

# Whitefish Bay Recreation Department

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## **Richards Elementary School**

5812 N. Santa Monica Boulevard

Room 205 & 206 Direct Line

K-Camp Cell Phone

(414) 963-3878

(414) 254-8710

## **Recreation and Community Education Department**

5205 N. Lydell Avenue

Main Office

Registration and Billing

(414) 963-3947

(414) 963-3801

# Welcome ...

Thank you for choosing K-Camp! Our high quality staff will challenge children to reach their full potential, while providing an environment that is balanced between recreation, socialization and summer camp fun! K-Camp believes that children are unique, creative individuals. Our environment allows children to experience the excitement of summer camp while developing self-confidence, social skills, and independent thinking.

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### **Appendix-Registration Packet Includes:**

- Registration Form
- Registration Agreement
- Trip Permission Slip
- Child Information Form
- Emergency Contact and Authorization Pick-Up Form
- Health History Form
- Authorization to Administer Medication Form (if applicable)

*\* Whitefish Bay Recreation Department reserves the right to update, change or remove policies and procedures at any time.*

## Program Rates and Schedule

K-Camp rates are based on a weekly camp fee. Campers can choose from three different schedule options. If you choose Option 1 or 2, the bussed field trips are included in the price of the camp. On Tuesdays, the campers will do a no cost walking trip visiting local businesses and enjoying the treasures of the Bay. On Thursdays, campers will be bussed outside the community to have fun and enjoy places like Cedarburg Pool, Green Meadows Farm and much more!!! K-Camp runs in 8 weekly sessions from June 19<sup>th</sup>–Aug 11<sup>th</sup>. Camp hours are 7:30 a.m. 5:30 p.m., Monday thru Friday. See the **Weekly Registration Form** and the **Field Trip Flyer** for specific weekly themes, schedules and field trip information.

Option 1:	Option 2:	Option 3:
\$180/week 5 days a week and includes Bussed Field Trip	\$125/week 3 days a week and includes Bussed Field Trip	\$105/week 3 days a week without the Bussed Field Trip *No Thursdays

## Payment Information

- Weekly fees cannot be prorated or refunded for children not in attendance due to family scheduling conflicts, vacation, illness, or specific drop off or pick up times.
- Payments must be made at the time of registration. Check or credit cards are accepted. Please make checks payable to the Whitefish Bay Recreation Department.
- No refunds or credits will be granted after May 19, 2017.

## How to Register

**Registration Paperwork:** Complete the registration paperwork. Please fill out all information clearly. Incomplete registration packets will not be accepted. Online registration is not available for this camp. Registration for K-Camp follows the registration dates and policies listed in the Whitefish Bay Recreation Summer Guide. Whitefish Bay Residents are encouraged to register during the resident priority registration period as this program fills on a first-come, first-serve basis and can fill prior to the set deadline. *\*K-Camp is not a Connects Program and Connects families are not given priority placement.* Please drop off or mail your completed registration packet with payment no later than May 19, 2017 to:

**Whitefish Bay Recreation and Community Education**  
5205 N. Lydell Ave.  
Whitefish Bay, WI 53217

**Schedules:** The K-Camp **Weekly Registration Form** must be turned in for each camper. We ask that all families register their camper for any or all of the 8-weeks they are interested and return the completed packet as quickly as possible. This program fills on a first-come, first-serve basis and can fill prior to the set deadline of Friday, May 19<sup>th</sup>. The set deadline ensures that our staff have the time to plan a fun and safe summer for your child/ren! You may be able to register for additional weeks after Friday, May 19<sup>th</sup> if space is available. K-Camp will accept a maximum of 48 children per day. Space is limited and our classrooms can fill quickly. Schedule changes will only be granted if space is available.

## Waiting List

Due to the limited amount of space in this camp, some weeks may fill quickly. If this is the case your campers name will be added to a first come, first serve waitlist and be notified when space becomes available.

