

2021 Village of Hartland  
**Summer Camp**  
Packet

**IMPORTANT INFORMATION!**



**REGISTRATION BEGINS MARCH 1**

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# OUR CAMPS

## ENROLLMENT INFORMATION

Spots for camps can only be reserved for your child if there is a credit card on file. Parents/guardians will then have the option of either making weekly or monthly payments using their credit card. If you choose to do weekly payments, your credit card will automatically be charged the Friday before the week of camp your child is signed up for. If you choose monthly, your card will be charged on June 18, July 16 and August 13. Total charges for the camps will be totaled up and divided up into even payments for each month. If you need to cancel a week of camp after enrolling, we must be notified 7 days before camp starts in order to receive a full refund. Any notification less than 7 days, a refund will not be given.

## PLEASE NOTE

Each camp session is one week long. [Rates will not be prorated](#) for participants who cannot attend every day of the session.

## HOW TO REGISTER

Fill out the registration form that accompanies this packet and return it to the Hartland Recreation Department, 210 Cottonwood Ave, Hartland, WI 53029.

## LOCATIONS

### **HARTLAND NORTH ELEMENTARY**

232 Church St., Hartland, WI 53029

### **NIXON PARK**

175 E. Park Ave, Hartland, WI 53029

## BEFORE CARE

### **WILL NOT BE PROVIDED.**

## SUMMER SPLASH

Summer Splash is a program *HOSTED* by the **HARTLAND LAKESIDE SCHOOL DISTRICT.**

More information can be reached at <https://hartlake.org/summer-splash/>.

## SUMMER CAMPS

### **SUMMER AFTERNOON CAMP**

**Hartland North Elementary**

Ages 6 - 12

Monday thru Friday, June 14 - August 6

No camp on July 5

12:00 pm - 5:30 pm

\$115 per week

Fee for the week of July 5 is \$92.

### **SUMMER ALL DAY CAMP AT NIXON PARK**

Monday thru Friday, August 9 - 20

Ages 6 - 12

8:00 am - 5:30 pm

\$140 per week

### **HALF DAY CAMP AT NIXON PARK**

Monday thru Friday, August 9 - 20

Ages 6 - 12

12:30 pm - 5:30 pm

\$115 per week

# DROP OFF AND PICK-UP AT CAMP

## DROP OFF AND PICK-UP PROCEDURES

Inform camp counselors who has permission to pick up your child and give them any other information about your child that you feel they should know.

If your child needs to leave early, please send a note or talk to a camp counselor when you drop your child off. Children will not be allowed to go home early without permission from parents.

If you decide to pick up your child early, please call the camp phone, 262-844-8868 to see where camp is. Sometimes during the day camp might leave Hartland North and Nixon Park to go to a different park or on an adventure.

## HARTLAND NORTH AND NIXON PARK

Parents are asked to remain in their car during drop off and pick-up. If there is a need to talk to staff, we ask that you pull over to the parking spot that will be assigned for those who need to talk to staff. Staff will remain by the front passenger side of the car, on the outside, during the conversation.

PLEASE ALLOW FOR ADDITIONAL TIME TO CHECK-IN AND PICKING UP YOUR CHILD. YOUR CHILD'S SAFETY IS OUR PRIORITY AND WE WILL NOT RUSH THE CHECK-IN OR PICK-UP PROCEDURES.

## DROPPING OFF AND PICKING UP AT NORTH ELEMENTARY

If your child is attending Hartland Lakeside's Summer Splash program at North Elementary they will be brought to the cafeteria at Hartland North Elementary after their Summer Splash program is finished. If your child is attending Summer Splash at North Shore Middle School, they may ride the bus over to Hartland North. If you are dropping your child off at Hartland North, please pull up to the entrance of school by the cafeteria entrance, south side of school. Staff will greet you and your child and escort your child into the school.

Once participants arrive at Hartland North, by bus, Hartland Recreation Department's Summer Afternoon Camp staff will greet the participants that are on the bus. They will assist and direct camp participants to where they will be having their lunch once they arrive. Staff will not be on the bus during the transport.

Hartland North doors are locked during the day. Please call the camp phone at 262-844-8868 so staff can bring your child out to your car.

At the end of the camp day participants may be picked up on the south side of the school by the cafeteria. Parents may park along the driveway that runs along the south side of Hartland North Elementary. When weather is permitting, camp at Hartland North, will be held outside.

## NIXON PARK

Staff will have a drop off and pick-up lane for camp. We are asking parents/guardians not to drop off or pick-up their child at any other location. In order to prevent camp participants walking to their assigned shelter, please do not drop your child off from the street. Parents/guardians are asked to pull up into the drop off and pick-up lane. Summer camp staff will be present to talk to parents. Participants will be checked in and then sent to their group's assigned shelter.

