

2020 Village of Hartland
Summer Camp
Packet

IMPORTANT INFORMATION!



**PLEASE REVIEW
CHANGES.**

REVISED 5/27/2020

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OUR CAMPS

REVISIONS!!!

Due to COVID revisions to summer camp have been made to meet the guidelines that CDC is suggesting for camps. All changes have been indicated in this packet and marked in **ORANGE FONT**.

ENROLLMENT INFORMATION

Spots for camps can only be reserved for your child if there is a credit card on file. Parents/guardians will then have the option of either making weekly or monthly payments using their credit card. If you choose to do weekly payments, your credit card will automatically be charged the Friday before the week of camp your child is signed up for. If you choose monthly, your card will be charged on June 19, July 17 and August 14. Total charges for the camps will be totaled up and divided up into even payments for each month. If you need to cancel a week of camp after enrolling, we must be notified 7 days before camp starts in order to receive a full refund. Any notification less than 7 days, a refund will not be given.

PLEASE NOTE

Each camp session is one week long. Rates will not be prorated for participants who cannot attend every day of the session.

HOW TO REGISTER

Fill out the registration form that accompanies this packet and return it to the Hartland Recreation Department, 210 Cottonwood Ave, Hartland, WI 53029. The Hartland Recreation Department will be open 4:30 pm - 6:30 pm on Thursday, April 2 to register participants and answer any questions you may have about camp.

LOCATIONS

NIXON PARK

175 E. Park Ave, Hartland, WI 53029

BEFORE CARE

BEFORE SUMMER SPLASH CARE

Before Summer Splash will not be held at Hartland North. Staff will be able to provide Before Summer Camp Care at Nixon Park from 6:30 - 8:00 am. Before Summer Camp Care will be provided by the shelter behind the Fine Arts Center.

SUMMER SPLASH

Summer Splash is a program *HOSTED* by the **HARTLAND LAKESIDE SCHOOL DISTRICT**. More information can be reached at <https://hartlake.org/summer-splash/>.

SUMMER CAMPS

SUMMER AFTERNOON CAMP

Nixon Park

Ages 6 - 12

Monday thru Friday, June 15 - August 21

No camp on July 3

12:30 pm - 5:30 pm

\$115 per week

Fee for the week of June 29 is \$92.

SUMMER AFTERNOON CAMP

Nixon Park

Ages 6 - 12

Monday thru Friday, June 15 - August 21

No camp on July 3

8:00 am - 5:30 pm

\$140 per week

Fee for the week of June 29 is \$112.

DROP OFF AND PICK-UP AT CAMP

NEW!!!

DROP OFF AND PICK-UP PROCEDURES

Staff will have a drop off and pick-up lane for camp. We are asking parents/guardians not to drop off or pick-up their child at any other location. In order to prevent camp participants walking to their assigned shelter, please do not drop your child off from the street. Parents/guardians are asked to pull up into the drop off and pick-up lane. Summer Camp Coordinator and/or the Assistant Coordinator will be present to talk to parents. Participants will be checked in and then sent to their group's assigned shelter.

Parents are asked to remain in their car during drop off and pick-up. If there is a need to talk to staff, we ask that you pull over to the parking spot that will be assigned for those who need to talk to staff. Staff will remain by the front passenger side of the car, on the outside, during the conversation.

Drop off times will be consistent daily. If your child has an alternative drop off time, parents must contact the camp leader in advance to set up a different drop off time. PLEASE ALLOW FOR ADDITIONAL TIME TO CHECK-IN AND WHEN PICKING UP YOUR CHILD. YOUR CHILD'S SAFETY IS OUR PRIORITY AND WE WILL NOT RUSH THE CHECK-IN OR PICK-UP PROCEDURES.

If your child attends in-person Summer Splash at Hartland North, camp staff will walk them over from Hartland North to Nixon Park. If your child is attending Summer Splash at North Shore Middle School we will still be busing camp participants to Nixon Park. Dousman Bus Company will be following their guidelines that they have set to ensure that social distancing on the bus is met.

