



SUMMER CAMP

PARENT MANUAL



WELCOME...

Welcome to RecPlex Summer Day Camp.

The mission of the RecPlex Summer Day Camp is to provide a safe, nurturing, and enjoyable experience for all participants. Campers will grow and thrive through all the exhilarating activities we have to offer. Gaining Independence, making lifelong friendships, and discovering hidden talents are the core goals of our camp. Campers will acquire new skills, feel valued for who they are, and develop a sense of belonging.

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OUR LEADERS



MALLORY FREITAG

Youth Services Manager
mfreitag@pleasantprairiewi.gov



JACKIE HILL

Youth Services Supervisor
jhill@pleasantprairiewi.gov

OUR STAFF

The key ingredient to a fun and positive summer camp experience is our professionally trained and enthusiastic staff. We take pride that we have several returning staff members each year, some even previous campers themselves. Our staff undergoes training including (but not limited to) CPR/AED/First Aid, Child Abuse and Neglect, Emergency Procedures, Behavioral Management, Discipline Policy, Beach, Pool and Ice Skating Safety, Field Trip Procedures and Parent Communication.

The majority of our staff are college aged students who are passionate about making a positive impact in the lives of every camper who is in our summer camp. We look for individuals who have had previous experience working with children and who are also focusing on a concentration in college that pertains to children, childcare, or recreation.

In addition to the Youth Services Manager, who oversees our camps, there is a Youth Services Supervisor and up Lead Counselors who manage and oversee the day to day operations of the RecPlex Summer Day Camp.

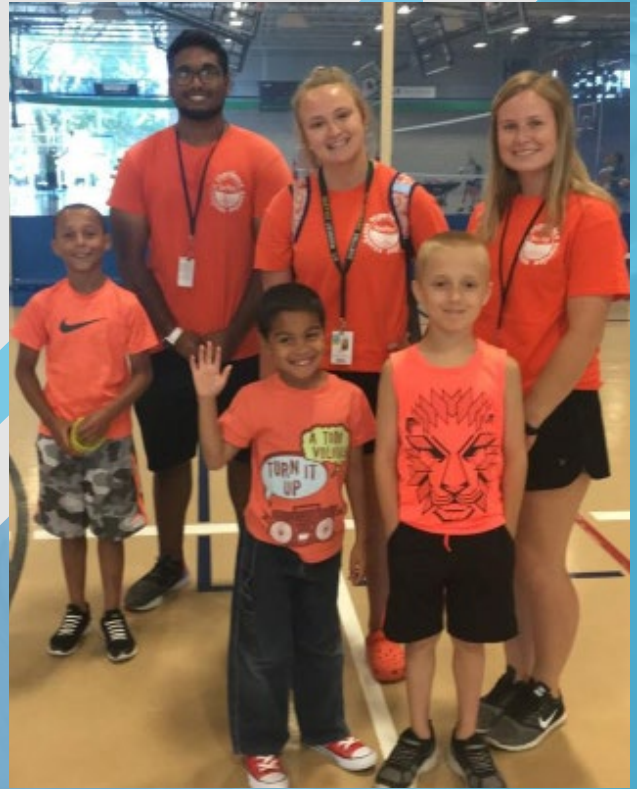
ABOUT US

Everyday is a new adventure inspiring creativity, sportsmanship, and friendship. Camp days are filled with new activities, challenges and experiences. Campers will have the opportunity to participate in gym games, outdoor games, swimming, skating and more! Each week features a unique theme and field trip. Campers are placed in groups according to the grade level they will be entering in the Fall.

RATIOS

The RecPlex Summer Day Camp has the following ratios:

Ages 4-6:	1 to 7 ratio
Ages 7-9:	1 to 8 ratio
Ages 10-13:	1 to 10 ratio



SAFETY & SECURITY

We encourage parents to visit the facility at any time. No child will be released from our program without being signed out by a parent or by someone authorized by the parent to do so. Picture ID must be shown at pick up. Please list the names of any individuals who are authorized to pick up your child on the enrollment form.

“Our hope is that parents feel completely safe and comfortable leaving their children in our care.”



