



SUMMER 2019!

PARENT PACKET

SUMMER KIDS KLUB,
ADVENTURE KIDS KLUB,
AND TRADITIONAL PLAYGROUNDS

TABLE OF CONTENTS

Page 2: Important Contact Information
 Page 3: Registration Information
 Page 4: Pick-Up/Drop-Off Information
 Pages 5 & 6: Important Rules & Behavior Management
 Pages 7 & 8: Fieldtrip Information
 Pages 9 & 10: Important Policies to Note
 Page 11: Forms Check Off
 Pages 12 – 14: Important Necessary Forms

IMPORTANT CONTACT INFORMATION

SITE PHONES

Each of the sites will have its own cell phone, which will be turned on during the listed hours of operation. We are providing phone numbers for you to call in case of an emergency. In addition, this would be the appropriate place to call in order to get a message to the staff or your child, get ahold of staff while doors are locked for security, and also to notify the staff of any same-day changes. The numbers to call are listed below. Please note that the AKK phone will only be turned on during the hours that AKK is running trips.

SITE PHONE INFORMATION

Site Location	Faith Lutheran (FL)	Lutheran Church (LCLC)	Homestead Hollow (HH)	Fire Station #1 (FS1)	St. Boniface (BON)
Cell Phone	414-380-0747	414-380-0749	414-380-0751	414-380-6449	414-380-1174

HOURS OF OPERATION

MONDAY - FRIDAY:

Traditional Playgrounds:
 9:00 AM - 12:00 Noon

Summer Kids Klub:
 6:00 AM – 6:00 PM

TUESDAYS AND THURSDAYS ONLY:

Adventure Kids Klub**:

Ingoing Grades 5-6 See Site Schedules for Times

**Adventure Kids Klub runs DURING Summer Kids Klub

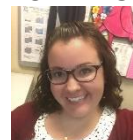
QUESTIONS OR CONCERNS

Please contact the Recreation Department with any questions, concerns, or for any cancellations or schedule changes according to policy. You can call us at the Rec. Dept. Office at 250-4710.

JAMIE KARGUS, PROGRAM COORDINATOR
 262-250-4708



KATIE RODGER, RECREATION SUPERVISOR
 262-250-4710



REGISTRATION INFORMATION

EARLY BIRD REGISTRATION DISCOUNT: Register your child(ren) by the Tuesday prior to the Sunday of the week you will be using the program to receive our Early Bird Registration Discount. Registrations made after the Tuesday prior will not receive the Early Bird fees.

A NOTE ON SITE SELECTION: Participants must remain at the same location throughout the summer. If there are days that are full at your child's site call the recreation office. Should a situation arise where a site location change might be necessary, we would be happy to discuss this on a case by case basis, and determine appropriate action from there. Help us to keep things organized, safe, and smooth by only registering for one site throughout the summer.

STRICT SITE MAXIMUMS: Locations have a strict site maximum for number of overall registrations. To be clear, once you have registered your child(ren) once at the site, you are included in that number. Once a site reaches its maximum number of registrations, it will be closed to NEW participant registrations. St. Boniface and Fire Station 1 are currently closed to NEW registrations. If you are registered at those sites already, and need to add extra days, you are welcome to do so. All remaining sites have potential to reach site maximums and close.

PROGRAMS WILL RUN RAIN OR SHINE: Thanks to our gracious community locations, we have use of indoor spaces, large outdoor areas, and restroom facilities.

ATTENDANCE: Participants are welcome to attend on the days most convenient to them, however we require pre-registration, and offer Early Bird discounts to those registering early. For safety reasons, participants will not be allowed to leave the grounds without prior written consent from their parent/legal guardian. Please also note that only persons registered in the Summer Kids Klub and Traditional Playgrounds programs are eligible to attend daily and on field trips. NO "visitors" will be allowed. Summer Kids Klub participants must pre-register for the days they wish to attend.

ARRIVAL/PICK-UP: Parents, your cooperation in following the Summer Kids Klub and Traditional Playgrounds program hours is REQUIRED! We cannot ensure supervision of your child if they arrive early, and late pickups take away leaders from other programs. Please make arrangements - Thank you for your cooperation. *Please see the page 3 for more information on pick-ups and drop-off procedures.*

LATE PICK-UP FEES: Summer Kids Klub parents who pick their children up late will be assessed a late pick-up fee of \$1.00 per minute past 6:00 P.M.. Leaders will notify you of the total amount due when you pick up your child. Fees must be paid within one week's time. Receipts will be given.

UNREGISTERED POLICY: We understand that sometimes life happens, and you may need to drop your child off at Summer Kids Klub at the last minute. **Last minute phone registrations will be allowed, on the day you are attending, until 8:30 a.m. without any additional fee. Any registrations processed after the specified time will be assessed a \$5.00 per day, per child, late fee. Please note: No same day registrations will be accepted on field trip days.** *See page 5 for full policy.*

CANCELLATIONS: Cancellations will be accepted 11 business days prior to the individual date (not including the day you are cancelling) in order to receive a refund less a \$5.00 service charge or full credit to a future program. Cancellations can only be made by contacting the Rec. Dept. Office at 262-250-4710. Without official notification, payment will be required for all the dates you register for. This is due to the amount of supplies and staff required to run these programs. Thank you for your cooperation and understanding.

