-up after 31+ minutes and the staff has been unable to contact parents/guardians, the proper authorities will be notified. Staff will not be available to watch unattended children prior to the designate drop-off times. They will not be permitted to enter the building.

Late Pick-up Fees:

- 1-30 minutes early/late: \$15 charge per child
- 31+ minutes early/late: \$25 charge per child & proper authorities notified (for late pickup).



Camp Schedule

Typical Day at Camp*:

7:30am – 8:30am: Drop Off and Morning Activities

8:30am – 11:30am: Planned Activities

11:30am – 12:30pm: Clean up and Lunch

12:30pm – 1:00pm: Playground Free Play

1:00pm – 3:30pm: Planned Activities

3:30pm – 4:00pm: Afternoon Assembly

4:00 pm – 5:30 pm: Pick-Up and Evening Activities

Morning/Evening Activities: During this, time campers will take part in loosely structured programming: board games, reading, drawing, and unstructured games.

Morning Assembly: Campers will meet with staff and will separate into the day's groups. Groups will be based on ages. At this time, the campers will also receive any important information regarding the day's activities.

Planned Activities: These activities can include cooperative team sports, group games, group projects, experiments, environmental learning opportunities, and arts & crafts projects that encourage children to use teamwork, challenge themselves, learn and have fun. Some activities will be designed to incorporate the theme for the week.

Lunch: This time is for campers to unwind and refuel for the second half of a fun filled day. More information about lunch policies can be found on page 10.

Afternoon Assembly: Campers will gather to do a fun group game and discuss their day. They will be separated into evening activities groups at this time.

**This schedule may fluctuate from day to day as we host special events, visit local parks and playgrounds, and embark on group field trips.*

***Parks & Rec staff will send out weekly camp schedules 1-3 days prior to the start of the week of Camp your child is registered for. We will use the email that was used to register the child.**



Field Trips

Field Trip Fees are calculated as a part of registration fees. Only one permission slip per child is needed for the summer unless additional trips are added – permission slips will be emailed at least 1 week prior to the added field trip. Field trips are subject to change or cancellation due to weather or other factors. **Field Trips Shirts** – t-shirts will be given to campers on the day of each field trip – each participant is REQUIRED to wear their camp t-shirt on all field trips. If planning to enroll in more than 1 week of camp in which field trips will be taken, we will only provide one field trip shirt per child which will be worn on each trip.

Onalaska Aquatic Center

Visiting the Onalaska Aquatic Center is not considered a field trip. Campers will be accompanied by staff to the Onalaska Aquatic Center which is directly across the street from the Omni Center. Please make sure your child has a swimsuit and towel packed daily (even if we do not attend the pool, there may be outdoor water activities planned for the day). All campers will wear a matching wristband that helps staff and lifeguards identify which children are part of Camp.

Summer Explorers Field Trip Policies & Procedures

- Please pack a **DISPOSABLE LUNCH** on all field trips (unless noted).
- **BE PROMPT!** Please have your child arrive no later than 30 minutes before departure. Departures will be noted on the weekly emails that are sent out.
- Each participant is **REQUIRED** to wear their camp t-shirt on the field trip.
- All participants' health forms, emergency contact information & needed medication will be transported on all field trips by the Camp Staff.
- Staff will be available by Camp cell phone during all field trip activities. The Camp cell phone will be on a Camp staff at all times during the day and is what your child or staff will call you on if necessary throughout the day.
- A portable first aid kit will be transported on all field trips.
- On field trip days, campers who have a signed permission slip to attend, will be permitted to go the field trip. However, Summer Explorers Camp may not be held at the Onalaska Omni Center on field trip days.
- Campers are responsible if money is misplaced, lost, etc.
- We advise that campers do not bring extra spending money on field trips.
- Staff at no time will be responsible for any child's belongings or valuables while on field trips.



Where is Summer Explorers Day Camp going?