Drop off times will be consistent daily. If your child has an alternative drop off time, parents must contact the camp leader in advance to set up a different drop off time. If the weather is bad when camp starts and/or ends, you may be required to drop off or pick up your child at the Hartland Community Center, 100 E. Park Ave. An email will be sent if participants should be dropped off at the Hartland Community Center.

# LATE POLICY/BEHAVIOR POLICY

## LATE FEE POLICY

If you do not pick up your child on time you will be charged a fee. Failure to pay the late fee or continuing to not pick your child up on time may result in your child being excused from camp. Refunds for camp will not be given for any children that are asked to leave camp because they are not being picked up on time.

5 minutes late	Verbal Warning
6 - 10 minutes late	\$10
11 - 20 minutes late	\$20
21 - 30 minutes late	\$30

## BEHAVIOR POLICY

Appropriate behavior by participants is expected at all times. The staff will work cooperatively with parents to keep them informed of inappropriate behavior and solicit their support to resolve conflicts and encourage positive interaction. Participants who remain disruptive after consultation with parents may be excused. The primary concern of the Recreation Department must be the safety and well being of all participants, even though it may cause inconvenience to parents in a particular case.

Please review our [Discipline Procedures](#) with your children so they are aware of our procedures for inappropriate behavior.

<b>FIRST OCCURRENCE</b>	Verbal warning given to participant.
<b>SECOND OCCURRENCE</b>	5 minute time out for participant to cool off and rethink choices.
<b>THIRD OCCURRENCE</b>	10 minute time out for participant to cool off and rethink choices.
<b>FOURTH OCCURRENCE</b>	Participant removed from activities for the rest of the day and telephone call made to parent/guardian. Incident form completed for the Recreation Department.
<b>SEVERE CLAUSE</b>	Will be used for gross misbehavior. Participant removed from activities for the rest of the day and telephone call made to parent/guardian. Incident form completed for the Recreation Department.

Continued problems will lead to a meeting with the participant, parent/guardian, the Camp Coordinator and the Recreation Director.

# WHAT TO BRING TO CAMP/THINGS TO KNOW

## WHAT TO BRING TO CAMP!

### EXTRA SHIRT FOR CRAFTS

Kids will be kids! Your child will get dirty. Various activities utilizing paint, sand, dirt, food, water and other materials are used to have a great time. Please dress your child accordingly. Your child may bring and leave a shirt they can wear over their clothes when doing a craft.

### SHOES MUST BE WORN

We recommend your child wears gym shoes to camp. Children do a lot of running and physical activities that make wearing sandals or flip flops difficult.

### WHAT TO BRING ON A DAILY BASIS

1. Sunscreen - must be able to apply themselves (spray on preferred)
2. Water Bottle
3. Bag Lunch
4. A snack
5. Bathing suit and towel (on appropriate days) that your child can put on independently.

### PERSONAL BELONGINGS

Children may bring items from home, but please put their name on it. Also, be aware that the Hartland Recreation Department is not responsible for lost or stolen items. *All electronics are prohibited at camp.*

### LUNCH

*Lunch is not provided at camp. Your child must bring their own bag lunch.*

### SNACKS

A nutritious snack is to be brought daily: a fruit or vegetable, crackers, popcorn, pretzels and water or juice. Please refrain from high sugar sweets and drinks. It creates a problem with bees and sticky tables.

## THINGS TO KNOW!

### RAINY DAYS

Camp will operate rain or shine. Rainy day activities will be low key, such as movies, arts & crafts, board games and others. Please feel free to send board games, cards or books along with your children.

### COMMUNICABLE DISEASES

For the health of all our participants, you are required to notify the Recreation Director (Kelli Yogerst 367-0352) of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, COVID etc). Specific information will be kept confidential; however, we must notify all parents and participants.

# THINGS TO KNOW

## SUNSCREEN

It is our policy that staff is not authorized to apply sunscreen. We strongly suggest the following:

1. Purchase sunscreen that is spray on and/or waterproof with a duration period of at least six hours. Sunscreen application should take place prior to coming to camp.
2. Instruct your child on how to properly re-apply sunscreen.
3. Each family must send their children with their own sunscreen, staff will not provide sunscreen for participants and participants will not be allowed to share sunscreen. The only exception is siblings may share sunscreen.
3. If you do not require your child to wear sunscreen, please provide a letter stating you give your child permission NOT to wear sunscreen while they are at camp.