LATE POLICY/BEHAVIOR POLICY

LATE FEE POLICY

If you do not pick up your child on time you will be charged a fee. Failure to pay the late fee or continuing to not pick your child up on time may result in your child being excused from camp. Refunds for camp will not be given for any children that are asked to leave camp because they are not being picked up on time.

5 minutes late	Verbal Warning
6 - 10 minutes late	\$10
11 - 20 minutes late	\$20
21 - 30 minutes late	\$30

BEHAVIOR POLICY

Appropriate behavior by participants is expected at all times. The staff will work cooperatively with parents to keep them informed of inappropriate behavior and solicit their support to resolve conflicts and encourage positive interaction. Participants who remain disruptive after consultation with parents may be excused. The primary concern of the Recreation Department must be the safety and well being of all participants, even though it may cause inconvenience to parents in a particular case.

Please review our [Discipline Procedures](#) with your children so they are aware of our procedures for inappropriate behavior.

FIRST OCCURRENCE	Verbal warning given to participant.
SECOND OCCURRENCE	5 minute time out for participant to cool off and rethink choices.
THIRD OCCURRENCE	10 minute time out for participant to cool off and rethink choices.
FOURTH OCCURRENCE	Participant removed from activities for the rest of the day and telephone call made to parent/guardian. Incident form completed for the Recreation Department.
SEVERE CLAUSE	Will be used for gross misbehavior. Participant removed from activities for the rest of the day and telephone call made to parent/guardian. Incident form completed for the Recreation Department.

Continued problems will lead to a meeting with the participant, parent/guardian, the Camp Coordinator and the Recreation Director.

WHAT TO BRING TO CAMP/THINGS TO KNOW

WHAT TO BRING TO CAMP!

EXTRA SHIRT FOR CRAFTS

Kids will be kids! Your child will get dirty. Various activities utilizing paint, sand, dirt, food, water and other materials are used to have a great time. Please dress your child accordingly. Your child may bring and leave a shirt they can wear over their clothes when doing a craft.

SHOES MUST BE WORN

We recommend your child wears gym shoes to camp. Children do a lot of running and physical activities that make wearing sandals or flip flops difficult.

WHAT TO BRING ON A DAILY BASIS

1. Sunscreen - must be able to apply themselves (spray on preferred)
2. Water Bottle
3. Bag Lunch
4. A snack
5. Bathing suit and towel (on appropriate days) that your child can put on independently.

PERSONAL BELONGINGS

Children may bring items from home, but please put their name on it. Also, be aware that the Hartland Recreation Department is not responsible for lost or stolen items. *All electronics are prohibited at camp.*

LUNCH

Lunch is not provided at camp. Your child must bring their own bag lunch.

SNACKS

A nutritious snack is to be brought daily: a fruit or vegetable, crackers, popcorn, pretzels and water or juice. Please refrain from high sugar sweets and drinks. It creates a problem with bees and sticky tables.

THINGS TO KNOW!

RAINY DAYS

Camp will operate rain or shine. Rainy day activities will be low key, such as movies, arts & crafts, board games and others. Please feel free to send board games, cards or books along with your children.

COMMUNICABLE DISEASES

For the health of all our participants, you are required to notify the Recreation Director (Kelli Yogerst 367-0352) of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, COVID etc). Specific information will be kept confidential; however, we must notify all parents and participants.

THINGS TO KNOW

SUNSCREEN

It is our policy that staff is not authorized to apply sunscreen. We strongly suggest the following:

1. Purchase sunscreen that is spray on and/or waterproof with a duration period of at least six hours. Sunscreen application should take place prior to coming to camp.
2. Instruct your child on how to properly re-apply sunscreen.
3. Each family must send their children with their own sunscreen, staff will not provide sunscreen for participants and participants will not be allowed to share sunscreen. The only exception is siblings may share sunscreen.
3. If you do not require your child to wear sunscreen, please provide a letter stating you give your child permission NOT to wear sunscreen while they are at camp.

