

Summer Explorers Camp

POLICIES & PROCEDURES

Summer 2024





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Welcome to Summer Explorers Day Camp

The City of Onalaska's Parks & Recreation Department is committed to enhancing the quality of life for the citizens of Onalaska through promotional development, maintenance of public recreation through enrichment opportunities, parklands, related facilities and the preservation of natural areas. Within our day camp setting, children develop a sense of independence as they try new adventures away from home. Our summer camp will provide a safe environment where children gain self-confidence as they learn new skills.

ADMISSION & GENERAL INFORMATION

General Information

The Onalaska Parks & Recreation Department's Summer Explorers Day Camp serves children between the ages of 5 and 10, and will provide care for a maximum of 38 children per day. We do not discriminate against any child, family, or applicant on the basis of race, color, creed, sex, family income, handicap, political affiliation, national origin or ancestry. Our camp will run Monday thru Friday each week starting on June 3, 2024 and ending on August 23, 2024. **There will be no camp on Thursday, July 4, 2024 and Friday, July 5, 2024.** Our normal hours of operation are 7:30am until 5:30pm Monday through Friday. Please note- Onalaska Parks & Recreation Office is open Monday thru Friday 8:00am until 4:00pm.

Child's Files

Parents/guardians can enroll their child(ren) into our camp by signing up online at www.onalaska.recdesk.com or by stopping into the Parks & Recreation Office at 415 Main St. Onalaska, WI 54650.

The following information must be completed prior to the child's first day in camp.

- Camper Enrollment Form
- Emergency Contact Information Form
- Camper Pick-Up Information Form
- Camper Medical & Health Information
- Cancellation/Refund Terms & Conditions
- Parent/Camper Behavior Contract
- Waivers & Permission Form
- Field Trip Permission Slip
- Medication Dispense Authorization Form (if applicable)

The child(ren) may not attend camp until all information is completed and payments are made.

Confidentiality

Camper information obtained by employees as the result of their employment with the City is confidential and protected by law unless such information has been designated as camper directory data. The law and respect for our campers require that camper issues are only discussed with employees and parents who need to know the information. Parents are allowed to see their child's records upon request unless they have been denied access by a court, but a copy of the court order needs to be on file with Camp.

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.



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.

Chain of Command

Parks & Recreation Director – Dan Wick

Summer Explorers Camp Director – Cory Check

Site Supervisors – Austin Becker and Devyn Schmeling

Child Abuse/Neglect

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.

In order to avoid allegations regarding child abuse, the following policies will be adhered to:

- Campers shall never be alone without staff supervision/observation and interaction.
- Staff will not use verbal or emotional abuse when disciplining campers.
- Staff will not discipline campers by use of physical punishment or by failing to provide the necessities of care such as food or shelter.
- Discipline problems that cannot be solved within the group will be taken to the Camp Director.
- Staff and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable
- Staff shall be alert to the physical and emotional state of all children each time they report for a program.
- Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff. Profanity, inappropriate jokes, sharing intimate details of one's personal life in the presence of children and/or parents is prohibited.

Upon being notified of a potential abuse/neglect situation, the Director or supervisor will support the staff informing them by contacting the appropriate agency immediately together.

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.

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.

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.

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.

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 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

DISCHARGE OF ENROLLED CHILDREN

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

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:

1. *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.
2. *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.
3. *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.



4. *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.
5. *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
6. *Sixth Violation:* Child will be dismissed and no longer allowed to participate in camp for the remainder of summer.

The City of Onalaska reserves the right to start at the 2nd, 3rd, 4th, 5th or 6th violation depending on the severity of the incident. Each case is different and all supervisory staff are approved to make appropriate judgment calls.