FLEXIBLE CANCELLATIONS: We offer Flexible Cancellations. Each child will receive 1 flexible cancellation per month. 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 Rec. Dept. Office at 250-4710 no later than 2 business days after your desired cancellation date (not via email or through staff at your site) and cannot be "banked" to be used in future months.

CANCELLATIONS ON FIELDTRIP DAYS: If cancelling for a fieldtrip day within 11 business days, and using your flexible cancellation, there will be a \$6 fieldtrip fee assessed. This fee will come out of the total paid for that day. If cancelling more than 11 business days in advance you will receive a full refund.

PICK-UP / DROP-OFF INFORMATION

PICK-UP / DROP-OFF POLICY

The Germantown Park & Recreation Department is concerned for your child's safety while attending our program. To ensure that each child is picked up by the correct person(s) we have implemented a strict drop off and pick up procedure. **You will be required to sign your child in when you drop him/her off, and sign your child out when you pick them up at the end of the session.** (If you have an older child who walks or rides his/her bike, they will need to sign themselves both in and out each day.) You will need to come directly to the area to sign him/her in and out. Our policy has always been not to release any participant to someone other than the parent / guardian or a person listed on the participant's Pick Up / Drop Off form. We understand, however, that situations arise in which someone else needs to pick up or drop off a participant. **In order to alleviate any confusion when this occurs and in the event that someone new would need to pick up your child, we will be requiring a written note, signed and dated, with that person's name.** If no note is received, we will require verbal confirmation from a parent / guardian before the participant will be released. We appreciate your cooperation in helping to keep your child safe upon pick up.

Please know that your child's safety is most important. Program staff reserves the right and is encouraged to ask for a photo ID at any point throughout the summer.



SPECIAL NOTES REGARDING PICK-UP / DROP-OFF

FACE TO FACE SIGN-INS: Upon arrival and dismissal, you will need to call our site cell phone. A staff member will personally allow you entrance into the building and greet you with our sign-in / sign-out form. While we realize this may add a second or two to your pick-up and drop-off times, we find it to be extremely important in creating positive relationships between parents and staff members and keeping tabs on the security of the site.

IF YOUR CHILD'S NAME IS NOT ON THE REGISTRATION SHEET: In the event that your child's name is not found on the registration sheet during drop-off, please see a leader. The leader will take care of letting you know why your child's name is missing, and correctly adding your child to the list if need be. **Please do not add your child to the list without speaking with a leader. If you add to the list on a fieldtrip day, you will be required to return to pick your child up prior to the trip leaving.**

IF YOU SEE A MESSAGE BY YOUR CHILD'S NAME: Leaders will sometimes leave a note next to your child's name when they need to deliver a message to you. If you see a note like this, please make sure to speak with a leader immediately. Often times, there is an important message about the day's events, a missing item, some positive feedback, or an upcoming change you'll need to hear about. You may also need to sign a SMART Sheet. Please do not leave that night before speaking with a leader.

IF YOU HAVE A CHILD WHO BIKES OR WALKS: Only children ingoing 5th or 6th grade are allowed to bike or walk. If your child is ingoing 5th or 6th grade and bikes or walks with your permission, they are still expected to sign themselves in and out each day. Please make sure to discuss this rule with them, so that they are clear on the policy.

BIKES: Every bike needs to have a lock and children should lock their bike up at the designated location at each site. Children are also required to bring their helmets in to the leaders - make sure your child's first and last names are on the helmet. The Germantown Rec. Dept. does not assume responsibility for any lost or stolen items.

IMPORTANT RULES AND BEHAVIOR MANAGEMENT

BUILDING AND SUPPORTING POSITIVE RELATIONSHIPS

GETTING TO KNOW YOUR CHILD FORM : We try our hardest to build relationships with each and every participant, but with our growing numbers this can sometimes be difficult. In an effort to expedite this process, we are asking that you fill out a “Getting to Know Your Child form.” We feel this will help us find a connection with each child more quickly, and we know that building positive relationships can help deter many negative behaviors that may occur. While this may seem tedious or unimportant, we assure you it helps us to make instant connections with each child, each day!!!

POSITIVE RECOGNITION: Because we know we’re all human and making mistakes is okay, and because it’s nice to be recognized for positive choices, too, we wanted to recognize that within our SMART System. While we always try to compliment and notice our participants’ positive choices, this year, participants will also have the opportunity to move up on our SMART Chart for demonstrating positive behaviors. This up and down can continue until the participant hits Yellow and receives a SMART Sheet. At that point, the clip will remain or move down, but we will continue to recognize any positive behavior choices we see, even the smallest ones! Children can earn positive recognition for any positive behaviors we observe from listening, to raising their hand, to offering to help clean up. We know that a little bit of positivity can go a long way!!! See below for the full SMART System explanation.

BEHAVIOR DISCLAIMER FORM: We always try our hardest to make accommodations and work with every child in our program. We adapt to many special needs, be them behavioral, social, academic, or physical. It is important to have a working relationship between our program staff and the child’s parents when needs such as these arise. While we work our hardest to help every child succeed in our programs, we also know that our program is sometimes not the most suitable choice for every child. We are requiring every participant to have a signed Behavior Disclaimer Form on file at the beginning of the summer. This form outlines our policies for accommodating any special needs, and more. Please read it carefully, and sign and return it prior to your child attending the program!

