



2025

June 9-Aug 22, 2025

REGISTRATION
STARTS
FEB. 17!!
SPACE IS LIMITED!



Village of Allouez Summer Camp Parent Handbook

Village of *Allouez*
Parks, Recreation, & Forestry

**Village of Allouez
PARKS, RECREATION, &
FORESTRY DEPARTMENT**

1900 Libal St.
Green Bay, WI 54301

(920) 448-2804

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<https://allouez.recdesk.com>

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**Must be signed and returned to Village Offices before Camp Participation*

Welcome to Camp

Welcome and thank you for choosing Allouez Summer Camp for your child's summer camp experience! We are looking forward to a terrific summer filled with lots of fun and exciting activities! In this handbook, you will find all the information you need to prepare for camp. In order to help you & your child prepare for the summer ahead, we kindly ask that you read through the handbook in its entirety and be sure you have a clear understanding of all policies.

If you have any questions, concerns, or would like to discuss something related to summer camp now, or at any point in the future, please email me at emily.poh@villageofallouezwi.gov or call 920-448-2804. I and the rest of the Allouez Summer Camp staff are looking forward to seeing you this summer!

Thank you,

Emily Poh
Recreation Supervisor

CAMP OPEN HOUSE

Join us at Green Isle Park for an opportunity to meet our staff, ask questions, and get your child excited for camp!

Date: Thursday, June 5, 2025



Village of Allouez Summer Day Camp

What is Camp

Camp Location & Contact Information:

The Summer Day Camp is held at:

Green Isle Park: 900 Greene Ave.

Camp Cell Phone: 920.621.9619

Summer Camp Registration:

Village Offices: 1900 Libal Street, Green Bay, WI 54301

Village Office Phone: 920.448.2804

Why Choose Allouez Day Camp?

Our Allouez Summer Camp program is a **LICENSED DAY CAMP** through the State of Wisconsin. All of our camp counselors are at least 18 years of age, undergo a criminal background check, are certified in First Aid and CPR and receive a minimum of 24 hours of pre-camp training.

Your 6 to 13 year old can comfortably spend the whole day away from home, while getting **active**, making **crafts**, attending **weekly field trips**, and creating **new friendships** in an outdoor environment.

Allouez Summer Camp operates ten action packed weeks throughout the summer for **children 6 to 13 years of age**. Physical activity, self-esteem, social interaction and skill building are all part of the youth Summer Camp experience.

Camp Counselors will also incorporate the **5 Core Values (Honesty, Respect, Responsibility, Sportsmanship, & Caring)** as part of the experience.

Please visit the Village's website for more details at:

<https://allouez.recdesk.com>

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Mission & Goals at Camp

Mission of Camp

The Allouez Summer Camp provides each camper with many opportunities to grow and explore the outdoor world around them. We aim to help campers achieve his/her fullest potential by creating social/emotional development lessons, physical well-being activities, enrichment opportunities and recreation!

This mission comes to life through the emphasis of our 5 Core Values: **Honesty**, **Respect**, **Responsibility**, **Sportsmanship**, and **Caring**. Challenging our campers to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for his/her entire life.

Goals for Our Campers

The number 1 goal for the Allouez Day Camp is to build assets in our campers. Through our day camp program, we try to develop specific assets every day, including: strengthening social/emotional development, providing a caring climate, using youth as resources, offering a safe place for our campers, and using responsible adults as role models.

The second goal of the Allouez Day Camp program is to help all of our campers develop as individuals. Below are some ways in which we help our campers develop:

Campers grow personally. They are given the chance to experience new things and interact with other children their own age on a daily basis.

Campers learn new skills. Whether it's playing a new game, developing an existing skill, or developing their social skills, campers will leave camp having learned something they can remember and use for a lifetime.

Campers learn lifetime values. From the simplest values and attitudes like sportsmanship, sharing, and giving respect to others, comes our basis for making more complex decisions as we mature.

Campers have FUN! Without fun, the above reasons for children to attend day camp become harder to accomplish. Games, stories, crafts, sports, and other activities are all done with the camper as the primary focus.



Camp Registration

Camp Registration:

Registration can be done online, in person, or mailed in. Registration is done on a first-come-first-serve basis. Registration forms for in person registration can be found **online** at allouez.recdesk.com or **in person** at Allouez Village Hall, 1900 Libal Street.