Circumstances considered for termination:

- **Physical Violence** – 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 intentionally 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)
- **Parent failure to pay fees and/or submit required forms**

**if a child is discharged the parent is responsible for payment up to and including the last day of attendance.*

FEES, PAYMENTS & REFUNDS

Fees & Payment Policies:

Registration for Summer Explorers Day Camp will open on March 4, 2024. Registration for all 12 weeks of camp will be available at this time. Registration is \$145 per child, per week and includes all of the necessary materials for weekly activities, two daily snacks, field trip t-shirt, field trip admission and field trip transportation.

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 10 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, that child will not be permitted to attend any further camp sessions this summer. 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. Children 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).

PROGRAM OBJECTIVES AND ACTIVITIES

Summer Explorers Day Camp Objective: To provide a unique, summer-long day camp for the youth in our community. Through hands-on, interactive, and exciting experiences, campers will return home at the end of each day with fun, new summer memories!

A wide variety of projects, crafts, group games, service learning projects, special guests, special events, sports, field trips and physical and social experiences may be offered at Camp.

Camp is held at the Onalaska Omni Center with time spent both indoors and outdoors. A small portion of the day may be spent in the Omni Center arenas, Onalaska Aquatic Center, ice rink and turf area. Camp is held rain or shine. In cases of severe weather (i.e. heat or rain) all-day indoor shelter is arranged. A weekly lesson plan is used to ensure preparedness, variety and comprehensive programming that is developmentally and age appropriate. Movies that are G or PG may be shown on occasion.

Field trips to a variety of fun, educational and exciting area attractions will occur. The schedule will be finalized and sent to parents before the start of Camp. All parents must sign the Field Trip Permission Slip in order for their child to partake.



WATERFRONT POLICY

Certified Lifeguards will be present any time the campers are at the Onalaska Aquatic Center.

- The City of Onalaska's Aquatic Center is operated by the same department as Summer Explorers Day Camp. The ratio of lifeguards to campers will not exceed 1:25 but Camp staff will always be in attendance as well
- Campers and staff are oriented to the rules and boundaries
- Lifeguards and counselors will be in positions to observe and readily assist campers
- Trained staff assess water and weather conditions to identify hazards and determine appropriate activities. Known hazards are eliminated or activities near them are controlled. Camper access is limited. Rescue equipment is readily available.

Locker Room/Bathrooms

While in the locker rooms, camp ratios will be maintained. All children will be within sight or sound. If there is no same gender staff to help with supervision in the locker rooms, the children will change into their swimsuits in the Omni Center restrooms and put clothes on over their swimsuits until they return so they can change out of their swimsuits.

Checking Children In & Out of the Water

Upon entering and exiting the Aquatic Center, Camp staff will take a head count of all campers. Camp staff will make sure to always have camper's information and emergency information with them when leaving the Omni Center.

In All Aquatic/Pool Emergencies

1. The First Responder will determine the necessary actions regarding the rescue squad, doctor or hospital.
2. All campers will exit the aquatic area and gather for roll-call
3. As soon as possible, the Camp Director (Alex Inglett) and/or Parks & Recreation Director (Dan Wick) is to be notified if he/she is not already aware of the situation.
4. Complete an incident/accident report and notify Department of Children and Families within 24 hours.
5. Parks & Recreation Director will determine the next calls that are made, and will act as media representative.

In the Case of a Missing Child at the Aquatic Center

1. Upon discovery of a missing child, the camp staff shall question other children and camp staff in the immediate area trying to obtain the location of the missing child.
 2. A camp staff will check the various locations including the locker rooms, concession stands, pool deck and surrounding areas/buildings.
 3. A staff member will call 911
 4. The lifeguards will perform a sweep of the entire pool
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CHILD GUIDANCE POLICY

Our priority at Summer Explorers Day Camp is that all children will have a fun, positive and safe experience. We encourage parental/guardian input to resolve any disciplinary concerns that take place during camp.

Positive Guidance

When a child is acting inappropriately, staff will conduct positive behavior management strategies in an attempt to eliminate the inappropriate behavior. Staff will provide positive guidance by setting clear expectations with campers from the start, modeling appropriate behavior and by planning appropriate staff directed activities.