MANDATORY REPORTERS

The state of Wisconsin requires that all childcare providers be mandated reporters. We are required by law to report any suspicious behavior or signs of abuse or neglect to the state.

ENROLLMENT & REGISTRATION

An annual non-refundable enrollment fee (\$35-\$75) is required for every participants.

Enrollment fee will depend on the time you enroll your child in summer camp.

To register your child for summer camp you must have the following information turned in:

1

SUMMER CAMP
REGISTRATION PACKET

2

PAYMENT FORM

Forms can be submitted to the Youth Services Supervisor (jhill@pleasantprairiewi.gov) or the Front Desk of the RecPlex.

HOURS OF OPERATION & FEES

The program runs Monday-Friday with the following options of care and rates for members/non-members:

DAILY (FULL DAY) | 6:30A-6:00P

If you have more than one child enrolled in full day care in the Baby U/ Preschool U/Summer Camp Programs you are eligible for a \$5 per day sibling discount.

AGES 4-8
TRAILBLAZERS (K4-1st)
TYKES (2nd-3rd)

Full Day
2 Day | \$106/\$126
3 Day | \$150/\$177
Weekly | \$220/\$260

AGES 8-13
JUNIORS (4th-5th)
SENIORS (6th-8th)

Full Day
2 Day | \$100/\$120
3 Day | \$144/\$174
Weekly | \$210/\$245

The Summer Camp Registration Packet and Payment Form must be turned in at least 1 week before your child's start date. There are two payment options available:

- a) weekly credit card payment
- b) weekly checking account payment

We do not offer any credits for days missed; including: vacations and sick days. Your child will be billed for the days you have signed up for. If you would like to make a change to your child's schedule, you must provide a two weeks notice. Vacation time must be submitted and approved in advance. All changes must be submitted to the Youth Services Supervisor through email.



GENERAL INFO

DROP OFF/ PICK UP INFORMATION

Camp hours are from **6:30am to 6:00pm**. Structured activity time is from 9:00am to 3:30pm. If you are dropping off or picking up anytime in between, 9a-4p, you need to contact your child's group via cell phone number to confirm their location and where you should drop off/pick up. Children in the Trailblazer (4K-1st) group will need to be dropped off and picked up at the Lakeview Studio Entrance located in the back of the RecPlex. Children in the Tyke (2nd & 3rd), Junior (4th & 5th) and Senior (6th & 7th) groups will need to be dropped off and picked up at the field house entrance along Terwall Terrace.

Parents and/or guardians will be ID when picking up their child. We will not release your child to anyone that is unauthorized. Please make sure to include all individuals authorized to pick up your child on their registration packet. **If there is a change please email the Youth Services Supervisor (jhill@pleasantprairiewi.gov) with the update.**

Summer camp families will use the 10 minute parking spots located on Terwall Terrace to drop off/pick up their children. A Summer Camp Staff member will be outside during drop off and pick up times, parents are able to pull up to the summer camp doors and drop off their child without having to park and get out of their vehicle.

PARKING

Families with Trailblazer children are encouraged to use the parking in the back of the building along the walking path to drop off and pick up their child. To access the driving path/parking you will need to enter the Ice Arena parking lot and proceed to the back. There you will find the driving path with marked parking spaces to use. Summer Camp families should not park in the circle at the end of the driving path as this is for Preschool Families.

WHAT TO WEAR TO CAMP

Campers should wear clothing that is durable and comfortable. Weather permitting, many activities will be held outside. Gym shoes and socks should be worn at all times. Sandals are not permitted. Remember, it is easy to get dirty at camp, so choose clothes carefully.

All children will be issued one camp tee-shirt as part of their registration fee. Camp shirts will be distributed at the start of camp. Please have your child wear their camp shirt if your child is participating in a field trip.



MEDICATION

If your child requires to take medication while at camp your child's Lead Counselor will assist them. No child will be able to take medicine on their own. All Medication should be in a labeled medication bottle (original container) with dosage and time clearly marked. Medication may NOT come in any other form. All medication is kept in a med box. A medication form will need to be filled out by a parent/guardian for each child who will require medication while at camp. Forms can be found online or by emailing the Youth Services Supervisor.