SMART SYSTEM

The goal for our program is for everyone to have a safe and enjoyable summer! In order to do this successfully, we have established a Discipline Policy and SMART System, which is followed by all supervisors and leaders involved in the program and is consistent throughout all five of our sites and on all field trips. 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 summer 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 on site, 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. The SMART System has a visual plan to show these choices. At each site will be a colored “stoplight,” with each color having a meaning as listed below:

WHITE: Awesome job! You are having a great day!

GREEN: You needed some reminders, but your day is still good!

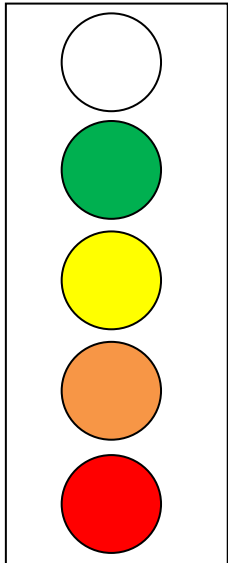
YELLOW: Slow down and Think! There have been some problems that we need to discuss.

ORANGE: Last chance to think SMART! You really need to stop and think to make better choices.

RED: We have a serious problem that needs to be dealt with at a higher level.

Each morning, every child gets a clean slate, and begins their color on white. We will use clothespins to mark the places. If a child does not adhere to the rules of the program set forth by the leaders he/she will receive the following consequences, with further actions being taken as necessary and outlined below.

DISCIPLINE POLICY



1st WARNING- Clothespin stays on WHITE

2nd WARNING- Clothespin moves to GREEN

*Participant will receive a 2-minute break.

3rd WARNING- Clothespin moves to YELLOW

*Participant must take an age-appropriate timeout to think. He/she must fill out a SMART sheet and discuss their behaviors with a leader. SMART sheet must be signed, and will go home to be discussed with a parent.

4th WARNING- Clothespin moves to ORANGE

*Participant will receive a call to the parents and the child will lose a privilege.

5th WARNING- Clothespin moves to RED

*Participant will have a conversation with the program coordinators and further action will be taken as necessary.

FURTHER DISCIPLINE MEASURES

SMART PLAN: If three SMART Sheets have been filled out in a one month period then the SMART sheets are no longer effective and a new plan needs to be created. This plan will be set up with staff, student, and parent knowledge/participation. As soon as the student would misbehave following their third SMART sheet in a month the following selected actions will take place for the specified duration of time. The actions and duration will be determined by the Site Staff and the Recreation Supervisor.

PROGRESSIVE ACTION PLAN: As outlined in our Behavior Expectations Policy, should a child need assistance following the expected rules and demonstrating the positive behaviors expected at our programs, a Progressive Action Plan will be filled out in addition to the SMART Plan. This Progressive Action Plan will put both parents, child, and staff on the same page with clear and concise expectations and outline the path for any future incidences. Our ultimate goal is to provide a healthy and safe environment for all participants and staff members. We hope that this clear policy can help everyone involved work together to achieve just that.



FIELDTRIP INFORMATION

TRIP REGISTRATION

	SUMMER KIDS KLUB	TRADITIONAL PLAYGROUNDS
TRIP REGISTRATION & PERMISSION SLIPS:	<p>Field trip registrations have been combined with your program registration fees. A permission slip should be filled out at the beginning of summer. There will be only one permission slip to fill out, which will be valid for any dates you are registered from June 17 – August 29, 2019. Registering to attend Summer Kids Klub on a field trip day should be done as early in the season as possible, because field trips fill quickly. NO registrations will be accepted after 4:00 p.m. the last business day before the field trip. In addition, no walk-ins or unregistered participants coming on the day of the field trip will be allowed to attend, as they did not meet the 4:00 p.m. deadline for registration.</p> <p><small>*DUE TO THE COMBINATION OF INFORMATION, PLEASE ALWAYS CHECK CAREFULLY THAT YOU ARE READING INFORMATION PERTINENT TO YOUR CHILD'S SUMMER SITE LOCATION. PLEASE REVIEW DATES AND TIMES VERY CAREFULLY TO ENSURE YOU HAVE THE MOST ACCURATE INFORMATION!</small></p>	<p>Participants may register for the trips at their Traditional Playgrounds site or on our Website. Your child will receive (via our weekly emails) a permission slip which will include the date, times, and location. Register early! No field trip registrations will be accepted after the indicated deadline dates, 4:00 p.m. the business day before the trip. All field trips will have a limit, so please note these limits, and return the signed permission slip and the fee for the particular event promptly. If you choose to register online, no permission slip will be necessary. Field trips register on a first come-first served basis, and are open to all at the beginning of the summer. PLEASE NOTE: There is NO PLAYGROUNDS on Wednesdays if you are not registered for the fieldtrip, as all of our staff is chaperoning groups on our trips!</p>
TRIP COST:	<p>If you have registered to attend Summer Kids Klub on a field trip day, your fees are pre-paid.</p>	<p>For your convenience, fieldtrip costs are simplified at a uniform price. Every field trip will be \$10.00. The \$10.00 cost of your child's trip covers all fees, including bus fees, entrance fees, chaperone fees, and any additional supplies!!! However, participants may choose to bring additional spending money.</p>
TRIP REFUND POLICY:	<p>Program costs for Summer Kids Klub include the price of the field trips. However, participants who choose not to attend the field trips will not receive money back, unless you choose to use one of your flexible cancellation days. The Recreation Department does not pro-rate any of our activities. Please check page 2 for our full cancellation policy.</p>	<p>Refunds will not be issued for Traditional Playgrounds field trips, as the department is responsible for full payment of enrollment totals. The only exception to this is if the trip is cancelled by the department due to inclement weather.</p>

