



Whitefish Bay  
**RECREATION**  
 Bringing **Community** Together

## Camp Richards and Cumberland Parent Handbook

Thank you for choosing Camp! Our high-quality staff will challenge children to reach their full potential while providing an environment balanced between recreation, socialization, and summer camp fun!

### Camp Richards

**Madison Suddick** Camp Coordinator.....madison.suddick@wfbschools.com  
**Charlie Gerrietts** Assist Coordinator.....charlie.gerrietts@wfbschools.com  
**Camp Cell Phone**.....414-254-0487  
**Location**.....5812 N. Santa Monica Blvd

### Camp Cumberland

**Mary Rasmussen** Camp Coordinator.....mary.rasmussen@wfbschools.com  
**Joey Widdifield** Assist Coordinator.....joey.wiffifield@wfbschools.com  
**Camp Cell Phone**.....414-254-4247  
**Location**.....4750 N. Marlborough Dr.

Whitefish Bay Recreation and Community Education Department  
 5205 N. Lydell Ave, Whitefish Bay, WI  
 Main Office: 414-963-3947

## Activities & Program Schedules

Camp Richards and Camp Cumberland are for students entering 1<sup>st</sup> - 6<sup>th</sup> grade in the fall. Your child will be offered various fun choices and activities that support the whole child. The activities will be centered around fun, kid-friendly, weekly themes. Most activities will be held in the true spirit of summer camp... outside! Campers will have plenty of time to enjoy planned activities and free choices. During the camp orientation, held each Monday on the first week of camp, staff and campers will gather to talk about the weekly theme, planned activities, behavioral expectations, and field trips. See your camp location's Activity Calendar for more details.

**Lunches and Snacks:** Camp does not provide snacks, however, please feel free to send one along in your camper's backpack. **We ask that campers bring a refillable water bottle and a bag lunch each day.** We always have time for water and shade breaks, especially on those hot days!

## Field Trips

Bussed Field trips will take place once a week and there may be times when campers take walking trips to community destinations. For more information on our swimming field trips, please review the Water Safety Guide.

## Safe Arrival & Dismissal

Sign-in & Out Procedures:

All children must be signed in when they arrive and checked out by camp staff when they leave. Sign-in/out tables are located in the Great Hall/Room entrances. Campers are not allowed to leave the site for any reason before the end of camp unless there is written permission from the parent or guardian. Campers who have permission to walk home should sign themselves out on the sign-in/sign-out sheet (see the Permission to Walk Home information below).

We encourage all of our campers to be picked up on time. Parents who are late are asked to call camp staff to notify them of their expected arrival. Habitually late pickups may affect your child's enrollment in camp.

## Authorization for Pickup/ Walk Home Permission Slips

Your child will only be released to authorized individuals. To add or remove a person from your authorized pick-up list, please speak to a Camp Coordinator and fill out the Authorization for Pick-up form. Authorization for Pick-up forms are also found on our website at <https://www.wfbschools.com/community-recreation/summercamps.cfm> Please remind authorized pick-up persons that they will need to **show a valid photo ID** at pick-up, and all sign-in and sign-out procedures are done directly with the Camp Staff. 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. If you would like to permit your child to walk or bike home please complete the Permission Slip found on our website <https://www.wfbschools.com/community-recreation/summercamps.cfm> and/or picked up at the parent table at camp.

## Legal Custody

If you are experiencing custody difficulties, we strongly urge you to keep the program staff fully advised of circumstances that 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 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) may lead to recommended dismissal from the program
- Camp reserves the right to immediately suspend and/or dismiss students that endanger the safety of themselves or others

**Bullying** at camp will not be tolerated. Bullying will be defined as, but not limited to repetitive behaviors and/or actions that are intentional, verbal, physical, and/or anti-social such as exclusion, gossip, and non-verbal body language.

## Medications & Allergies

Campers needing medications will need the *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, ointments, 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 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 100.4 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 symptom-free for 24 hours (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.

## **What to Wear/Bring to Camp**

Camp is primarily outdoors. Please send your child in comfortable, modest clothing that will allow them to fully participate in camp activities, including water games and messy projects. Hats, sunscreen, and a refillable water bottle are recommended and should be brought to camp each day. Close-toed shoes are recommended. All items brought to camp should be clearly labeled with your child's name. Please do not send hand-held electronics or anything of value to camp. Staff is not responsible for lost or stolen money or items. Cell phones can be brought to camp but must be kept in backpacks until they must use them. They are not to be used for browsing the web, texting, or taking photos while at camp.

## **Photos**

We love to take pictures of all the wonderful things our campers are doing. At times, photos may be used in local program publications and school district social media. On the registration form, we ask for your permission to display, print, and use pictures of your child for classroom and promotional purposes.

## **Special Needs**

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. Campers must be able to independently provide their self-care.

## **Volunteers**

The day camps participate in the Whitefish Bay School District's Bay Volunteer Program and will have WFB High School Students on-site assisting 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 sites through an application and screening process done by the Whitefish Bay Recreation and Community Education Department.