SUNSCREEN

At the RecPlex Summer Camp we recognize that too much exposure to UV rays may increase a child's risk of getting skin cancer someday. Therefore, the staff at the RecPlex will apply/help apply a sunscreen product that is broad spectrum with SPF 30 or higher to each child that has been provided by their parent/guardian. Sunscreen will be applied to exposed skin before going outside, including but not limited to the face (except eyelids), tops of ears, nose, bare shoulders, arms and legs. Sunscreen will be applied every hour or as needed. Campers are required to bring sunscreen each day. Staff will notify parents when their child's sunscreen needs to be replaced.

ITEMS TO BRING

All items must be labeled with your child's name.

Do Bring:

backpack/bag; sunscreen; water bottle; swimsuit & towel

Don't Bring:

personal items; toys from home; electronics; flip-flops/sandals



LOST & FOUND

The RecPlex will not be responsible for any lost or misplaced items brought to the center. You will be responsible if another child is injured from a toy that is brought into the facility by your child. If a child does bring in a toy, it will be placed with your child's counselor or group Lead, to be picked up by a parent or guardian at the end of the day.

Please be sure to label all your child's personal belongings. Counselors will be instructed to grab all belongings prior to delivering children to cars at pick-up. Children will not be allowed to bring items (toys, games, stuffed animals, electronics, ect.) from home.

Please help us enforce this policy for the safety of all the children. Refer to Electronic Policy on page 7.

LUNCH:

Lunch times while vary for each age group. You will want to reference your child's group activity for their lunch time. Hot lunch is available Monday-Friday at the RecPlex. If your child is ordering hot lunch they must tell the sign in counselors at drop off. Hot lunch orders must be given by 9:30am. If your child brings a lunch from home, please note that they will not be refrigerated or microwaved.

HOT LUNCH MENU:

Mon: Pizza	Tues: Chicken Nuggets	Wed: Tacos
Thu: Cheeseburger or Hamburger		Fri: Grilled Cheese
Daily: Hotdog, PB&J, Chicken Nuggets		

SNACKS:

All afternoon snacks will be provided to each camper. Any child with food allergies or who have dietary restrictions for any reason needs to make sure that information is given in the child's Health History. Substitute snacks will need to be provided by the parent.

ICE SKATING

Your child will have the opportunity to participate in recreational ice skating throughout the summer. The time/day will vary depending on your child's age group. Children participating in ice skating will be able to use the RecPlex rental skates, but are welcome to bring their own skates if they wish. Children who are not yet comfortable on the ice will be able to use a bucket on the ice to help with balance.

BRING: jacket/sweatshirt; gloves/hat; socks; long pants; helmet (optional); bag to keep items in

SWIMMING/ BEACH

Your child will have the opportunity to participate in recreational swimming each week. The time and/or location may vary depending on age group. We will be utilizing the Indoor Waterpark and/or Lake Andrea Beach. Children are required to attend these planned activities with their group. If they choose not to swim they can sit on the pool deck/stay on the sand of the beach.

BRING: swimsuit; towel; bag to put wet items in



ELECTRONICS POLICY

The RecPlex Summer Camp does not allow toys from home. Children can bring books or activity books to use during open and closing free-time.

Our goal is to provide children with a place to develop life skills including independence and self-reliance all while prompting socialization between children. In order to achieve our goals, our Summer Camp Program will be "un-plugged".

Our Electronics Policy is designed to:

- Encourage your children to spend more time being active
- Promote socialization between children
- Reduce the stress associated with the damage to and theft of electronics
- Give your children a much-needed break from the world of technology
- Ensure that your children are not exposed to age-inappropriate material

As a participant of the Summer Camp Program you and your children are agreeing to follow our no electronics policy while participating in our program. Children participating in the Summer Camp Program will not be allowed to bring their: game devices, music players, laptops, tablets, and cell phones. If a cell phone is brought into the program with its main intent to be used for communication with parent, the family must have a written agreement with the Program Supervisor, prior to the use of any cell phone use. If a child has approval to carry a cell phone with them for parental communication, it is the parent's responsibility to explain to their child that the phone may only be used for communication with them. Staff will be notified as to which children have approval to carry phones on them for parent communication only.

