

New Berlin Recreation  
**SCHOOL'S OUT**  
**DAY CAMP**

**Parent Information**

# Welcome to New Berlin Recreation School's Out Day Camp!

On days when school is not in session, our full day School's Out Day Camp program invites children to have new experiences, giving them opportunities to explore and build relationships. We provide a trusting environment where you and your child will feel welcomed! The following is some basic information about School's Out Day Camp and what to expect. It is our desire to keep all children safe, and we will make every effort to ensure each child to have a positive and enriching experience here with New Berlin Recreation. If you have any further questions feel free to send us an email or give us a call!

## Enrollment Form

Our enrollment form is available online at <http://www.newberlin.org/983/Schools-Out-Day-Camp>. This is due on your child's first day of School Out's Day Camp. Forms may be submitted via email to [recreation@newberlin.org](mailto:recreation@newberlin.org) or in person at Hickory Grove. If you have not filled out this form please plan to spend an additional 20 minutes during drop off filling out the enrollment form. Please fill out the entire form with as much detail as possible, as this will give us the best opportunity to serve your child. Parents have a duty to disclose significant medical, physical or behavioral needs at the time of enrollment. Due to the large-group format of our School Out's Day Camp, we are unable to provide one-on-one care.

We ask that you please enroll at least 1 week prior to the designated School's Out Day Camp day so we can plan our day and schedule the appropriate number of staff. You will receive Early Bird pricing if you sign at least 14 days in advance for any School's Out Day Camp day. Any questions in regards to registration and enrollment please contact the Recreation office at [recreation@newberlin.org](mailto:recreation@newberlin.org) and 262-797-2443.

## Location & Contact Information

- Location: Hickory Grove Center Door #1 2600 S. Sunny Slope Rd. New Berlin, WI 53151
- Cell Phone (call only) 262-527-4849
- Email [recreation@newberlin.org](mailto:recreation@newberlin.org)
- Recreation Office Phone Number 262-797-2443

## Arrival & Dismissal at Camp

Camp's primary hours are 9:00am - 4:00pm. Care is provided from 7:00am-6:00pm.

**Drop off is from 7:00am-9:00am.** Enter Hickory Grove through door #1- We will be in the main classroom. Payment is due in advance. Your child's name must appear on the program roster to be dropped off. If the child's name does not appear on the printed attendance sheet, you must provide a receipt of payment for that School's Out Day Camp to the staff.

**Pick up is from 4:00-6:00pm.** Enter Hickory Grove through door #1- We will be in the main classroom. Participants who are picked up late will be charged \$10 each 15 minutes their child remains at Hickory Grove after 6:00pm. This can result in becoming ineligible for future camp or school out day programs.

Parents/guardians or authorized individuals must enter the building and sign out the child. **Photo identification is required to release a child.** The staff will ask for photo identification from everyone, and will check their authorization. If someone else is picking up your child, and is not on the authorized pick up list, we will NOT release that child. This is for your child's own protection. If you need to add additional names to the approved pickup list, please inform the staff or email [recreation@newberlin.org](mailto:recreation@newberlin.org).

## Typical day at Camp

7:00-9:00am	Check in and Free Choice
9:00-9:30am	Opening Ceremony
9:30-10:00am	Snack
10:00-11:00am	Gym Activity
11:00-12:00pm	Lunch
12:00-1:00pm	Recess
1:00-2:00pm	Read, Rest, Relax
2:00-3:00pm	Group Game
3:00-4:00pm	Science Activity
4:00-6:00pm	Check out and Free Choice



Examples of additional activities could include:

Kids Fitness, Arts & Crafts, Character Development, Gym activities, Centers, Skits and Songs, Games, Music, Field trips, Movies, Board games/Puzzles, Sports, Outdoor Exploration, Nature Activities

## What to bring to Camp (Label everything!)

Each child will have a hook to store their belongings each School's Out Day Camp. We will be outside as much as possible so please pack any weather appropriate clothing.

- Backpack
- Change of clothes
- Lunch (Refrigeration is provided)
- Snack
- Re-useable water bottle
- Book or quiet activity for a downtime activity
- Spray sunscreen and bug spray
- Weather appropriate clothing (hats, sunglasses, snow pants, gloves)



## What should I leave at home?

Sandals and flip-flops are not adequate, especially with the amount of outdoor activities children will participate in. Tennis shoes and socks are recommended as footwear, unless otherwise stated by the staff. Remember, kids get dirty; do not send nice clothes. Please DO NOT send the following items: toy weapons of any kind, cell phones, and excessive amounts of money, electronic games, pets, valuables, candy or other sweets. We cannot be held responsible for lost or stolen items. All items necessary for the activities are provided.

## Lunch & Snack Time

Day Campers will need to provide their own lunch. Please do not pack a lunch that requires microwave or reheating. All children will be given the opportunity to have snack time from 9:30-10:00 each day. Please pack a snack that they do not need to take from their lunches to eat. Plenty of drinking water will be available for the children to refill the reusable water bottle they bring from home.



## Healthy Environment

Please help us keep a healthy environment for all of our children. If a child cannot participate in the program due to illness, the child must be kept at home. This includes but is not limited to: fever, vomiting, severe sore throat, diarrhea, or any symptoms of communicable diseases. Children who are ill may not return until they are symptom-free for 24 hours. They must also be fever-free for 24 hours without the use of fever reducers. If your child becomes ill during program hours, you will be notified and requested to pick up your child.

Small cuts and scrapes will be treated by our staff using standard first aid procedures. All minor accidents (e.g., small cuts or abrasions, bruises, stings, or bites) will be treated on site. Parents will be notified at the time of pick-up. In cases of serious illness or injury, Recreation Staff will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The Recreation Staff will contact EMS at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.

The Recreation Staff will contact the parents of any child who is found to have head lice. That child will be asked to be picked up early and will be allowed to return only after a successful treatment resulting in the complete removal of live lice and nits. The Recreation Staff will notify all other parents of incident. There is no financial or time compensation for missed days

## Allergies & Medical Conditions

Please alert staff of any medical conditions/allergies and any accommodations needed for allergies (ex. Epi pen, inhaler) at drop off. Other than life-saving medications (Ex. Epi Pens and Inhalers), we will not administer any medication. Medications must be in the original container and labeled with the child's name and dosage. An authorization to Administer Medication form must be filled out. Forms are available at <http://www.newberlin.org/983/Schools-Out-Day-Camp>.



# Behavior Management Guidelines

It is our goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow our behavior guidelines. Each morning we will be going over what the expectations are with the campers!

The following behaviors are not acceptable and may result in the immediate suspension of a camper for a day, week, or the remainder of the year:

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging New Berlin Recreation Department or personal property
- Leaving the day camp program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity
- Acting in a lewd manner
- Anything further behavior deemed inappropriate

We use a 4 violation system, with the fourth violation being dismissal from the program. All incidents will be documented and a parent will be made aware. Depending on the severity of the incident the 4 step program may be passed and sent to an immediate suspension or dismissal. If you have concerns with behavior, connect the Recreation office and we can set up a meeting time to ensure your child has a fun filled, and successful School's Out Day Camp!