## **Activities & Program Schedules**

**K-Camp:** You can expect that your child will be offered a variety of fun choices and activities that support the whole child. The activities and lessons will be centered on a fun, kid-friendly themes. Much of our programming will take place “out and about” and take advantage of the summer weather. Most activities will be held in the true spirit of summer camp, outside! Below is an example of what a typical K-Camp day may look like:

7:30-8:30: Arrival! Welcome Activity  
8:30-9:00: Outside Play  
9:00-10:00: Snack & Camp Meeting /Group Time  
10:00-11:00: Main Camp Activity & Free Choice Centers  
11:00-11:30: Outside Play/Large Motor Game  
11:30-12:30: Bathroom Breaks & Lunch  
12:30-1:30: Quiet Time – Rest & Quiet Activities  
1:30-2:00: Outside Play/Large Motor Game  
2:00-3:00: Main Camp Activity & Free Choice Centers  
3:00-4:00: Snack & Camp Meeting /Group Time  
4:00-5:00: Outside Play/Large Motor Game  
4:30-5:30: Free Choice Centers & Pick Ups

### **Outside Play & Large Motor Games:**

The location of our camp, Richards Elementary School, has many options for outside play. We utilize the front lawn, back field and the blue and red playground designed specifically for Kindergartners. Your child will be engaged in fun, group games as well as have plenty of free choice time outside on the play equipment. Please check the front doors for the “Where We Are Signs” at pick up as we most likely will be OUTSIDE!

### **Lunches and Snacks:**

K-Camp does not provide snacks. Please send your child with two nutritious snacks: one for the morning and one for the afternoon. We ask that campers bring a water bottle that they can leave at camp for the weeks they are enrolled. Campers will be asked to bring a bag lunch each day. We always have time for water and shade breaks, especially on those hot days!

### **Quiet Time/Rest Time:**

Quiet time is an important piece of the day for our Kindergarten campers. Quiet time will be incorporated into our schedule much like they will experience in their Kindergarten classrooms. During this time, our campers will have up to one hour to rest their bodies. They do not need to sleep but we want their bodies to rest and restore. We ask parents to bring a mat or small blanket for their camper to sit or lay on for quiet reading, coloring or resting. This one hour of rest will help all campers have a more productive and fun day at camp!

### **Main Camp Activity & Camp Meeting/Group Time:**

Each week our activities and field trips will be based on a fun, age-appropriate theme. Campers will have plenty of time to enjoy a planned activity as well as free choice in our room and outside. During the camp meeting, we will all gather around to talk about our weekly theme, read exciting books, sing camp songs and hear all about what we have planned for that day and the week at camp.

## Field Trips

Field trips will take place twice a week. There are two different types of field trips – a **walking field trip** to a local business or park and a **bussed field trip** to a special location that can include the zoo, a waterpark and more! Safety is of utmost importance. K-Camp staff have been chosen for their leadership and high standards for quality programming, responsibility, safety of the campers and caring personalities. On bussed field trip days, we will be at a 1:5 staff to student ratio or better! On walking field trip days we will meet or exceed a staff/student ratio of 1:8. Keeping our ratios low will ensure the safety of our campers and allow more opportunities for fun. In addition, campers will wear camp T-shirts on field trips so they can be easily identified. Safety is our number one concern. A K-Camp Water Safety handout will be distributed to all families and campers prior to the first water-related fieldtrip.

On field trip days, campers should arrive on or before 8:30am. Our field trips will take place anywhere during the hours of 9am-3pm. A schedule of our trips can be found at the end of this program guide as well as the field trip permission slip which must be returned to the Lydell Office with camp enrollment forms. Bussed field trips will be on Thursdays. Please send a disposable bag lunch on bussed field trip days.

## Safe Arrival & Dismissal

K-Camp is located at Richards Elementary School in rooms 205 and 206. Camp sign in and out procedures will take place directly with our staff and the campers parent/guardian. Attendance will be taken each morning and if campers have not arrived by 9:30am (or 30 minutes prior to fieldtrip departure) the staff will attempt to call the family to see if the camper will be in attendance. K-Camp staff take the safety of our campers seriously and will take all necessary precautions to make sure each child has a fun and safe camp experience.

## Authorization for Pickup

Your child will only be released to authorized individuals. Initial authorization must be made on the enrollment form. Please inform all authorized individuals that that they will **need to show a photo ID** when picking up your child. To add or remove persons from your authorized list please inform the Camp Coordinators. If an unauthorized person should arrive at school to pick up your child, you will be contacted immediately and your child will not be released, until the unauthorized person is cleared by the parent/guardian. It is the responsibility of the parent to keep the authorized list of individuals current and accurate. Please remind authorized pickup persons that all sign in and sign out procedures are done directly with the K-Camp staff.