Week #	Date	Weekly Theme	Special Activity (Field Trip or Visit)
1	Thursday, June 6	Barnyard Bash	Clearwater Farm – Field Trip
2	Thursday, June 13	Get Growing	Jolivette Family Farms – Field Trip
3	Thursday, June 20	Sports Mania	Loggers Game – Field Trip
4	Tuesday, June 25	Zootastic Adventure	RAD Zoo Visit
5	July 2 (No Camp July 4&5)	Great Outdoors	Camp Decorah – Field Trip
6	July 8-12	Around the World	Taste Foods from Around the World
7	July 15-19	Summer Splash	Various Water Games/Activities
8	July 22-26	Olympic Games	Olympic Games Activities/Visit from Hometown “Olympians” (HS Athletes)
9	August 1	Wild West	Norskedalen Nature Center Field Trip
10	August 8	Space Exploration	Deke Slayton Museum Field Trip
11	August 12-16	Hometown Heroes	Visits from Police, Fire, Public Works, EMT
12	August 19-23	End of Summer Extravaganza	Spirit Week – Themed Days

Visit – the group or organization comes to the Omni Center

Trip – we travel to them

Please note that these are tentative locations and weekly themes. We are continuing to work with our field trip host locations to solidify the dates and times of each visit. We will try to maintain a balance between traveling and visiting field trips throughout the 12 weeks of summer camp, and plan to have these trips/visits occur on Thursdays.



Camp Policies & Procedures

FOR A FULL LIST AND EXPLANATION OF CAMP POLICIES & PROCEDURES PLEASE SEE OUR POLICIES AND PROCEDURES MANUAL

Absences:

If your child will be absent from the program, please notify the staff within a half hour of their scheduled arrival time. If your child is expected to arrive at camp from someplace other than home and does not arrive as scheduled staff will attempt to contact that facility, the parent, emergency contacts and local law enforcement if necessary, to determine the child's whereabouts.

Behavior:

Children are expected to exhibit appropriate behavior at all times. The following guidelines have been established to ensure Summer Explorers Day Camp is safe and enjoyable for all participants:

- Show respect to all day camp participants and staff.
- Treat others as you would like to be treated.
- Refrain from using profanities and/or derogatory language/nonverbal expressions.
- Physical aggression toward any participants, guests and/or staff is prohibited.
- Purposeful destruction or damage to equipment and/or supplies is prohibited
- Participants are expected to do as they are asked, upon the first request.
- Play hard. Play fair. Have fun.

Bullying:

At Summer Explorers Day Camp, bullying is inexcusable. We have a firm policy against all types of bullying. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience. If a camper has difficulty meeting this expectation, parents may be called upon to assist. If it continues, further disciplinary actions may be taken which are outlined in our Behavior Expectations & Disciplinary Procedure. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication between staff and their campers. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Child Abuse Policy:

Any employee at Summer Explorers Day Camp who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact his/her supervisor, the county department of social services, human services, and/or a local law enforcement agency. Supervisory staff will be trained to know the child abuse and neglect law, identify children who have been abused or neglected and the procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.



Confidentiality:

We will strive to keep information about a child or incident involving one of our campers as confidential as possible. However, the Parks & Recreation Department is part of a municipality that is subject to public records requests and certain documents may be required to be released upon request or upon order of the court. We will not discuss incidents involving your child with other program participants or their families unless it is required by law. If that is the case, information on your child will only be shared to the extent necessary to provide necessary information to the other parent.

Extra Spending Money:

We advise that campers not bring extra spending money with them on field trips. Campers are responsible if any money is lost, misplaced, etc.

Inclement Weather Policy:

Outdoor physical activities will be limited when there is a heat advisory, raining or during severe weather and indoor activities will be substituted. If an outdoor field trip is scheduled and it is a severe weather day, a substitute indoor activity will replace it. Canceled field trips due to weather may or may not be rescheduled or replaced.

