Times, Fees & Policies:

Drop-off times:	7:00 am – 9:00 am
Camp Program:	9:00 am – 4:00 pm
Pick-up times:	4:00 pm – 5:45 pm

Registration Fee (non-refundable):	$37	per participant
Weekly Camp Fee:	$153	City of De Pere Resident
	$168	Non-Resident
Weeks #4 Fee (4 days):	$126	City of De Pere Resident
No camp on July 4	$141	Non-Resident
Weekly Half-Day Camp Fee:	$126	City of De Pere Resident
June 13 –June 30 only,	$141	Non-Resident
12:00 pm to pick up time	**Includes transportation*	

Payment Plans available. Please call 339-4097 for more information.

Weekly fee includes swimming fees, local field trips, special guests, supplies, one camp t-shirt, camp activities and most of all, friends and fun! Special activities and all day field trips may require additional fees.

- Summer camp is for children ages 7-11.
- Pre-registration for camp required. Non-refundable registration fee and $100 payment toward camp fees required.
- There are no credits, prorated days, or refunds for absences, vacations, or illnesses.
- Cancellations may occur up to 2 weeks before selected camp week; no refunds issued within the 2 weeks prior to selected camp week. A $39 cancellation fee will be assessed for a transaction canceling out of one week; $64 cancellation fee assessed for two or more weeks. Cancellation requests must be submitted in writing. For more details please refer to the Summer Day Camp Parent Handbook.
- Late fee charges will apply for any child picked up after 5:45 pm.
- All field trips and events are subject to change due to weather or other circumstances.

Discipline Policy:

Participants are expected to follow the rules of the camp. If a child exhibits unacceptable behavior, proper disciplinary steps will be taken by staff, with the approval of the camp director. If the unacceptable behavior continues parents or guardian will be notified. It is the parent's responsibility to pick up the child. There will be **no refund of the program fee** if this occurs.

Medications:

If your child will require medication during the course of the camp day please fill out an Authorization to Administer Medication Form. More information will be sent out prior to camp.

For the most fun this summer sign up for the De Pere Park & Recreation Department's...

DPRD '22

Summer Camp

For ages 7-11

June 13 – August 12

East Side Location:

Dickinson Elementary School (Subject to Change)

9 weeks of fun with new themes each week!

Here it is!! The perfect summer program for working parents or for kids who are "bored" during the summer! Best of all, now your child(ren) can take part in Summer School and also attend Summer Camp.
Kids will be able to explore, create, problem-solve, and most importantly have fun all summer long!

For more information contact:

De Pere Community Center
600 Grant Street
De Pere, WI 54115
(920) 339-4097

What's Summer Camp all About?

Welcome to the De Pere Park & Recreation Department's (DPRD) Summer Camp 2022. Fun and exciting weekly themes are planned all summer long for children ages 7-11. Campers will experience a variety of different activities such as cooperative games, sports, fitness, arts-n-crafts, swimming, playground activities, field trips, free play, special guests & more! Most camp days will run from **9:00 am to 4:00 pm** with before and after camp care available. You may register for as many weeks of camp as desired. Payment plans available.

HALF-DAY CAMPS will be offered for children interested in attending Summer School from June 13 –June 30. Students will be dropped off in our room at Dicksinson, staff will walk down to Foxview for pick-up of those students. *(Subject to change based on school district).*

*Note: Parents must get their child to summer school; we only provide transportation AFTER summer school.

Our Staff:

All Summer Camp activities will be staffed with ratios that meet or exceed state guidelines. All staff must go through a background check and thorough interview process. We strive to hire only the most enthusiastic, experienced and qualified staff that will be working with the children.

What to Bring?

Children should wear comfortable, layered clothing and **tennis shoes**. Swimming attire & towel should be brought along on appropriate days. Please LABEL everything! A morning & afternoon snack, bag lunch, drink, sunscreen and water bottle should be brought along daily.

Additional camp information including appropriate emergency forms will be sent to all registered campers in May.

Space is limited so don't delay!
Drop off registration begins 7:30 am
Wednesday, February 9th

(watch our Facebook page for updates)

Registration packets will be available January 10th by e-mail or for pick-up at the De Pere Community Center, 600 Grant St.
For more information please call 339-4097.

The City of De Pere complies with the Americans with Disabilities Act of 1990 in its provision of local government services, programs and activities. Qualified individuals with a disability should call 339-4097 if seeking an accommodation in policies, practices or procedures.

Theme Weeks:

Week 1: June 13-17 FITNESS FRENZY

Join us as we explore fitness and healthy habits. Spa and relaxation techniques will be explored as well as a variety of exercises and activities such as Yoga, Zumba and a fitness course!

Week 2: June 20-24 HEROES AND VILLAINS

Snow White and the Evil Queen, Malificent, Hansel and Gretel and the witch to name a few! We'll be having fun exploring the good and thinking about the perspective of the villains, were they really bad or just misunderstood?