## Late Pick Up Fees

The program closes at 5:30 p.m. If a camper is not picked up on time, we need to retain staff to provide adequate supervision. You may be charged **\$2.00 for every minute you are late**.

## Legal Custody

If you are experiencing custody difficulties, we strongly urge you to keep the program staff fully advised of circumstances which might affect your child and supervision. Unless legal documentation is submitted to the contrary, we will assume that parents share equal rights to drop-off or pick-up a child.

## Child Abuse or Neglect

We are required by law to report any suspected abuse or neglect to Protective Services. Please communicate any issues or concerns to the staff regarding your child's well-being.

## **Camper Behavior & Management**

Campers are encouraged to treat each other with respect and compassion. The program will allow each camper to actively participate in his/her own camp experience. Staff will teach and reinforce the expected behaviors using positive behavior management strategies consisting of re-teaching, reinforcement and consequences.

Staff members attempt to avoid behavior problems by:

- Making rules clear and simple
- Being consistent when dealing with children
- Making children aware of the consequences of the broken rule(s)

Specific techniques used by all staff members for behavior management will include:

- Speaking to the child at his/her level while maintaining eye contact and using a calm voice
- Listening to the child's explanation of his/her behavior
- Reminding the child of the rules at school
- Speaking to the child in positive, not negative terms
- Removing the child from the group for a short time

If staff experiences consistent behaviors that are inappropriate, the following steps may be taken:

- Parent will receive a verbal communication regarding the behaviors and inform them that the next step will be a written warning
- Staff will document and communicate the behaviors to the child and the parent/guardian in a written warning
- Habitual negative behaviors (with written warnings) could lead to recommended dismissal from the program
- K-Camp reserves the right to immediately suspend and/or dismiss students that endanger the safety of themselves or others

## **Medications & Allergies**

Campers needing medications will need an *Authorization to Administer Medication* form filled out for each medication needed. These will include but not be limited to inhalers, Epi-Pens, over-the-counter medications and cough drops. Once the form is complete, we require medication to be kept on-site for health and safety precautions. In addition, please communicate all allergies on your registration form. If you have questions regarding this procedure, please contact the Camp Coordinator or the Recreation Department.

## **Injury**

Please be sure that you sign off on the registration form so that we have permission to seek medical attention in the case of an emergency. In the case of a minor injury, our staff will administer first aid. It is the family's responsibility to maintain adequate insurance coverage for the child while attending camp through an individual family policy.

## **Illness**

If your child becomes ill during the program, such as having a fever of 100 degrees or higher, vomiting, diarrhea, or contracting a contagious disease, you will be required to pick up your child within one hour of notification. Your child will be required to be 24 -symptom free (without the use of medications) before they may return. If your child has a contagious disease, please notify us immediately so that we can let all parents know that their child may have been exposed.

## **Toys and Items from Home**

K-Camp will provide many games, toys, art and other fun and exciting materials for your children. We discourage your child from bringing in their favorite items from home unless they have been assigned "show and tell" days. We are not responsible for the damage or loss of a "favorite" item.

## **Clothing, Towels, Swim Attire & Sunscreen**

We ask parents to send extra clothing, swim attire/towel, blanket for rest time and sunscreen for your child to be kept at K-Camp. Lockers are available for you to leave clothes, an extra towel and a swim suit, etc. for the weeks your child is in attendance. Having these items at camp will make it much easier to have impromptu sprinkler or water days, or to change out of “potty” accidents when needed. Please label all items that you plan to leave at camp.

K-Camp will provide Banana Boat for Kids SPF 50 sunscreen for families that forget. Remember, we want to keep our campers safe! Please check the permission to apply boxes on the registration form if you will allow staff to use our sunscreen and apply when needed. Some families may want their camper to use bug spray. If that is the case, please label and check the permission boxes on the registration form.

## **Photos**

We love to take pictures of all the wonderful things the children are doing at K-Camp. At times, photos may be used for local program publications. On the registration form, we ask for your permission to display, print and use pictures of your child for classroom and marketing purposes. Please call the Recreation and Community Education Director, Carin Keland, at 414-963-3947 for inquiries and questions.

