

Camp Virtualistic Fall 2020



Parent/Guardian Handbook



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Registration

How to Register

- Registration is based on a first come, first served basis. Register in person at the WAWM RCS Department located at 2450 S. 68th Street, over the phone 604-4900, online at www.wawmrec.com.
- In person or over the phone registration hours are 8:00 a.m.–5:00 p.m. Monday through Thursday & Friday 8:00 a.m. - 4:00 p.m. .

Payment & Fee Information

- All registration payments must be made online, over the phone or at the WAWM RCS Department Recreation Center.
- All registration payments must be made in full at time of enrollment.
- Resident status includes individuals living in the West Allis-West Milwaukee School District boundaries and all students enrolled in a West Allis-West Milwaukee public school. Residency is determined by where the participant resides, not where the person paying resides.
- Camp Fees:
 - \$100 per week of camp
 - ** If due to financial hardship, you cannot afford the cost of camp, contact us at 414.604.4900 for assistance.
- Service charge of \$15 assessed for all returned checks.

Reimbursement/Credit

- Cancellations made in advance of 7am on Mondays for the week of camp will receive a refund/credit to your WAWM RCS Department account. Refunds/credits will not be available after the week of camp has started (7am on Monday).

Camp Essentials

Welcome Letter and Newsletters

- Parents will be emailed a newsletter each Friday for the upcoming week of camp.
- Newsletters will include: What to bring, events coming up and much more!

Helpful Reminders & What to Bring

- Plan extra time for drop off. Parents and students are to remain in their vehicle until a staff member is able to conduct daily drop off procedures.
- **Label everything!** We will have a lost and found, however it is much easier to return missing items when labeled with first and last name.
- NO toys, stuffed animals or other personal items will be allowed in camp.
- Please send sunscreen and bug spray. It is also best to apply sunscreen prior to coming to Camp and staff will schedule time to get it reapplied throughout the day. Although we cannot apply it for them, we will take as much time as needed to make sure it gets done right. Sharing of hygiene items is not allowed.
- It is recommended that your child have and wear a mask during camp.
- Sneakers and tennis shoes are the best for Camp. We plan to move and play all day, so please leave your sandals at home.
- A labeled, leak proof and unbreakable water bottle is a great way to stay hydrated throughout the day.
- Check the weather! We love our ever-changing Wisconsin weather; better safe than sorry with a sweatshirt or light jacket.
- Have your ID ready when you pick up. We want to make the transition as smooth as possible.

What to Leave at Home

We will be using our bodies, our voices, and our energy all day. This means we do not schedule any screen time, so please do not send cell phones, tablets or game systems. No personal items will be permitted into camp.

Program Information

Camp Hours

- Camp hours are from 7:00 a.m. to 5:30 p.m., Monday-Friday. Drop off is from 7:00 – 9:00 a.m. and pick up is from 3:30 to 5:30 p.m.
- Your children may be exhausted after a day of Camp, so please be on time to pick them up. Camp ends at 5:30 p.m.
 - A late fee of \$5.00 per child will be issued starting at 5:35 p.m. An additional \$10.00 per child will be charged every 10 minutes for late pick up after 5:45 p.m.
 - You will receive one warning prior to being issued a late fee.
 - Please notify Camp staff as to your time of arrival if after 5:30 p.m., so we are able to communicate to your child the change in their schedule.
 - Calling ahead will not remove a late fee.
 - The late pick-up fee does not constitute an agreement to provide after hours service.
 - Late pick up fees will need to be paid in order for your child to return to the Camp the next day.
 - Late pick up fees are to be paid at your Camp location.

NEW: No contact drop off and pick up procedure:

- Parents and students are to stay in their vehicle until a staff member contacts them.
- If no staff member is outside you may call the camp cell phone.
- Please have your ID ready at pick up.
- Parents are not permitted to enter camp
- Drop off and pick up is limited to 2 adults

NEW! Communication:

A lot can happen throughout the day and we will do our best to communicate positive information along with important information about health and safety. There will always be a Camp Director on site, so please feel free to reach out with any questions, comments or concerns.

- Communication with Camp Directors should occur onsite during program hours.
- Parents / Guardians should not attempt to engage with other campers regarding program issues or attempt independently to intervene in a program related incident. When speaking with program staff, or around parents or campers, language appropriate for a school setting is expected.
- Details about other students (consequences, name or parents contact information) will NOT in any circumstance be given out.

NEW! Starting with our Fall 2020 Action programs! We are in the process of merging most if not all of our camp related communications to our CampDoc platform. These are the types of communications you should expect to see from us or CampDoc via email.

- Health Log Report (This replaces our “Oop’s I Got Hurt” forms)
 - This email report will come directly from CampDoc once it is filled out by our camp staff. It is used to document and communicate minor injuries that have occurred at Camp.
 - If you have any questions at pick up please feel free to ask on site staff.

A new health log entry was made for **Susie Alston** at Camp Arbor.

Injury, Ankle

August 17, 2020 @ 9:11 AM EDT

History of Present Illness (HPI): Child sprained ankle while playing basketball. Was wearing flip-flops.