Week 3: June 27-July 1 PIRATE WEEK

Anyone up for Capture the Black Pearl? Treasure hunts? Pirate challenges? Set sail with us this week!

Week 4: July 5-8 MOVIE MANIA! *No camp on July 4th*

Hollywood Here We Come! Each day will feature a fun movie theme – we will be training dragons, building snowman and making sure that "Everything is Awesome" when you're part of our team!

Week 5: July 11-15 SAND, SUN & FUN!

Sand, sun and fun! It's time for outdoor art, wacky relays, obstacle courses and a trip to Ashwaubomay Lake.

Week 6: July 18-22 ON WISCONSIN!

What is our state bird? Name a food well known in Wisconsin. Does Wisconsin have any state icons? What does Wisconsin have that no other state has? Let's find out!

Week 7: July 25-29 LET'S HAVE A BALL!

Ping pong, soccer, cooperative games, challenge games and more! We'll be sampling a variety of well-known sports and some silly sports, too! Participants will have the opportunity to make their own sport!

Week 8: August 1-5 WARRIOR JUNGLE

Design your team flag and let's go! We will be competing in a variety of challenges – traditional ones and some crazy ones, too! Does your team have what it takes?
Our strength, determination and teamwork will be put to the test on our field trip to Warrior Jungle, extra fee for this field trip.

Week 9: August 8-12 SPIRIT WEEK!

We will revisit our most favorite activities and enjoy something new each day! Crazy hair day? PJ day? Rock Star Day and more! Pizza party on the last day!

Each week will also include swimming, field trips and/or special guests related to our theme.

Daily Itinerary:

7:00 am – 9:00 am	Drop-off time, Free Play
9:00 am – 11:00 am	Indoor/Outdoor Activity, Snack *(provided on own)*
11:00 am – 11:45 am	Campers Choice, Group Stations
11:45 am – 12:30 pm	Clean-up & Lunch *(provided on own)*
12:30 pm – 1:15 pm	Creative Crafts, Quiet Group Games
1:15 pm – 3:00 pm	Swimming or Indoor/Outdoor Activity
3:00 pm – 4:00 pm	Snack *(provided on own)* & Activity
4:00 pm – 5:45 pm	Pick-up time, Free Play

2022 SUMMER CAMP REGISTRATION FORM ~ Dickinson Elementary School

De Pere Community Center, 600 Grant Street, De Pere, WI 54115 (920) 339-4097

CHILD INFORMATION

PLEASE COMPLETE BOTH SIDES OF FORM

Name (Last, First, MI)	Home Address (Street, City, Zip)	Telephone #	Birth date (mm/dd/yy)	Sex	First Day of Attendance

PARENT/GUARDIAN – All parents/guardians are permitted to visit during program hours and are allowed to pick up the child unless access is prohibited or restricted by a court order. Attach court order, if any.

Relationship to Child	Name (First & Last)	Home Address (Street, City, Zip)	Home Phone #	Cell Phone #	Place of Employment & Work Phone # OR Where Reachable While Child is in Program
Mother					
Father					
Guardian					
Guardian					

CHILD RESIDES WITH: Mother _____ Father _____ Both _____ Other _____

E-MAIL ADDRESS: _____ (To be used for confirmation of registration, receipts or invoices for monthly payment plan and program information.)

PERSONS OTHER THAN PARENTS/GUARDIANS WHO ARE AUTHORIZED TO PICK UP CHILD If no one, write "None."

Relationship to Child	Name (First & Last)	Home Address (Street, City, Zip)	Home Phone #	Cell Phone #	Place of Employment & Work Phone # OR Where Reachable While Child is in Program

EMERGENCY CONTACT – List information of person to contact when mother, father or guardian cannot be reached.

☐ Yes ☐ No This person is authorized to pick up the child.

Relationship to Child	Name (First & Last)	Home Address (Street, City, Zip)	Home Phone #	Cell Phone #	Place of Employment & Work Phone # OR Where Reachable While Child is in Program

PHYSICIAN OR MEDICAL FACILITY

Name	Address (Street, City, Zip)	Telephone #

AUTHORIZATION

☐ Yes ☐ No I hereby give my consent for emergency medical care or treatment to be used only if I cannot be reached immediately.

☐ Yes ☐ No I give permission for my child to participate in field trips and other activities during operating hours. ☐ Transported ☐ Walking

☐ Yes ☐ No I give permission for my child to be transported from Summer School to Dickinson Elementary. *Weeks 1-3 only Summer School Participants Only*

☐ Yes ☐ No I have read and understand the policies of the Summer Camp Program. I also understand the fee and payment structure and agree to pay for my child's participation in the programs in a timely manner.