Illness Identification/Procedures:

Children with rashes, uncontrollable coughing, fever of 100.4 degrees or above, vomiting, difficulty breathing and/or diarrhea will be sent home. Children with these symptoms will not be allowed to attend camp.

Children must stay home until the following happen:

- No sign of vomiting, diarrhea or fever for 24 hours (without use of any medication).
- Cough or breathing problems have subsided.
- Or a signed doctor's note clearing the child for return to Camp.

If a child becomes ill during the camp time:

- A parent or authorized person will be called to pick up the child.
- While waiting for parent/guardian, child will be taken to a separate, isolated area and made comfortable.
- If necessary, a forehead thermometer may be used to check a child's temperature.
- If parents cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment forms. Parents or emergency contacts must pick up the child within one hour after being contacted. A late pickup fee may be assessed if picked up after the one-hour grace period.

Children should not be sent to camp if they have been exposed to a contagious disease. The Onalaska Parks & Recreation Dept. and Summer Explorers Camp staff reserve the right not to admit people who pose a communicable disease risk to others. Refunds will not be given. In the case of head lice, campers cannot return to camp until they are free of all lice.



Injury & Accident Report Policy:

Any injury during the course of the day will be documented by the camp staff who was present or witnessed the incident and reported to the Site Supervisor. The Onalaska Parks & Recreation Department Incident Report Form will be utilized for documentation.

In the event of a Serious Injury or Illness:

- If the injury appears life-threatening, staff will first call emergency personnel, followed by contacting parents/guardians.
- Staff will attempt to contact parent/guardians as soon as possible
 - If child must be transported by ambulance, a staff member will ride with child taking registration forms along.
 - Camp Director will be notified of accident/injury and will notify the Parks & Recreation Director.

Lost and Found Policy:

A Lost and Found box will be available for all misplaced items found throughout each day.

- Please do not send anything valuable to camp. This includes items of sentimental value.
- Please MARK YOUR CHILD'S NAME ON EVERYTHING they bring with them to camp.
- All lost items will be kept until the last day of camp. After the last day, all unclaimed items will be cleaned and donated to charity.

Lunch:

Lunch is NOT provided. Parents must pack a lunch daily for their child. Refrigeration will be available (except for field trip days). Microwaves will also be available for campers to use.

Mandatory Written Notes

Summer Explorers Day Camp will take attendance daily. Campers are not permitted to leave the camp area during camp hours. We ask your cooperation in stressing this policy to your child. However, we do understand situations may arise that are not within the norm. During these situations we require a written and signed note from the parent/guardian. Times where a written note is required:

- Child is being dropped off late or picked up early from Camp
- Walking or riding bike to or from Camp
- Going to the park, beach, etc. after camp is over without supervision (Example: Walking to baseball practice alone)



Medication Policy:

Administered Medication at Camp

- Parents of campers requiring medication shall fill out an authorization to administer medication form prior to the camper starting camp.
- Please give ALL medications to camp staff upon arrival to camp.
- Prescription medications must be in the original container with the pharmacist's label clearly marked with the prescription number, date, child's name and physician's name.
- Medications will be locked during camp. A camp counselor will have access to and administer the correct medication & dosage to the child provided on the Medication Dispense Authorization Form.
- All non-prescription medications (over-the-counter) must be labeled clearly with the child's name and specific written instructions.
- Medication will only be returned to parent/guardian. It will not be given to the camper.
- Any medication not picked up will be disposed of at the end of camp.

Participation:

If campers cannot participate in specific activities for medical reasons, a note from the parent/guardian or doctor is required. Children are expected to participate in camp activities throughout the day.

Pick-Up:

Parents will be given yellow pick up cards with the child's name on it. ONLY parents/guardians are given this card. This will show counselors that it is a parent/guardian there to pick up the child. Anyone that isn't the parent/guardian must be on the authorized pick-up list and will need to show a photo ID. If additional people need to be added to the pick-up form, the parent/guardian can add the name in person at the Park & Rec Office.

