

Attendance/Sign-In Procedures

All children must be signed in when they arrive and checked out by a staff member when they leave.

EXTENDED AM CAMP CUMBERLAND: Grades 1-8 must be accompanied by an adult

ALL OTHER CAMP OPTIONS AT CAMPS CUMBERLAND AND RICHARDS: Grades 1-3 must be accompanied and signed-in by an adult every day unless attending camp with an older sibling. Grades 4-8 must sign-in everyday and do not need to be accompanied by an adult.

Attendance checks will be taken several times throughout the day. However, parents will not be notified if their child is not in attendance. Campers are not allowed to leave the playground for any reason before check-out time. Special written permission is required for children going home with someone other than a parent, sibling or guardian or if leaving early without supervision. Camp staff may request to see identification for any person picking up a child.

Camp Richards Early Drop-off/Late Pick-up Policies

Campers should arrive/be picked up on time. Children arriving earlier than 9:00am will not be supervised by camp staff. Parents who are later than 12:00pm for pick-up must contact camp staff by phone, (414)254-0487, to notify them of their expected arrival time. Repeat offenses may result in additional fees or affect your child's enrollment in camp.

Camp Cumberland Early Drop-off/Late Pick-up Policies

Campers should arrive/be picked up on time. Camp Cumberland offers many scheduling options to make this process more convenient while offering the coverage that you need. Parents who are late must contact camp staff by camp cell phone, (414)254-0486, to notify them of their expected arrival time. Repeat offenses may result in additional fees or affect your child's enrollment in camp. The drop-off/pick-up times are as follows:

Extended AM – 7:30am to 9:00am

All children, regardless of grade, must have a parent/guardian sign them in for the Extended AM camp. Drop off time is no earlier than 7:30am.

AM Camp – 9:00am to 12:00pm

Your child is not allowed to be at camp before or after their scheduled time. If early drop off or late pick-up happens on a consistent basis, you will be contacted by the Recreation Department and offered an extended day option.

PM Camp – 1:00pm to 4:00pm

Drop off time is no earlier than 1:00pm. If your child is dropped off early, you will be contacted by the Recreation Department and offered the option of signing up for Supervised Lunch. Campers must be picked up at 4:00pm. If you are late, you will be contacted by the Recreation Department and offered the option of signing up for Extended PM.

Extended PM – 4:00pm to 6:00pm

Campers must be picked up no later than 6:00pm.

Non-Registered Campers

If a child's name cannot be found on any camp roster, a staff member will call the Recreation Department office to verify. Children cannot attend camp if they are not properly registered by the required deadlines.

Custody Issues

If you are experiencing custody difficulties, we urge you to keep staff advised of any circumstances which might affect your child. Unless legal documentation is submitted to the contrary, we will assume that both parents share equal rights to drop off/pick up their child(ren).

Camper Orientation

Camper orientation is held the first day of each week for all new camp participants. Orientation includes rules, behavioral expectations, check in/out procedures and planned weekly activities.

Sunscreen

Campers will be spending the majority of time outside. Sunscreen will not be provided for the campers. Please send sunscreen, labeled with your child's name, that the camper can apply themselves. Campers will be reminded throughout the day to reapply.

Behavior Policy

To ensure campers safety, we have put in place reasonable rules and expectations for our campers to follow. Camp rules are posted and reviewed on a regular basis. Camps Cumberland and Richards promote an environment that is both physically and emotionally healthy for all campers. Staff expects appropriate language and respect for everyone attending camp.

- Verbal notice: Children engaging in unacceptable or disruptive behavior will be asked to take a time out. They will be reminded of the rules and camp staff will help them brainstorm appropriate behavior and responses.
- Conversation with camp directors: If a specific behavior continues or is severe, parents will be informed when picking up their child. Camper might be suspended from camp for a day and/or not allowed to participate in the weekly field trip.
- Termination from program: If behavior modification measures and cooperative efforts with parents/guardians fail to resolve the issue, the child may be dismissed from the program.
- **Bullying will NOT be tolerated at Camps Cumberland or Richards.** Bullying will be defined as, but not limited to, behaviors and/or actions that are intentional, verbal, physical and/or anti-social such as exclusion, gossip and non-verbal body language. Bullying includes derogative posts on social media sites such as Facebook, Twitter, etc. Such actions will not be tolerated at camp and immediate action will be taken involving camper, parent and director.

Most behavioral issues are minor and are easily resolved by staff. Serious infractions include, but are not limited to, intentionally threatening or hurting others, staff or themselves, leaving the group without authorization, stealing, causing damage to property and drug/weapon possession. Our actions are meant to provide opportunities for children to have fun in a safe environment. Staff will work with each child to the best of their ability.

Snacks and Lunches

Camps Cumberland and Richards DO NOT provide a daily snack. However, please feel free to send one along in your camper's backpack. There are plenty of water fountains and we continually encourage the campers to keep hydrated throughout the day. If your child brings along a refillable water bottle, please make sure that it is clearly marked with their name. Camp Cumberland campers who are there during the lunch hour should bring a bag lunch from home.

Field Trips/Bus Rules

Please remind your child:

- To remain in their seat at all times
- That no objects are to be outside of bus windows
- Not to litter on the bus
- To listen carefully for roll calls
- Not to eat or drink on the bus
- Campers must abide by camp rules and behavioral expectations

On occasion, children will walk to Klode Park or Cahill Park.