2022 SUMMER CAMP REGISTRATION FORM

Dickinson Elementary School – East Side Location

De Pere Community Center, 600 Grant Street, De Pere, WI 54115 (920) 339-4097

Weekly Camp Fee:	$153	City of De Pere Resident
	$168	Non-Resident
Week #4 Fee (4 days):	$126	City of De Pere Resident
	$141	Non-Resident
Weekly Half-Day Camp Fee:	$141	Non-Resident
June 13– July 1 only	**Includes transportation*	
12:00 pm– pick-up time		

Participant Information

PLEASE COMPLETE BOTH SIDES OF FORM

Name (First & Last) _____

Age as of June 13, 2022 _____

T-Shirt Size

Circle: Youth S M L XL

Adult S M L XL

Check the weeks your child will be attending: **Full Days**

- ☐ #1451.1122 Week 1: June 13-17 Fitness Frenzy
- ☐ #1452.1122 Week 2: June 20-24 Heroes and Villains
- ☐ #1453.1122 Week 3: June 27-July 1 Pirate Week
- ☐ #1454.1122 Week 4: July 5-9 Movie Mania *(No camp July 4)*
- ☐ #1455.1122 Week 5: July 11-15 Sand, Sun & Fun
- ☐ #1456.1122 Week 6: July 18-22 On Wisconsin!
- ☐ #1457.1122 Week 7: July 25-29 Let's Have A Ball!
- ☐ #1458.1122 Week 8: August 1-5 Warrior Week
- ☐ #1459.1122 Week 9: August 8-12 Spirit Week!

Half Days – Summer School Participants

- ☐ #1451.2122 Week 1: June 13-17 ½ day Fitness Frenzy
- ☐ #1452.2122 Week 1: June 20-24 ½ day Heroes and Villains
- ☐ #1453.2122 Week 3: June 27-July 1 ½ day Pirate Week

☐ **City of De Pere Resident** ☐ **Non-Resident** (Town/City): _____

Persons living outside the corporate limits of the City of De Pere must pay the non-resident fee. A resident is defined as any individual who lives in the City of De Pere. A non-resident is defined as any individual that resides outside the City of De Pere limits. This includes individuals who live outside the City limits yet are in a De Pere School District.

Does your child need bus transportation from Summer School? ☐ Yes ☐ No If yes, please circle school: DICKINSON FOXVIEW HIGH SCHOOL

Registration & draft agreement forms must be filled out completely for the registration to be accepted. If registering for more than one week, you may choose a payment plan. Payment options include bank or credit card drafts, which will be taken out on the 15th of each month. A non-refundable registration fee of $37 per participant is required at registration time. Payment of $100 is also required at the time of registration, which will be applied towards the total camp fees.

☐ **Non-Refundable $37 Registration Fee (#1460.1122)** **Receipt #:** _____

Total Camp Fees: **$** _____

Deposit: **$** _____ **Receipt #:** _____

Remaining Balance: **$** _____ ***(Checks payable to De Pere Community Center; $25 fee for returned checks)***

SIGNATURE – Parent(s) or Guardian(s) _____ _____ **Date Signed:** _____

LIABILITY WAIVER: All registrants are required to sign the following release. Parents or guardians must sign the minors. I, the undersigned do hereby agree; the above named registrant for whom I am the parent or guardian, to participate in the activity indicated and am aware of and understand that there may be risks and hazards inherent with participation in this activity. I affirm that I, or the minor registered for this activity, am doing so as a voluntary participant. In consideration of my participation or participation of the minor I do hereby agree to release, waive, absolve, indemnity on behalf of myself or minor, my/his/her family, my/his/her heirs and my/his/her assigns the City of De Pere, its employees, officers, agents and sponsors from liability for injury, death or loss suffered by me or the minor in any and all present and future claims, liabilities, damages or right of action directly or indirectly resulting out of participation in the activity, using the facilities, or engaging in any activities incidental there during the duration of the scheduled program, which result from the ordinary negligence for the City of De Pere, its employees, officers, agents and sponsors. The City of De Pere DOES NOT provide accident insurance to participants in recreational activities and I assume full responsibility for any and all injuries or damages which may occur to me/or minor while participating.

I do hereby grant and give these groups the right to use my or my child(s) photograph or image with or without my or my child's name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

MEDICAL EMERGENCY RELEASE WAIVER FOR MINORS: In the event of a medical emergency, I authorize the Parks & Recreation staff to obtain medical treatment for my son/daughter or minor for which I am guardian.

PARENT/GUARDIAN SIGNATURES: _____ _____ **DATE:** _____

2022 Summer Day Camp
DPRD Credit or Check Card Draft Agreement

Automatic drafts will occur for all registered weeks of Summer Day Camp. Fees will be drafted monthly on the 15th of the month and will begin one month after initial registrations.