Parents will be notified and will be expected to work with staff to encourage more appropriate behavior if the child's behavior does not improve. 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:

- Hurt others or self
- Leave designated area(s) without permission
- Run away from staff/site
- Cause destruction of property
- Use profane language
- Threaten violence
- Jeopardize the health or safety of others
- Refuse to take direction from staff

Redirection of Children

Summer Explorers Staff will attempt to avoid disciplining campers by being aware of each child's strengths and weaknesses. They will do this by providing appropriately structured learning activities and proper supervision of every camper. Staff will be trained on the use of logical consequences that are directly related to the child's misbehavior. Staff will also document continuous misbehaviors using the Camp's Incident Report. Parents will be given a copy to sign acknowledging they were notified.

Staff recognizes that not one technique will work with every child, every time. If a child continues to act out in a way that is unacceptable, staff will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from Summer Explorers Day Camp.

Discipline

Behavior management techniques will be used by the staff person directly involved with the child at the time. Staff will be well trained and versed at different techniques. At no time will discipline be delegated to other children. If a child's misbehavior warrants a phone call to the parent, the situation will first be discussed with the Site Supervisor to see if everything possible has been done to help the child regain control.



EMERGENCY PLANS

Severe Weather/Tornado Procedures

In the event of severe or inclement weather, the following procedures will be followed. Summer Explorers staff will monitor weather broadcasts for the latest weather updates concerning the immediate and surrounding areas. The Onalaska Parks & Recreation Department Staff will monitor weather broadcasts as well and notify camp of any relevant information or updates. The Site Supervisor or Camp Counselor will have a working cell phone on their body at all times.

If a tornado has been reported near the Camp or is moving towards the Camp, staff should:

1. Report to the nearest building (if not already inside the Omni Center).
2. During Field Trips a building will be designated as a tornado shelter before arrival.
3. Take directions from the Site Supervisor and Camp Director. Staff will be given a location to take their group of campers. Once in this location, campers will sit with head between their knees and hands clasped over their head.
4. Staff will take attendance and report any missing campers to supervisors immediately.
5. If on a field trip where no buildings are present or in a situation where they cannot get to a building (i.e. remote area), staff will position campers in a low-lying area (river basin, ditch) face down.
6. In the event of a tornado, staff will be aware of a "dead" spot or the "eye" in the tornado - a brief period of calm weather before the other side of the tornado hits.

Fire Procedures

Staff will be trained on the following procedures in case of a fire:

1. Go to the nearest fire alarm in the building and pull the alarm to alert the rest of the Camp and building.
2. Call 911 immediately – work with dispatch to report the location of the fire
3. Take attendance and supervise the evacuation of all individuals in the Camp (if it is safe to do so)
4. Make sure all bathrooms and locker rooms have been checked
5. Move to the designated safety area outdoors and away from the Omni Center. Take attendance again.
 - The safety spot for the Omni Center is the Van Riper Playground
6. Fire drills will be practiced with staff and campers monthly.

Fire Extinguishers

All staff will be aware of fire extinguisher locations and how to use them. The simple and most basic method for operating the Camp's fire extinguishers is PASS –

- P** – Pull the pin
- A** – Aim the extinguisher at the base of the fire
- S** – Squeeze the handle
- S** – Sweep the extinguisher from side to side at the base of the fire

**911 should always be called in the case of a fire to inspect the fire and the rest of the building*

Building Emergency

In the event that the Omni Center loses any sort of necessary service – air conditioning, heat, electrical, plumbing, flooding, etc. – the Camp Director will contact the necessary personnel immediately. If the service cannot be resolved or restored within a reasonable amount of time, parents/guardians may be called to pick up their children – for their own safety. All emergency and exit lights will remain lit at all times.