IMPORTANT TRIP INFORMATION

FIELD TRIP MAXIMUMS: To ensure the safety and enjoyment of all Summer Kids Klub participants on our field trips, we will be instituting a 60-100 child maximum, based on site size, on any of our water field trips. These 60-100 spots will be filled on a first-come first-served basis. We will hold a waiting list in the order of registration for any participants who do not get into the first 60-100 spots and will open more spots as staff and chaperones become available. Please be sure to register early so that you do not miss out on any of these great trips! **If the trip at their site is full, participants will NOT be allowed to select the trip at another site.**

UNREGISTERED POLICY ON FIELDTRIP DAYS: WE WILL NOT ACCEPT ANY UNREGISTERED PARTICIPANTS ON WEDNESDAYS unless we find a mistake has been made on our end when processing registrations, or the participant can produce a receipt showing they have registered for the day of Kids Klub. **PLEASE BE SURE TO KNOW YOUR SCHEDULE, CHECK YOUR FIELDTRIP DAY REGISTRATIONS OFTEN, AND COMMUNICATE WITH YOUR SITE STAFF TO BE PROACTIVE IN AVOIDING ANY ISSUES.** Planning groups, communicating with venues, securing buses, and ensuring enough chaperones for safety of all children are some of the many reasons we do not accept unregistered participants. We apologize for any inconvenience, but there will be no exceptions to this policy.

ACTIVITIES AT SITES DURING FIELD TRIPS: Since our regular program leaders will be field trip chaperones, please note that the trips will replace the regularly scheduled activities, unless otherwise noted. This means that there will be no Traditional Playgrounds on field trip days, unless you are registered for the field trip. If registered, Traditional Playground hours will run during the designated field trip times for each trip. Summer Kids Klub participants may be dropped off as early as 6:00 a.m. and picked up as late as 6:00 p.m., only if they are pre-registered and are intending on participating in the scheduled field trip. Please arrive at your specified site for each trip, paying careful attention to the times of the trip.

UNANNOUNCED CANCELLATIONS ON FIELDTRIP DAYS: We have seen an increased number of participants who are registered for a fieldtrip simply not showing up on the morning of the trip. This causes our trips to run late as we make last minute phone calls. In addition, this causes us not to be able to accept children from the waitlist, when it may have been possible. We ask that if you are registered for a fieldtrip, and can no longer attend, you notify your site staff as soon as possible. We understand that sometimes last-minute schedule changes or illnesses occur, but in general, **WE ASK THAT ALL NOTIFICATIONS ARE MADE BY 4:00 P.M. THE NIGHT PRIOR TO THE TRIP.**

PROGRAM T-SHIRTS: For the safety of all children on our sponsored trips, participants are **REQUIRED** to wear their Program T-shirts while on field trips. If a child does not wear his/her Program T-shirt, they will **NOT** be allowed to attend the field trip. **NO EXCEPTIONS!** If a child does not have the correct program T-shirt, we are requiring a parent to return home to get the T-shirt prior to the trip's departure, or an additional shirt will be provided for the child at the cost of \$9.00 each, billed to your household account, and due the next day of attendance. For more information, speak with your respective program leaders. Please keep in mind, only those participants registered prior to April 30, 2019 are guaranteed a T-shirt in the requested size or site color. T-shirts will be handed out at your site during the first day you attend.

LUNCHES: It is the parent's responsibility to provide a lunch for their child on a field trip day. Lunches should be packed in a **brown bag** and be completely disposable on field trip days. We have coolers to keep lunches cold, and large, reusable lunches take up valuable space. A **brown bag** lunch will be needed for each field trip, unless otherwise noted in weekly information.

SWIMMING ABILITY LEVELS: Your child's safety on all trips, especially swimming trips, is of our utmost important. We ask you to rate your child's swimming ability based on the following options, Poor, Fair, or Strong. To clarify these choices, please use the following guidelines. We define the swimming levels as follows:

Poor- my child is unable to swim on his/her own and should remain where they can touch or along a wall, with a leader in arms reach

Fair- my child can swim on his/her own, but may tire easily; needs to remain in shallow end,

Strong*- my child can swim easily on his/her own in deep or shallow water, and will most likely pass a swim test

*Only strong swimmers will be allowed to take the swim test on a swimming field trip, unless otherwise noted by a parent.

