City of Wisconsin Dells and

Village of Lake Delton

Kidz Klub

Summer Day Camp

Policy and Procedures Manual

Dells/Delton Parks and Recreation Department

Parks and Recreation Department
722 Michigan Avenue
Wisconsin Dells, WI 53965
608-254-4818

www.citywd.org

Table of Contents

Welcome……..3
Goal……3
Staff……..3
Location……3
Building Access/Parking……3
Capacity……3
Admission……3
Lunch/Snack……3

Registration……4
Enrollment Forms……4
Updating Information……4
Program Fees and Payment Policies……4
Minimum Attendance Policy……4
Drop Off/ Pick Up & Absences……4

Late Fee Charge……5
Flexible Cancellation Policy……5
Withdrawal from Program……5
Termination from Kidz Klub Policy……5

Inclement Weather……6
Cancellations……6
Photographing of Program Participants Policy……6
Confidentiality……6
Parent Visitation Policy……6
Lost and Found……6
What NOT to Bring……6

Discipline……7
Typical Daily Schedule……7
Description of Activities……7-8

Child Abuse/Neglect……8
Emergency Procedures……8-9
Medication Policy and Log……9-10

Illness Identification/Procedure……10
Bloodborne Pathogens……10
Restroom/Accident Policy……10 & 11

Welcome

Welcome to the Wisconsin Dells & Lake Delton Parks and Recreation Department Kidz Klub Summer Day Camp program. This program is designed to provide educational, social and recreational opportunities to the children within the cities of Wisconsin Dells and Lake Delton. This program is provided by the City of Wisconsin Dells and the Village of Lake Delton with the support of the Wisconsin Dells School District and the Summer Lunch Bunch program. From here on out the Wisconsin Dells and Lake Delton Parks and Recreation Department will be referred to as "WDLD" Parks and Recreation Department.

Goal

Our goal is to provide a safe, fun, affordable and educational opportunity for the residents of Wisconsin Dells and Lake Delton. All of our activities are designed to meet the needs of the families participating in the Summer Day Camp program. We provide a variety of activities including fun, group exercises, educational nutrition classes, field trips, pool days, library days and much more! We will take advantage of the opportunity to develop socialization skills, cognitive growth, character, independence and a positive self-image.

Staff

Our staff is fully qualified and is trained to provide a fun, safe and enriching environment for all the children. A background check is required on all city employees. All staff work together as a team to provide an excellent experience. We strive to provide a positive camp experience for each participant.

Location

Kidz Klub Summer Day Camp will take place at the Lake Delton Elementary School. We utilize the cafeteria as our "home base" but also use the gym and playground areas as well.

Building Access/Parking

Parents/Guardians can park in the Lake Delton Elementary parking lot. The parent/guardians must come in through the side doors by the dumpsters that lead into the cafeteria. We are NOT allowed to let anyone in/out through the front doors per the principal and maintenance staff of the school.

Capacity

The child capacity for our Summer Day Camp program is 50 students. The minimum number of children that is required for the program to be implemented is 20. A waiting list will be compiled throughout the year. If a child needs to opt out of the program, the first person on the waiting list will be contacted.

Admission

The program is offered to students who are ingoing 5K – 6th grade and who attend school in the Wisconsin Dells School District. If your child is not in the district, please contact the Recreation Coordinator to discuss admittance. Kidz Klub does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry.

Lunch/Snack

All lunches and an afternoon snack will be provided by the Summer Lunch Bunch program (which is offered through the Wisconsin Dells School District). However, you may pack extra snacks or lunch items in case your child doesn't like the provided lunch/snack option. A calendar of the lunch/snack options will be provided to all families.

Registration

To register for the Kidz Klub Summer Day Camp program, please fill out the appropriate enrollment forms and submit the forms and payment to the WDLD Parks and Recreation Department. We will then contact you with further information and to confirm your registration in the program. Enrollment forms can be found on the WDLD Parks and Recreation Department website at www.citywd.org or by stopping in the office located at 722 Michigan Avenue.

Enrollment Forms

All the enrollment forms listed below are required to be filled out completely in order to participate in Kidz Klub. Forms to be completed:

1. General Registration Form
2. Health History and Emergency Care Plan
3. Authorization to Administer Medication Form (if needed)
4. Transportation permission slip
5. Student Immunization Form
6. Monthly Sign-up Calendars

Updating Information

It is the responsibility of the parents or guardians to inform the Kidz Klub Site Supervisor of any changes to the child's information. This would include phone numbers, addresses, emergency contact information and people authorized to pick up a child.

