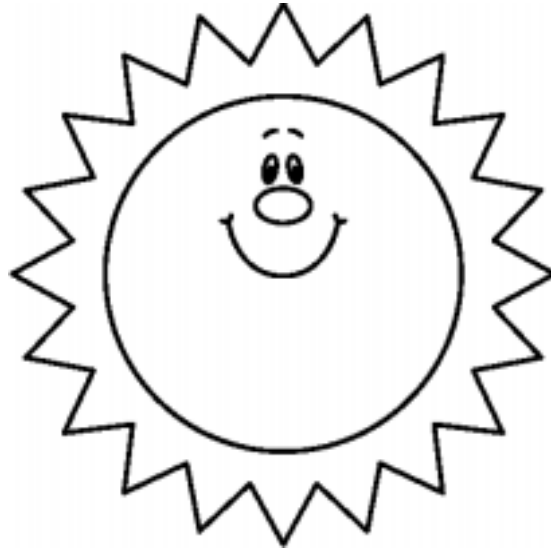


# Summer Playground Camp

## Parent Handbook



Summer 2024

**Parks and Recreation Department**

W63N645 Washington Ave.  
Cedarburg WI 53012

(262) 375-7611

**Recreation Coordinator:** Chandler Steffen

[csteffen@ci.cedarburg.wi.us](mailto:csteffen@ci.cedarburg.wi.us)

(262) 375-7611

**Cedar Creek Coordinator:** Natalya Cerdá

[supervisedplayground@gmail.com](mailto:supervisedplayground@gmail.com)

(224) 595-0787

**Cedar Pointe Coordinator:**

[supervisedplayground@gmail.com](mailto:supervisedplayground@gmail.com)



## **Program Information**

Summer Playground Camp is an outdoor program run through the City of Cedarburg's Parks and Recreation Department. This program offers a safe and fun place for your children to enjoy summer activities with other children their age. Both sites have adult supervisors with experience in supervising children. Children will participate in games, arts and crafts. The program is open to children ages 3-12. \*Children may attend either one of our parks in the mornings, afternoons or all day. Playground runs from 8:00 AM until 5:00 PM daily, June 10th through August 9th. Children may also join us for lunch from 12:00-1:00. Parents who leave their child(ren) for lunch must provide a bag lunch.

\*All children must be toilet trained. Children must be three years old by June 10<sup>th</sup>.

\*There will be **NO** refunds after the program begins. This includes inclement weather and pandemic related issues.

## **Payment and Registration**

Registration will ONLY be held in-person in the Parks and Recreation office on the lower level of City Hall (W63 N645 Washington Ave. Cedarburg WI 53012) from 8:00am-4:00pm each day of registration. Program may fill up before some registration dates.

Returning Participants from 2023 (last summer):	Tuesday, March 19
City of Cedarburg Residents (Must bring proof of residency):	Wednesday, March 20
Non-residents (including Town of Cedarburg):	Thursday, March 21

FEES	Half Day	Full Day
<i>Per Child</i>	\$600	\$750

Available at Cedar Creek or Cedar Pointe Park.

**Half Day AM:** 8:00am – 12:00pm

**Half Day PM:** 1:00pm – 5:00pm

**Full Day:** 8:00am – 5:00pm

### **Safe Drop Off and Pick Up**

All children must be signed in and out of the park each day. We ask that parents cooperate with us on this rule to ensure the safety of all children. It is crucial that you sign your child in every day with a park leader. Failure to sign a child in and out of the park consecutively may result in removal from the program. If you have any questions or concerns regarding this policy, please do not hesitate to contact your park coordinator or the Recreation Coordinator, Chandler Steffen.

Only authorized persons will be allowed to pick up a child. All authorized persons must be listed on the emergency contact form. If you need to add an authorized person to your contact list at any point throughout the summer, please contact your park coordinator. Persons picking up children at the park may be asked to show a staff member an I.D. to ensure your child's safety.

### **Walkers and Bikers**

If your child is able to leave the park on his or her own, parents MUST fill out the necessary section on the Emergency Contact Form. By completing this section, you are granting permission for your child to leave the park without an adult. **If this section has not been completed by a parent or guardian, your child will not be allowed to leave the park unless an authorized adult is present.**

If special circumstances should arise, and you have not previously granted permission for your child to leave the park on his or her own, it is required that you provide park leaders with a written note, granting permission for your child to leave on his or her own. In this note, please include your signature, the date and any stipulations regarding their departure from the park.

### **Park Rules**

Children will review the park rules with the staff on the first day of Supervised Playground. However, we believe it is important for parents to understand these rules and reinforce them as needed.