Failure to follow the above guidelines will result in participant's electronics being taken away and stored in the Youth Office until parent pick up.

EMERGENCY PROCEDURES

EVACUATION PROCEDURE

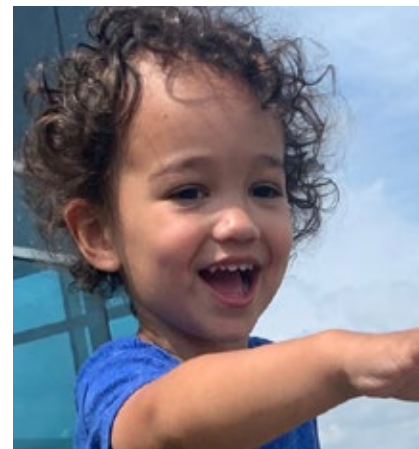
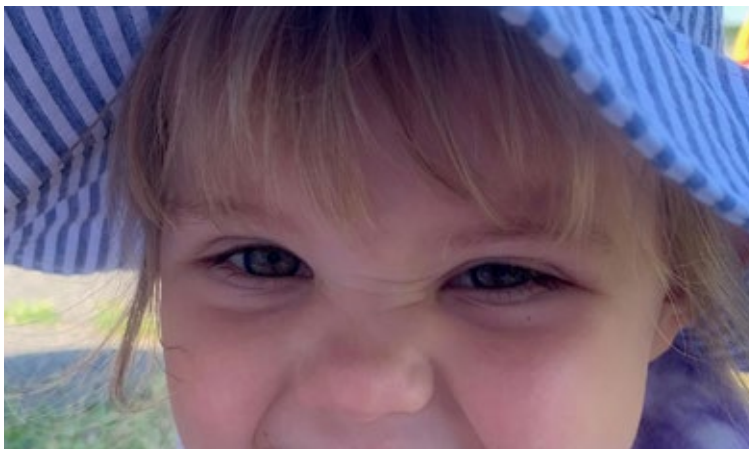
1. Once the evacuation order has been issued or becomes necessary, the Youth Services Manager/Youth Services Supervisor will make an announcement over the radio to initiate the appropriate emergency response.
2. Counselors will account for the number of students in their group at the time of the announcement and immediately begin moving students to LakeView Technology Academy.
 - Counselors will have a list of children with them at the time and bring the list to Lakeview Tech
 - Youth Services Supervisor will bring Tablet/Laptop and Master Binder of all participants contact information
3. Once at LakeView Technology Academy, the counselors will account for all students and notify the Youth Services Manager and or Youth Services Supervisor/Preschool Supervisor of any missing person(s).
4. Counselors will lead children into the cafeteria where they will wait for the arrival of their parents.
5. Counselors will stay with children in the cafeteria and assist with parent reunification process.
6. Youth Services Manager and Supervisors will have all list of children given to them by the Counselors once they have arrived to LakeView Technology Academy Lobby.
7. Tables will set up near the Main Entrance of LakeView Technology Academy Lobby to assist in the reunification process.
 - A. 2 tables will be set up near the Main Entrance of LakeView. Tables will be used as the first and only stop parents/guardians will make when entering LakeView to pick up their child
 - B. Table 1 will be labeled A-L, Table 2 will be labeled M-Z
 - C. Counselors and or Youth Services Supervisor/Preschool Supervisor will be stationed at the tables to check out children.
 - D. Parent/guardian will give child's name, staff will confirm child is on their list. A counselor will retrieve the child from the cafeteria and they will be reunited with their parent/guardian. The parent/guardian will be ID'd and checked to confirm they are able to pick up that particular child.
8. This process will continue until all children have been picked up from Lakeview Tech.
9. The Youth Services Manager/Youth Services Supervisor/Preschool Supervisor will contact the Police, LakeView Tech Principal and the RecPlex to confirm all children have been picked up.
10. A written document will be done by the Youth Manager/Youth Supervisor/Preschool Supervisor of the day's events.