Child's Name: _____ Camp Location:_____

Child's Name: _____ Draft Date: 15th of each month

Child's Name: _____

If credit or check card draft, please supply the following information:

Visa _____ Master Card _____ American Express _____ Discover Card _____

Card number: _____ Expiration date _____ V-code _____

Name as it appears on card _____

Is card a check card? ☐ Yes ☐ No

Authorization:

I hereby authorize my financial institution to withdraw the amount based on my payment schedule from the account listed above.

A. I understand my payment will continue until my scheduled payments are completed.
B. It is my responsibility to notify the DPRD immediately of any account changes and to provide the DPRD with current information.
C. The DPRD reserves the right to refuse entrance to the program if payments are delinquent.

Cancellation:

A. A two-week advance written notice must be given prior to withdrawing from a program.
B. After one incident of insufficient funds or declined credit card, the DPRD will send a letter and the statement is to be paid within 10 days. Parent/payee is responsible for payment of any additional charges for insufficient funds.
C. Following a second incident of insufficient funds or declined credit, you will be contacted by Community Center staff so that you can make arrangements to pay your balance due including any and all additional charges for insufficient funds.
D. If you do not comply with the arrangements, you will be terminated from the program. Your account will be frozen and you must pay any past due amount before participating in any DPRD program in the future.

Parent/Payee Signature: _____ **Date:** _____

RETURN THIS DRAFT AGREEMENT FORM ALONG WITH YOUR COMPLETED SUMMER CAMP REGISTRATION FORM TO:

De Pere Community Center
600 Grant St.
De Pere, WI 54115

De Pere Summer Day Camp 2022
Frequently Asked Questions

Can you bring my child to other classes or swimming lessons?

If your child is signed up for a class at the Community Center and is attending our West Side camp, we can escort them to and from the class provided it is not during our swimming time or field trip time. We are unable to escort campers to other venues such as the high school or middle school for camps, music lessons, etc. Swimming lessons will depend on the type of lessons offered for summer 2022.

What should my child wear to camp?

Since some mornings start off cool, layers are best. We suggest dressing in comfortable clothes that can get dirty! Tennis shoes and socks are a must – many activities are not safe in flip flops or sandals.

Do you apply sunscreen to the campers?

Camp staff is unable to apply sunscreen to the campers. They do supervise campers and their "sunscreen" buddy during the application process. It is recommended that you apply sunscreen prior to dropping your child off at camp in the morning. Please send sunscreen (labeled with your child's name) with your child, we find the lotion kind works better and lasts longer than the spray kind.

What if I need to cancel out of a week of camp?

Cancellations may occur up to 2 weeks before selected camp week; no refunds issued within the 2 weeks prior to selected camp week. A $39 cancellation fee will be assessed for a transaction cancelling out of one week; $64 cancellation fee assessed for two or more weeks. Cancellation requests must be submitted in writing. For more details please refer to the Summer Day Camp Parent Handbook.

My child is signed up for summer school, can you get them there?

We are not able to transport your child TO summer school: that is the parent's responsibility. Please note – we do not provide transportation for the extended reading program during the summer, only during the regular summer school sessions. (West side pick- up: Hemlock Creek, West De Pere Middle School and Westwood *subject to change based on school district). East side pick -up: Dickinson, High School and Foxview. Please note – if there is a day during the week that there isn't summer school, your child can come to camp for the full day.

What if my child doesn't want to attend a field trip or has an appointment during a field trip?

All campers are expected to attend field trips. Should your child not wish to attend a scheduled field trip we require you to pick them up before departure. We are also unable to accommodate requests for a child to be picked up once we have reached our field trip destination. No credits will be issued for partial camp days.

How will I know when drafts have been made on my account?

Bank drafts/credit card payments will begin on March 15th, 2022 and will run for 4 or 5 months depending on how many weeks of camp you have signed up for. Any additional weeks of camp added after initial registration will require payment at that time to be processed. Charges will appear on your credit card/bank statement as: ACT*cityofdepere

How do I reach my child or staff while at camp?

Parents will be given a contact list during their child's first week of camp. This list will have the office phone number for the Community Center (hours are Monday – Thursday 7:30 a.m. – 5:00 pm, Friday 7:30 am– 11:30 am), the cell phone number for the Recreation Supervisor as well as a cell phone number for each camp location. Parents are reminded to call their child's camp location if their child will be absent from camp on any day.

I don't need my child to attend all 5 days each week, is there a part time option?

We do not offer a part time option other than the half day camp during summer school for summer school participants. You are paying for all 5 days; it is your option whether you send your child all 5 days or not.

Please see Parent Handbook for additional information.