Releasing a Child to an Unauthorized Person

1. If an unauthorized individual shows up to Camp to pick up a camper, the staff will ask for identification and then immediately call the child's parent/guardian. If the parent does not authorize that person to pick up his/her child or staff is unable to reach the parent, the police will be called.
2. If the unauthorized individual is unfamiliar to staff and the parents cannot be contacted, the police will be called immediately.
3. If the parent gives verbal consent for that person to pick up the child, staff will report this camper release to the Camp Director to document the time when the verbal permission was given. The parent must add this individual to the Authorized Pick-Up form before they are allowed to pick up that child again
4. A photo ID is required by all individuals picking up campers until they are recognized by face and name by the Camp staff.



Ratios:

Onalaska Parks & Recreation Department observes a minimum of 12:1 camper to staff ratio whenever possible. Registration to camp is limited due to the ratio.

Search and Confiscation Policy:

A camper, and/or the camper's belongings may be searched by Camp staff whenever they have a reasonable suspicion that a camp rule or law has been broken. **Any illegal items found, will be confiscated and parents/guardians notified. Staff also reserve the right to notify proper authorities.**

Sign In/Sign Out Procedure

Campers **MUST** be signed in and signed out each day, so that all children are supervised and accounted for. Please do not leave your child(ren) unattended at the camp location before 7:30am (see early/late drop-off/pick-up policies). Parents must come inside the Onalaska Omni Center to sign their child in AND out. Parents are required to pick up their child(ren) by closing time, 5:30 pm. A backup person should be pre-arranged to pick up your child if circumstances prevent you from being on time. After 5:30 pm, the Late Pick-up Policy will be enforced.

Sunscreen/Bug spray:

Please send your preferred sunscreen and bug spray with your child. Your child will have frequent opportunities throughout the day to reapply sunscreen/bug spray to themselves.

Telephone Use:

Camp has a cell phone for camper use in emergencies. Please do not send children to camp with cell phones/smartwatches; they will not be able to use them during camp hours. That number will be provided at the beginning of Camp.

Unauthorized Departure:

In the event that a child leaves or runs away from camp without authorization the following steps will be taken:

1. Staff will encourage the child to return voluntarily
2. If the child leaves the camp site/grounds, staff will:
 - a. Call the police and have them assist in locating the child
 - b. Call the parents/guardians
 - c. Fill out a conduct report form

**Repeat occurrences may result in suspension or termination from the Summer Explorers Day Camp for the remainder of the summer.*



Updating Information:

It is the responsibility of parents to inform camp staff of any changes to your child's information. Forms should be re-filled out so staff and the Onalaska Parks & Rec Office have the most up-to-date information for your child.

Videotaping/Photographing of Program Participants:

Authorized individuals may videotape or photograph groups or individuals for public relations or educational purposes. IF YOU DO NOT WANT YOUR CHILD VIDEOTAPED OR PHOTOGRAPHED please let the camp staff know during their first day at camp.

What to Bring to Camp Every Day:

Please dress according to the anticipated weather & label all items with the child's name

- Wear shoes appropriate for active play (sneakers, tennis shoes, etc.) and comfortable summer "play clothes."
 - Flip flops/sandals are allowed to be brought with and can be worn when visiting the pool/beach or playing water games outside.
- A packed lunch. Microwaves will be available for camper use. Refrigeration will be available daily, if necessary.
- Windbreaker/raincoat/sweatshirt
- Water Bottle
- Bug repellent
- Sunscreen – Staff will not be allowed to apply sunscreen to any part of the children except for their faces, unless using a spray sunscreen.
- A change of clothes
- Swimsuit and towel (even on days we do not go to the pool, there may be water activities outside involved)

Please make sure you pack all of their items in a backpack that is marked with their name. We encourage families to limit camper's belongings to one bag, if possible.