TORNADO POLICY

If very severe weather is impending and/or a tornado warning has been issued, children and staff will evacuate each area and proceed to their designated shelter immediately. Children will be accounted for by their counselors using group lists. The staff and children will wait for the weather conditions to return to normal and the warning to be lifted before returning to the regular scheduled activities. If needed, the families will then be contacted using the emergency phone numbers.

FIRE POLICY

Upon hearing the fire alarm, staff and children will immediately evacuate the building using the nearest safe exit. Staff will have group cell phone and group list with them. Staff will lead children outside in an orderly manner and will assemble at the designated assembly point. Once at the designated assembly point staff will account for every child on their list. If needed, the families will then be contacted using the emergency phone numbers.



SUMMER CAMP BEHAVIORAL POLICY

Child Guidance Policy

1. Counselors are aware of where the children are at all times
2. Children are supervised in both group and individual settings.
3. Counselors "redirect" and encourage children to talk/ work through the situation together (i.e.: "Please don't do that...", "I don't like when you don't ...").
 - "Redirection" means directing the child's attention to a different activity, unlike a "Time-Out", which removes a child from the situation in a non-humiliating manner in order to interrupt the unacceptable behavior.
4. If a child is arguing and/or causing harm to other children or employees (i.e.: biting, hitting), a "time-out period" may be used.
5. If after re-direction, modeling, and a time-out, the behavior has not improved, parents will be informed and a group goal will be determined.

Actions Taken

1. First Offense: Verbal Warning
2. Second Offense: Loss of Activity (a minute for each year/parents will be informed)
3. Third Offense: Behavior Report/Write-Up and Phone Call to Parents
4. Fourth Offense: Conference with Manager

(Steps may be skipped depending on the severity of the incident)

Withdrawal or termination

A child can be removed from the program in the following ways:

1. By the parent (No refund will be given for unused care).
2. By the RecPlex if:
 - a. The child's needs are not being met
 - b. Parent/child does not follow program policies
 - c. Manager and staff find the child's actions threaten the health/safety of other children/employees.
3. By mutual consent
 - a. The Manager and parents decide the child will be better served elsewhere.
4. Verbal or physical abuse towards staff or teachers from parent/guardian or child.

***If removal from the program is necessary, a meeting will be set up between Youth Management and the child's parents.*

Any abuse or violence will not be tolerated and is considered immediate grounds for dismissal from the program.

Poor behavior detracts from the experience of your child and the other children.

Our goal is to ensure a safe, fun, and enjoyable experience for everyone through positive behavior.

Thank you in advance for your cooperation and understanding.

FIELD TRIPS

Field Trips are offered weekly during Summer Camp. Each week there will be a field trip scheduled for each group on Wednesday. Occasionally, we will have smaller group field trips scheduled on Tuesdays and Thursdays depending on the age group. Every field trip is an additional fee and optional. If your child does not attend a field trip, they will stay back at the RecPlex and participate in the regularly planned activities for the day.

Often the scheduled field trip for the day will require the children to be transported by a School Bus. The Lead Counselor for the field trip will have a list of all children and staff attending the field trip and being transported off-site. Staff will visually look at each child entering the school bus and count to make sure they have the proper number of children and staff. At the destination site, staff and children will exit the bus and get into their assigned small groups for the field trip. When leaving the field trip children will load the bus while the counselor counts to ensure all children have made it back to the bus. A final count of all children and staff will be done by the Lead Counselor before the buses leave the field trip site.



BECOME A MEMBER & SAVE!

Join the RecPlex and save on summer camp fees, program registrations and more!
New family rates available.



Below are basic rates. Refer to discounts for additional pricing.

*Basic Family I is one adult and unlimited children under the age of 18.