2022 Summer Day Camp
Parent Handbook

De Pere Park, Recreation & Forestry Department

De Pere Community Center
600 Grant Street
De Pere, WI 54115
(920) 339-4097
(920) 339-6348 (fax)

www.deperewi.gov

Table of Contents

	Page
Welcome	3
Enrollment	4
Capacity	4
Staff	4
Camp Location & Times	4
Activities	5
Drop Off/Pick Up Times	5
Fees and Payment Policies	5-6
Cancellations	6
Transfer of Weeks	6
Sign-In/Sign-Out Procedures	6-7
Personal Belongings	7
Prohibited Items	7
Photographing	7
Transportation	8
Field Trips/Special Presentations	8
Inclement Weather	8
Sick Child Policy	8
Medication Policy	8
Injuries & Accident Report	9
Discipline Policy	9
Termination of Camp Privileges	9-10
Confidentiality	10
Child Abuse/Neglect	10
Updating Information	10
Parent Participation & Information	10
Phone Contact at Camp	10

Enclosed with packet:

Enrollment Form
Draft Agreement Form
FAQ

The City of De Pere does not discriminate on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use/non-use of lawful products under SS 111.321 Wisconsin Stats. The City also complies with the Americans with Disabilities Act of 1990; qualified individuals with a disability should call 339-4097 if seeking an accommodation in policy, practice or procedure.

De Pere Park & Recreation
Summer Day Camp

Dear Parents/Guardians,

Welcome to our 2022 Summer Day Camp! Enclosed with this packet you will find the registration form and a bank draft form. All other forms needed for camp will be mailed or emailed in May and will need to be **returned to the Community Center <u>prior to the first day of camp</u>**. Please complete all forms in blue or black ink; note: some forms are two sided.

Please note our cancellation policy and our transfer of weeks policy stated on page 6, as well as our field trip policy on page 8.

Contact the De Pere Community Center with any questions or concerns that are not covered in the enclosed packet.

We are all about having <u>FUN</u>!!

Sincerely,

Cindy Lee,
Recreation Supervisor
De Pere Community Center
339-4097

Enrollment:

The Summer Day Camp Program is open to residents of the City of De Pere and non-residents in surrounding communities, ages 7-11.

Campers will be enrolled when Community Center receives completed enrollment forms with payment. Included with this packet is the enrollment form and a draft form, other forms will be emailed to you in May; these forms need to be returned to the Community Center prior to the start of camp.

1. Enrollment Form for each child
2. Health History & Emergency Care Plan Form
3. Immunization Form
4. Authorization to Administer Medication Form, if applicable
5. Draft Agreement Form
6. Camper Code of Conduct for Positive Discipline
7. Summer School Transportation Permission Slip Form, if applicable

T-shirts will be given out to campers on Monday of the first week that they attend. For identification purposes, each participant and staff are required to wear their camp t-shirt on all field trips. Campers and staff are required to launder their camp t-shirt when dirty or soiled. A limited number of additional t-shirts will be available for sale, please see the Recreation Specialist for more information.

Capacity:

The capacity for the program is 44 campers/West Side and 36 campers/East Side weekly. A waiting list will be maintained for each week of the program. In the event of an opening, the first person on the waiting list will be called then subsequent people notified in order on the list.

Staff:

Our qualified staff strives to provide strong leadership and to create an enriching environment that fosters growth and success. Criminal and caregiver background checks are completed on all employees. DPRD management staff will work closely with all camp staff to ensure an enriching program.

When and Where?

The Summer Day Camp is held at the De Pere Community Center and Dickinson Elementary School. We will utilize many VFW Park/Legion Park amenities on a daily basis. Summer Day Camp Headquarters for each of the locations is as follows:

Community Center – Pine Rm. on the upper level (west entrance)
Dickinson Elementary School – Rooms 177/178 (rooms/doors will be updated prior to our first day of camp).

This is where you will sign your camper in and out. You will be notified ahead of time regarding any necessary room changes.

Summer Day Camp Times:	9:00 a.m. – 4:00 p.m.
Before Camp Drop-Off Times:	7:00 a.m. – 9:00 a.m.
After Camp Pick-Up Times:	4:00 p.m. – 5:45 p.m.

What's happening at Summer Day Camp?

- Exciting Theme Weeks
- Before/After Camp Time
- Super Fun Sports and Activities
- Crazy, Creative Crafts
- Cool & Interesting Speakers
- Swimming at Legion Pool/VFW Aquatic Facility
- Adventurous Field Trips
- Free-Play at VFW/Legion Playgrounds
- Kid's Choice Times
- A lot more!!!