**Leaders reserve the right to use their judgement on swimming level assessments and will contact you with any concerns.

ADDITIONAL MONEY: It is the parent's decision whether or not to send additional money on any of our trips. In addition, it is the child's responsibility to keep track of that money on the field trip day. If sending additional money, please send a money holder or backpack that your child can carry easily during the course of the day. **Program Leaders and Chaperones will NOT be responsible for buying anything for participants throughout the course of any trip.** Often times we visit gift shops or participate in an additional activity on a trip, but this is only with the participants OWN money. To decrease confusion, please discuss this with your child before each trip. While some children do bring money to spend, we also have a fair number of children who do not bring any extra money. Please use your own discretion in sending appropriate amounts of extra money, and do not feel obligated to do so.

FIELD TRIP UPDATES: For field trip updates regarding changes to return times or cancellations, please call the Rec. Dept. Hotline at 250-4711.



IMPORTANT POLICIES TO NOTE

LUNCH AND CONCESSIONS

SNACK/LUNCH: Summer Kids Klub participants are required to bring their own lunch, beverage, and **TWO** snacks daily with first and last names attached. Lunches (on non-fieldtrip days) should be in reusable lunch bags with ice packs, when possible. Please do not send food that requires a microwave, as we do not have access to one throughout the summer. **If snack or lunch is not sent with your child, or microwaveable food is sent, a lunch will be provided for you, however, you will be charged for the cost of the food, as well as a service charge.** Traditional Playgrounds and Summer Kids Klub participants will have the opportunity to purchase snacks from the concession stand during the allotted snack times.

CONCESSION STANDS: Concession stands will once again be open at each site. Every item will cost \$0.75. Snacks can be purchased once in the morning and once in the afternoon each day. For your convenience, you may purchase a punch card for \$10 or \$20, which will be kept at the site, and monitored by staff. Parents who wish to monitor the amount used or items purchased on punch cards are more than welcome to notify staff at the time of purchase. **SNACK EXAMPLES:** Cheese sticks, Assorted chips, Goldfish crackers, Cereal bars / **DRINK EXAMPLES:** Fruit juices, Gatorade, Water.

SUNSCREEN

SUNSCREEN: Each participant will be required to provide their own sunscreen. **Sunscreen should be clearly labeled with the family last name and placed in a gallon sized Ziploc bag.** We can only apply to children, the sunscreen provided specifically for them. If you want your child to wear it, you must send and label it!!! We will ask you to initial on the Waiver Form that, in the case of an emergency, it is okay for us to apply sunscreen to your child that was not specifically provided by you. You can also indicate on the Waiver Form if you prefer your child not to wear sunscreen at all. The Rec. Dept. will provide Coppertone sunscreen, no less than SPF 30 for emergency cases where sunscreen is needed. Please make sure your Medical Form is up to date, including any allergies. In addition, this Waiver Form will give us the information necessary to ensure your child applies sunscreen correctly and appropriately.

***In addition, due to the shorter program time, we suggest that Traditional Playgrounds participants put sunscreen on before they come each day.**

SITE SUNSCREEN USE POLICY: Due to large amounts of participants without personal sunscreen, we will be following the Site Sunscreen Use Policy once again for this year. As always, when your sunscreen is getting low, or needs to be replaced, we will notify you ahead of time. Should your sunscreen run out, we will provide sunscreen for your child for one day. The next day, if a new sunscreen is not provided, one will be provided for you at a charge of \$10.00, billed to your household, and due the next day of attendance. It is important that all children have proper sunscreen. However, if you prefer your child not to wear sunscreen at all, please indicate that on the Waiver Form found in this packet. We thank you for your assistance in providing appropriate sunscreen for your child.

REQUIRED MATERIALS

DAILY BACKPACKS: due to our limited storage space, alternate locations, and to help keep our sites neat and tidy, we will NOT be requesting/allowing family bins. Instead, we ask that each child bring a backpack each day to and from the program, similar to each day at school. We suggest that you keep the following items in the backpack and ask that you take the backpack home each night.

Required Items:

Change of Clothes

Athletic Shoes & Socks

Water Bottle

Towel

Sunscreen (**labeled in a Ziploc baggie**)

Suggested Items:

Art Smock

Sweatshirt

Hat or Sunglasses

FUTURE PROGRAM INFORMATION

SITE SPECIFIC PACKET: Prior to the beginning of summer, you will receive a second informational packet with information specific to your chosen site location. This packet will include information regarding your site's Supervisors and staff members, as well as any other site pertinent information.

WEEKLY PACKETS: Each week, for the duration of summer, you will receive one packet each week. Weekly packets will be sent out via email on Fridays, and will include information for the upcoming week, including fieldtrip specifics. It is the parent's responsibility to make sure they are aware of any information found within the weekly packets. Please make sure that your household account has your current email address. For those participants who do not have email access, a limited number of packets will be available at the sites for pick-up. If you are not receiving our emails, please check your Spam/Junk folder, and then please call Jamie Kargus, or email jkargus@village.germantown.wi.us from the email address you'd like packets to be sent to.

WEBSITE ACCESS TO FORMS: All our important forms can be accessed in the Park and Recreation section of the Village of Germantown website.