**Basic Family II is one adult, one spouse and unlimited children under the age of 18.

MONTHLY MEMBERSHIP RATES

MEMBERSHIP PRICING	BASIC INDIVIDUAL	BASIC COUPLE	*BASIC FAMILY I	**BASIC FAMILY II
Facility Fee (one-time fee)	\$50	\$50	\$50	\$50
Basic Rate	\$61	\$80.67	\$82.67	\$99
Resident Discount	-\$4	-\$4	-\$4	-\$4
Corporate Discount	-\$5.75	-\$5.75	-\$5.75	-\$5.75
Corporate Partner Discount	-\$11.17	-\$11.17	-\$11.17	-\$11.17

ANNUAL MEMBERSHIP RATES

MEMBERSHIP PRICING	BASIC INDIVIDUAL	BASIC COUPLE	*BASIC FAMILY I	**BASIC FAMILY II
Facility Fee (one-time fee)	\$50	\$50	\$50	\$50
Basic Rate	\$705	\$944	\$968	\$1,164
Resident Discount	-\$48	-\$48	-\$48	-\$48
Corporate Discount	-\$69	-\$69	-\$69	-\$69
Corporate Partner Discount	-\$134	-\$134	-\$134	-\$134

*Only one discount applies. 12 month commitment.

PHOTO RELEASE

The RecPlex often takes photographs of the participants enrolled in our programs. These photographs are used in photo albums, the Play-By-Play booklet, brochures and pamphlets, and promotional ads created by the Village of Pleasant Prairie and the RecPlex. All pictures are property of the Village of Pleasant Prairie and the RecPlex. **If you do not wish to have your child photographed, we must be notified in writing.** The RecPlex will then make a diligent effort not to photograph your child.

MORE INFO



ILLNESS

1. Children will be sent home from the program if there is indication of any of the following symptoms:
 - a. Fever of 100 degrees or higher
 - b. Skin eruptions or rash
 - c. Constant cough or runny nose
 - d. Severe chest congestion
 - e. Vomiting
 - f. Evidence of extreme fatigue
 - g. Severe diarrhea
 - h. Any contagious communicable disease
 - i. Discharge from the eyes or ears

2. Children may re-enter our program as long as she/he is free from persistent fever, vomiting, diarrhea, discharge from the eyes or ears, or they are no longer contagious to others. Children must be free of these symptoms for 24 hours prior to re-admittance.

3. If a child contracts a communicable disease, parents are notified with a letter home. If your child contracts a communicable disease, it is essential that this information be reported to the counselor, the youth management, and the health department immediately.

If a child becomes ill while at the summer day camp program, a parent must pick up their child as soon as they are notified that their child is ill. In cases when the parent cannot immediately pick-up the child, they must provide the name of the individual they are sending. That person must show identification in order for the child to be released.

INJURIES

If a child is injured and requires medical attention beyond that of first aid, paramedics will be called. Parents will be notified immediately after calling paramedics. In the event of an emergency, the child will be taken to the closest hospital, Froedtert and the Medical College of Wisconsin, 9555 76th St., Pleasant Prairie (262-577-8202).



WEATHER

Many activities occur outside. On days that we have extremely hot weather or rain, campers will be indoors or remain in sheltered and shaded areas. On the rare day that your child may watch a movie at camp, the movies will be G or PG rated.



CONFIDENTIALITY

All records are kept confidential. Any person having access to these records may not discuss or disclose personal information regarding the child or the family. This does not apply to parents or persons authorized in writing by the parent to receive information on behalf of the child.

COMMUNICATION

Weekly emails will be sent out to parents including information on upcoming events, field trips and reminders about camp.

Parents can call their child's Group Lead cell phone throughout the day.

BEFORE & AFTER SCHOOL PROGRAM

The school day is out, but the fun doesn't have to end. Come join the RecPlex After School Program!

PROGRAM HIGHLIGHTS

- Accommodates early dismissal for Kenosha/Pleasant Prairie Schools
- Swimming
- Gym games every day
- Weekly arts & crafts
- Children grouped by age level
- Staff to child ratio low, Average 1:7
- Variety of Amenities

AVAILABLE TRANSPORTATION

To/From School

Prairie Lane, Pleasant Prairie

K4 From School

Jeffrey, Nash, Whittier, Bristol

**Schools can be added upon request if they meet min. requirement.*



THE DETAILS

HOURS

AM Care / 6:30A-School Start Time

PM Care / School End Time-6:00P

FEES

Fees are available at recplexonline.com



Questions? Contact Jackie: jhill@pleasantprairiewi.gov/262-925-6741



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