Typical daily camp itinerary includes:

7:00 a.m. - 9:00 a.m.	Drop-off time, free play
9:00 a.m. - 11:00 a.m.	Indoor/Outdoor Activity, Snack (provided by camper)
11:00 a.m. - 11:45 a.m.	Camper's Choice, Group Stations
11:45 a.m. - 12:30 p.m.	Clean up and lunch (provided by camper)
12:30 p.m. - 1:15 p.m.	Creative Crafts, Quiet Group Games
1:15 p.m. - 3:00 p.m.	Swimming, Indoor/Outdoor Activity
3:00 p.m. - 4:00 p.m.	Snack (provided by camper) and Activity
4:00 p.m. - 5:45 p.m.	Pick-up time, free play

Drop Off/Pick Up Times:

Camp begins at 9:00 a.m. and ends at 4:00 p.m. However, to accommodate parent's work schedules, Camp Staff will be available to check in children anytime between 7:00 a.m. and 9:00 a.m. Camp Staff will also be available to check children out anytime between 4:00 p.m. and 5:45 p.m. Programming during this time will be loosely structured: board games, reading, drawing, imaginary play, etc. Children may be picked up any time prior to 5:45 p.m. Late pick-up fees will be charged for children not picked up by 5:45 p.m. as follows:

1 - 10 minutes late = $10 charge per child
11 - 20 minutes late = $20 charge per child
21 - 30 minutes late = $30 charge per child

If your child has not been picked up by 6:15 p.m. and the staff has been unable to contact parents/guardians, the proper authorities will be notified. A late pick up form will be completed indicating appropriate fees to be paid. Late pick-up fees are to be paid in cash to the De Pere Community Center the following day at the beginning of the day or on Monday if the occurrence happens on a Friday. 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 occasions, that child will not be permitted to attend any further camp sessions this summer.

Fees & Payment Policies:

Camp fees are to be paid in full prior to the participant attending the selected camp week. Participant will not be allowed to attend camp for the selected week if weekly camp fee is not paid in full. Payments are accepted through credit card drafts or check card drafts (Draft Agreement Form attached) and will be drafted on the 15th of each month. If program fees are not paid on time, parent/guardian(s) will be contacted regarding late payment of fees or insufficient funds from bank or credit card draft. Following 1 week of insufficient funds or declined credit card, the DPRD will send a notification to be paid within 7 days. If payment is not made within 7 days the child will be terminated from the program and children from the waiting list will be called. There are no credits, prorated days, or refunds for absences, vacations, illnesses or for natural circumstances beyond our control.

If additional camp week(s) are added, those fees must be paid in full prior to being removed from the waiting list and added to the active roster in order for your child to attend those weeks. An additional payment plan will not be activated.

At times, additional fees may apply for special activities or field trips. Participants will not be able to participate in these special activities or field trips if additional fees are not paid in advance.

The Summer Day Camp Program is not a licensed childcare program. No tax information will be provided by the City of De Pere regarding child-care expenses.

Cancellations:

Cancellations may occur up to 2 weeks before selected camp week; no refunds issued within the 2 weeks prior to selected camp week. A $39 cancellation fee will be assessed for a single transaction cancelling out of one week; $64 cancellation fee will be charged for a single transaction cancelling out of two or more weeks. All cancellation requests must be submitted in writing. Example: You contact us in March to cancel out of week 3 – there is a $39 cancellation fee. You contact us again in June to cancel out of weeks 6 and 7 there would be a $64 cancellation fee; however if you cancelled out of weeks 3, 6 and 7 at one time, the cancellation fee would be $64 total. The cancellation fee is charged **per transaction** and based on how many weeks you would be cancelling out of. Participants may sign up for either the West Side Camp or the East Side Camp. If a person opts to sign up for one side and go on the waiting list for the other side of camp and are able to get in, a $39 cancellation fee will be charged to be removed from the roster of the original site of camp (following above cancellation guidelines).

Transfer of Weeks:

We are unable to accommodate requests to transfer participants between weeks of camp. If you find that you need to make a change in your child's enrollment, a cancellation fee will be charged based upon the above guidelines. You may enroll your child in other weeks of camp if there are openings.

If your child is signed up for summer school and those plans change, please notify the Community Center office. Participants can be switched from full to half day or half day to full day during the weeks of summer school. Transfers between full and half day camp to accommodate summer school classes must be completed by May 15, 2022. After that date a $10 transfer fee per week will be charged. **(Summer School weeks only)**

Sign in/Sign out Procedures for Attendance:

Staff will be on hand to greet each child. Parents must accompany the camper into the Pine Room/Classroom for the start of the day and come into the Pine Room/Classroom to pick them up at the end of the day. Children must be signed in at the beginning of the day and signed out at the end of the day by a parent/guardian. Identification will be verified until camp staff are familiar with parents/guardians. Children arriving from the Summer School Program via bus will be signed in by a Camp Counselor. The sign in sheet will be compared with our daily attendance sheet and parents will be called if the child is not in attendance and has not been called in by the parent/guardian. Children will not be permitted to leave the building to walk home.

Only people designated on the enrollment sheet are able to pick up your child. Identification will be verified. Parents/guardians are required to notify camp staff ahead of time if another authorized party will be picking up your child on a designated day. This information must be written on the sign-in log sheet. Should you need to pick your child up early on a camp day, the parent/guardian must notify staff and write it on the sign-in log sheet in the morning.

If your child is not going to attend their camp day, parent/guardian must call the Community Center office at 339-4097 so the camp staff can be notified. Voicemail is available for before/after office hours, which are 7:30 am – 4:30 pm Monday thru Thursday, 7:30.am -1:30 pm on Friday.