Lost Camper

As soon as staff think a camper is lost or missing, they will check with all other campers and staff as to the whereabouts of that child. Staff will check the nearest locations and immediately contact the Camp Director. Staff and campers will be asked if they heard that child talk about leaving or if they saw him/her leave.

Staff will be designated to search the following areas for the missing child:

1. The Omni Center building and grounds
2. The Onalaska Aquatic Center
3. Van Riper playground
4. Roads/parking lots leading to and from Camp
5. If on a field trip – the location and then moving outwards in a logical sequence

The Site Supervisor, Camp Director and all other leadership will be given the following information:

1. A full description of the camper – name, a physical description, what they were wearing, etc.
2. The last known place the camper was seen
3. Whether that camper had displayed any signs of homesickness, issues getting along with his/her group, comments about wanting to leave, etc.
4. Any tendency to not wanting to partake in Camp activities
5. Any medical problems/history that could lead to his/her disappearance

The following procedures will be followed:

1. Parents will be called to notify them of the situation. Staff will ask the parents if they may have picked up the child without being signed out.
2. 911 will be called. The police will be called and a missing child report will be filed if no one is able to locate the child.
3. Every single individual on the child's enrollment form will be called and messages left to inform them of the situation and to ask if they have been in contact with the child

Other Emergency Procedures

Adult Under the Influence

If a parent/guardian or another authorized individual arrives to pick up a child at the end of the day and he/she appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent that child from leaving with the adult. While staff cannot legally withhold a child from the parent/legal guardian, Camp staff will not hesitate to call the appropriate authorities if they feel the child is in danger.

Situation of Divorced Parents

- If the parents become separated during the months that Camp is operating, staff should be notified.
- If there are custody directives laid out by a Court, Camp is legally obligated to respect the wishes of the parent with legal custody. The Camp Director or Parks & Recreation Director will ask for a certified copy of the most recent court order.
- Camp staff reserve the right to tell the parents that we will not be able to care for the child unless both parents agree as to who is allowed to pick up the child, on what days and at what time.



Emergency Services Contacted

In the case of emergency, the Camp Director or designated staff will contact the local emergency services. If Camp is on a field trip, the Camp Director will also contact the bus company to assist in transporting the rest of the campers back to the Omni Center.

The line of communication will be as follows:

1. Camp Director/Site Supervisor will call 911 if necessary
2. Camp Director/Site Supervisor will notify their direct supervisor of the situation (in most situations, this will be the Parks & Recreation Director)
3. Camp Director/Site Supervisor/Camp staff will contact parents/guardians of any and all campers involved.

Injuries

Any injury during the course of the day will be documented by the camp staff. If the injury is serious, 911 will be called and the injured individual (camper or staff) will be transported to the nearest hospital at the discretion of emergency personnel. The family will be notified as soon as possible. If the injury is minor, basic first aid procedures will be used, and the incident will be documented. The camper's family will be notified either by phone or at pick-up at the end of the day. Summer Explorers counselors and the Site Supervisor will be 1st Aid, CPR AED certified. The Onalaska Parks & Recreation Department's Incident Report Form will be utilized for documentation.

In the event of a Serious Injury or Illness:

- Emergency personnel will be called first if injury or illness appears life-threatening, then 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 all enrollment and personal forms along.
- Camp Director will be notified of accident/injury and will notify the Parks & Recreation Director.

Emergency Phone Numbers to note:

Emergency Services	911
Onalaska Non-Emergency Police	608-781-9550
La Crosse County Sheriff	608-785-9629
Onalaska Fire Department	608-781-9546
Poison Control Center	800-222-1222

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, emergency contacts and/or the police will be called.
2. If the unauthorized individual is unfamiliar to staff and the camper 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 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.



Stranger/Suspicious Individual at Camp

If an unidentified person enters the Camp area, a staff member will take the following actions:

1. Introduce him/herself to the stranger and ask "May I help you with something?"
2. Escort the individual to the Site Supervisor or Camp Director
3. If the individual is acting suspicious, inappropriately or belligerent, the staff member will note a description of the person and notify the Camp Director immediately. 911 should be called if deemed necessary.

