



Table of Contents

Welcome	2
Camp Registration.....	3
Fees and Payments.....	4
Field Trips.....	5
Camp Schedule.....	6
Allergies, Behavior, Child Abuse Policy, & Confidentiality.....	8
Extra Spending Money, Inclement Weather, Injury & Accident Policy, & Illness.....	9
Late Pick Up Policy, Lost & Found, Lunch & Breakfast, & Medications.....	10
Participation, Pick Up, Ratios, Search & Confiscation, Sign In/Sign Out, Summer Learning, & Sunscreen.....	11
Telephone, Updating Information Videotaping/Photography, What to Bring to Camp.....	12
Parent/Child Behavior Contract	13
Preschool Playhouse.....	14



Welcome to Camp!

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 the #myREC Summer Day Camp program. Please contact the Marinette Recreation Department with any questions or concerns that are not covered in the enclosed packet.

Thank you,

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Assistant Recreation Department
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What is #myREC Summer Day Camp?

The Marinette Recreation Department's Summer Day Camp will be held at the Community REC Center, 2501 Pierce Ave., Marinette, WI 54143.

Camp is open to any child regardless of residence.

Camp will be held from June 15 to August 21, 2020. Hours depend on the Marinette School District's Summer Learning Program (see page 4 for details). Camp will consist of active games, arts and crafts, making friends, and much more!



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 marinette.recdesk.com or in person at the **Community REC Center**.

Enrollment:

The Summer Day Camp Program is open to children 5-12 years of age.

Campers are enrolled when the Marinette Recreation Department receives completed registration form with payment.

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

- Child Information Form
- #myREC Summer Field Trip Permission Slip
- Parent/Camper Behavior Contract
- Authorization to Administer Medication Form (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.



Fees and Payments

Fees & Payment Policies:

If registering online or by mail, all camp fees must be paid in full at time of registration. If registering at the Community REC Center, 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**. After June 1, children will be unenrolled from any weeks not paid for in full and the spots reopened.

Camp Fees Per Week:

Weeks .5-10
(6:30 am – 5:30 pm)
\$60/first child
\$50/second and third child(ren)
Max of \$140/family

Cancellation and Refund Policy:

Prior to Camp Week Starting: Full refund, minus a \$10 processing fee, will be given when a written/emailed notice is received prior the first day of camp.

NO REFUNDS once camp has started.

Camp Schedule

Typical Day at Camp:

6:30 am – 8:30 am: Morning Activities
8:30 am – 9 am: Morning Assembly/Breakfast
9 am – 12 pm: Planned Activities
12 pm – 1 pm: Clean up and Lunch
1 pm – 4 pm: Planned Activities
4 pm – 4:30 pm: Afternoon Assembly
4:30 pm – 5:30 pm: Evening Activities



Morning/Evening Activities: During this, time campers will take part in loosely structured programming: board games, reading, drawing, and unstructured games.

Morning Assembly: Campers will meet with staff and will separate into the day's groups. Groups will be based on ages. At this time, the campers will also receive any important information regarding the day's activities.

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 10.

Afternoon Assembly: Campers will gather to do a fun group game and discuss their day. They will be separated into evening activities groups at this time.



Field Trips

- Field Trip Fees are calculated as a part of registration fees.
- Only one permission slip per child is needed for the summer.
- Field trips are subject to change or cancellation due to weather or other factors.
- On field trip days, camp sites will be open only to those camp participants who have registered for the field trip. #myREC Camp will not be held at the Community REC Center on field trip days.
- [Field Trips Shirts](#)
 - T-shirts will be given out to campers during their first week of camp.
- For identification purposes, **each participant is required** to wear their camp t-shirt on all field trips.

#myREC Summer Camp Field Trip Policies & Procedures for on Field Trip Days

- Please pack a **DISPOSABLE LUNCH** on all field trips (unless noted).
- **BE PROMPT!** Please have your child arrive no later than 30 minutes before departure.
- Each participant is **REQUIRED** to wear their camp t-shirt on the field trip.
- All participants' health forms, emergency contact information, & needed medication will be transported on all field trips by the Camp Coordinator.
- Staff will be available by cell phones during all field trip activities.
- A portable first aid kit will be transported on all field trips.
- On field trip days, camp sites will be open only to those camp participants who have registered for the field trip. #myREC Camp will not be held at the Community REC Center on field trip days.
- Campers **ARE** permitted to bring extra money with them on some field trips
 - Campers are responsible if money is misplaced, lost, etc.
 - Staff at no time will hold onto campers' money for safe keeping.



Where is #myREC Summer Day Camp going?

<p>Fri., 6/26: UW Marinette Children's Theater Departure: 12:30 pm Return Time: 4:30 pm (Includes: Transportation, Admission)</p> <p><i>Cancelled</i></p>	<p>Wed., 7/1: Civic Center Swimming Pool (Walking Trip) Departure: 1:00 pm Return Time: 4:30 pm (Includes: Admission)</p>	<p>Wed., 7/8: Movie Theater Departure: 1:00 pm Return Time: 4:30 pm (Includes: Transportation, Admission)</p>
<p>Wed., 7/15: Civic Center Swimming Pool (Walking Trip) Departure: 1:00 pm Return Time: 4:30 pm (Includes: Admission)</p>	<p>Thurs., 7/23: NEW Zoo Departure: 9:30 am Return: 4:00 pm (Includes: Transportation, Admission)</p>	<p>Wed., 7/29: Civic Center Swimming Pool (Walking Trip) Departure: 1:00 pm Return Time: 4:30 pm (Includes: Admission)</p>
<p>Wed., 8/5: Dome Lanes Departure: 11:00 am Return 2:30 pm (Includes: Transportation, Bowling)</p>	<p>Thurs., 8/13: Badger Park Departure: 10:00 am Return Time: 3:00 pm (Includes: Transportation)</p>	<p>8/19: Civic Center Swimming Pool (Walking Trip) Departure: 1:00 pm Return Time: 4:30 pm (Includes: Admission)</p>



Camp Policies & Procedures

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

Behavior:

Children are expected to exhibit appropriate behavior at all times. The following guidelines have been established to ensure #myREC is safe and enjoyable for all participants:

- Show respect to all day camp participants and staff.
- Treat others as you would like to be treated.
- Refrain from using profanities and/or derogatory language/nonverbal expressions.
- Physical aggression toward all participants and/or staff is prohibited.
- Do not destroy or damage equipment and supplies.
- Participants are expected to do as they are asked, upon the first request.
- Play hard. Play fair. Have fun.

