

# TYKE SITE 2020!

PARENT  
PACKET



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## IMPORTANT CONTACT INFORMATION SITE PHONES

Tyke Site will have a site cell phone which will be on during program times and checked daily for messages. 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, and also to notify the staff of any same day changes. The numbers to call are listed to the right.

### SITE PHONE INFORMATION

**Tyke Site Cell Phone**  
414-380-9630

### INTERNET CONTACT

**St. Boniface E-mail**  
[parkrec-bon@village.germantown.wi.us](mailto:parkrec-bon@village.germantown.wi.us)  
**Rec. Dept. Website**  
[www.village.germantown.wi.us](http://www.village.germantown.wi.us)

## HOURS OF OPERATION

### MONDAY - FRIDAY:

**Traditional Tyke Site:** 9:00 AM - 12:00 Noon  
Ingoing Grades 4K & 5K  
June 15<sup>th</sup> through August 13<sup>th</sup>

**Tyke Site PLUS:** 6:00 AM – 6:00 PM  
Ingoing Grades 4K & 5K  
June 15<sup>th</sup> through August 28<sup>th</sup>



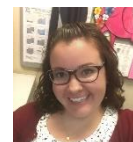
## QUESTIONS OR CONCERNS

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 of 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.
2. Will 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 children 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.

## PLEASE NOTE

**TYKE SITE WILL RUN RAIN OR SHINE:** Thanks to Lutheran Church of the Living Christ (LCLC), we have use of, a classroom, a playground and restroom facilities.

**WEEKLY SCHEDULE:** Look for our weekly newsletter with a list of all of our activities to be handed out or emailed at the beginning of each week. If not received via email, newsletters can be found in the Tyke Site Classroom. If you are not receiving our email, please check your junk/spam folder, and then contact Jamie Kargus at 262-250-4708 or by email at [jkargus@village.germantown.wi.us](mailto:jkargus@village.germantown.wi.us).

**ATTENDANCE:** Participants are welcome to attend on the days most convenient to them. Please also note that only children registered for the Tyke Site program are eligible to attend. NO “visitors” will be allowed.

**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.

**ARRIVAL/PICK-UP:** Parents, your cooperation in following the Tyke Site PLUS and Traditional Tyke Site 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 5 for more information on pick-ups and drop-off procedures.*

**LATE PICK-UP FEES:** Tyke Site PLUS 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 Tyke Site PLUS 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 to 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.

## WEEKLY THEMES

**Week 1:** How Do You Do? Nice to meet you!

**Week 2:** Won't You Be My Neighbor?

**Week 3:** Light Up the Sky

**Week 4:** Raccoons & Wolves & Bears, Oh My!

**Week 5:** Fly Me to the Moon

**Week 6:** Vacation Fun

**Week 7:** A Day at the Beach

**Week 8:** Take Me to the Fair

**Week 9:** Dr. Seuss-O-Rama

**Week 10:** Zootopia

**Week 11:** School Days, School Days



# 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 to 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.

# 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 POLICIES TO NOTE

## Snack Time (Traditional & PLUS)

**TRADITIONAL TYKE SITE** Participants are required to bring **ONE** snack and beverage daily with first and last name attached. When packing a snack and drink for your child keep in mind that a cooler will not be provided for morning snack. If a snack is not sent with your child, one will be provided for you, however, you will be charged for the cost of the food, as well as a service charge. Traditional Tyke Site participants will have the opportunity to purchase snacks from the concession stand during snack time. Concession stand snacks are \$0.75 each and include snack and drink options.

**TYKE SITE PLUS** Participants are required to bring **TWO** snacks and **TWO** beverages daily with first and last name attached. Labeling snacks as "A.M. Snack" and "P.M. Snack" is extremely helpful in ensuring that each child is eating the appropriate food throughout the day. If a snack is not sent with your child, one will be provided for you, however, you will be charged for the cost of the food, as well as a service charge. Tyke Site PLUS participants will have the opportunity to purchase snacks from the concession stand during both snack times. Concession stand snacks are \$0.75 each and include snack and drink options.

## Lunch Time (PLUS)

PLUS participants are required to bring their own lunch and beverage each day with first and last name attached. Be sure to label your child's lunch box or bag because they do not always know what their lunch box or bag looks like. When packing your child's lunch, keep in mind that there is no access to a microwave. If a lunch or beverage is not sent with your child, one will be provided for you, however, you will be charged for the cost of the food, as well as a service charge.

## Snack Concession Stand

Tyke Site will offer concessions again this year during both morning and afternoon snack. Every item will cost \$0.75. Children will be given an opportunity once in the morning and once in the afternoon to purchase drinks and snacks.

For your convenience, you may also purchase a punch card, which will be kept at the site, so that your child does not have to bring money daily. Punch cards are available in \$10 or \$20 denominations, and are monitored by the staff each day. Parents who wish to monitor the amount used or items purchased on punch cards, are more than welcome to notify the staff of these provisions at the time of purchase. Also, families with children in both Tyke Site and Summer Kids Klub can purchase one card which can be shared between siblings in both programs. However, please notify both Summer Kids Klub and Tyke staff so they can assign the punch cards and money accordingly.