The Summer Day Camp Program is open to children 6-13 years of age. Children may not attend Allouez Summer Camp until they have reached age 6 and may not attend Allouez Summer Camp after age 13.

Camper Information and Forms:

The Wisconsin state licensing requirements state that each participant have certain completed forms on file at camp in case of an emergency. Campers are enrolled when the Village Office receives completed registration form with payment, and all required forms.

To access, download, print, and complete the forms, scan the QR code above. The required forms that MUST BE SUBMITTED BY MAY 11, 2025 are as follows:

- Camper Code of Conduct (Back of Handbook)
- Child Information Form (one per camper)
- Health History Form (one per camper)
- Allouez Summer Field Trip Permission Slip (one per camper)
- Authorization to Administer Medication Form (If applicable)
- Alternate Arrival/Release Agreement (If applicable)

All forms must be completed and returned to the office by May 11, 2025, or child's registration will be canceled.

Waitlist:

- Due to high demand, and limited spots available (due to state licensing requirements), its possible that your child(ren) will be put on the waitlist for one or more weeks. If this happens, please know that the Village of Allouez will contact you via email if space becomes available. **Because of the high demand, we ask you to only register for the weeks you know your child(ren) will attend.** If you are contacted that space has become available, you will have 24 hours to respond, or the next person on the waitlist will be offered the spot.

Camp Fees

Fees & Payment Policies:

If registering online or by mail, all camp fees must be paid in full at time of registration. If registering at Village Hall, the fee for each child's first week of camp is due in full at the time of registration. If you are registering for multiple weeks of day camp, the balance of the remaining weeks of camp will be due by **SUNDAY, MAY 11. After May 11, any unpaid balances will result in the cancelation of unpaid weeks.**

Automatic credit card or debit card payment must be arranged at the time of registration in office. Final payment is due by May 11.

Cancellation and Refund Policy:

Prior to March 31: Full refund, minus \$45 processing fee, will be given when an emailed notice is received on or before March 30 of withdrawal from one or more weeks.

March 31 thru May 11: full refund minus a \$45 processing fee **per child per week affected** (ex: 3 canceled weeks on April 15 for one child would equal a \$135 deduction from refund for one child). All cancelation requests must be submitted via email.

NO REFUNDS will be given after May 11! This will be strictly enforced. Please only register for weeks you know your child(ren) will attend.

Camp & Field Trip Fees Per Week

- \$95 per child for residents
- \$115 per child for non-residents

****For families of 4 or more children, please contact Recreation Dept.**

Optional Additional Programs:

Allouez Summer Camp offers before and/or after camp care. Before camp care allows parents to drop children off between 7:00 and 9:00 AM. After Camp care allows parents to pick up their children between 4:00 and 5:00 PM. Children may only attend these programs if they are registered and paid for. More information about before/after camp care can be found on page 8. **For more information on these programs go to page 8.**

Tax Info: Day Camp is a licensed childcare program through the State of Wisconsin. The EIN number is **39-6008051**.

Camp Extras

Before & After Camp Programs:

Before & After Camp Programs:

Before Camp Program parents can drop-off their children anytime between **7:00 and 9:00 am**. Similarly, the After Camp Program allows parents to pick-up their children between **4:00 and 5:00 pm**.

At these programs, children will take part in some structured and self-directed programming: including board games, cards, crafts, etc.

How do I sign my child up for these programs?

You can sign up your child for either or both of these programs while registering for camp.

How much do these programs cost?

These programs follow the fee schedule shown below:



Additional Programs (per week fees)

- \$121 R/ \$148 NR per child for Camp + Before Camp Care
- \$109 R/ \$131 NR per child for Camp + After Camp Care
- \$135 R/ \$163 NR per child for Camp, Before & After Camp Care

Late Pick-up Policy:

If your child has not been picked-up by 4:00 pm (**Not enrolled in After Camp**) or 5:00 pm (**enrolled in After Camp**) A late fee **will** be applied.

Your child will not be allowed to attend camp until late pick-up fees are paid in full. 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.