Should a staff member suspect a parent/guardian or designated pick-up person is impaired or under the influence, the staff member will refuse to release the child to that person. The next designated pick-up person will be called or emergency personnel will be contacted. Staff will remain with child and notify Recreation Specialist and/or Recreation Superintendent.

What does my child need at Summer Day Camp?

We suggest layering clothes, as many mornings start off quite cool: Wear a sweatshirt and pants over a t-shirt and shorts. Please keep in mind, we're outdoors quite a bit and some of our projects can be messy – please have your child wear clothes that can get dirty! **All campers must wear tennis shoes**. No sandals or flip flops are allowed except for swimming and water activities. Bins will be provided for children to put their belongings in. Parents are requested to LABEL EVERYTHING and pack a morning and afternoon snack and healthy lunch for your child. Parents are asked to pack lunches that are not likely to spoil on field trip days.

Parents are advised of the following: State of WI Guidelines indicate that lunches should consist of one protein source, two vegetables, two fruits or one of each, a whole grain source and a healthy drink. Juices should be 100% fruit juice. No soda is allowed.

If your child wants to bring a treat on a camp day for all campers and staff, parents are asked to confer with a Camp Counselor ahead of time. The Camp Counselor will notify parent of number of staff and campers enrolled and any food allergies.

We will be swimming normally on Tuesdays or Thursdays at the Legion Pool/VFW Aquatic Facility. Please check our weekly note for other water activity days. Prior to your campers first swim experience at camp, his/her swim skills will be assessed by pool staff. Please pack a swimming suit, sunscreen, and a towel. Campers will apply sunscreen under the supervision of camp staff. If we need to reschedule a swimming day due to a scheduling conflict, campers will be notified in our Monday handout. Please note – in the event of inclement weather, swimming will be cancelled for that day. It is recommended that parents apply sunscreen prior to bringing their child to camp, sunscreen will be applied by the camper during the course of the day under the supervision of staff.

Any items left behind will be stored in the Activity Office. Unclaimed items will be disposed of at the end of the Summer Day Camp Program.

What NOT to bring:

Do not bring any electronic units including handheld games, iPods, e-readers, weapons (toy or otherwise) MP3 players, etc., cell phones, or money (except when indicated on certain field trip days). Roller skate shoes, bikes, scooters and skateboards are not permitted. Any prohibited items, which are brought on site will be confiscated by staff and sent home at the end of the day.

Photographing of Program Participants:

At various times during the summer, photos may be taken of your child by authorized individuals for public relations or educational purposes. If you do not want your child's photo taken please let the site staff know during your first week of the program**.**

Transportation:

A permission slip must be completed by the parent/guardian before children enrolled in Summer School can be transported by Lamers Bus Lines to the De Pere Community Center between 12:00 – 12:30 pm or to Dickinson Elementary School between 12:00 – 12:30 pm on summer school dates.

Contracted area bus companies will provide transportation for certain field trips and some will be walking field trips. For all bus field trips, children will be supervised from the time they get on the bus until the time they get off the bus. Camp personnel will remain alert and attentive during the entire trip and will sit with the campers.

Field Trips/Special Presentations:

Field trips are scheduled weekly and include local and out-of-town trips and/or special presentations by guest speakers relative to the theme of each week. All camp participants and scheduled staff must attend the field trip. If your child will not be attending the field trip we require that you pick them up prior to our departure. Please, no early pick ups while at our field trip destination. We do not permit children to bring money along for souvenirs or concessions. Permission slips and information will be sent home each Monday of the camp week. The permission slip must be signed and returned with accompanying payment (if applicable) prior to the field trip in order for your child to participate in the field trip. Transportation method may include school bus or walking. Field trips or activities, which require an additional fee, will be noted in the Monday information notes. Due to weather or other circumstances field trips may be subject to change and/or cancelled.

T-shirts will be given out to campers on Monday of the first week that they attend. For identification purposes, each participant and staff are required to wear their camp t-shirt on all field trips. Campers and staff are required to launder their camp t-shirt when dirty or soiled. All participants' health forms, emergency contact information and any needed medication will be transported on all field trips by a Camp Counselor. Staff will be available by cell phone during all field trip activities. A portable first aid kit will be transported on all field trip activities.

Inclement Weather:

Outdoor activities will be limited when the heat index is above 90° Fahrenheit, when it is raining or during severe weather. Indoor activities will be substituted. Children will need to bring proper outdoor attire daily. Layered clothing preferred. Please remember to send warmer clothes on cold, wet days and even a change of clothes would be a good idea. If an outdoor field trip is scheduled and it is a severe weather day, a contingency plan will be in place – either the field trip will be rescheduled or a substitute field trip (in-house or away from premises) will be substituted.