- ★ Children must inform a staff member when they need to use the restroom or get a drink. It is important that staff know where all children are at all times.
- ★ Children are not allowed in or near the creek at any time.
- ★ Children are to be respectful of park equipment, staff and other children while at the park.
- ★ Hitting, pushing and shoving will not be tolerated.
- ★ Children are to use the playground equipment as it is designed. (This means no climbing up slides, not climbing on the exterior of structures, etc.)
- ★ Children should listen to staff members at all times.

## **What to Bring Each Day**

- ★ **Back Pack:** all of the below items should be packed in a bag or backpack labeled with your child's name.
  - **Water Bottle:** Children need to bring a water bottle with them to camp each day. Bubblers will not be turned on at the parks so this is the only way for them to stay hydrated. One staff member, wearing gloves, will refill water bottles throughout the day.
  - **Sunscreen:** All children must bring their own sunscreen, **labeled with their name.** (Siblings may share). If children need help from staff applying sunscreen, they must bring SPRAY SUNSCREEN. We will stop activities once in the morning and once in the afternoon to encourage children to apply sunscreen and help those that need help. Staff will wear gloves if helping children apply sunscreen. Please help your child apply sunscreen before dropping them off at camp each day.
  - **Snack:** We have snacks once in the morning and once in the afternoon. Please pack your child's snacks in their backpack. It's helpful to separate snacks from lunches or tell your child which item is their snack, so that children don't eat all of their food in one sitting.

## **What NOT to Bring**

### **Toys from Home**

- ★ No toys from home are allowed at Summer Playground Camp. This includes Pokemon cards (or any other trading cards), roller blades, electronics and coloring books. We have plenty of activities to keep children occupied throughout the day.
- ★ If children bike to the park, we ask that they keep their bikes on the bike rack until the end of the day.

### **Cell Phones**

- ★ If your child has a cell phone, please inform them they are **only allowed to use it for emergencies or before and after park times.** If a child is using a cell phone, a staff member will hold onto the phone until the end of the day.

## **Lunch**

Lunch runs from 12:00-1:00 each day. If your child is registered for full days, they will automatically be signed up for supervised lunch. If your child is registered for half days, they are more than welcome to stay or come early for lunch, provided a parent fills out a supervised lunch form. We ask that parents refrain from sending items containing peanuts, however if a child does bring these items, they will be asked to sit at a separate table with one of the staff members.

Children who are staying for lunch must bring a bag lunch. If a child forgets his or her lunch, a lunch will be provided for them for a fee of \$5. Parents will be contacted if this happens and must pay the fee by the end of the day.

All staff and children will wash their hands or use hand sanitizer before and after eating lunch each day. Tables will be sanitized before and after eating as well. Children MAY NOT share food with one another.

## **Activities and Program Schedule**

Each day your child will participate in a variety of fun, outdoor activities. This being said, please plan to send your child in clothing and shoes that can get dirty. There will be a designated water week during the summer where we ask that you send your child with a swimsuit and a change of clothes.

We will work to keep children in small groups as much as possible. These groups will be based on different things such as arrival time and interest in activity. We cannot guarantee that groups will be the same each day. We will still play large group games (like tag and dodgeball) where children will be spread out.

## **Pool Days**

- Children should bring pool passes or money for admission to the pool. Cost is \$5 per child. Children may also bring money for the snack bar. Please remind children to keep this money in their backpack, until it's snack time.
- **On pool days, pick up and drop off will be at Centennial Park.**

## **Rainy Weather**

Because we are an outdoor program, in the event of a storm or consistent rain, summer playground camp will be **canceled**. In the event of a cancellation, parents will be notified via email and text.

\*If you are unsure of whether or not the playground will be canceled due to weather, do not hesitate to contact your park's coordinator.

\*No refund after the program begins. This includes inclement weather and pandemic related issues\*

## **Sick Policy**

1. If a child starts showing signs or symptoms of being ill during camp, they will be separated from the group and parents will be contacted to come pick-up the child. Areas that the child used will be sanitized before allowing use by any other child.
2. Children who have a temperature of 100.4 degrees or above, or show other signs of illness, will not be allowed to attend camp that day. Parents/guardians will be asked to take their child's temperature before coming to the facility.
3. Children may not return to the park until they have been fever free for 24 hours. We ask that you, as parents, obey this policy not only for the safety of your child but for the safety of all children in our program and our staff.

## **HALF DAYS**

- All AM and PM half day children are welcome to join us for pool days and field trips for the whole day.

## **Field Trips**

**This year field trips will all be out of park.** Below is our policy regarding field trips:

- ★ Drop off and pick up will be at Cedar Creek Park for both camps, refer to the calendar or contact your park coordinator for more information.
- ★ Please see the calendar for further information regarding times and locations of field trips.
- ★ **All** children in **all sessions** are welcome to attend field trips.
- ★ You **MUST** fill out a permission slip for your child to be able to attend the field trip. Permission slips must be turned in by their due date to your parks coordinator.