



# SUNSET SUMMER CAMP

**1st-5th Grade**  
2024/25 School Yr.

Register:



**REGISTRATION OPENS FEB. 26**

- At the Recreation Center in Sunset Park, Elkhorn
- Monday-Friday (Exception: See week of July 1st)
- Swim at Sunset Pool 2-3 Time a Week!
- Must Attend a Minimum of 3 Days Per Week
- Weekly Field Trip or Guest Entertainer!
- Outdoor Water Activities, Games, Crafts, and More!

	<b>DATES:</b>	<b>WEEKLY FEE:</b>	<b>TIMES:</b>	<b>THEME:</b>	<b>FIELD TRIP:</b>
	Wk. 1. June 10 - June 14	\$145R / \$174NR	7:30AM - 5:00PM	Back to Camp	Bowling
	Wk. 2. June 17 - June 21	\$85R / \$102NR	12:00PM - 5:00PM	Superheroes	Theater: Inside Out 2
	Wk. 3. June 24 - June 28	\$85R / \$102NR	12:00PM - 5:00PM	Pirate Fever	Fontana Playground
	Wk. 4. July 1 - July 3 (3 Days)	\$90R / \$108NR	7:30AM - 5:00PM	Holiday Hullabaloo	Holiday Parties
	Wk. 5. July 8 - July 12	\$85R / \$102NR	12:00PM - 5:00PM	Witches & Wizards	Lakeland Playground
	Wk. 6. July 15 - July 19	\$85R / \$102NR	12:00PM - 5:00PM	Hawaiian Luau	Mini Golf
	Wk. 7. July 22 - July 26	\$145R / \$174NR	7:30AM - 5:00PM	Out of this World	Theater: Despicable Me 4
	Wk. 8. July 29 - Aug. 2	\$145R / \$174NR	7:30AM - 5:00PM	Sunset Olympics	EAHS Track & Field
	Wk. 9. Aug. 5 - Aug. 9	\$145R / \$174NR	7:30AM - 5:00PM	Elkhorn's Got Talent	EAHS Auditorium
	Wk. 10. Aug. 12 - Aug. 16	\$145R / \$174NR	7:30AM - 5:00PM	Dancing through the Decades	Roller Skating
	Wk. 11. Aug. 19 - Aug. 23	\$145R / \$174NR	7:30AM - 5:00PM	Creative Campers	Whitewater Aquatic Center

**FIELD TRIPS:** Field trips are subject to change if necessary. Advance notice will be given when possible.

**PAYMENT PLAN:** Available if registering for a minimum of 3 weeks. Please call 262-741-5114, since payment plans can not be processed online.

**HALF DAYS:** Elkhorn Summer School. Sunset Camp runs 12:00PM - 5:00PM during summer school dates. A bus is available from summer school. Select Bus D when registering for summer school. Camp staff will ride the bus with campers from summer school to make sure we have everyone who should be on the bus.

**HOLIDAY WEEK:** 3 days only (Monday-Wednesday). Have a safe and happy 4th of July!

**SUNSET POOL:** The pool closes on Aug. 18, so we will take a field trip to the Whitewater Aquatic Center for swimming this week.



# SUNSET CAMP

## WHAT TO EXPECT

Camp activities will vary based on weekly themes, field trip locations and weather. On a weekly basis, you can expect your child to participate in scavenger hunts, arts & crafts, swimming, water activities, nature hikes, sports and weekly field trips and/or guest presenters.



## DROP-OFF / PICK-UP

### Attendance:

Text 262-441-7492 by 9:00 AM if your child will not be attending that day.

**Drop-Off:** 7:30AM-9:00AM  
**Summer School Wk Drop-Off:** 12:00PM-1:00PM  
**Pick-Up:** 4:00PM-5:00PM

To pick up earlier, please call ahead. Activities are planned up to 4:00PM, and we will try to have your camper ready and back to the Rec Center if they are out in the park for a scheduled activity.

**Full Days:** Drop-off & pick-up will take place at the Recreation Center.

**Half Days:** Drop off will take place at the Lions Den Shelter, and pick-up will be at the Rec Center. If inclement weather, please drop off at Rec Center.

**Sign In/Out:** All parents/guardians are expected to sign in/out their child. The sign in/out sheet will be available at each respective drop-off and pick-up location. Simply ask our Camp Staff to direct you to the person with the sign in/out sheet. All participants must be picked up 5:00 PM or prior.