ADDITIONAL HELPFUL POLICY INFORMATION

TECHNOLOGY POLICY: We have a strict policy on technology at the sites. As always, any technology, including apps, must be appropriate, and any video games should be rated, "E for Everyone." Cell phones will not be allowed at the sites, and will be immediately placed in daily backpacks, or kept with a leader, if found. At no time, will any device be allowed to take pictures of any manner. **As always, the Rec. Dept. is not responsible for lost, broken, or stolen items.** While the Recreation Department takes security of our participants' belongings seriously, if you are concerned an item may be lost, broken or stolen we suggest you do not send it to the site. We thank you in advance for your help and cooperation in following these technology guidelines.

SEVERE WEATHER SITUATIONS: As can happen in summer, severe weather can put a damper on our day. We often get questions about our plan for a tornado or other severe weather situation. Each site has a strict procedure laid out within their Site Manual as to what to do in this instance. We have provided each site with flashlights in case of a power outage, and each site has a pre-designated tornado / severe weather location to go to if necessary. Village Hall has a weather scanner which alerts us well ahead of time to any severe weather situations, and we always air on the side of caution, and get word well ahead of time to our sites so they can be prepared to move to a safe location if necessary. For more specific information about your child's site, feel free to speak with your Site Supervisor or call the Rec. Dept.

PEANUT ALLERGY INFORMATION: We receive many questions regarding allergies, specifically peanut allergies. To ease the minds of parents whose child has a peanut allergy, here is some information regarding our procedures involving peanut allergies. You are required to fill out medication request forms to have any medication on site at Summer Kids Klub. As you fill out your medical information forms, all the information goes directly to the staff at our sites, where each child with an issue is highlighted and noted by all staff. We make sure not to use any peanut or other nut products in any of our projects or activities. We know that all levels of allergies are different, so we avoid them entirely just in case. During lunch and snack time, any child with a peanut allergy will be allowed to sit at a nut free table, upon request. Please let your individual Site Supervisor know if you have this request for your child. In addition, our staff is trained in the use of an Epi-Pen and your child's prescribed medication is kept in a safe, centrally located, easily accessible place at all times. Our staff will also carry your child's prescribed medications with them on any fieldtrips or times they may be off site. If you ever have any concerns regarding any allergies that your child has, please speak to your Site Supervisor immediately, or call the Rec. Dept. **(PLEASE NOTE: It is mandatory and very important that you provide us with an Epi-Pen to be used for your child, on the FIRST DAY THAT THEY ATTEND. We do not have access to any medications previously provided to the school district.)**

COOL DOWN TIME AT SUMMER KIDS KLUB: Each day after lunch, will be a 30-minute quiet, cool down time. During this time participants can read books or simply lay and relax. They can even earn prizes for being great readers, while taking a well-deserved break from all the fun!!! We will provide books of various levels and interests but please **Feel free to bring in a book or magazine of your choosing**, and a blanket to cozy up to, as well!

FORMS CHECK-OFF SHEET

NECESSARY FORMS

Each of the required forms for this summer should be turned in **PRIOR TO THE FIRST DAY OF ATTENDANCE**. These forms provide important information for the safety of your child(ren.) It is the parent's responsibility to have all forms turned in prior to the first day of attendance.

Please use this Forms Check-Off Sheet to help ensure all forms are filled out completely and turned in to the site. If possible, please have all forms turned into the office prior to the start date of your program. Turning them in on the first day you attend is acceptable, but turning them in earlier allows us to look them over and creates less commotion during the first days of summer. We appreciate your assistance in this matter!

Forms can be returned in any of the following ways:

PREFERRED OPTIONS:

- ✓ Take them to the Rec. Dept. Office
- ✓ Mail them to the Rec. Dept. Office
- ✓ Turn them in at the Kids Klub Forms Night on May 29
- ✓ Hand them in to your summer site on the **FIRST DAY** you attend in the summer

FORMS CHECK-OFF FOR SUMMER 2019

ALL PARTICIPANTS:

- Waiver Form** -----
 - Double Check:
 - Did I fill out the top portion?
 - Did I initial EACH policy?
 - Did I initial sunscreen area?
- Permission Slip** -----
 - Double Check:
 - Did I note the accurate info for my site?
 - Did I sign?
 - Did I circle Swimming Ability info?
 - Did I leave swimming notes, if necessary?
- Getting to Know Your Child Form (2 sided)** -----
- Behavior Disclaimer Form** -----
- Contact Information Update** -----
new!!!

NOTES:

Pink- Kids Klub / Green- Traditional

Waiver Form and Permission Slip are back to back

Purple

White

Yellow → Only needed if you have changes or are brand

ADVENTURE KIDS KLUB PARTICIPANTS:

- Permission Slip** -----
 - Double Check:
 - Did I sign?
 - Did I circle Swimming Ability info?
 - Did I leave swimming notes, if necessary?

NOTES:

Bright Green

Germantown Recreation Department

Summer Programs

Contact Information Update

In an effort to make sure that all contact information listed in our database is correct, we are asking that, *if you are new to our programs or have any additional changes to your account*, you fill out the information listed below and return it, to the Recreation Department as soon as possible. Thank you!