Campers are encouraged to NOT bring cell phones. However, if your child does bring a cell phone, it must remain in his/her backpack at all times throughout the day. Phones that are taken out during camp hours will be taken away and given back at the end of the day.

What Not to Bring to Camp: (see search/confiscation policy for additional details).

iPods, MP3 players, other music devices	Inappropriate clothing
Gaming devices	Unnecessary valuables
Tablets/iPads, etc.	Toys



Parent/Camper Behavior Expectations

The goal of the Day Camp Program is to provide a safe and fun atmosphere for all campers.

Please take time to read through and discuss our policies surrounding proper character conduct as a family prior to Camp as this will serve as a guide to disciplinary actions for the summer.

Camper Code of Conduct:

1. Show respect to other participants and treat them as well as I would like to be treated
2. Not bully or make any other camper or staff feel unsafe at camp
3. Show respect to staff and cooperate with all of their instructions
4. Not hit, kick, bite, or show any physical violence toward any campers or staff
5. Not yell or scream inappropriate language at any point throughout the day
6. Know and follow all the camp's rules
7. Communicate any problems or issues at camp with camp staff or camp director.
8. Respect the rights and beliefs of others and treat others with courtesy & consideration
9. Communicate in an appropriate manner, which means that I must not use foul language or gestures, harsh words or tone of voice.
10. Conduct myself responsibly. I understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed.
11. Not deliberately cause bodily harm to other campers or staff. I understand that pushing, kicking or fighting are not acceptable and will not be tolerated.
12. Use program equipment, supplies & facilities properly.
13. Be responsible for my actions and understand that irresponsible behavior will result in disciplinary actions.

Termination Procedure:

If an incident occurs where a camper conducts himself/herself in a manner that does not follow the behavior guidelines or that jeopardizes their safety, or the safety of others, the following steps will be taken:

First Violation: A staff member will discuss the incident with the child. The staff and child will discuss the incident and what steps the child should take to ensure it doesn't happen again.

Second Violation: The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day.



Third Violation: A staff member will document the incident via an incident report and discuss the incident with the child. The child may be removed from part or a whole

activity. The parent or guardian will be notified of the incident at the end of the camp day and asked to sign the documented incident report.

Fourth Violation: A staff member will discuss and document the incident directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour and the child will be suspended from camp for one day.

Fifth Violation: A staff member will discuss and document the issue directly with the child. The parent or guardian will be contacted immediately to pick up their child within the hour from camp. A conference will be scheduled with the Camp Director, Site Supervisor, and the parent(s) or guardian to discuss a plan of action regarding the poor behavior. The child may be suspended from camp until a resolution has been reached

Sixth Violation: Child will be dismissed and no longer allowed to participate in camp for the remainder of summer.

Circumstances considered for termination:

Physical Violence – Case-by-case basis. The severity of the actions will determine how each situation is handled. A parent or emergency contact will be called to pick up their child immediately. A meeting may be necessary and will be determined on a case-by-case basis.

Intentional Leave – If a camper leaves the program area or building without permission a suspension or termination may occur, based on the situation.

Sexual or other harassment – Parent/guardian will be contacted immediately. Camper will be prohibited from future camp activities.

Inappropriate Behavior of a child or parent that endangers the participant, other children or staff.

Late Child Pick-Up (more than 3 occurrences) – See late Pick-Up Policy in our Policies and Procedures Manual for more information

Failure to pay fees and/or submit required forms



If a camper is discharged from Summer Explorers Day Camp, the parent is responsible for payment up to and including the last day of attendance Please do not hesitate to talk to the site supervisor or Parks & Rec staff if you have questions or concerns. Staff members reserve the right to start at the 2nd, 3rd, 4th, or 5th violation depending on the severity of the incident. Each case is different and all supervisory staff are approved to make appropriate judgment calls.