Program Fees and Payment Policies

Each child will be charged $20/day to participate in the program. Parents/guardians must sign up their child for a month at a time. The payments are due on the 1st of the month that the child is signed up to attend. For example, payment for July would be due July 1st. Sign up calendars are due on the 20th of the month prior to attendance (ex. June's calendar is due by May 20th).

Minimum Attendance Policy

There will be a minimum sign up of 10 days for the summer. The 10 days do not have to be consecutive or in the same month. There is also a minimum per week **if your child is attending the weekly field trip**. If you sign up for the weekly field trip day, you must also sign up for at least one additional day in the same week. If you are not signed up for the field trip, there is no minimum per week.

Drop Off/ Pick Up and Absences from Kidz Klub

Summer Day Camp Hours: 7:15am- 5:30pm (The doors will NOT be open prior to 7:15am!)
Children are allowed to be dropped off after the scheduled start time or picked up earlier than the scheduled pick up time as long as it is by one of the parents or guardians listed on their registration form. PLEASE BE AWRARE OF OUR SCHEDULED ACTIVITIES FOR THE DAY AS WE MAY BE LEAVING EARLY AND COMING BACK LATE FROM FIELD TRIPS!

If a child is absent from Summer Day Camp without prior notification from a parent then the staff will assume that the child is not coming for the day. We are not responsible for calling to find out if the child is attending.

No Curb Drop Off/Pick Up Policy

Parents are required to come into the school through the side cafeteria doors (by the dumpsters) to pick up their child. ***Anyone picking up a child is required to sign out the child*** *and may be asked for their photo ID*. All individuals who are picking up a child must be marked on the child's registration form.

Late Fee Charge

Children are allowed to be picked up at any time prior to 5:30 p.m. Late pick up fees will be charged for children not picked up by 5:30 p.m. as follows:

- 5-10 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 5:30 p.m. and the staff has been unable to contact the parents or guardians, then 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 to the Wisconsin Dells Parks and Recreation Department that day or no later than the following day. Your child will not be allowed to attend Kidz Klub until late pick-up fees are paid in full.

*Please be courteous to our staff as most of them have other jobs that require them to be there at their scheduled time. If you are running late, please call the Kidz Klub cell phone to notify us.

Flexible Cancellation Policy

Each child will receive 3 flexible cancellation ("flex") days during the Summer Day Camp. These days can be used to receive a household credit (not refund) even after our typical cancellation policy. Cancellations can only be made by contacting the WDLD Parks and Recreation Office at 608-254-4818.

Withdrawal from Program

As a general courtesy, if you decide to withdraw your child from the Kidz Klub Summer Day Camp program, please provide the WDLD Parks and Recreation department with a minimum of two weeks, written notice. Parents will be responsible for the payment of fees through the end of the two-week period if their child has been previously signed up. If immediate withdrawal is necessary and we can fill the vacant spot no charge would be passed on.

Termination from Kidz Klub Policy

The goal of our program is to provide a safe and fun camp setting for your child(ren) to attend. In order to do this for all children, it may become necessary to discharge a child due to one of the following reasons:

1. The child has behavioral issues that prevent the staff from meeting his/her needs.
    a. The staff will document incidences including the time and behavior.
    b. A meeting will be set up with staff, Program Coordinators and parents.
    c. A time frame will be set for behavioral improvement.
    d. If no improvement is demonstrated in the time frame that was set, then a written termination notification will be sent to parents with the balance of fees that will be refunded to them.
2. Parents do not cooperate by returning forms – a written notification will be given.
3. Parents or children do not observe the rules of the Kidz Klub program related to arrival and departure from program. A written notification will be given.
4. Late payment of fees/insufficient fund from bank or credit card draft. Following one month of insufficient funds or declined credit card, the recreation department will send a notification to be paid within 7 days. If no effort is made to make payment within 7 days, child will be terminated from program.

Inclement Weather

Outdoor activities will be limited when the heat index is above 90° Fahrenheit or there are severe storms in the area; Indoor activities will be substituted. In the case of a tornado warning, the staff will take the kids to the bathrooms to wait out the storm. Contact with staff can be made by calling the Summer Day Camp cell phone.

Cancellation

If Kidz Klub Summer Day Camp is ever cancelled for any reason, we will post it on our website, www.citywd.org, send out emails and text parents/guardians.

Photographing of Program Participants

At various times during the Kidz Klub program, photos may be taken of your child by authorized individuals for public relations and educational purposes. If a parent or guardian does not wish for their child's photo to be taken, the parent or guardian should let the site staff know during their first week of the program.