Late Pick-up Fees:

1-15 minutes late	\$10 charge per child
16-30 minutes late	\$15 charge per child
31+ minutes late	\$25 charge per child

Camp Schedule

Typical Day at Camp:

Daily Schedule:	
7:00-9:00	Before Camp Program
9:00-9:15	Check-in
9:15-9:45	Opening Ceremony/Snack
9:45-12:00	Planned Activities
12:00-1:00	Lunch
1:00-3:00	Planned Activities
3:00-3:45	Closing Ceremony/Snack
3:45-4:00	Check-out
4:00-5:00	After Camp Program

Before Camp/After Camp Program: The Village of Allouez Summer Camp provides extended child care for an extra fee. **SEE previous page** for more information on service.

Check-in/Check-out: During this time, campers will take part in loosely structured programming; board games, reading, drawing, and unstructured games.

Opening Ceremony: Campers will meet with staff and will select a core value to highlight for the day. The staff will lead the campers in a brief discussion and/or game on the meaning of the value and how we can demonstrate it everyday. At this time the campers will also receive any important information regarding the day/activities.

Snack: Each child will receive a nutritional snack in accordance with State Law. To help keep weekly costs low, we kindly ask for snack donations. **SEE PAGE 15** for more information.

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. 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 18.

Closing Ceremony: Campers will take part in a short discussion on how the campers demonstrated the value of the day. During this ceremony parents or guardians are welcome to join in after checking out their child.



Camp Schedule

Camp Themes:

Day Camp Theme Schedule:

Each week, campers will partake in a variety of activities that center around the particular theme for that week. Listed below are the dates for each week, the theme, as well as the field trip destination. Activities and crafts will match the theme of each week.

Week	Dates	Theme	Field Trip
1	June 9-13	Disney	De Pere Cinema
2	June 16-20	Wild Water Week	Ashwaubomay Lake
3	June 23-27	Rockin' Roller Coasters	Bay Beach
4	July 7-11	Skating through Decades	Skate City
5	July 14-18	Wisco Days	Badger Sports Park
6	July 21-25	Camp Olympics	Bellevue/De Pere Summer Camps
7	July 28-Aug 1	Allouez Adventures	Odyssey Climbing
8	Aug 4-8	The Great Science Escape	Hearthstone Museum
9	Aug 11-15	Wildlife Wonders	NEW Zoo
10	Aug 18-22	The Final Countdown	Ashwaubenon Bowling Alley

Field Trips:

- Field trips are included in the weekly camp fee. All field trips require a signed field trip permission form. Campers are encouraged to attend field trips, but they are not mandatory. Camp will be closed during the hours of the field trip. Field trips are subject to change based on weather, venue availability, and/or other factors. Some field trips may permit campers to bring additional money to purchase snacks, games, etc. This will be communicated in weekly newsletters. For identification purposes, each camper and counselor is required to wear their camp t-shirt on all field trip days.



FIELD Trips

Field Trip Information:

Field trips are included in the weekly camp fee. All field trips require a signed field trip permission slip. Campers are encouraged to attend field trips, but they are not mandatory. Camp will be closed during the hours of the field trip. NOTE: field trips are subject to change based on weather, or other factors.

Date	Trip Site	Departure	Return
June 11	De Pere Cinema	12:15 PM	3:15 PM
June 18	Ashwaubomay Lake	10:45 AM	3:00 PM
June 25	Bay Beach	9:45 AM	3:00 PM
July 9	Skate City	11:45 AM	3:00 PM
July 16	Badger Sports Park	9:30 AM	2:00 PM
July 23	De Pere Summer Camp	12:30 PM	3:15 PM
July 24*	Bellevue Summer Camp (Thursday)	12:30 PM	3:15 PM
July 30	Odyssey Climbing	9:30 AM	12:30 PM
Aug 6	Hearthstone Museum	10:30 AM	3:00 PM
Aug 13	NEW Zoo	9:30 AM	2:00 PM
Aug 20	Ashwaubenon Bowling Alley	12:30 PM	3:15 PM



Camp Snack

As a part of Department of Children and Families State Licensing, the Village of Allouez is required to provide each child with 2 snacks throughout the day. To provide snack and maintain affordable fees for the Summer Camp program, we request your help by volunteering to provide a snack for the camp.

