2018
Village of Allouez
Summer Camp Parent Handbook

REGISTRATION STARTS FEB. 5TH!!!
SPACE IS LIMITED

1900 Libal St.
Green Bay, WI 54301
(920) 448-2804
https://allouez.recdesk.com
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*Must be signed and returned to Village Offices before Camp Participation*
We are glad you have taken the opportunity to participate in the Allouez Summer Camp Program! 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!

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

Thank you,

Matthew Hahn, CPRP
Recreation Coordinator
(920)448-2804
Matt.hahn@villageofallouez.com

CAMP OPEN HOUSE

Join us at Green Isle Park for a great opportunity to get your child excited for camp!

Date: Thursday, June 7, 2018
Time: 5:30-6:30pm
Camp Locations & Contact Information:
The Summer Day Camp is held at:

- **Green Isle Park:** 900 Greene Ave.
- **Camp Cell Phone:** 920.676.7277

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 extensive pre-camp training.

Your 6 to 12 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 12 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](https://allouez.recdesk.com)
Mission of Camp

The mission of the Allouez Summer Camp is to provide trained leadership and the resources of the natural surroundings to help each camper achieve his/her fullest potential in terms of mental development, physical well being, social growth, and emotional well being.

The mission comes to life through the emphasis of the 5 Core Values: Honesty, Respect, Responsibility, Caring, and Sportsmanship. Challenging people 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 cultural competency, 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 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:

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 allouez.recdesk.com or at Allouez Village Hall, 1900 Libal Street.

The Wisconsin Department of Health and Social Services requires that each participant have these completed forms on file at camp in case of an emergency.

Enrollment:

The Summer Day Camp Program is open to children 6-12 years of age. Campers are enrolled when the Village Office receives completed registration form with payment.

Following enrollment, you will receive a packet containing the following forms:

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

Field Trips:

- Field Trip Fees are calculated as a part of registration fees.
- Field Trips Shirts
  - T-shirts will be given out to campers on Monday of their first week of camp.
  - For identification purposes, each participant is required to wear their camp t-shirt on all field trips.
Cancellation and Refund Policy:

Prior to May 11: Full refund, minus $20 processing fee, will be given when a written/emailed notice is received prior to May 11 of withdrawal from program.

May 12 thru June 1: Withdrawal from camp program with a written/emailed notice prior to June 1st will be given a full refund minus a $20 cancellation fee per week cancelled. (I.e. 3 cancelled weeks would equal a $60 processing fee.)

NO REFUNDS will be given after June 1!

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 (1900 Libal) the fee for your 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 June 1st.

Automatic credit card or debit card payment must be arranged at registration.

Camp & Field Trip Fees Per Week
- $69 per child for residents
- $86 per child for non-residents

**For families of 4 or more children please contact Recreation Dept. for family rates.**

Additional Programs:

The Before/After Camp Care programs are optional.

Additional Programs (per week fees)
- $94 R/ $111 NR per child for Camp & Before Camp Care
- $82 R/ $99 NR per child for Camp & After Camp Care
- $107 R/ $124 NR per child for Camp, Before & Camp Care

For more information on these programs go to page 11.

Tax Info:

Day Camp is a licensed childcare program through the State of Wisconsin. The EIN number you will need to give your tax preparer is 39-6008051.
Typical Day at Camp:

<table>
<thead>
<tr>
<th>Daily Schedule</th>
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</thead>
<tbody>
<tr>
<td>7:00-9:00 Before Camp Program</td>
</tr>
<tr>
<td>9:00-9:15 Check-in</td>
</tr>
<tr>
<td>9:15-9:45 Opening Ceremony/Snack</td>
</tr>
<tr>
<td>9:45-12:00 Planned Activities</td>
</tr>
<tr>
<td>12:00-1:00 Clean up and Lunch</td>
</tr>
<tr>
<td>1:00-3:00 Planned Activities</td>
</tr>
<tr>
<td>3:00-3:45 Closing Ceremony/Snack</td>
</tr>
<tr>
<td>3:45-4:00 Check-out</td>
</tr>
<tr>
<td>4:00-5:00 After Camp Program</td>
</tr>
</tbody>
</table>

Before Camp/After Camp Program: The Village of Allouez Summer Camp provides extended child care for an extra fee. SEE PAGE 11 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 days activities.

Snack: Each child will receive a nutritional snack in accordance with State Law. Parents are encouraged to provide snack items for the camp. 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 21.