Sick Child Policy:

A child with any of the following conditions will not be permitted to attend camp while conditions are present: vomiting, diarrhea, unidentified rash, temperature over 100 degrees. If a child becomes ill during camp they will be taken to a separate area and made comfortable while waiting for the parent or other designated person to arrive to pick up the child.

Medication Policy:

Our policy on medication is located at the end of this handbook on the back of the Authorization to Administer Medication Form.

Injuries & Accident Report:

Any injuries during the course of the day will be documented by camp staff and reported to the Recreation Specialist within 24 hours. The City of De Pere Accident Report Form will be utilized for documentation.

Minor Injuries:

1. Wounds will be cleaned only with soap and water and a bandage applied.
2. Disposable gloves are in the first aid box and will be worn.
3. Hands will be washed immediately and surfaces cleaned with cleaning solution (1:10 bleach solution).
4. All accidents or injuries will be recorded on City of De Pere Accident Report form, in ink, stating the date, time, injury, action taken and signed.

In the Event of a Serious Injury or Illness:

1. Injury will be assessed and appropriate action will be taken.
2. Emergency personnel will be called first if injury or illness appears serious, then parents/guardians.
3. Child's enrollment form will be referred to for a list of persons having authority to pick up child. Staff will attempt to contact the parents/guardians first.
4. If child must be transported by ambulance, a staff member will ride with child taking enrollment forms along. Transport is to St. Vincent Hospital unless otherwise indicated on forms by parents.
5. Recreation Specialist will be notified within 24 hours who will notify the Recreation Superintendent.
6. An accident or serious injury is traumatic to staff as well as children. As a general rule of thumb, if a child is not calmed down within 15 minutes, a parent will be called.
7. City of De Pere Accident Report Form will be completed.
8. If your camper is injured at camp, has engaged in conduct which resulted in a staff member having to discipline your camper, or if any "unusual" occurrence involved your camper, you will be notified at pick up with a written report detailing the event.

Discipline Policy:

Program rules are established to maintain the health and safety of all participants. Discipline techniques and rule enforcement will be carried out in a manner that is consistent by all staff and beneficial to the child in developing self-control, self-esteem, respect for the rights of others and an understanding of set limits. There will be no physical punishment or other punishment, which is harmful to the child. Staff will use mediation techniques, redirection techniques or removing the camper from the group to expedite resolution of conflict. Please see Character Contract for Positive Discipline which camper and parent are to sign and return prior to camp.

Refer to the Policy and Procedures Manual for additional information on discipline.

Termination of Camp Privileges:

Our purpose is to provide a creative environment in which a child can develop socially, emotionally, physically and intellectually. In order to do this for all children it may become necessary to prohibit a child from future camp activities for any of the following reasons:

1. The child has behavioral problems that prevent the staff from meeting the child's needs.
    a. The staff will document incidences including time and behavior.
    b. Conference will be scheduled with staff, Recreation Specialist and parents.
    c. Time frame set for progress.
    d. If no progress is demonstrated in this time frame written termination notification will be sent to parents with balance of fee refunded less processing fees.

2. Parents do not cooperate by returning forms – written notification given. Chronic occurrences (defined as 3 occurrences of failure to return forms) will result in child's camp privileges revoked.

3. Parents do not observe rules of program relating to arrival/departure of students or student does not observe rules of program relating to arrival/departure. Written notification. Chronic occurrences (defined as 3 occasions) will result in a child's camp privileges being revoked.

4. Late payment of fees/insufficient funds from bank or credit card draft. Following any notification of insufficient funds or declined credit card, the DPRD will send a notification to be paid before child is permitted in the program.

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 City is a municipality which is covered by the public records law and 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 or the other child was involved in an incident with your child. If that is the case, information on your child will be shared only to the extent necessary to provide necessary information to the other parent.

Child Abuse/Neglect:

All cases of suspected abuse or neglect shall be dealt with according to the law.

Updating Information:

It is the responsibility of the parents/guardians to inform a Camp Counselor of any changes to your child's information. This would include phone numbers, addresses, emergency contact information and persons authorized to pick up your child.

Parent Participation and Information:

Parents should contact the camp staff or Recreation Specialist with any questions or to discuss their child. Parents are welcome to visit the program during the course of our day. Should a court order be in place prohibiting a parent from any contact with their child, please advise the Recreation Specialist and provide a copy of the document. Police will be called if a parent violates the court order.

A Policy & Procedures Manual will be available for parents to review on site at the program. If a parent would like to share a skill or talent during our camp week, contact the Recreation Specialist to make arrangements.

How do I contact my child at Summer Day Camp?

You may call the De Pere Community Center at 339-4097 and we will have staff return your call. Parents will also be given cell phone numbers for each camp location prior to the start of camp.

Please note: Additional information can be found in our Policy and Procedures Manual, which is available at the Community Center/Dickinson Elementary School for parents to review.