HEALTH

Administered Medication at Camp

- Parents of campers requiring medication must fill out an authorization to administer medication form prior to the camper starting camp (given in registration forms).
- Please give ALL medications to camp staff upon arrival to camp.
- Prescription medication will be administered upon receipt of signed form from parent/guardian.
- 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.
- All non-prescription medications (over-the-counter) must be labeled clearly with the child's name and written instructions
- Medication will only be returned to the parent/guardian and must be taken home at the end of each week.
- Any medication not picked up by the parent/guardian will be disposed of.

Contact with Animals

If a camper comes into contact with an animal other than a pet while at Camp, staff will immediately have the child wash their hands with soap and water. Children will always be under close supervision when in contact with animals. Parents may be called

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.

Medical Log

Staff will maintain a medical log. This log is where staff will record all medication administered. Serious behavioral problems will be recorded on an incident report and kept on site of Camp. Parents will always be notified by staff of any incident reports.

Universal Precautions

- Anyone exposed to blood or bodily fluids containing blood will be required to wash his/her hands immediately with warm running water and soap.
- Disposable gloves will be worn if there is any contact with blood, bodily tissue containing blood or bodily fluids. Gloves will be disposed of after one use in plastic bags and hands will be washed with soap and warm running water after throwing away gloves.
- Staff shall clean and disinfect any area affected by blood, vomit, urine, feces or other bodily fluids. This includes floors, walls, bathrooms, toys, kitchen, counters, tables, chairs, etc.
- Hands will always be washed before and after meals and after using the restroom.

NUTRITION

Mealtimes

Summer Explorers Day Camp provides 2 snacks each day. There also is a designated lunchtime for children to eat a parent-packed lunch. Each snack/mealtime will be offered no more than 3 hours apart.

Camp staff will sit with the campers as they eat whenever possible and as often as possible. Staff will monitor the campers' eating habits to make sure campers are eating an appropriate amount of food each day. Any possible concerns will be discussed with the parents/guardians.

Special Diet and Allergies

Children's specific needs and allergies are to be listed on the enrollment forms and will be noted by all staff. Enrollment forms are accessible to the staff and should be updated by parents as soon as something changes with the child. Parents who request a special diet based on a medical condition must have written documentation from the child's physician stating the condition.

Parents must inform staff if their child requires an additional snack. In such cases, the parent will be expected to bring the additional snack. In an emergency or special situation, the program may provide the necessary food if available. Parents may provide snacks for children requiring specialty menus (such as allergies, vegetarian) if the program's menu is not meeting the needs of the family.

Parent Provided Meals

Parents are required to pack lunches for their child each day. Children are required to wash their hands with soap and warm running water before eating and after lunch and/or snack. If a child wishes to bring a treat to parents are encouraged to notify camp staff prior to the day this treat is to be provided to other campers.



Safe Food Practices

Food Sources

- Parents may bring in food for their child
- Food Service Companies include: Kwik Trip, Sam's Club, Holiday, Festival Foods, Walmart

Sanitation

- Camp staff and custodial staff are responsible for carrying out sanitation procedures
- Eating surfaces will be washed before each use
- All staff will be trained on how to prepare snacks as well as clean up
- All cleaning chemicals and supplies will be clearly labeled and always kept out of reach of children
- All non-disposable dishes will be washed with warm soapy water after each use
- The kitchen/concession area will be kept in a clean and organized manner
- Food will be prepared by staff. Staff will always wash their hands before and after preparing food. They will also wear gloves during preparation and serving.