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 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 descriptions for each theme week for the summer your children can look forward to participating in.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Green Isle Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 11-15</td>
<td>Adventure Week</td>
</tr>
<tr>
<td>2</td>
<td>June 18-22</td>
<td>Goofing with Games</td>
</tr>
<tr>
<td>3</td>
<td>June 25-29</td>
<td>Sports of All Sorts</td>
</tr>
<tr>
<td>4</td>
<td>July 9-13</td>
<td>Around the World</td>
</tr>
<tr>
<td>5</td>
<td>July 16-20</td>
<td>Magic School Bus Week</td>
</tr>
<tr>
<td>6</td>
<td>July 23-27</td>
<td>Holidaze</td>
</tr>
<tr>
<td>7</td>
<td>July 30-Aug 3</td>
<td>Ooey, Gooey, Sticky Week</td>
</tr>
<tr>
<td>8</td>
<td>Aug 6-10</td>
<td>Wacky Water Week</td>
</tr>
<tr>
<td>9</td>
<td>Aug 13-17</td>
<td>Big Screen Week</td>
</tr>
<tr>
<td>10</td>
<td>Aug 20-24</td>
<td>Final Hurrah</td>
</tr>
</tbody>
</table>

**Adventure Week** - Ever dream of finding buried treasure, traveling to the Wild West, or acting out your favorite fairytales? Through the fun of games and crafts we will make our wildest dreams come true. From pirates, to fairytales and the Wild Wild West, don’t miss your chance this summer to be a part of an adventure you won’t soon forget.

**Goofing with Games** - Spend the week watching your favorite board games and Game Shows come to life at camp. This week your camper will have fun being a contestant of the Price is Right or playing real life Monopoly. Campers will even get a chance to invent their own game! Get your game face on and get ready for the most fun you have ever had playing games.

**Sports of All Sorts** - Join us as we explore and play all sorts of sports, ranging from team sports like football or soccer to the more obscure yard sports like ladder golf or bean bag toss. Throughout the week campers will not only learn how to play a variety of sports, but will make their own equipment to play sports at home. This week campers will participate in fun Olympic Camp Games against the Village of Bellevue Summer Camp.
Camp Themes:

**Around the World** - Pack your bags and don’t forget your passports because this week we will be traveling around the world. Throughout the week campers will get the opportunity to learn about other cultures, customs, games, songs, and food. Each day counselors will spend time with groups introducing campers to new cultures and exploring the activities they do on a daily basis to have fun.

**Magic School Bus Week** - Surfin on a sound wave, swingin through the stars, take a left at your intestine, take the second right past Mars, on the Magic School Bus! Just like the hit children’s show, this week will transport our campers on a fun journey covering topics like outdoors & nature, chemistry, space, magic, and so much more!

**Holidaze** - Join us as we celebrate a year’s worth of holidays in a week. Learn how these holidays started and maybe learn about a few you didn’t know existed.

**Ooey, Gooey, and Sticky Week** - Let’s get messy! From finger painting and making gak, this week is geared toward having fun in a messy way. Bring your swim suit and junk clothes because you’re going to get ooey, gooey, and sticky!

**Wacky Water Week** - Campers will have the time of their lives taking part in a variety of games, activities, and crafts that will get them soaked to the bone. Make sure to bring your swim suit, towel and extra clothes because we guarantee you will get wet.

**Big Screen Week** - Lights, Camera, Action! This week our campers will take part in fun & interactive games and crafts based on some of the greatest big screen franchises. From Harry Potter and Star Wars to Disney and the Avengers, this week will certainly be a hit!

**Final Hurrah** - Join us as we celebrate and look back on the friendships we formed and games we played. This week counselors recreate some of the campers favorite games and crafts of the summer.
Before & After Camp Programs:

With the 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 of these programs while registering for camp.

How much do these programs cost?

These programs follow the fee schedule shown below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost/per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Camp Program</td>
<td>$25 per child</td>
</tr>
<tr>
<td>After Camp Program</td>
<td>$13 per child</td>
</tr>
</tbody>
</table>

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 (If enrolled in After Camp) 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.

<table>
<thead>
<tr>
<th>Late Pick-up Fees:</th>
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<tbody>
<tr>
<td>1-15 minutes late</td>
</tr>
<tr>
<td>16-30 minutes late</td>
</tr>
<tr>
<td>31+ minutes late</td>
</tr>
</tbody>
</table>
Trip Fees:
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.

Field Trip Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Trip Site</th>
<th>Date</th>
<th>Trip Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13</td>
<td>Barkhausen Waterfowl Preserve</td>
<td>July 28</td>
<td>Tundra Lodge</td>
</tr>
<tr>
<td>June 20</td>
<td>Sky Zone Trampoline Park</td>
<td>August 1</td>
<td>Green Bay Bullfrogs Game</td>
</tr>
<tr>
<td>*June 26</td>
<td>Rolla Rena</td>
<td>August 9</td>
<td>Door County Maritime Museum</td>
</tr>
<tr>
<td>July 11</td>
<td>Mulberry Lathe Farm</td>
<td>August 15</td>
<td>Lambeau Field Tour &amp; Titletown Park</td>
</tr>
<tr>
<td>July 18</td>
<td>UW-Green Bay Campus Tour</td>
<td>August 22</td>
<td>Bay Beach Amusement Park</td>
</tr>
</tbody>
</table>

For more information on these trips check the Village website or call the Village offices.