## Snack Examples

- Bottled water
- Organic juice boxes
- Fruit snacks
- Chewy granola bars
- Chips
- Goldfish crackers
- Trail mix
- Rice Krispy treats



## SUNSCREEN

We plan on spending a good part of our time together outside every day (weather permitting), so we request that **ALL** participants put sunscreen on before they come. Sunscreen will not be applied to participants in the morning, only reapplied after an extended period outside and in the afternoon before going out.

**Tyke Site PLUS** kids should bring sunscreen with their first and last name on it for us to keep at the site. Also, please place the labeled bottle inside of a labeled Ziploc bag to prevent any spills from making messes in the children's Rubbermaid bins. 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!!!

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.

## Rest Time

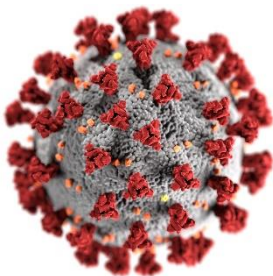
The Tyke Site PLUS program will have a scheduled rest time every day. We ask that every Tyke Site PLUS child bring their own rest time materials to class. A mat, blanket, small pillow, and/or stuffed animal all work as sufficient rest time materials. Children will be using these materials to lie on the floor for approximately 30 minutes each day. Please send items that will help your child to be comfortable during this time period to ensure that they receive the much-needed rest for our busy daily activities.

**No toys or video games are allowed during rest time.** The children's bodies need this rest time due to the active schedule of the program.

## Accidents Do Happen

In case of an accident we ask that every child bring a Ziploc bag (labeled with their first and last name), with a change of clothes. Each article of clothing should have the child's first and last name printed on it as well.

## 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:** due to our limited storage space and alternate location, 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 are requiring certain items be placed in the backpack, and also listing some great suggestions for items that children seem to ask for a lot over the summer. We ask that the backpack goes home with you each night, and returns with you the next morning of your attendance.

### Required Items

- **Change of clothes**  
(clearly labeled in a Ziploc bag)
- **Bottle of sunscreen**  
(clearly labeled in a Ziploc bag)
- **Rest time materials\***– options include blanket, mat, sleeping bag, pillow, stuffed animal, etc.  
(Must go home in backpack nightly)  
\*Only required for PLUS participants
- **Art Box** (containing the following):

Crayons      Glue Sticks

Markers      Pencil

Scissors



### Suggested Items

- **Extra pair of shoes**– shoes get muddy and sandals occasionally break
- **Sweatshirt**– weather in Wisconsin is unpredictable
- **Water bottle**– staying hydrated is important
- **Pair of socks**– we have “Silly Sock Fridays” each week
- **Smock**– we create daily art projects which can get messy



# Management Policy

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 Guidance Policy, which is followed by all leaders involved in the program. We have created a positive behavior chart which will be in the Tyke Site classroom. Each child will have their own clothespin attached to our stop light chart. The goal each day will be for each child to keep their clothespin on the color green. If behaviors occur that are inappropriate, disrespectful, or unruly the guidance policy consequences will be put into action.



In order to ensure an enjoyable summer for all, every child will be expected to respect one another and the leaders, the site, and resources/materials 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 at the site. If a child does not adhere to the rules of Tyke Site set forth by the leaders he/she will receive the following consequences:

1. A verbal reminder.
2. The child will be asked to move their clip from green to yellow on the behavior chart and asked to take a break from the activity. The child will be allowed to rejoin the activities as soon as he/she feels as though they are ready to participate properly.
3. The child will be asked to move his/her clip from yellow to orange on the behavior chart and asked to take a break again. This time the break will last one minute for each year of age of the child.
4. The child will be asked to move his/her clip from orange to red on the behavior chart and asked to leave the current activity he/she cannot handle participating in. Parents/guardians will be contacted at this point.
5. If this happens on a continual basis and a plan of action cannot be agreed upon and implemented to successfully take care of the behavior, the child will be removed from the program.

ANY SEVERE PHYSICAL OR EMOTIONAL HARM WILL NOT BE TOLERATED AND WILL BE DEALT WITH IMMEDIATELY BY THE RECREATION SUPERVISOR.

## Guidance Policy- Bucket Fillers!



Along with the management system set in place at Tyke Site, we like to teach and encourage positive and proactive behavior on a daily basis. In doing so, we hope to eliminate the need to utilize the stop light chart system.

At the beginning of summer, Tyke Site will be reading and discussing the book Have You Filled a Bucket Today? We will create classroom rules (safe, respectful, and responsible) as a whole group and talk about how to implement these rules along with practicing what the rules look like. We also will be kicking off a summer long bucket filling program.

Students will be encouraged and reminded on a regular basis to act safely, respectfully, and responsibly. Positive reinforcement will be used frequently to ensure that students continue to participate in an appropriate manner.