Confidentiality

Staff will strive to keep information about a child or about an incident involving one of our participants 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 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.

Parent Visitation Policy

Parents are encouraged to visit the Kidz Klub Summer Day Camp program at any time! We also encourage you to volunteer any time or talents you may have to the program. As community members, you can also assist staff by informing them of resources available in your area. Please notify the staff at the time of your arrival.

Lost and Found

Any belongings that are left at the school will be put in our Lost and Found Box in the cafeteria. All items not claimed by the end of the summer program will be donated to St. Vincent De Paul Stores.

What NOT to Bring

The WDLD Parks and Recreation Department and the Kidz Klub program are not responsible for lost, damaged or stolen items. Items that should **NOT** be brought to Summer Day Camp include:

- Cell phone (if brought, has to be kept in backpack)
- Game boys/CD/MP3 Players/iPod or any personal electronic devices
- Toy guns or any type of weapons
- Money
- Pokemon Cards
- Any personal items that you may not want to lose

Discipline

The goal of the Kidz Klub discipline policy is to provide a safe, fun, and educational place for all children to learn and play together. In order to accomplish this goal, we have adopted the SMART system.
Here are the SMART System expectations:

- **S** - Safe actions
- **M** - Make good choices
- **A** - Attitude - choose a good one
- **R** - Respect mutually
- **T** - Tolerate, appreciate, and accept others

In order to ensure an enjoyable program for all, every child will be expected to respect one another, the leaders, and all others present at the site. The children need to listen to any adult that is onsite, especially the leaders. There is no hitting, spitting, swearing, or touching of another child in a harmful way. We expect the participants to be accepting and kind to all children, even if they have a disagreement.

Visual Plan

1st incidence- Verbal Warning
2nd incidence- Verbal Warning and timeout (5- 20 minutes depending on severity of action)
3rd incidence- SMART Sheet filled out, phone call to the parents/guardians, and timeout
4th incidence- Phone call, pick up of child and possible suspension

*3 or more SMART Sheets in a 2 week period may result in suspension
**A child will never be punished in a manner that would cause physical harm.

Typical Daily Schedule

A typical schedule will consist of attendance & daily schedule, Morning Moves & outside/gym games, nutrition/library class, lunch, quiet time, group games, snack, arts & crafts, kid's choice and free time.

Description of Activities

Group Activities- These activities include arts and craft projects, large group games, and other group based activities
Morning Moves- Fun dynamic stretches and exercises
Kids Choice- The children have the opportunity to choose from a variety of board games, drawing and writing materials, crafts and gym activity
Kidz Zumba- A certified Zumba instructor will come to the school and do a 30- 45 minute Zumba class with the kids
Playground/Outdoor Activities- Outside play on the playground equipment and also outdoor games.
Quiet Activity- This will take place every day for 20/30 minutes. Children will have an opportunity to work on a quiet project, read a book or participate in another quiet activity that is approved by a staff person
Gym Activities- Team & individual sports and activities that will encourage the children to use teamwork and problem solving skills
Pool Days- The group will be shuttled to the municipal pool every other Tuesday from 12- 3:30pm
Field Trips- Every week we go on a field trip. Please refer to your field trip schedule in the registration packet
Library/Book Mobile- The Book Mobile will come over from the library for the kids to get a weekly book an do a special presentation
Nutrition/Culinary Days- The kids will learn about nutrition and healthy food choices as well as try different foods that go along with the nutrition lesson
Guest Speakers- Guest speakers are welcome to come in and do presentation (ex. police officer, firefighter, magician, etc)
Lunch & Snack- Lunch and an afternoon snack will be provided courtesy of the Summer Lunch Bunch Program through the Wisconsin Dells School District

IMPORTANT INFORMATION

Child Abuse/Neglect

Staff will review the child abuse/neglect laws and the procedure for reporting. Columbia County Human Services numbers will be located with emergency numbers at the site location. Kidz Klub staff fall under the category of Mandated Reporters by the state of Wisconsin. Any observations of injuries or bruises to the child's body that are clearly visible will be noted in the medication log following the guidelines as noted below:

1. Five types of reporting are: Physical Abuse, Sexual Abuse, Neglect, Emotional Damage, Harm to an Unborn Child.
2. Mandated reporters shall notify Columbia County Human Services by phone or in person. If it is felt that a threat is imminent, the Wisconsin Dells or Lake Delton Police Department can be called at 911.