Child's Name: _____ Program Site: _____

Special considerations (medications, disabilities, etc.): _____

Primary Guardian #1

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ Cell Phone: _____

Zip: _____ State: _____ Relation to Participant: _____

Primary Guardian #2

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ Cell Phone: _____

Zip: _____ State: _____ Relation to Participant: _____

Emergency Contact (Other than guardian)

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ Cell Phone: _____

Zip: _____ State: _____ Relation to Participant: _____

Emergency Contact (Other than guardian)

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ Cell Phone: _____

Zip: _____ State: _____ Relation to Participant: _____

SUMMER WAIVER FORM

This welcome packet was established to help everyone better understand the policies set forth for the Summer Kids Klub & Traditional Playground programs. We want all participants to be safe and enjoy their summer! Please sign and return the following sheet to your respective site.

Child's Name(s): _____

Parent(s) / Guardian(s) Name(s): _____

Program Site (please circle): HH FL LCLC BON FS1

For transportation to Summer Programs, my child (please circle): RIDES A BIKE* WALKS* IS DROPPED OFF

*Only ingoing 5th and 6th graders are allowed to ride or walk to the Summer Programs

****If your child may be dropped off / picked up by an adult other than yourself please indicate the person(s) name(s) below. Participants will not be released to anyone other than a parent/guardian and those stated below without written permission or a verbal confirmation.**

Name	Relationship to Child	Phone #

****I have read the Welcome Packet, clarified any questions, and understand the following policies for Summer 2019.**

Please initial next to each area.

- | | | |
|-------------------------|-----------------------------------|------------------------------------|
| _____ Discipline Policy | _____ Sign In and Sign Out Policy | _____ Behavior Expectations Policy |
| _____ Field Trip Policy | _____ Cancellation Policy | |
| _____ Chaperone Policy | _____ Sunscreen Policy | |

****I have read the Sunscreen Policy, and understand the following policies for Summer 2019.**

Please initial where appropriate.

*****When applying sunscreen, my child:**

- | | |
|---|--|
| <p>_____ Does not need any help</p> <p>_____ Needs a little bit of help (supervision only)</p> <p>_____ Needs help from a leader (leader application)</p> | <p>_____ I give permission for the Germantown Rec. Dept. to apply sunscreen, not provided by me, to my child in the event that my child is without sunscreen.</p> <p style="text-align: center;">OR</p> <p>_____ My child will not wear sunscreen. I understand that by initialing this line, my child will not be provided with sunscreen, and that the Germantown Rec. Dept. will not be held responsible for any issues caused due to a lack of sunscreen.</p> |
|---|--|

Liability Waiver: All participants are requested to sign the following release. Parents 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 am/we are aware of and understand that there may be potential risks inherent with participating in any recreation activity and that the Village of Germantown **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, indemnify and agree to hold harmless the Germantown Park & Recreation Department, its officers, employees and other persons for any and all claims, injuries, liabilities, damages or right of action directly or indirectly arising out of use of Germantown Park & Recreation Department facilities, equipment and/or participation in Germantown Park & Recreation sponsored activities. Photos may be used in publications and/or the web. Tyke Site, Safety Town, Kids Klub, Traditional Playgrounds Note: My child has permission to attend field trips and it is understood that the said organizations are not responsible for any lost or stolen articles or any liability that may occur on any of its sponsored trips.

(Parent/Guardian Name)

(Parent/Guardian Signature)

(Child's Name)

(Program Site)

SUMMER FIELD TRIPS

We are truly excited about the field trips we are offering for Summer Kids Klub and Awesome August. For any date you are registered for Summer Kids Klub or Awesome August, your field trip fees are pre-paid! We ask, however, that you notify the Site Staff of any changes in attendance at least ONE WEEK before the field trip. This is due to the fact that Summer Kids Klub field trip attendance directly impacts the number of children we will be allowed to take from Traditional Playgrounds. Only pre-registered children will be allowed to attend the field trips. You will receive weekly packets with additional information regarding departure times, return times, required supplies, and any other important information. Look for these packets in your email box, the Friday prior to the trip.

CHAPERONES: We are in **DESPERATE** need of chaperones for all of our trips!!! Please notify your Program Staff of any field trip you are able to chaperone. *Thanks for your cooperation and understanding!*

2019 FIELD TRIP SCHEDULE

HOMESTEAD HOLLOW, ST. BONIFACE, FAITH LUTHERAN

- June 26 – Old World Wisconsin
- July 3 – Milwaukee Public Museum
- July 10 – Fox Brook Park (Swimming)
- July 17 – Riveredge Nature Center
- July 25 – Rec. Dept. Carnival*
- July 31 – Mini-Golf
- August 7 – Cool Waters (Swimming)
- August 14 – Brewer Game
- August 20 – Milwaukee County Zoo*
- August 21 – Animal Gardens
- August 23 – Chuck-E-Cheese*
- August 26 – Bowling*
- August 28 – Marcus Movie

LUTHERAN CHURCH OF THE LIVING CHRIST, FIRE STATION 1

- June 26 – Milwaukee Public Museum
- July 3 – Old World Wisconsin
- July 10 – Riveredge Nature Center
- July 17 – Fox Brook Park (Swimming)
- July 25 – Rec. Dept. Carnival*
- July 31 – Cool Waters (Swimming)
- August 7 – Mini-Golf
- August 14 – Brewer Game
- August 20 – Animal Gardens*
- August 21 – Milwaukee County Zoo
- August 23 – Chuck-E-Cheese*
- August 26 – Marcus Movie*
- August 28 – Bowling