### Late Pick-Up Fee:

Any parent who arrives after 5:00 PM will be given grace for the 1st occurrence. The 2nd occurrence of a late pick-up after 5:00 PM will be assessed a \$10.00 late pick-up fee on their Rec Desk account. Frequent late pick-ups may result in suspension or termination from the program.

The Recreation Department staff is aware of unforeseen circumstances occurring and we ask that you call the office at 262-741-5114 if you know you will be late to drop-off or pick-up.



## SOCIAL MEDIA

Meet your counselors and see daily activities:

FACEBOOK: Elkhorn Recreation Department

INSTAGRAM: @SunsetSummerCamp

## COMMUNICATION

- The Friday before your camper arrives, check your email for information and forms to be filled out before drop-off. If not received, please call to verify your email address.
- Band App - Sign up to receive important information.

## ITEMS TO BRING DAILY

All items should be carried in a backpack and clearly labeled with the child's name.

- **Swimsuit & towel:** We do our best to swim at Sunset Pool 2-3 times per week. Due to weather and pool capacity, we are not able to schedule specific days of the week to swim. Please have your child bring a swimsuit & towel on a daily basis.
- **Bag Lunch:** Lunch from home will be eaten in the Lions Den Pavilion, weather permitting.
- **Insect Repellent & Sunscreen:** Staff are not permitted to apply sunscreen by hand to your child. If you would like staff to assist with applying sunscreen please bring a spray bottle.
- **Water Bottle:** There is a refill station in the Rec Center.
- **Healthy Snack:** Please send 2 healthy snacks; one for morning and one for the afternoon.



## LEAVE AT HOME

All electronics and money should be left at home. Personal hand held games and toys are not allowed at camp. If campers bring these items, they will be taken away until the end of the day. A cellphone for emergency purpose may be left in a backpack, but not used during camp. ELKHORN RECREATION DEPT IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

## LOST AND FOUND

Please take a look at our lost and found table in the Rec Center before the end of each week.

## CAMP ATTIRE

Campers should wear clothing that is durable and comfortable. Throughout the week, campers will be participating in water games and crafts. The Elkhorn Recreation Department highly recommend closed toed shoes when participating in activities not involving Sunset Pool/water activities.

The main focus of this camp program is to be outdoors. Please have your child dress for the weather. If inclement weather occurs, we will organize indoor activities inside the Rec Center.



# SUNSET CAMP

## SUNSET POOL

We are so excited to be able to swim at Sunset Pool 2-3 times every week (weather dependent). You will be able to assign which zone(s) your child is allowed to swim in when you complete the Sunset Camper Informational Form. Your child will wear a correlating bracelet in the pool, indicating to camp staff and lifeguards in which zones they are allowed. We have the RED ZONE (zero depth), YELLOW ZONE (basketball hoops area), and GREEN ZONE (diving boards & drop slide). Any camper who is assigned to the green zone will need to pass a swim test given by a lifeguard in order to use those areas. If they pass, they will receive a yellow all-access bracelet. Please bring this bracelet back to camp every week. \$1 to replace.



Life vests are allowed, but must have a label showing US Coast Guard approved. The front office at Sunset Pool has some available to borrow.

## GETTING TO KNOW YOUR CHILD

So that we can best be prepared to care for your child, please tell us in the Sunset Camper Informational Form, any additional information, such as likes, dislikes, medical conditions or any specific behavioral concerns you may have. This will help us to make your child's experience at Sunset Camp their best summer yet!

## MEDICAL INFORMATION

We are naturally concerned about your child's safety. Please let the camp directors and counselors know when you complete the Sunset Camper Informational Form, if your child has a special medical condition or allergy that they should be aware of.

### 1. ILLNESS

**Text 262-441-7492 by 9:00 AM if your child will be absent due to illness.**

If your child is ill and/or has a fever, please keep them home. In order to attend camp, your child must be fever free for 48 hours before returning to the program. If a child becomes ill during the program, a parent will be notified and asked to pick up their child as soon as possible. If the parent is unavailable, the emergency contacts will be called.



In the case of contagious disease, please notify the camp directors and camp staff immediately. Your cooperation is appreciated. If your child contracts head lice, we will need verification that they have been cleared by a nurse or doctor before they can return to camp.