Camp Cumberland Pool Schedule

Only students, grades 2-8, attending Camp Cumberland in the afternoon, may participate in Pool Days. Due to the pool closure from June 10 through July 16, campers will be taking a bus to the Nicolet Pool on June 20, June 27 and July 11 from 1:30 – 3:30pm. Please make sure your child has a suit and towel packed. Starting July 18th, campers in grades 2-8 will walk to the Field House Pool on Tuesday and Friday afternoons from 1:30 – 3:30pm.

What to Wear/Bring to Camp

Camps Cumberland and Richards are primarily outdoor programs. Please send your child in comfortable, modest clothing that will allow them to fully participate in all activities, including water-related games and messy projects. Hats are recommended and sunscreen should be brought to camp daily. For your child's protection and enjoyment in outdoor activities, sneakers are encouraged. All items brought to camp must be clearly marked with the camper's name. Staff is not responsible for lost or stolen money or items. If your child is missing any personal item, please check with staff and the Lost/Found bin.

The following items should NOT be brought to camp:

- Electronics
- Toys or personal belongings
- Stuffed animals
- Trading cards
- Items of value

Cell phones can be brought to camps but must be kept in backpacks until it is necessary for them to use it to contact parents/guardians. They are not to be used for texting, taking photos or communicating with anyone other than parents/guardians.

Injury/Illness

If your child becomes ill during the program, such as having a fever 99.8 degrees or above, vomiting or diarrhea, you will be required to pick up your child within one hour of notification. Your child will be required to be symptom-free for 24 hours, without the use of medications, before they can return to camp. If your child has a contagious disease, please notify camp staff immediately so that other parents might be contacted about possible exposure.

Medication and Allergies

A completed Medication Administration Form (included in the packet) must be turned in to the Camp Director prior to medication being administered. Administration will be only allowed as stated on the label directions or as amended by the physician. Please remember to pick up your child's medication after their session ends

Special Needs

Inclusive Camp Richards was created for students with special needs and provides an Inclusive Facilitator to assist campers in enjoying all aspects of this traditional summer camp. Due to the nature of this camp, one-on-one support cannot be provided. Inclusive Camp Richards follows the same calendar schedule as Camp Richards, Monday thru Friday, 9am – 12pm. To best meet the needs of each camper, an Inclusive Intake Form needs to be completed and returned along with camp registration. The Intake Form can be found online at wfbschools.com or at the Lydell Community Center. Participation in field trips for Inclusive campers will be determined on a case-by-case basis by contacting Carin Keland at 963-3888.

Staff and Camp Information

Camp Cumberland
Cumberland School
4780 North Marlborough Drive
Phone: (414) 254-0486 Camp Staff
(414) 963-3947 Recreation Office
Director: Mary Rasmussen
Asst. Director: Ben Schwei
Art/Science: Michele Hines

Camp Richards
Richards School
5812 North Santa Monica Boulevard
Phone: (414) 254-0487 Camp Staff
(414) 963-3947 Recreation Office
Director: Martha Fleck
Art/Science: Joan Clark

Permission to Walk Home

Child's name _____

Dates _____

Time to be dismissed _____

Parent signature _____

Date _____

Please return completed form to Camp Director.

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Tear along dotted line

Permission to Walk Home

Child's name _____

Dates _____

Time to be dismissed _____

Parent signature _____

Date _____

Please return completed form to Camp Director.

.....
Tear along dotted line

Permission to Walk Home

Child's name _____

Dates _____

Time to be dismissed _____

Parent signature _____

Date _____

Please return completed form to Camp Director.

Additional Authorization for Pick-up

Child's name _____

Authorized person for pick up _____

Additional phone numbers (if needed) _____

Relationship to child _____

If authorized person is under 18 years of age, a parent signature is required.

Parent signature

Date

Please return completed form to Camp Director.

.....
Tear along dotted line

Additional Authorization for Pick-up

Child's name _____

Authorized person for pick up _____

Additional phone numbers (if needed) _____

Relationship to child _____

If authorized person is under 18 years of age, a parent signature is required.

Parent signature

Date

Please return completed form to Camp Director.

Medication Administration Form

It is the policy of the Shorewood/Whitefish Bay Health Department and the Whitefish Bay School District, along with the recommendation of the State Department of Public Instruction, that any and all medications which must be taken at school/camp are to be administered by authorized staff.

Prescribed medication should be brought to the Camp Director by the parent or other responsible adult. The bottle must be labeled with the following information:

1. Name and phone number of the pharmacy
2. Child's name
3. Name of physician
4. Name of the drug frequency/dosage to be given

Non-prescribed medication (ie Tylenol, Advil, Claritin) should be brought to the Camp Director by the parent or other responsible adult. Non-prescription drugs must be brought in the bottle in which they were purchased.

A written statement is required from the parent authorizing staff to give this medication, and also, giving permission to contact the physician directly if more knowledge is needed to exercise prudent judgment for the safety and protection of the student on medication.

Name of child _____

Prescription number _____ Name of medication _____

Strength of medication _____ Amount of pills received _____

Dosage and frequency of administration _____

Permission for missed morning dose: Parent/guardian signature _____

The Camp Director has my permission to administer the above medication as directed. I also give permission to contact Doctor _____ or

Pharmacist _____ if more knowledge is needed

to exercise prudent judgment for the safety and protection of the student on medication.

Parent/Guardian signature

Date

Pursuant to the provision in section 118.29 Stats., persons administering medication are immune from civil liability for any acts or omissions in administering a drug to a camper in accordance with School board Policy 4421 unless the act of omission constitutes a high degree of negligence.