When volunteering to make a donation, we ask that you provide enough food to feed 50 campers and only food items from the following State approved list below:

- **Fruits or Vegetables**
 - Individual 100% Juice pouches, boxes, etc.
 - Any size 100% Juice containers that can be poured into cups
 - Applesauce, fruit cups, etc.
- **Crackers with whole wheat or wheat listed as the first ingredient**

Some Examples:

 - Wheat Thins
 - Goldfish Crackers
 - Packs of cheese and breadsticks
 - Animal Crackers
 - Cold Cereal
 - Granola Bars
- **Dairy Products**

Some Examples:

 - String Cheese
 - Yogurt
 - Gallon of Milk

All donated snacks must be in their original packages and sealed. All snack donations may be delivered to the camp site. We really appreciate your help in making this program a healthy and enriching experience for your child.



Camp

Policies & Procedures

Absence Policy:

If your camper will be absent, please call or text the camp cell phone or call Village Offices no later than 9:00 am the day of the absence.

If no message is left, the following actions will be taken:

1. Camp staff will call parent/guardian via the camp registration paperwork to confirm absence for day.
2. If confirmation of absence cannot be made, the Recreation Supervisor and authorities will be notified.

Allergies:

All known allergies or any special dietary needs based on medical condition must be noted on your child's Registration and Health Form. Staff will be notified of all camper's allergies.

Please talk to staff if your child has special or more serious circumstances

Child Abuse Policy:

The camp staff are trained to spot signs of child abuse, know the appropriate procedures for responding to the suspicion of abuse, and will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the Recreation Supervisor will be notified immediately and a report will be made to the appropriate authorities.

Confidentiality:

We will strive to keep information about a child or about an incident involving one of our campers as confidential as possible. However, the Village is a municipality which is covered by the public records law 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.



Camp

Policies & Procedures

Emergency Medical Facility:

The hospital we use for emergency care, in the event that such care is needed, is **Bellin Health** located at 2020 S. Webster Ave. Green Bay, WI 54301.

Extra Spending Money:

Campers may be allowed to bring extra spending money with them on select field trips. **Campers will be solely responsible for that money throughout the trip.** The Allouez Parks, Recreation, and Forestry Dept. and Allouez Day Camp will not be held responsible for any lost, stolen or misplaced money.

Inclement Weather Policy:

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 field trip will replace it if possible.

Injury & Accident Report Policy:

Any injury during the course of the day will be documented by the camp staff and reported to the Camp Coordinator and Recreation Supervisor. The Village of Allouez Accident 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.
 - If child must be transported by ambulance, a staff member will ride with child taking registration forms along.
 - Camp Coordinator will be notified of accident/injury and will notify Recreation Supervisor.



Camp

Policies & Procedures

Illness Identification/Procedure:

Children with rashes, fever of 100 degrees or above, vomiting and/or diarrhea are to be sent home.

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 area and made comfortable.

Lost and Found Policy:

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

- Please **DO NOT SEND electronic devices, toys and items of sentimental value.**
- Please **MARK YOUR CHILD'S NAME ON EVERYTHING** they bring with them to camp.
- Electronic Devices are not allowed at camp. They must remain in child's basket/backpack at all times.
- **ALL LOST ITEMS WILL BE KEPT UNTIL THE LAST DAY OF CAMP.** After this, all unclaimed items will be cleaned and donated, or disposed of.

Medication Policy:

- Campers requiring medication must have an **AUTHORIZATION TO ADMINISTER MEDICATION FORM** on file prior to the camper starting camp.
- Medication must be in original container with original prescription label.
- Prescription medication will be **ADMINISTERED UPON RECEIPT OF SIGNED FORM** from parent/guardian.
- The **ONLY OVER THE COUNTER MEDICATION THAT WILL BE DISPENSED IS BENADRYL** in accordance with a physician's note.
- **MEDICATION WILL ONLY BE RETURNED TO PARENT/GUARDIAN**
 - **Any medication not picked up will be disposed of.**



Camp

Policies & Procedures

Newsletters:

The newsletters will be emailed each Friday for the upcoming week. A hard copy can also be found on the parent board at the camp location.

FRIDAY ISSUE WILL INCLUDE:

- Information on what campers have done throughout the week
- Pictures from the week
- Camper of the week

Office Hours:

- **VILLAGE OFFICE HOURS:**
 - Mondays-Thursdays: 7:00 am-4:30 pm
 - Fridays: 7:00 am-11:00 am
- **CAMP SITE:** Monday-Friday: 7:00 am and close at 5:00 pm

Open Visitation Policy:

Parents are encouraged to visit and take part in activities at Camp at any time.