### 2. MEDICAL EMERGENCIES

If your child is injured and requires more than just basic first aid the following steps will be taken:

- a. Staff will call 911
- b. The parent or guardian will be contacted
- c. If the parent or guardian is not available, the emergency contacts listed on the information form will be called

You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Rec Department employees are not permitted to transport injured parties in private automobiles. Be sure to indicate your family doctor's information and insurance information on the site form. Insurance and doctor information are needed in case of an emergency that results in a trip to the hospital. This way we can pass this information on to the hospital for processing.



### 3. MEDICATION

If your child requires prescription medication, please provide the same Permission for School Administration of Prescription Medication form you provide for the school. If your child has an allergy, please note this on your emergency form when registering your child, and bring it to the attention of the counselor. You should provide the emergency medication needed and proper training to all counselors if needed. Please make arrangements for your own administration of other medications, if necessary. If your child has medical needs that need our attention, please contact us to discuss plans in advance.







# SUNSET CAMP

## CODE OF CONDUCT



Please read this code of conduct with your child, stressing appropriate behavior while at camp.

As a camper, I promise to:

- Show respect to other participants and treat them as well as I would like to be treated.
- Not bully or make any campers or camp staff feel unsafe at camp.
- Show respect to staff, and cooperate with their instructions.
- Not hit any campers or members of the camp staff.
- Not yell or scream inappropriate language at any campers or members of the camp staff.
- Know and follow all the rules of camp.
- Communicate any problems or issues at camp with my camp counselor or camp director.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed.
- Not deliberately cause bodily harm to other participants or staff. I understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Be responsible for my actions and understand that irresponsible behavior will result in disciplinary actions.

## DISCIPLINARY ACTIONS FOR VIOLATIONS OF THE CODE OF CONDUCT:

- 1st Verbal Warning: Talk with the Camp Director and Parent/Guardian.
- 2nd Verbal & Written Warning: Talk with Camp Director. Results in 1 day dismissal from program.
- 3rd Verbal & Written Warning: Results in the dismissal of the program in its entirety.

## REFUND POLICY

A full refund will be granted up to two weeks prior to the program start date. A 50% refund or 100% credit will be granted if notice is given within the two weeks prior to the start date. No refund will be given on the start date or during the program.



## UNUSUAL ARRIVAL/DEPARTURE

Under the following circumstances a written advanced notice in the form of a text is required:

- Late arrival or early departure (appointment, lessons, etc.)
  - If your child has to leave early due to an emergency, we will do our best to have them ready at the Rec Center if enough notice is given.
- Walking or riding a bike to or from camp if dates differ from the permission form filled out at time of registration.
- Someone picking up the camper other than the parent or emergency contact.

**Text 262-441-7492 from the parent's phone number that we have on file.** Please include the who the text is from, the child's name, the date(s) affected, who will be dropping off/picking up. Children who do not have advance written notice from the parent will not be allowed to leave camp under any circumstances. Please try to give advance notice and try to limit these special requests as the camp schedule can be very busy and we have activities at different locations in Sunset Park.



## UNAUTHORIZED DEPARTURE

Sunset Summer Day Camp is a program in which attendance will be taken daily. Campers will not be free to leave the camp area on their own during camp hours. We ask for your cooperation in stressing this policy to your child. In the event that a child leaves or runs away from the camp program without authorization, the following steps will be taken:

1. Staff will encourage the children to return voluntarily
2. If the child leaves the grounds:
  - a. Camp staff is unable to leave campgrounds to retrieve a child.
  - b. The police will be notified to locate the child
  - c. A conduct report form will be filled out
  - d. Repeat occurrences may result in suspension or termination from the program

## EQUAL ACCESS

No eligible participant shall, on the basis of race, sex, creed, national origin or disability, be denied equal access to programs, activities, services, or benefits or be limited in exercise of any right, privilege, advantage or opportunity. Upon registration or entry into the program, the parent/guardian will be solicited for information regarding special accommodations needed for their child/children.

## SUSPECTED ABUSE AND NEGLECT

In accordance with the procedure set forth by the Wisconsin Department of Justice and the Wisconsin Department of Children and Families any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected shall immediately report the matter to their supervisor. The proper authorities will be notified.