Assessment: Likely ankle sprain. No concern for fracture, and x-ray not indicated.

Plan: Recommended rest, ice, compression, elevation. Gave ibuprofen 200mg, ice pack and ACE wrap. Will return to clinic if worsening pain, numbness, or tingling.

Disposition: Discharged

Location: Basketball

If you have any questions, please contact your camp directly for additional details regarding the above.

- We Thought You Should Know Email (This replaces our “We Thought You Should Know” forms)
 - This email will come from CampDoc as soon as our camp staff sends it. It will be used to communicate unique situations or make positive comments.

For all camp and health related questions, please contact Susie Anderson at 734-555-1000 or susieanderson@email.com

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. If you have website questions or need technical support, please visit our support page at support.campdoc.com.

This message was sent at the request of **Camp Arbor**.
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- Major/Minor Behavior Sheets - Email (Previously used SAFE and Incident reports)
 - Major Behaviors are described as the following: Bullying/Harassment, Fighting, Threats of violence to self or others, Leaving assigned area without permission, Inappropriate language (direct), Bringing of any weapon to program, Major technology violation, Destruction of property
 - Minor Behaviors are described as the following: Inappropriate language (indirect), Minor physical contact/horseplay, Disruption, Disrespect, Property misuse, Minor technology violation.

Behavioral Expectations

All of our campers are expected to be respectful, responsible and safe. Camp Counselors will model and reinforce our behavior expectations. If an incident occurs where a camper conducts themselves in a manner that is not in accordance with our behavioral expectations the incident will be addressed and documented. See communication page for details about forms of communication.

Anti-Bullying Policy

Camp Virtualistic does not tolerate harassment, intimidation and bullying.

- Harassment includes striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name-calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person. Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age.
- Intimidation is defined as an individual intentionally behaving in such a way as to make another feel timid or fearful. This includes overt or implied threats and/or physical gestures.
- Bullying is defined as a form of aggressive behavior in which there is an imbalance of power between the bully and the victim.
- Bullying can be physical, verbal, or psychological and is of a repetitive nature. It can be direct (face to face) or indirect (behind someone's back). Indirect bullying includes exclusion and gossip.

Removal from Program

A camper may be removed from the program based on, but not limited to the following:

- Parent/Guardian failure to observe guidelines as stated in the Parent/Guardian Handbook.
- Failure to pay program fees.
- Consistent behavioral problems.
- Habitually late when picking up.
- Failure to provide program accurate emergency contact information.
- Inability to use the restroom on their own

NEW: Camp Groups

- Each camp will have 5 groups limited to 10 students and 1 staff member per group
- Social distancing practices will be in place within each group
- Students are to remain 6ft apart
- No students will share any materials/equipment
- Games, crafts and activities will be done with social distancing standards in place

Personal Property

- NO personal items outside of the required items will be permitted into camp

Meals & Snacks

- All camps will have breakfast and lunch provided by Sodexo.
- Students are welcome to bring their own lunch if they choose to do so.
- Camp will provide a daily afternoon snack (will make accommodations for allergies). You are more than welcome to send alternate or additional snacks with your child.

Personal Hygiene

- Staff will model and assist students in learning the habits of good personal hygiene. Students will be required to wash their hands upon entering camp, prior to and after every activity and prior to and after meals/snacks
- Students are excused to the bathroom independently, but often time water and bathroom breaks are built into the schedule. If a child has an accident parents will be notified and may be required to deliver a change of clothes.
- Repeated instances of a student having an accident may result in the dismissal of a student until they can use the restroom independently.

Medical

- Medication Administration – if your child will need medication distributed throughout the day, we will need a copy of the Medication Administration, Parent Consent form and the Medication Administration Physician Order. These forms can be located at www.wawm.k12.wi.us/parents/parent_information/forms or in your CampDoc profile.
 - Prescription medication must be sent to camp in the pharmacy container that is labeled with the following information: (a) name of student, (b) name of drug and dosage, (c) frequency of administration, and (d) practitioner's name.
 - Non-prescription medication must be sent to camp in a container that is labeled with the following information: (a) name of student, (b) name of drug and dosage, and (c) frequency of administration.
 - Prescription and/or non-prescription medication containers must also be accompanied by the appropriate medication consent form signed by the practitioner and/or parent/guardian.
- Basic First Aid will be administered as needed at Camp if a minor injury occurs. This will be documented and you will receive an “Oops, I got Hurt form” via email. In the event of a head injury, a phone call to the parent/guardian and/or emergency contacts will be placed. In the event of a serious injury requiring immediate medical treatment, 911 will be called first, the parent/guardian and/or emergency contacts second.

- Camp does not provide care for sick campers. If any student shows any symptoms of Covid 19, that student will be quarantined in a designated room with a staff member until parents can pick up. Please make sure that you are regularly checking your child's temperature and monitoring their health over the duration of summer. If any symptoms were to arise please contact camp and seek medical advice immediately.

NEW: Visitors

- Any person other than staff and students will not be admitted into camp.

Photography Policy

The WAWM RCS Department occasionally uses photos of participants for promotional purposes. By registering for the program you have granted us permission to use your child's photograph for promotional purposes unless otherwise noted.