WEEKLY REMINDERS

Weekly reminders are emailed out the Friday before the next week camp starts. If your email is not provided at time of registration you will receive a printed version of the weekly reminder the first day of camp for that week. The weekly reminders contains important information on what is occurring at camp that week.

MEDICATIONS

If your child is on and/or has a change to their medications while they are attending camp, please let staff know so they can ensure your child has a successful experience at camp.

WAITLISTS FOR SUMMER CAMPS

If your child is placed on a waitlist for any of the Hartland Recreation Department's Summer Camps, you will be notified by June 1 if we will be able to accommodate your child or not. We will do our best to add staff to accommodate everyone.

CAMP T-SHIRTS

Every child at camp will receive a camp t-shirt. If you register before or on Friday, May 8 you will be guaranteed the size shirt you selected for your child on the registration form. We can not guarantee the correct size if you register after Friday, May 8 because we have to submit the order to ensure we receive shirts in time for camp.

FIELDTRIPS/ABSENCES/EARLY PICK UPS/CONTACT

FIELD TRIPS

Due to COVID and the guidelines that are set from the CDC, participants will not be going on field trips this year. Staff is working on bringing entertainment to camp.

REPORTING ABSENCES OR EARLY PICK UPS

If your child will not be at camp or needs to be picked up early, please contact camp by emailing them at summercamp@villageofhartland.com or calling them on the camp phone at 262-844-8868 **BEFORE** camp is scheduled to start.

If you are trying to reach camp during camp hours, please call them on the camp phone 262-844-8868. If you text, camp staff will not text back. Camp staff will also not be able to check and reply to emails during camp hours.

SUMMER CAMP EMAIL: summercamp@villageofhartland.com

Summer Camp has their own email address; summercamp@villageofhartland.com.

Please contact them for any questions about camp, reporting any absences or if a child is leaving early. Summer Camp email **WILL NOT** be checked while Summer Camp is being held. Summer Camp email will be activated starting June 15.

SUMMER CAMP PHONE NUMBER: 262-844-8868

Starting June 15, 2020 Summer Camp may be reached anytime, even during camp hours, on their cell phone. You may text, but camp staff **will not text** you back during camp hours.

HARTLAND RECREATION DEPARTMENT: 262-367-0352

Question for payments and refunds, please contact the Hartland Recreation Department at 262-367-0352 or kelly@villageofhartland.com.

The Hartland Recreation Department is excited to have your child involved in Hartland Recreation Department's Camps. The Summer Camp staff is experienced, well-trained and excited to offer a summer full of fun activities!

If you have any questions, please feel free to contact any of the camp leaders, Jenny, the Camp Coordinator, or Kelli Yogerst, Recreation Director at 262-367-0352.
If you need to get a hold of camp staff during camp hours the

HOW TO REGISTER

Everything that is required to sign up your child for the Hartland Recreation Department's Summer Camps is listed below and can be found in this packet.

HOW TO REGISTER

- Drop off the necessary forms or mail them into the Hartland Recreation Department office at 210 Cottonwood Ave, Hartland, WI 53029. Your registration will not be accepted if all the forms are not included when submitted.
- Registration online will no longer be available.

WHAT YOU WILL NEED TO REGISTER

SUMMER CAMPS

- Summer Camps Registration Form
- Credit Card on file
- Signed Waiver (located on the bottom of this page)
- Behavior Policy Agreement (located on the bottom of this page) signed by both Parent/Guardian and youth who will be attending camp
- Village of Hartland Recreation Department Emergency Form

PLEASE RETURN THE BOTTOM PORTION

My child and I reviewed and discussed the Behavior Policy and Discipline Procedures and fully understand the disciplinary steps and if a severe situation occurs, my child will be removed from that day's activities. If problems continue, a meeting with myself, my child, the Camp Coordinator and the Recreation Director will be held.