## **Special Needs**

K-Camp is inclusive to students with differing abilities. If your child has special needs, please make sure that you provide us with information regarding these needs on the registration form. The staff will make every effort to provide a fun and safe experience for all. However, the program cannot provide one-on-one support and does not address specific IEP goals for students.

## **Volunteers**

K-Camp will participate in the Whitefish Bay School District’s Bay Volunteer Program and will potentially have WFB high school students on-site assisting us with our campers. This program provides high school students an opportunity to become leaders in the WFB community by volunteering at our summer camps and working with WFB youth. All volunteers are selected and placed at various camp sites through an application and screening process done by the Whitefish Bay Recreation and Community Education Department.

## SUMMER 2017 Field Trip Schedule & What to Bring Each Day

WEEK	THEME	TUESDAY WALKING TRIP	THURSDAY FIELD TRIP
<b>Week 1</b> June 19-23	Hoedowns and Hay!	<b>Sendiks Food Market</b> See how things get from farm to table	<b>Green Meadows</b> Life on a farm: goats, chickens, and even a hayride!
<b>Week 2</b> June 26-30	Under the Sea	<b>Fox Bay Movie Theatre</b> Enjoy a piece of our WFB community	<b>Milwaukee County Zoo</b> Experience animals from both land and sea. A summer favorite!
<b>Week 3</b> July 3-7 <i>*No Camp July 4<sup>th</sup></i>	Stars and Spangles	<b>Roman Candle Pizza</b> How do they make pizza?	<b>Fox Brook Park</b> Hiking, picnic lunch and swimming!
<b>Week 4</b> July 10-14	Jungle Safari	<b>Klode Park</b> Walk the jungle trails of Whitefish Bay	<b>Shalom Wildlife Zoo</b> See what the "jungles" of Wisconsin have to offer
<b>Week 5</b> July 17-21	Mad about Science	<b>Richards Research Labs</b> Mixing, shaking, and stirring with science	<b>Cedarburg Park &amp; Pool</b> Field games, picnic lunch and swimming
<b>Week 6</b> July 24-28	By Car, Plane, or Boat	<b>WFB Fire Department</b> Learn fire and safety tips and sit on a firetruck	<b>US Coast Guard</b> Tour the station and see a real rescue ship
<b>Week 7</b> July 31 – Aug 4	Let's Go to the Fair	<b>Bayshore Splash Pad</b> Cool off in the sprinklers and fountains	<b>Ozaukee County Fair</b> Filled with animals, games and more at the best local fair!
<b>Week 8</b> Aug 7-11	Tell me a Story	<b>WFB Library</b> Story time with our librarian	<b>Regner Park and Beach</b> Splash and play at the beach and splash pad.

You can choose a 5 or 3 day-a-week option. Sign up for weeks that work best for your camper! Enrollment packets are available at Lydell Community Center, WFB Elementary Schools and on-line at [www.wfbschools.com](http://www.wfbschools.com).

Registration starts April 3<sup>rd</sup> for residents and non-residents on April 25<sup>th</sup>. The deadline is Friday, May 19<sup>th</sup>. This program can fill prior to the deadline, so do not wait to register.

On-line registration is NOT available for this program. Please return registration forms to the WFB Recreation Dept. at 5205 North Lydell Avenue Whitefish Bay 53217

**K-Camp Location:**  
**Richards Elementary School**  
Room 205 & 206  
5812 N. Santa Monica Boulevard  
Whitefish Bay, WI 53217

Direct Line  
(414) 963-3878  
K-Camp Cell Phone  
(414) 254-8710

**Camp Time: 7:30 a.m.-5:30 p.m.**

*\* Field Trips subject to change at any time based on enrollment or due to inclement weather.*

### What to bring each day

- Swim Suit & Towel\*** – for impromptu water days! ☺
- Extra clothes\*** – 2 sets of underwear, socks, bottoms & tops
- Light jacket or sweatshirt\***
- Shoes** to play in (ie: tennis shoes or closed toed sandals)
- Water Shoes** – or shoes that can get wet for water play at school or splash pads!
- Backpack** – important for field trips
- Sunscreen\*** - to leave at K-Camp
- Lunch & 2 snacks**
- Water bottle**
- A mat or blanket** for Quiet Time\*
- Sun hat or baseball cap**

\*= to be kept at school their locker ☺