Field Trip Descriptions:

- **June 13, 2018 to Barkhausen Waterfowl Preserve**
  Campers will spend the day in the outdoors learning how to use a compass and map, as well as exploring the various living and non living parts of a pond. Campers will also learn what makes up a pond ecosystem and how to identify various critters in ponds.

- **June 20, 2018 to Sky Zone Trampoline Park**
  Get ready for some high flying action when we visit Sky Zone Trampoline Park in Appleton. Campers will take part in a variety of activities and have a great time bouncing around.

Please be sure to complete a waiver online:

https://skyzoneappleton.pfestore.com/m/Waiver

Or in person (waivers available at camp) for your child/children.
Field Trip Descriptions:

- **Tuesday, June 26, 2018 to Rolla Rena**

<table>
<thead>
<tr>
<th>Green Isle Park</th>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:00 pm</td>
<td>3:15 pm</td>
</tr>
</tbody>
</table>

  This week our camp will visit Rolla Rena, where our campers will get time to skate with friends and take part in a few fun skating games and activities. **This trip is on a Tuesday!**

- **July 11, 2018 to Mulberry Lane Farm**

<table>
<thead>
<tr>
<th>Green Isle Park</th>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:15 am</td>
<td>3:00 pm</td>
</tr>
</tbody>
</table>

  Take a tour around the farm where you will learn about pigs, cows, goats, chickens, and many other farm animals! Campers will also have the chance to milk a cow, catch a chicken, take a hayride, and so much more!

- **July 18, 2018 to UW-Green Bay Campus**

<table>
<thead>
<tr>
<th>Green Isle Park</th>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:45 am</td>
<td>2:45 pm</td>
</tr>
</tbody>
</table>

  Campers will spend the day on the University of Wisconsin Green Bay Campus, where we will receive a guided tour of the campus. Afterward we will have some time to play camp games in the Kress Center & on the Campus grounds, as well as take a hike along the many trails that run through campus.

- **July 25, 2018 to Tundra Lodge**

<table>
<thead>
<tr>
<th>Green Isle Park</th>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11:45 am</td>
<td>4:00 pm</td>
</tr>
</tbody>
</table>

  Campers will get a chance to splash around in the indoor pool, cruise down the numerous water slides, and enjoy the various water features the Tundra Lodge has to offer. **Campers should bring their own swim suit and towel!**
Field Trip Descriptions:

- **August 1, 2018 to Green Bay Bullfrogs Game**
  Get ready to cheer on the Green Bay Bullfrogs as they battle the Fond du Lac Dock Spiders. While watching the game enjoy a brown bag lunch provided by the Village of Allouez.

- **August 8, 2018 to Door County Maritime Museum**
  Campers will learn about the area’s rich maritime roots. Hard-working fishermen, brave ship captains, skilled craftsmen, bold inventors and lonely lighthouse keepers are just some of the personalities you’ll discover in the galleries of the museum. Campers will also get an opportunity to ride on a restored 1919 Great Lakes Tug Boat.

- **August 15, 2018 to Lambeau Field & Titletown Park**
  Experience the Packers' history-rich facility first-hand and see several behind-the-scenes areas, including the Lambeau Field Atrium, the exclusive Club Level, the players tunnel, visitors locker room, south end zone, and learn all about the incredible history of the Green Bay Packers during the field tour. We will then spend some time at the new Titletown park where campers can run the 40 yard dash, play on the playground, or play games on the full sized artificial turf field.

- **August 22, 2018 to Bay Beach Amusement Park**
  Take a ride on the “Zippin Pippin” or slide down the giant slide. Whatever your interest you’re sure to have a good time on this trip. All participants will receive $5 in tickets to use at their leisure.

All Departure and Return times are approximate. In the event of massive delay the Village Offices will be notified and notification of approximate arrival time will be posted on the Village website and will be sent to e-mails via e-mail alert (page 20).
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 48 campers and only food items from the following State approve 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.
Absence Policy:
If your camper will be absent, please leave a message at the camp site location or 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.
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.

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. 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 Coordinator.
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 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 TILL THE LAST DAY OF CAMP**.
  After this unclaimed items will be cleaned and donated to charity.

Medication Policy:
- Campers requiring medication shall fill out an **AUTHORIZATION TO ADMINISTER MEDICATION FORM** prior to the camper starting camp.
- Prescription medication will be **ADMINISTERED UPON RECEIPT OF SIGNED FORM** from parent/guardian.
- The **ONLY OVER THE COUNTER MEDICATICATION 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.
Newsletters:  
The newsletters can be picked-up on Mondays and Fridays.  
**MONDAY ISSUE WILL INCLUDE:**  
- Relevant information for that week  
- Field Trip notes  
**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 SUMMER HOURS (June-Aug):**  
  - Mondays-Thursdays: 7:00 am-4:30 pm  
  - Fridays: 7:00 am-11:00 am  
- **CAMP SITES:** 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.
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 toilet paper rolls, coffee cans, jars, etc.

Check newsletters 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.
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 & Krocs 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.
  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)
- 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
- Unnecessary valuables
- Inappropriate clothing

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