Print Parent/Guardian's Name

Print Participant's Name

Parent/Guardian Signature Date

Participant's Signature Date

All participants are requested to sign the following release. Parent or guardians must sign for minors. I/We the undersigned, do hereby agree to allow the above named to participate in the activity indicated. I/We are aware of and understand that there may be potential risks inherent with participating in any recreational activities and that the Village of Hartland does not provide accident insurance. I/We assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnity and agree to hold harmless the Hartland Recreation Department employees, staff, and other persons for any and all claims, injuries, liabilities, damage or right of action directly or indirectly arising out of the use of Hartland Recreation Department facilities, equipment, and/or participation in Village of Hartland Recreation Department activities. In the event of medical emergency, I authorize the Recreation Department staff to obtain medical treatment for the above named. I give permission for myself or my child to appear in media/promotion materials approved by the Village of Hartland.

SIGNATURE _____ DATE _____

SUMMER CAMPS REGISTRATION FORM

Payer's First & Last Name:			
Camper's First & Last Name:		Date of Birth:	Age:
Address:	City:	State:	Zip:
Home Phone:	Cell Phone:	Email - to receive weekly reminders	
Please check your child's t-shirt size			
Youth SM ____ Youth MD ____ Youth LG ____ Adult SM ____ Adult MD ____ Adult LG ____ Adult XL ____			

Please initial all that apply.

<input type="checkbox"/>	Yes I would like to be signed up for the Weekly Payment Plan
<input type="checkbox"/>	Yes, I would like to be signed up for the Monthly Payment Plan
<input type="checkbox"/>	I do understand that if I am not registered by the end of the day Friday, May 8, my child may not receive the correct size t-shirt.
<input type="checkbox"/>	I do understand that I will not receive a refund if Hartland Recreation Department is not notified 7 days prior to the start of the camp week that I wish to unenroll my child in.
<input type="checkbox"/>	My child has an IEP and/or needs special accommodations while at camp. Please have a camp staff employee contact me to discuss this further.
<input type="checkbox"/>	My child will need to ride the bus from North Shore Middle School to Nixon Park after Summer Splash.
<input type="checkbox"/>	My child will need to be walked from Hartland North to Nixon Park after Summer Splash.
<input type="checkbox"/>	I understand that if my child does not have a lunch, my credit card will be charged \$10.00 so my child will get a cheese sandwich and bottle of water from the Hartland Recreation Department.
<input type="checkbox"/>	I understand I am the individual who is responsible for camp payments.
<input type="checkbox"/>	I understand that if I am late to pick up my child, I will be charged a late pickup fee. I also understand if I continue to pick up my child late, my child might be asked to leave camp.

Credit Card #: _____ Expiration Date: _____ CVV/CVC# _____

Cash/Check and Amount enclosed (\$): _____ (Make checks payable to Village of Hartland)