Storage of Perishable Food

- Always maintained at a safe temperature of 40 degrees or below except while being prepared or served
- Refrigerator will be maintained at 40 degrees or below and a freezer will be maintained at 0 degrees or below
- Each cold storage facility will be equipped with a clear, visible, and accurate thermometer
- Food will be covered and dated during storage

Storage of Non-Perishable Food

- When possible, individually packaged food will be left in the container it was originally purchased in until ready for use.
 - Food will be kept in metal, glass or food grade plastic containers. These containers will have tight fitting lids/covers and will always be labeled.
 - Food will be stored in a clean, dry, ventilated and lighted area.
 - Food will be stored will be stored in this way to prevent any contamination by condensation, leakage, sewage, wastewater or vermin.
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TRANSPORTATION

There is no transportation to and from camp provided by the City of Onalaska, the Onalaska Parks & Recreation Department or Summer Explorers Day Camp. Transportation for field trips will be contracted through a local busing company.

Parents/guardians will receive notice of all field trips via email (also in the Parent Handbook). They will be given the date, time and location of the trip. The field trip permission slip must be signed by a parent/guardian for the child to be able to attend.

When Camp goes on a field trip (including walking field trips) the following will occur:

- Staff will always maintain a “name to face” count of the campers
- Staff will take attendance/roll call at critical checkpoint times (when leaving the Omni Center, boarding and leaving the bus, and every 30 minutes on walking trips)
- Staff will leave a list at the Omni Center of all campers and staff on the field trip. They will also leave a note with time of departure and estimated time of return.
- Staff will always have a first aid kit and the camper’s information forms – this will include name, address and telephone number of parents or emergency contacts, the name of child’s physician or medical facility, and written consent from the parent for emergency medical treatment

When walking:

- Campers and staff will walk in a line
- There will always be at least 1 counselor at the front of the line and 1 at the back. Campers are never allowed in front of the first counselor or behind the last.
- There will be no large gaps in the line. If there are more than 3 counselors with, they will fill in between campers in line.
- There will be a head count before and after arriving at destinations and every 30 minutes while walking.

If children with limited mobility will be attending a field trip that requires busing, a plan will be developed to meet their needs on a case-by-case basis. Parents will complete a release for alternative transportation if their child will be transported regularly during the day by someone other than the parent or person on the release information.

There will always be one staff member assigned to the back of the bus and responsible for making sure that all children have exited the bus safely. This staff member will be the last person to exit the bus, after checking all seats, under the seats and the floor. This person will also be responsible for delegating responsibilities and instructions in the case of an emergency.



PERSONNEL

Staff Policies

Staff are required to read and be familiar with the Summer Explorers Day Camp Policies and Procedures Manual. This manual will always be in the camp binder for parent reference. Any and all questions should be directed to the Camp Director. Staff are required to adhere to all policies and procedures found in the City of Onalaska's Employee Handbook. A copy of the Policies and Procedures is given to the staff at the time of hire.

Hours of Work

- Staff schedules are made and set at least 1 week prior to the camp week. All staff will be able to see their schedule and input their availability in the City's scheduling software.
- Counselor schedules may vary week to week
- Lunch/breaks are given as needed
- Counselors will always eat lunch with the campers

Job Descriptions

Each staff member receives a detailed job description at the time of hire.

Cell Phone Policy

Staff are not allowed to be on or using their cell phones for personal use during Camp. They may carry them for reliable communication amongst camp employees or for emergencies.

Smoking Policy

Staff are not allowed to smoke on camp premises, City property or at any time that they may be visible to the campers or parents on site.

Staff Training

All Summer Explorers staff are required to attend a pre-camp staff training.

Substance Abuse Policy

Staff must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance. Staff may be disciplined, up to and including termination of employment, for possession, manufacturer, distribution, dispensations, consumption, testing positive, being under the influence of, or use of any drugs, drug paraphernalia, intoxicants, alcohol, narcotics or any other controlled substance, on or about City of Onalaska premises or while on City of Onalaska business at any time. Staff should refer to their Employee Handbook for more information on this and other policies.