## WEEKLY REMINDERS

Weekly reminders are emailed out the Friday before the next week camp starts. If your email is not provided at time of registration you will not receive it. It is no longer printed and handed out. The weekly reminders contains important information on what is occurring at camp that week.

## MEDICATIONS

If your child is on and/or has a change to their medications while they are attending camp, please let staff know so they can ensure your child has a successful experience at camp.

## WAITLISTS FOR SUMMER CAMPS

If your child is placed on a waitlist for any of the Hartland Recreation Department's Summer Camps, you will be notified by June 1 if we will be able to accommodate your child or not. We will do our best to add staff to accommodate everyone.

## CAMP T-SHIRTS

Every child at camp will receive a camp t-shirt. If you register before or on Friday, May 7 you will be guaranteed the size shirt you selected for your child on the registration form. We can not guarantee the correct size if you register after Friday, May 7 because we have to submit the order to ensure we receive shirts in time for camp.

# FIELDTRIPS/ABSENCES/EARLY PICK UPS/CONTACT

## FIELD TRIPS

Due to COVID participants will not be going on field trips this year. Staff is working on bringing entertainment to camp.

## REPORTING ABSENCES OR EARLY PICK UPS

If your child will not be at camp or needs to be picked up early, please contact camp by emailing them at [summercamp@villageofhartland.com](mailto:summercamp@villageofhartland.com) or calling them on the camp phone at 262-844-8868 **BEFORE** camp is scheduled to start.

If you are trying to reach camp during camp hours, please call them on the camp phone 262-844-8868. If you text, camp staff will not text back. Camp staff will also not be able to check and reply to emails during camp hours.

## SUMMER CAMP EMAIL: [summercamp@villageofhartland.com](mailto:summercamp@villageofhartland.com)

Summer Camp has their own email address; [summercamp@villageofhartland.com](mailto:summercamp@villageofhartland.com).

Please contact them for any questions about camp, reporting any absences or if a child is leaving early. Summer Camp email **WILL NOT** be checked while Summer Camp is being held. Summer Camp email will be activated starting June 14.

## SUMMER CAMP PHONE NUMBER: 262-844-8868

Starting June 14, 2020 Summer Camp may be reached anytime, even during camp hours, on their cell phone. You may text, but camp staff **will not text** you back during camp hours.

## HARTLAND RECREATION DEPARTMENT: 262-367-0352

Question for payments and refunds, please contact the Hartland Recreation Department at 262-367-0352 or [kelly@villageofhartland.com](mailto:kelly@villageofhartland.com).

The Hartland Recreation Department is excited to have your child involved in Hartland Recreation Department's Camps. The Summer Camp staff is experienced, well-trained and excited to offer a summer full of fun activities!

If you have any questions, please feel free to contact any of the camp leaders, Jenny, the Camp Coordinator, or Kelli Yogerst, Recreation Director at 262-367-0352.

If you need to get a hold of camp staff during camp hours the Camp cell phone number is 262-844-8868.



# HOW TO REGISTER

Everything that is required to sign up your child for the Hartland Recreation Department's Summer Camps is listed below and can be found in this packet.

## HOW TO REGISTER

- Drop off the necessary forms or mail them into the Hartland Recreation Department office at 210 Cottonwood Ave, Hartland, WI 53029. Your registration will not be accepted if all the forms are not included when submitted.
- Registration online will no longer be available.

## WHAT YOU WILL NEED TO REGISTER

### SUMMER CAMPS

- Summer Camps Registration Form
- Credit Card on file
- Signed Waiver (located on the bottom of this page)
- Behavior Policy Agreement (located on the bottom of this page) signed by both Parent/Guardian and youth who will be attending camp
- Village of Hartland Recreation Department Emergency Form

## PLEASE RETURN THE BOTTOM PORTION

My child and I reviewed and discussed the Behavior Policy and Discipline Procedures and fully understand the disciplinary steps and if a severe situation occurs, my child will be removed from that day's activities. If problems continue, a meeting with myself, my child, the Camp Coordinator and the Recreation Director will be held.