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 Director 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 Recreation Department is part of 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.

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 Marinette Recreation Department and #myREC 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.

Illness Identification/Procedures:

Children with rashes, fever of 100 degrees or above, vomiting and/or diarrhea will be sent home. Do not send children with the above symptoms to camp. Upon arrival at camp, parents should be prepared to answer questions regarding possible COVID-19 symptoms.

Children must stay home until the following happens:

- No sign of fever for three (3) days (without use of any medication).
- Cough or breathing problems have subsided.
- Vomiting and/or diarrhea has stopped for two (2) days.
- Or a signed doctor's note clearing the child for return to camp.

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.
- If necessary, a forehead thermometer may be used to check a child's temperature.

Children should not be sent to camp if they have been exposed to a contagious disease and if they or someone they reside with are in self-quarantine.

The Marinette Recreation Department and summer camps reserve the right not to admit people who pose a communicable disease risk to others.



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 Marinette Recreation Department Incident 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 the Recreation Director.

Late Pick-up Policy:

If your child has not been picked-up by 5:30 pm, a 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.

Late Pick-up Fees:

- 1-15 minutes late: \$10 charge per child
- 16-30 minutes late : \$15 charge per child
- 31+ minutes late: \$25 charge per child

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.



Lunch & Breakfast:

Lunch is provided by the Marinette School District's Summer Food program free of charge Monday-Thursday. A menu is provided by the Marinette School District. Children may bring lunch from home in lieu of the provided lunch. During weeks non summer school days, a free breakfast will also be provided. Refrigeration and microwaves are not available for campers to use.

Medication Policy:

- Parents of 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.
- **MEDICATION WILL ONLY BE RETURNED TO PARENT/GUARDIAN**
- **Any medication not picked up will be disposed of at the end of camp.**

Participation:

If campers cannot participate in specific activities for medical reasons, a note from the parent/ guardian or doctor is required. Children are expected to participate in camp activities throughout the day.

Pick-Up:

Children will only be released to a person over 16 who is listed on the authorized pick up form and who have photo ID. If additional people need to be added to the pick up form, the parent/guardian can add the name in person at the REC Center.

Ratios:

Marinette Recreation Department observes a 12:1 camper to staff ratio. Space is limited due to the ratio. This rate may lower dependent on Center for Disease Control recommendations and/or State of Wisconsin orders.

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 and parents/guardians notified.**

Sign In/Sign Out Procedure

Campers **MUST** be signed in and signed out each day, so that all children are supervised and accounted for. Please do not leave your child(ren) unattended at the camp location before 6:30 am. Parents must come inside the Community REC Center



to sign their child in AND out. Parents are required to pick up their child(ren) by closing time, 5:30 pm. A back-up person should be pre-arranged to pick up your child if circumstances prevent you from being on time. After 5:30 pm, the Late Pick-up Policy will be enforced. Children under the age of 10 are not allowed to be in the Community REC Center without a responsible adult with them.

Sunscreen:

Please send sunscreen with your child. 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**

Telephone Use:

The Community REC Center has telephones for camper use in emergencies. Please do not send children to camp with cell phones; they will be able to use them during camp hours.

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 & Crocs are not permitted to be worn at camp, as they can cause harm while being active at camp.
- A lunch (if not eating the lunch provided by the Marinette School District, on Fridays, or it is a field trip day).
- Windbreaker/raincoat/sweatshirt (they may need all 3, watch weather)
- **Water Bottle**
- Bug repellent
- Sunscreen
- A change of clothes
- Swimsuit and towel on swimming days



PACK ALL ITEMS IN A BACKPACK

What Not to Bring to Camp:

Cell phones	Gaming devices
iPods/MP3 players	Unnecessary valuables
Inappropriate clothing	Toys

The Marinette Recreation Department reserves the right to confiscate any prohibited item!



Parent/Camper Behavior Contract

The goal of the Day Camp Program is to provide a safe 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 does not follow the behavior guidelines or 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 and the child will be suspended from camp for one day.

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 staff.

Late Child Pick-Up (more than 3 occurrences).

Please do not hesitate to talk to the site staff or recreation staff if you have questions or concerns.

The City of Marinette 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.



Preschool Playhouse

Preschool Playhouse is a special camp designed for 2-4 year olds. Camps are held throughout the summer, please see www.marinette.recdesk.com for dates and times. All policies apply to Preschool Playhouse as #myREC Camp with the following exceptions:

- Staff ratio is 1 staff member for every 6 campers.
- Preschool Playhouse campers will be in a separate area from #myREC campers.
- No breakfast or lunch is served; a light snack will be provided. If sending a snack with your child, please make sure they can eat it by themselves. Staff will be able to help open packaging.
- Staff does not change diapers. Children must be able to use a toilet by themselves. Staff will accompany children to the restroom, but not go into stalls with children.
- Camp is from 9 am – 12 pm on appointed days. Parents do not stay in the room with the campers.