Signature: _____

Please Check	All Day Camp, 8am - 5:30pm	Fee	Please Check	Afternoon Camp, 12:30pm - 5:30 pm	Fee
<input type="checkbox"/>	June 15 - June 19, 8am - 5:30pm	\$140	<input type="checkbox"/>	June 15 - June 19, 12:30pm - 5:30pm	\$115
<input type="checkbox"/>	June 22 - June 26, 8am - 5:30pm	\$140	<input type="checkbox"/>	June 22 - June 26, 12:30pm - 5:30pm	\$115
<input type="checkbox"/>	June 29 - July 2, 8am - 5:30pm No Camp (JULY 3)	\$112	<input type="checkbox"/>	June 29 - July 2, 12:30pm - 5:30pm No Camp (JULY 3)	\$92
<input type="checkbox"/>	July 6 - July 10, 8am - 5:30pm	\$140	<input type="checkbox"/>	July 6 - July 10, 12:30pm - 5:30pm	\$115
<input type="checkbox"/>	July 13 - July 17, 8am - 5:30pm	\$140	<input type="checkbox"/>	July 13 - July 17, 12:30pm - 5:30pm	\$115
<input type="checkbox"/>	July 20 - July 24, 8am - 5:30pm	\$140	<input type="checkbox"/>	July 20 - July 24, 12:30pm - 5:30pm	\$115
<input type="checkbox"/>	July 27 - July 31, 8am - 5:30pm	\$140	<input type="checkbox"/>	July 27 - July 31, 12:30pm - 5:30pm	\$115
<input type="checkbox"/>	August 3 - August 7, 8am - 5:30pm	\$140	<input type="checkbox"/>	August 3 - August 7, 12:30pm - 5:30pm	\$115
<input type="checkbox"/>	August 10 - August 14, 8am - 5:30pm	\$140	<input type="checkbox"/>	August 10 - August 14, 12:30pm - 5:30pm	\$115
<input type="checkbox"/>	August 17- August 21, 8am - 5:30pm	\$140	<input type="checkbox"/>	August 17- August 21, 12:30pm - 5:30 pm	\$115

Village of Hartland Recreation Department

Emergency Form

Participant's Name _____

Address _____ State _____ Zip _____

Parent/Guardian's Name _____

Parent/Guardian's Phone Number _____

My child is allowed to be picked up by the following individuals:

Name:	Relation:	Phone Number:
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____

Emergency Information

Allergies (medical or non-medical):

Pre-existing medical condition (applicable to program activities):

Medications:

Other:

Emergency Contacts:

Name:	Relation:	Phone Number:
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____

HARTLAND RECREATION DEPARTMENT'S 2020 SUMMER CAMP COVID PLAN

Summer Camp

Available to be reached
June 15 - August 21, Monday - Friday,
summercamp@villageofhartland.com
262-844-8868

Hartland Recreation Department

kelly@villageofhartland.com
262-367-0352

Staff

Kelli Yogerst, Recreation Director
Jenny Ledzian, Summer Camp Coordinator
Rachel Foust, Summer Camp Assistant Coordinator

OVERVIEW

Our summer camp programs offer children the opportunity to participate in fun, enriching, and supervised activities. Your child's safety is of utmost importance to us. We will be taking the following measures to address the concerns and spread of COVID-19 in our programs and community. These measures may change during the summer based on directives we receive from our governing bodies, Wisconsin Health Services Department and local officials.

STAFF PRECAUTIONS

Staff will be required to take their temperature at home daily prior to starting their workday.

Staff must report any indicated symptoms of illness to their direct supervisor.

Staff will be asked not to come to work if they are showing any symptoms of COVID or have been in contact with someone with symptoms or COVID until we know the staff member doesn't have it.

STAFF TRAINING

Staff will be trained in Personal Protective Equipment.

Staff will be trained per the CDC guidelines for cleaning recreation facilities and equipment.

Staff will be trained to instruct participants on proper handwashing and sanitization techniques.

STAFF COMMUNICATION

For the safety of our staff, they will not be required to wear PPE when playing games and walking around with participants outside.

Staff will practice social distancing and, if necessary, the utilization of PPE when in close proximity with others. (I.e. participants, parents, public, outside groups, contractors, etc...).

STRUCTURE

While social distancing is practiced, the structure of camp will enable the following structural changes. The Recreation Director, Summer Camp Coordinator and Assistant Summer Camp Coordinator may modify these at any time based on the needs of the program.

Participants will be divided into groups of no more than 8-10 individuals.

Children will remain with the same group of campers and staff for the entire week.

Groups will be made based on ages. Youth of similar ages will be placed together. Staff will not be able to place children together based on requests.

Each group will have two counselors, one assigned to the morning and the other to the afternoon.

Activities will be planned as stations in which the group(s) will rotate to ensure a variety of activities.