\_\_\_\_\_  
Print Parent/Guardian's Name

\_\_\_\_\_  
Print Participant's Name

\_\_\_\_\_  
Parent/Guardian Signature    Date

\_\_\_\_\_  
Participant's Signature                      Date

All participants are requested to sign the following release. Parent 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/We are aware of and understand that there may be potential risks inherent with participating in any recreational activities and that the Village of Hartland 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, indemnity and agree to hold harmless the Hartland Recreation Department employees, staff, and other persons for any and all claims, injuries, liabilities, damage or right of action directly or indirectly arising out of the use of Hartland Recreation Department facilities, equipment, and/or participation in Village of Hartland Recreation Department activities. In the event of medical emergency, I authorize the Recreation Department staff to obtain medical treatment for the above named. I give permission for myself or my child to appear in media/promotion materials approved by the Village of Hartland.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# **HARTLAND RECREATION DEPARTMENT'S 2021 SUMMER CAMP COVID PLAN**

## **Summer Camp**

Available to be reached  
June 14 - August 20, Monday - Friday,  
summercamp@villageofhartland.com  
262-844-8868

## **Hartland Recreation Department**

kelly@villageofhartland.com  
262-367-0352

## **Staff**

Kelli Yogerst, Recreation Director  
Jenny Ledzian, Summer Camp Coordinator

## **OVERVIEW**

Our summer camp programs offer children the opportunity to participate in fun, enriching, and supervised activities. Your child's safety is of utmost importance to us. We will be taking the following measures to address the concerns and spread of COVID-19 in our programs and community. These measures may change during the summer based on directives we receive from our governing bodies, Wisconsin Health Services Department and local officials.

## **STAFF PRECAUTIONS**

Staff will be required to take their temperature at home daily prior to starting their workday.

Staff must report any indicated symptoms of illness to their direct supervisor.

Staff will be asked not to come to work if they are showing any symptoms of COVID or have been in contact with someone with symptoms or COVID until we know the staff member doesn't have it.

## **STAFF TRAINING**

Staff will be trained in Personal Protective Equipment.

Staff will be trained per the CDC guidelines for cleaning recreation facilities and equipment.

Staff will be trained to instruct participants on proper handwashing and sanitization techniques.

## **STAFF PPE**

For the safety of our staff, they will not be required to wear PPE when playing games and walking around with participants outside. Inside, staff will wear masks.

Staff will practice social distancing and, if necessary, the utilization of PPE when in close proximity with others. (I.e. participants, parents, public, outside groups, contractors, etc...).

## **STRUCTURE**

While social distancing is practiced, the structure of camp will enable the following structural changes. The Recreation Director and Summer Camp Coordinator may modify these at any time based on the needs of the program.

Participants will be divided into groups of no more than 8-10 individuals and will remain with the same group of campers and staff for the entire week.

Each group will have one counselor.

Activities will be planned as stations in which the group(s) will rotate to ensure a variety of activities. Please understand that within each group, social distancing may not be possible due to camp participants playing games and working on projects. Staff will promote the importance of social distancing.

When eating lunch at Hartland North, weather permitting, lunch will be eaten outside and participants will be with their group. On days of inclement weather, lunch will be eaten inside and with their group.

## **MASKS**

Masks will be expected to be worn by participants when they are inside. If there is inclement weather, camp will move indoors to the Hartland North Elementary, Library, Hartland Community Center and/or the Village Board room. We will then have children put masks on. Participants are required to bring their own mask. Please send extra masks with your child in case the original one needs to be replaced.

## FIELD TRIPS/SPECIAL EVENTS/EXPLORING HARTLAND

Field trips will not be held this summer.

Staff is looking into bringing entertainment to camp. Some entertainment is already scheduled. Depending on the entertainment all groups might be present. If so, social distancing will be promoted between the groups. Other entertainment might result in groups rotating one by one for the entertainment.

Staff is still planning on taking walking trips around Hartland. Only two groups will go together to ensure two staff is with the participants in the event of an emergency. Social distancing will still be promoted between the groups.

## SUPPLIES (Sports equipment, craft supplies, board games, etc.)

Each group will have specific equipment and supplies assigned that will be used for that week's activities. All supplies will be disinfected daily and in-between uses. All supplies will be labeled and kept in storage bins or racks to ensure separation of supplies between groups. Children will be required to wash hands and/or sanitize hands in-between activities and after using supplies.

It is not recommended that children bring their own items to share (i.e. balls, games, etc.) However, a small labeled box of craft supplies such as crayons, markers and scissors is acceptable.

Participants are encouraged to bring anything they may need at camp in a bag. We ask that parents clean the bag and the items in the bag, as well as any other items that were at camp every night.

## ILLNESS

Camp participants are expected to stay home if any of the following apply.

- If your child has been in close contact with anyone who tested positive for COVID -19 within the last 14 days.
- If any member of your household currently has symptoms of COVID-19.
- If your child who is signed up for camp has been tested for COVID-19 and waiting for test results.
- If your child has developed any of the following symptoms within the past 24 hours
  - Cough, shortness of breath/trouble breathing, new loss of sense of taste or smell, a fever (>100.00) or taken any medication in the past 24 hours to lower their temperature.