All details will be documented and a supervisor notified

Emergency Procedures

An Emergency Procedures manual will be on site for review. Staff will receive training on emergency procedures at annual orientation or upon hiring on:

1. First aid procedures and location of first aid supplies
2. Location and use of fire extinguishers
3. Evacuation procedures and responsibilities
4. Emergency number location
5. Completion of forms
6. Daily attendance procedure

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 Wisconsin Dells 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. Staff member will stay with child at all times.
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. Transportation is to the hospital designated on the child's registration form or closest hospital.
5. Site Leader will notify the Recreation Program Coordinator ASAP.
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 Wisconsin Dells Accident Report Form will be completed.
8. If a child is injured at all at Kidz Klub, has engaged in conduct which resulted in a staff member having to discipline a child, or if any "unusual" occurrence involved your child, you will be notified at pick up with a written report detailing the event.

Medication Policy and Log

Participants requiring medication shall be identified by parents/guardians to the Site Leader or Recreation Program Coordinator. The *Authorization to Administer Medication Form* must be completed in full prior to the participant's program start date. Prescription medication will be administered only upon receipt of completed and signed medication consent form from parent. The only over-the counter medication that will be dispensed is Benadryl in accordance with a physician's note for allergic reactions based on a pre-existing allergy, noted in the participant's file.

1. All medications will be kept in a locked cabinet at the program site and dispensed by the Kidz Klub Site Leader or Recreation Program Coordinator. Medication requiring refrigeration will be kept in the school refrigerator.
2. Medication administered will be noted in log and will contain child's first and last name, date and time medication was administered, dosage and medication and signed by Kidz Klub Site Leader. No lines or pages are to be skipped. The Recreation Program Coordinator will review medication weekly.
3. Medication must be in the labeled container supplied by the pharmacy with the health care provider's instructions regarding dosage, amount, and time. Parents/guardians should bring in the proper amount of medication for each month their child is registered in the Kidz Klub Program.
4. Any medication indicated as "prn" (as needed per medication form) that has been dispersed will be noted; parents will be notified time dispersed at the end of the day in writing.
5. Medication will be returned to the parent at the end of the summer; it will not be given to the child or placed in their backpack.
6. Any medication not picked up will be disposed of in a manner that would not be accessible to children, pets or harm the environment.

Illness Identification/Procedure

Staff is responsible for identifying signs of illness. Children with rashes, fever of 100 degrees or above, vomiting and/or diarrhea are to be sent home. If a child becomes ill during camp time, the parent or authorized person will be called to pick up the child. While waiting for a parent to arrive, the child will be taken to a separate area away from the main activity area with a staff person and made comfortable.

1. A basic first aid kit with supplies will be located in the Kidz Klub class area.
2. Staff will wash hands before and after working with ill child
3. A digital thermometer will be available in the first aid kit. For use, the digital thermometer will be wiped with an alcohol wipe, the plastic protective sleeve will be used to take the temperature of the child.
4. The plastic sleeve will be disposed and the thermometer will be wiped off with an alcohol wipe and thermometer stored back in the first aid kit.

Bloodborne Pathogens (Universal Precautions)

Staff will wear disposable gloves when handling bodily secretions. Gloves will be disposed of in a sealed, plastic bag. Hands will be washed using soap and water. Children and staff will wash hands before snack and after bathroom breaks.

1. Eating surfaces will be sanitized daily (before snack time and meals) with a sanitation solution.
2. Activity supplies will be evaluated and cleaned as needed with a sanitation solution. Items will be rinsed in bleach solution, rinsed with clear water and allowed to dry. If item cannot be immersed in water, item will be washed off with a cloth and the bleach solution, wiped off again with clean water, then dried.
3. All staff will be trained in the Guidelines for Bloodborne Pathogens.

Restroom / Accident Policy

ALL KIDS ATTENDING OUR SUMMER DAY CAMP PROGRAM **MUST** BE TOILET TRAINED!

Restroom breaks are offered frequently throughout the day at Kidz Klub (at any time kids may ask to go to the restroom). Kids are supervised to the restroom, however the staff do not enter the restroom with children. The staff will monitor from outside the restroom for noise level and any horseplay in the restroom. In the event of an "accident" the

parents will be contacted. We will have a pair of sweat pants/shorts for a child to change into if necessary, and a plastic bag to place dirty pants in. Staff will make sure the child has properly washed hands and that the bag is properly closed. IF THE PANTS/SHORTS ARE USED, PARENTS ARE RESPONSIBLE FOR WASHING THE PANTS AND BRINGING THEM BACK TO KIDZ KLUB THE NEXT DAY!