

K-CAMP ²⁰²⁵

Program Handbook

Richards Elementary School

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Whitefish Bay Recreation Department

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K-Camp Coordinators

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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 entering K4 or K5 in the fall to experience the excitement of summer camp while developing self-confidence, social skills, and independent thinking.

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

Activities & Program Schedules

K-Camp: K-Camp is created for students entering K4 or K5 in the fall. 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 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	12:30-1:30: Quiet Time – Rest & Quiet Activities
8:30-9:00: Outside Play	1:30-2:00: Outside Play/Large Motor Game
9:00-10:00: Snack & Camp Meeting /Group Time	2:00-3:00: Main Camp Activity & Free Choice Centers
10:00-11:00: Main Camp Activity & Free Choice Centers	3:00-4:00: Snack & Camp Meeting /Group Time
11:00-11:30: Outside Play/Large Motor Game	4:00-5:00: Outside Play/Large Motor Game
11:30-12:30: Bathroom Breaks & Lunch	5:00-5:30: Free Choice Centers & Pick-Ups

*Due to the size and collaborative nature of K-Camp, we cannot accommodate parent requests for campers to be placed in the same classroom with a friend, sibling/relative, OR a particular staff member.

Outside Play & Large Motor Games:

The location of our camp, Richards Elementary School, has many options for outside play. We utilize the front lawn, backfield, and the blue and red playground designed specifically for kindergarteners. 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 lunch each day (disposable bag lunch on Thursdays). We always have time for water and shade breaks, especially on those hot days! We ask that lunch and snacks be peanut-free.

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 similar to how they would during the school year 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, 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 and free choice in our rooms 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:

1. **Walking Field Trip/In-House Visitor (Community Day)** - Typically held on Tuesday. This is either a local trip or a visit from a guest speaker from the Community.
2. **Bussed Field Trip** - Typically held on Thursday. This field trip requires bus transportation to a special location that includes the zoo, pool, and more!

Safety is of utmost importance. K-Camp staff have been chosen for their leadership and high standards for quality programming, responsibility, the safety of the campers, and caring personalities. On bussed field trip days, we will be at a 1:6 staff-to-student ratio! On walking field trips 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 before the first water-related field trip.

On field trip days where we go off-site, campers should arrive on or before 8:30 am. Our field trips will take place anywhere between the hours of 9 am-3 pm. 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 are typically on Thursdays. Please send a disposable bag lunch on bussed field trip days.

Campers cannot be dropped off or picked up from any field trip location. If you are unable to drop your child(ren) off on time at the K-Camp Site for the field trip, they will not be able to attend. If the field trip is earlier in the day, your child(ren) can join for the remainder of the day when the campers and staff return to the K-Camp site (Richards Elementary School).

Field Trip Water Safety

Field Trip safety is one of K-Camp's highest concerns. Please read through this safety guide which will explain camp field trip safety guidelines. If you have questions, please feel free to talk through these practices with any of the summer camp Lead and Coordinators.

Field Trip Ratios are 1:6!

We understand the importance of having low ratios during field trips. This allows us to enjoy large, public places with confidence. Kids will be assigned a K-Camp staff member and a small group of peers for each field trip. The staff will have first aid bags to provide basic first aid care if needed.

An arm's length away is the rule of thumb!

The staff will be responsible for a group of 6 or fewer while we are out and about on our trips. Groups will stay within arm's length of each other at all times. This goes for when we are swimming at a pool or beach. Children will not be allowed to sit out while the rest of their group is involved in swimming or another activity. Compromise and consensus will be facilitated by staff to ensure everyone is having a great time!

Staff Members swim too!

K-Camp staff will be the first of the group to be in the water to ensure safety bringing the kids into the swimming space or another water activity. When we have a swim trip, we all swim! Staff are there to set good examples and to encourage your children to enjoy themselves in the water! Just remember, we always enter the water feet first.

Swimming will take place in Lifeguarded water!

All of our swimming field trips are at locations where the pool or beach is staffed with trained lifeguards. The staff and campers will follow all rules of the site including instructions by the lifeguards. The staff will also have first aid bags to provide basic first aid care if needed.

Walking feet and gentle hands!

These are two rules that when campers get excited they tend to forget. The staff will enforce walking feet and gentle hands in and out of the classroom, especially around water. K-Camp staff will remind the campers before each trip about the importance of these rules to stay safe.

Appropriate gear for field trips is key!

A hat, sunglasses, and water bottle are all examples of things you will want to send with your camper. For swim trips a towel and swimsuit will be needed. Staff will reapply sunscreen as needed and take shade breaks to lessen any risk of sunburn. Being prepared will be the best defense against the summer sun to stay cool and healthy!

Safe Arrival & Dismissal

K-Camp is located at Richards Elementary School in rooms 103 and 104. Camper sign-in and out will take place directly with our staff and the camper's parent/guardian. Attendance will be taken each morning and if campers have not arrived by 9:30 am (or 30 minutes before field trip 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 they will **need to show a valid 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 pick-up persons that all campers must be signed in and signed out directly with the K-Camp staff.

Late Pick-up fees

Camp 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 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 Milwaukee Child 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 may 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
- Following logical consequences to help stop the behavior
- 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) could lead to recommended dismissal from the program.
- K-Camp reserves the right to immediately suspend and/or dismiss students who endanger the safety of themselves or others.

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

Staff will inform families and documentation is kept of all camper injuries both minor and major. 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.

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, Sunscreen, Swim Attire

We ask parents to send extra clothing, swim attire/towel, blanket for rest time, and sunscreen for their child to be kept at K-Camp. Lockers are available for you to leave clothes, an extra towel, a swimsuit, 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 if “potty” accidents occur. 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 it when needed. Some families may want their camper to use bug spray. If that is the case, families must provide, label, and check the application permission boxes on the registration form.

Personal Hygiene

Staff will assist campers in learning the habits of good personal hygiene. Independence and the development of self-help skills are encouraged. All K4 students are walked to the bathroom by a staff member. Children are excused to the bathroom independently. All students are expected to be potty-trained. If a child has an accident or gets their clothing wet or soiled, they will be responsible for independently changing themselves. If they cannot independently change themselves, a parent may be called to assist the child. Our staff cannot enter a bathroom stall with a child or assist a child in toileting, clean-up, or other personal hygiene routines. If a child has repetitive toileting accidents (3 or more), the teacher may determine that the camper is not ready for an all-day camp program. Children will be given time to wash their hands before and after eating, after toileting, and at other times throughout the day.

Photos

We love to take pictures of all the wonderful things the children are doing at K-Camp. 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

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 campsites through an application and screening process done by the Whitefish Bay Recreation and Community Education Department.

Authorized Pick-Up

K-Camp students are restricted from walking home alone. For parents who have found themselves in a situation where someone other than the parent/guardian will need to pick up their child from camp, there will be Authorized Pick-Up Forms (as shown below) available on-site to fill out and sign upon drop off. Please note the authorized pick-up person must have an ID upon pick-up.

Authorized Pick-up Information:

Name: _____

Phone: _____ C H W

Relationship: _____

Name: _____

Phone: _____ C H W

Relationship: _____

Parent/Guardian Signature: _____ Date: _____