If camp participant has developed 2 or more of the following symptoms within the last 24 hours, they are expected to stay home. If they do attend camp and two or more symptoms start, parents/guardians will be asked to pick their child up.

- Sore throat, unusual tiredness, nausea (stomach ache) or vomiting, runny or stuffy nose, headache, body aches and/or diarrhea.
- If your child **ONLY symptoms** are vomiting and/or diarrhea, they do not need to be tested for COVID - 19, but asked to stay home until free of vomiting and diarrhea for 24 hours.

## CONTACT STAFF

If you need to talk to staff you may reach them by the camp phone, 262-844-8868 or at [summercamp@4illageofhartland.com](mailto:summercamp@4illageofhartland.com). Both the camp email and camp phone will be activated on Monday, June 14.

Kelli Yogerst, Recreation Director

Jenny Ledzian, Summer Camp Coordinator

# SUMMER CAMPS REGISTRATION FORM

Payer's First & Last Name:			
Camper's First & Last Name:		Date of Birth:	Age:
Address:	City:	State:	Zip:
Home Phone:	Cell Phone:	Email - to receive weekly reminders	
Please check your child's t-shirt size			
Youth SM ____ Youth MD ____ Youth LG ____ Adult SM ____ Adult MD ____ Adult LG ____ Adult XL ____			

**Please initial all that apply.**

<input type="checkbox"/>	Yes I would like to be signed up for the Weekly Payment Plan
<input type="checkbox"/>	Yes, I would like to be signed up for the Monthly Payment Plan
<input type="checkbox"/>	I do understand that if I am not registered by the end of the day Friday, May 7, my child may not receive the correct size t-shirt.
<input type="checkbox"/>	I do understand that I will not receive a refund if Hartland Recreation Department is not notified 7 days prior to the start of the camp week that I wish to unenroll my child in.
<input type="checkbox"/>	My child has an IEP and/or needs special accommodations while at camp. Please have a camp staff employee contact me to discuss this further.
<input type="checkbox"/>	My child will need to ride the bus from North Shore Middle School to Hartland North after Summer Splash.
<input type="checkbox"/>	I understand that if my child does not have a lunch, my credit card will be charged \$10.00 so my child will get a cheese sandwich and bottle of water from the Hartland Recreation Department.
<input type="checkbox"/>	I understand I am the individual who is responsible for camp payments.
<input type="checkbox"/>	I understand that if I am late to pick up my child, I will be charged a late pickup fee. I also understand if I continue to pick up my child late, my child might be asked to leave camp.

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV/CVC# \_\_\_\_\_

Cash/Check and Amount enclosed (\$): \_\_\_\_\_ (Make checks payable to Village of Hartland)

Signature: \_\_\_\_\_

Please Check	Afternoon Camp, 12:30pm - 5:30 pm	Fee	Please Check	All Day Camp, 8am - 5:30pm	Fee
<input type="checkbox"/>	June 14 - June 18, 12:30pm - 5:30pm	\$115	<input type="checkbox"/>	August 9 - August 13, 8am - 5:30pm	\$140
<input type="checkbox"/>	June 21 - June 25, 12:30pm - 5:30pm	\$115	<input type="checkbox"/>	August 16 - August 20, 8am - 5:30pm	\$140
<input type="checkbox"/>	June 28 - July 2, 12:30pm - 5:30pm	\$115			
<input type="checkbox"/>	July 6 - July 9 12:30pm - 5:30pm No camp July 5	\$92			
<input type="checkbox"/>	July 12- July 16, 12:30pm - 5:30pm	\$115			
<input type="checkbox"/>	July 19 - July 23, 12:30pm - 5:30pm	\$115			
<input type="checkbox"/>	July 26 - July 30, 12:30pm - 5:30pm	\$115			
<input type="checkbox"/>	August 2 - August 6, 12:30pm - 5:30pm	\$115			
<input type="checkbox"/>	August 9 - August 13, 12:30pm - 5:30pm	\$115			
<input type="checkbox"/>	August 16- August 20, 12:30pm - 5:30 pm	\$115			

# Village of Hartland Recreation Department

## Emergency Form

Participant's Name \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Phone Number \_\_\_\_\_

My child is allowed to be picked up by the following individuals:

<b>Name:</b>	<b>Relation:</b>	<b>Phone Number:</b>
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____

### Emergency Information

**Allergies (medical or non-medical):**

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**Pre-existing medical condition (applicable to program activities):**

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**Medications:**

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**Other:**

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**Emergency Contacts:**

<b>Name:</b>	<b>Relation:</b>	<b>Phone Number:</b>
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____