***PLEASE NOTE: THE FOLLOWING TRIPS ARE NOT ON WEDNESDAYS**

PERMISSION SLIP

I understand that this permission slip is all-encompassing for the summer of 2019, and will last from June 17 – August 29, 2019 unless amended in writing, and that by registering my child for Summer Kids Klub on a day that the Germantown Recreation Department is taking a field trip that my child will automatically be attending the trip. I understand that if I do not want my child to attend a particular trip, I will not register them for that day, and that it is my responsibility to review the weekly packets sent via email and to remain updated on fieldtrip information, including dates, times, and any special needs for each trip. After reviewing the dates and locations of the field trips, I agree to allow my child to attend the field trips listed above, when I register them for that day. It is understood that the Germantown Recreation Department is not responsible for any articles lost or any liability that may occur on any of its sponsored trips. For any additional questions or concerns, please refer to the program's liability waiver, located on our website, any registration form, or on the Waiver Form in this packet.

CHILD'S NAME _____ AGE _____ INGOING GRADE _____ PHONE NUMBER _____

SUMMER KIDS KLUB SITE (circle one) HH FL LCLC BON FS1

PARENT/GUARDIAN SIGNATURE _____

PLEASE RATE YOUR CHILD'S SWIMMING ABILITY: STRONG FAIR POOR

Poor- my child is unable to swim on his/her own and should remain where they can touch or along a wall, with a leader in arms reach

Fair- my child can swim on his/her own, but may tire easily; needs to remain in shallow end,

Strong*- my child can swim easily on his/her own in deep or shallow water, and will most likely pass a swim test

*Only strong swimmers will be allowed to take the swim test on a swimming field trip., unless otherwise notes by a parent.

**Leaders reserve the right o use their judgement on swimming level assessments, and will contact you with any concerns.

Notes/Comments for Leaders about Swimming Abilities:

TRADITIONAL PLAYGROUNDS FIELD TRIPS

We are truly excited about the field trips we are offering for Traditional Playgrounds this year! Please feel free to take advantage of our new pre-registration form. Simply fill out this form, initialing next to any field trip you give permission for your child to attend. Include the correct amount of fees due, and we will register your child for these trips immediately! Any cancellations must be made 3 business days prior to the date of the trip to receive a household credit (not a refund.) The household credit can be used for future trips or for any future programs. Any field trips not pre-registered for using this form, will need to be registered for online or through your site's weekly packet. Check your weekly packets for additional information regarding departure times, return times, required supplies, and any other important information. **PLEASE NOTE: WE REQUIRE ONE FORM FOR EACH CHILD, UNLESS ALL DATES ARE EXACTLY THE SAME FOR ALL CHILDREN.**

CHAPERONES: We are in **DESPERATE** need of chaperones for all of our trips!!! Please notify your Program Staff of any field trip you are able to chaperone. *Thanks for your cooperation and understanding!*

2019 FIELD TRIP SCHEDULE

(All Trips cost \$10 per person)

- June 26 – Old World Wisconsin _____ (\$10)
- July 3 – Milwaukee Public Museum _____ (\$10)
- July 10 – Fox Brook Park (Swimming) _____ (\$10)
- July 17 – Riveredge Nature Center _____ (\$10)
- July 25 – Rec. Dept. Carnival* _____ (\$10)
- July 31 – Mini-Golf _____ (\$10)
- August 7 – Cool Waters (Swimming) _____ (\$10)
- August 14 – Brewer Game _____ (\$10)

***PLEASE NOTE: THE REC. DEPT. CARNIVAL IS ON A THURSDAY!!!**

Total Fees: \$ _____
(Must be included with permission slip)

PERMISSION SLIP

I understand that by registering my child for Traditional Playgrounds on a day that the Germantown Recreation Department is taking a field trip that my child will be attending the trip. After reviewing the dates and locations of the field trips, I agree to allow my child to attend the field trips listed above. It is understood that the Germantown Recreation Department is not responsible for any articles lost or any liability that may occur on any of its sponsored trips. For any additional questions or concerns, please refer to the program's liability waiver, located on our website, any registration form, or on the Waiver Form in this packet.

CHILD'S NAME _____ AGE _____ INGOING GRADE _____ PHONE NUMBER _____

SUMMER KIDS KLUB SITE (circle one) FL BON

PARENT/GUARDIAN SIGNATURE _____

PLEASE RATE YOUR CHILD'S SWIMMING ABILITY: STRONG FAIR POOR

Poor- my child is unable to swim on his/her own and should remain where they can touch or along a wall, with a leader in arms reach
 Fair- my child can swim on his/her own, but may tire easily; needs to remain in shallow end,
 Strong*- my child can swim easily on his/her own in deep or shallow water, and will most likely pass a swim test
 *Only strong swimmers will be allowed to take the swim test on a swimming field trip., unless otherwise notes by a parent.
 **Leaders reserve the right o use their judgement on swimming level assessments, and will contact you with any concerns.

Notes/Comments for Leaders about Swimming Abilities:
