



SUMMER 2020!

PARENT PACKET

SUMMER KIDS KLUB,
AND TRADITIONAL PLAYGROUNDS

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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 at pick-up or drop-off, and also to notify the staff of any same-day changes. The numbers to call are listed below.

SITE PHONE INFORMATION

Site Location	Faith Lutheran (FL)	Lutheran Church (LCLC)	Homestead Hollow (HH)	Fire Station #1 (FSI)
Cell Phone	414-380-0747	414-380-0749	414-380-0751	414-380-6449

HOURS OF OPERATION

MONDAY - FRIDAY:

Traditional Playgrounds:

9:00 AM - 12:00 Noon

Summer Kids Klub:

6:00 AM – 6:00 PM

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



COVID-19 Related Policies and Changes

To lower the risk or possibly spreading COVID-19 among the children and staff this summer we have implemented the following changes:

1. We are limiting the size of our programs this year. We have decreased site capacities to what we feel are necessary to maintain physical distancing. Due to this, sites may close to NEW children, for more information see page 4 “*Strict Site Maximums*”.
2. We work to keep children in small groups or “cohorts”. If cohorts must mix, other modifications will be considered such as outdoor activities, increased ventilation in buildings, physical distancing between groups, or the use of facial coverings if appropriate.
3. Games and activities will be structured with little to no contact with other children. Children will be encouraged to be spread out at all times.
4. Increased outside play during appropriate weather conditions.
5. Cleaning and sanitation practices will be increased based on CDC and health department guidelines.
6. When feasible, staff will wear face coverings within the facility, especially during close contact interactions, cleaning, and any other time when social distancing is not possible.
7. Parents/guardians are asked to take their child’s temperature either before coming to the facility. Children who have a temperature of 100.4 degrees or above, or other signs of illness, will not be allowed to attend camp that day. (See page 6 for our staff and participant *Screening Tool*)
8. If a child starts showing symptoms or becomes ill during camp, they will be separated from the group until parents can pick-up. Areas used by child will need to be cleaned prior to continued use. A child sent home from camp due to illness will not be permitted back to camp until the following requirements have been met:
 - No sign of fever for 3 days (without use of any medication)
 - Cough or breathing problems have subsided
 - Vomiting and/or diarrhea has stopped for 2 days
9. We will increase hand-washing practices this summer. All campers and staff will be expected to practice proper hand-washing techniques. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. If parents would like to send hand sanitizer with their child they may but each site will also have it available.
10. There will be no communal sharing of food allowed. Tables and chairs should be sanitized before and after consumption of food. All staff and participants should wash hands with soap and water or use hand sanitizer prior to eating. Disposable lunch bags are recommended. The lunch bag must be able to be stored in their personal area.
11. We will be limiting the number of individuals on site. Therefore, we are developing a drive thru pick-up and drop-off procedure. That way only children and staff will be entering the sites. Any individuals that enter the site, outside of children and staff, will be asked to sign-in so we can keep a log, should it be needed.

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. Fire Station 1 is currently closed to NEW registrations. If you are registered at that site 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. 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. Due to limiting site sizes for the health and safety of participants and staff EVERYONE must call the office and register BEFORE dropping your child off at a site, to verify there is space for your child that day. In order to eliminate the possibility of being turned away due to reaching the daily site maximum we ask that you register your child by Sunday at midnight.

CANCELLATIONS: Due to COVID-19 and the fluidity of the situation we are allowing families to cancel with full credit or refund for the summer of 2020. Please know that we will still require you to call our office no later than 2 business days after your desired cancellation date (not via email or through staff at your site) in order to receive that credit or refund.

DRIVE THRU PICK-UP / DROP-OFF INFORMATION

PICK-UP / DROP-OFF POLICY

Our goal is to keep campers and staff safe. We are eliminating the number of individuals that can enter our sites. Drop off and pick up will be at a designated spot at each location with the parent/guardian remaining in their car. Drop-off and pick-up may take a little longer this year, so please leave time so that you are not rushed. Please see below for a detailed information on how drop off and pick up will go.

- Drive up to the designated spot at each location.
- A staff member will greet you at your car and greet your child/children.
- When dropping off your child in the morning, you will drive up to the designated spot at each location. This will be staffed from 6:00 – 8:00. If you arrive after 8:00, you will need to call the site cell phone.
- A brief health screening will be completed (see below).
- After the health screening the staff will check them in.
- The camper will then be escorted inside to wash their hands and then to join their group.
- When picking up your child at the end of the day, you will drive up to the designated spot at each location. This will be staffed from 4:00 – 6:00. If you arrive before 4:00, you will need to call the site cell phone.
- A staff member will greet you and ask for the child's name. Please make sure to have your picture ID available as staff reserves the right to ask for a photo ID at any point throughout the summer.
- The camper will exit the building and the staff member will sign your child out.

Participants will not be released 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.

SPECIAL NOTES REGARDING PICK-UP / DROP-OFF

FACE TO FACE SIGN-INS: While we will be maintaining a 6 foot distance, we find the face to face drop off and pick up to be extremely important in creating positive relationships between parents and staff members and keeping the lines of communication open.

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, the staff checking your child in will let you know. Due to limiting site sizes for the health and safety of participants and staff, EVERYONE must call the office and register BEFORE dropping your child off at a site, to verify there is space for your child that day. In order to eliminate the possibility of being turned away due to reaching the daily site maximum we ask that you register your child by Sunday at midnight.

HEALTH SCREENINGS: Parents/guardians are asked to take their child's temperature either before coming to the facility or upon arrival at the facility. Staff will confirm that your child does not have fever, shortness of breath or cough. Staff will make a quick visual inspection of your child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Refer to the Screening Tool on the next page for guidance on what to look for.

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.

Welcome! We're happy to see you.

Please know that we take our responsibility to keep our participants and employees safe very seriously. We are asking all of our families and staff to provide information regarding any potential symptoms of or exposure to COVID-19 with a simple screening tool.

Thank you for assisting with our efforts to keep the children, staff and everyone in our environment safe and healthy.

COVID-19 Screening Questions

1. In the past 24 hours, has your child experienced:

- Fever (100.4°F or higher)
- Shortness of breath
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

2. Has your child had close contact with a confirmed COVID-19 patient while that person was ill within the past 14 days?

If your answer to either question is **YES**, we ask that you please remain at home and contact your doctor for direction.

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 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.

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, 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 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!

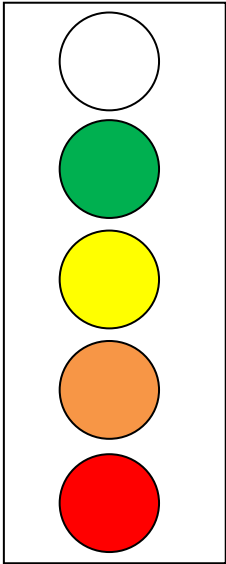
YELLOW: Slow down and Think! There have been some problems that we need to discuss.

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.



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. For summer 2020 we request families send their children's lunch in a brown paper bag that can be disposed of afterwards. 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. These snacks and drinks will be in individually wrapped packages. **Due to COVID-19 there will be NO shared food or snacks at Kids Klub this summer.**

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:** 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. If your child needs assistance putting on sunscreen we ask that you send the sprayable sunscreen to help limit the amount of contact. Staff will wear gloves while applying sunscreen and changing them between each child.

***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.

IN CASE OF A POSITIVE COVID-19 CASE

If a child or household member tests positive for COVID-19 all children from those families will not be permitted to attend Kids Klub for 2 weeks. Families also must notify the Germantown Park & Recreation Department. We will report the case to the Washington Ozaukee County Public Health Department and proceed by following their guidance.

If an outbreak occurs at Kids Klub (an outbreak is two or more people) the site would then be monitored for further outbreak. If this happens, Kids Klub staff will be ready to (1) close the Kids Klub site (2) aid in contact tracing (3) work with the County Health Department to schedule a mass testing, should they feel it necessary.

Refunds will be applied for those not permitted to attend and/or due to a site closure.

REQUIRED MATERIALS

DAILY BACKPACKS: 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 bag)**

Art Box (containing the following):

Crayons Glue Sticks

Markers Pencil

Scissors

Suggested Items:

Art Smock

Sweatshirt

Hat or Sunglasses

FUTURE PROGRAM 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. 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. 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.

PROGRAM T-SHIRTS: While fieldtrips will not be happening this summer, we will be ordering a t-shirt for every child. This t-shirt will then be used in a tie dye craft sometime throughout the summer. The sites will hang on to the t-shirts until the day they will be tie dying to ensure all children have a shirt for the activity. Stay tuned to the weekly packets for more information on when your site will be tie dying!

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. 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. **Feel free to bring in a book or magazine of your choosing**, for this summer, we ask that children do NOT bring any blankets or stuffed animals for this cool down time.

COHORTS AT KIDS KLUB

New this year, Kids Klub will be using a cohort structure to help aid in physical distancing.

Cohorts will be groups of no more than 10 children and 1 leader. At the beginning of the week the site supervisor will assign cohort groups based on age/grade, unless otherwise requested by parents. Cohorts will remain together for the duration of at least one week, except for if behavioral or other issues arise that would cause the need to adjust cohort groupings. Daily activities will be done within cohorts and not as a large group. Cohorts will physically distance from other cohorts and will not be in the same space unless there is ample and safely divided space between them.