Please understand that within each group, social distancing may not be possible due to camp participants playing games and working on projects. Staff will promote the importance of social distancing.

SUPPLIES (Sports equipment, craft supplies, board games, etc.)

Each group will have specific equipment and supplies assigned that will be used for that week's activities.

All supplies will be disinfected daily and in-between uses.

All supplies will be labeled and kept in storage bins or racks to ensure separation of supplies between groups.

Children will be required to wash hands and/or sanitize hands in-between activities and after using supplies.

It is not recommended that children bring their own items to share (i.e. balls, games, etc.) However, a small labeled box of craft supplies such as crayons, markers and scissors is acceptable.

Participants are encouraged to bring anything they may need at camp in a bag. We ask that parents clean the bag and the items in the bag, as well as any other items that were at camp every night.

FIELD TRIPS/SPECIAL EVENTS/EXPLORING HARTLAND

Field trips will not be held this summer.

Staff is looking into bringing entertainment to camp. Some entertainment is already scheduled. Depending on the entertainment all groups might be present. If so, social distancing will be promoted between the groups. Other entertainment might result in groups rotating one by one for the entertainment.

Staff is still planning on taking walking trips around Hartland. Only two groups will go together to ensure two staff is with the participants in the event of an emergency. Social distancing will still be promoted between the groups.

DROP OFF AND PICK-UP PROCEDURES

Staff will have a drop off and pick-up lane for camp. We are asking parents/guardians not to drop off or pick-up their child at any other location. In order to prevent camp participants walking to their assigned shelter, please do not drop your child off from the street. Parents/guardians are asked to pull up into the drop off and pick-up lane. Summer Camp Coordinator and/or the Assistant Coordinator will be present to talk to parents. Participants will be checked in and then sent to their group's assigned shelter.

Parents are asked to remain in their car during drop off and pick-up. If there is a need to talk to staff, we ask that you pull over to the parking spot that will be assigned for those who need to talk to staff. Staff will remain by the front passenger side of the car, on the outside, during the conversation.

Drop off times will be consistent daily. If your child has an alternative drop off time, parents must contact the camp leader in advance to set up a different drop off time. PLEASE ALLOW FOR ADDITIONAL TIME TO CHECK-IN AND WHEN PICKING UP YOUR CHILD. YOUR CHILD'S SAFETY IS OUR PRIORITY AND WE WILL NOT RUSH THE CHECK-IN OR PICK-UP PROCEDURES.

If your child attends in-person Summer Splash at Hartland North, camp staff will walk them over from Hartland North to Nixon Park. If your child is attending Summer Splash at North Shore Middle School we will still be busing camp participants to Nixon Park. Dousman Bus Company will be following their guidelines that they set to ensure that social distancing on the bus is met.

ILLNESS

Any child, or if any family members are showing symptoms of COVID are asked to not come to camp. If a child has been exposed to someone who has symptoms or has tested positive for COVID, they are asked to stay home until it is confirmed the child does not have COVID. If a child arrives to camp and starts to show symptoms, parent/guardian will be asked to come and pick up their child.

MASKS

Staff will ask parents/guardians if they wish for their child to wear a mask if camp participants need to be in a confined space with each other. If there is inclement weather, camp will move indoors to the Library, Hartland Community Center and/or the Village Board room. We will then have children put masks on if parents require it. Staff will have masks available for camp participants to use.

CONTACT STAFF

These new guidelines and procedures are new to all of us, including all staff and camp participants. Please be patient with us throughout this process, as staff and camp participants adjust to this new normal.

If you need to talk to staff you may reach them by the camp phone, 262-844-8868 or at summercamp@villageofhartland.com. Both the camp email and camp phone will be activated on Monday, June 15.

Kelli Yogerst, Recreation Director

Jenny Ledzian, Summer Camp Coordinator

Rachel Foust, Summer Camp Assistant Coordinator