Parent/Staff Communication:

Parents please **SHARE ANY INFORMATION REGARDING YOUR CHILD THAT MAY AFFECT THEIR MOOD OR BEHAVIOR** with camp staff as you see fit.

At Allouez Summer Camp, we welcome the opportunity to talk with parents and get to know our camper families better. **Being partners with parents is the best way to make camp the most positive experience possible.** Any of our camp staff will be happy to speak with you.



Camp

Policies & Procedures

Participation:

If campers cannot participate in specific activities for medical reasons, a note from the parent/ guardian or doctor is required.

Ratios:

The State of Wisconsin requires **staff to camper ratios to be 1:12** and will be followed at the Village of Allouez Summer Day Camp.

Schedules:

LESSON PLANS AVAILABLE EVERY MONDAY morning for parents and guardians to review. Activities may vary slightly from day to day.

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.

Sunscreen:

PLEASE SEND SUNSCREEN WITH YOUR CHILD EVERYDAY. Your child will have frequent opportunities throughout the day to reapply sunscreen to themselves.

Please make sure that sunscreen is less than 1 year old

Supplies Needed:

We are always looking for donations of "household junk" such as paper rolls, coffee cans, jars, etc.

Check newsletter for specific "junk" needed.

E-Mail Alerts:

E-Mail alerts are one way in which staff will **INFORM YOU OF IMPORTANT NOTICES.** Make sure to add your e-mail on the registration form.

These alerts will only be used for important information.

Updating Information:

It is the responsibility of parents to **INFORM CAMP STAFF OF ANY CHANGES** to your child's information.

Camp

Policies & Procedures

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 the first day at camp.

What to Bring to Camp Every Day:

- Please dress according to the weather & **LABEL ALL ITEMS** with child's name
- Wear shoes appropriate for active play (sneakers, tennis shoes, etc.) and comfortable summer "play clothes"
 - Open toed sandals & Crocs are not permitted to be worn at camp, as they can cause harm while being active at camp.

- A lunch

Please pack healthy lunch options.

***Please do not provide your child with a lunch that needs to be microwaved or refrigerated.**

The State of Wisconsin indicates that lunches should consist of:

- 1 protein source
- 2 vegetables/fruits
- A whole grain source
- Healthy drink (100% Juice)

*** If a lunch is forgotten or not provided, the Village will provide a lunch at an ADDITIONAL \$10 FEE, that should be paid in full prior to the next day of camp.**

- Windbreaker/raincoat/sweatshirt (they may need all 3, watch weather daily)

- **Water Bottle**

*** Water is the ultimate hydrator and is our primary drink during the day.**

- Bug repellent
- Sunscreen
- A change of clothes

- **PACK ALL ITEMS IN A BACKPACK**

What Not to Bring to Camp:

Cell phones	Gaming devices
iPods/MP3 players	Headphones
Inappropriate clothing	Toys/Cards



Village of Allouez reserves the right to confiscate any prohibited item!

Parent/Camper Behavior Contract

The goal of the Day Camp Program is to provide a safe, educational, and fun atmosphere for all campers. **Please take time to read through and discuss our policies on proper character conduct as a family, then take time to sign the contract as this will serve as a guide to disciplinary actions for the summer.**

Termination Procedure:

If an incident occurs where a camper conducts himself/herself in a manner 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 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.
- Second 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.
- Third 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.
- Fourth 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 Department Director, Camp Director, Camp Coordinator, and the parent(s) or guardian to discuss a plan of action regarding the poor behavior. The child will be suspended from camp for up to a week.
- Fifth Violation:** Child will be dismissed and no longer allowed to participate in camp for the remainder of summer.

Circumstances for immediate 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 Allouez staff.
- Late Child Pick-Up** (more than 3 occurrences).

Please do not hesitate to talk to the site staff or Recreation Supervisor if you have questions or concerns.

The Village of Allouez reserves 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.

I have read and understand the Allouez Summer Camp policies, procedures, rules and consequences. I understand that by signing this contract I am obligated to follow the policies and procedures outlined in the Summer Camp Handbook.

(Child's Signature and Date)

(Parent/guardian Signature and Date)