

2024 Summer Playground

Old Town Hall &
Veterans Park Sites



Children ages 6-12

Get-out And Play Parent Handbook

This manual has been prepared as a guide for you in understanding the rules, regulations and policies of the Muskego Recreation all-day playground program.

We are not a state-licensed day care or day camp program. The purpose of this program is to provide a variety of activities on a daily basis for children to do.



Group Sports

8:00AM-5:00PM
Monday-Friday

Optional care available
7:30-8:00AM and
5:00-5:30PM



Arts & Craft
Activities



Field Trips



Making Friends

Welcome to GAP

Playgrounds give children opportunities to explore and build relationships. We provide a trusting environment where you and your child will feel welcomed! This handbook provides basic information about our playground program and what to expect. We desire to keep all children safe, and we will make every effort to ensure each child has a positive and enriching experience while at the program. If you have any further questions feel free to send us an email or give us a call.



Questions?
E-mail us at :
mplayground@
muskego.wi.gov

Many different daily activities planned as well as field trips and special events.

Playground Hours 8:00AM-5:00PM



The standard hours of the playground will be 8:00 AM-5:00 PM. The playgrounds also have a pre-care option from 7:30 AM-8:00 AM and a post-care option from 5:00 PM -5:30 PM for an extra fee of \$115.00 R/\$150.00 NR for either time frame. You will be billed a fee of \$10.00 for any time your child is dropped off before 8:00 AM or if your child remains at the playground after 5:00 PM, unless they are registered for extended care.

Recreation staff will not supervise children at the park before or after hours. Staff will arrive at 7:15 AM and will be staying until 5:45 PM. This time is for the set-up/clean-up of activities and too open/close the building. They will not be responsible for children during that time.

Information Form & Eligibility

All children must have a completed Child Information sheet by the first day of attendance. You can complete the form by clicking on this link:

<https://www.cityofmuskego.org/DocumentCenter/View/9324/All-Day-Playground-Child-Info-Sheet>

Please fill out the entire form with as much detail as possible, as this will give us the best opportunity to serve your child. Parents must disclose significant medical, physical, or behavioral needs at the time of enrollment. You can fill out this form right on the PDF, save it to your computer and email it back to us at our main email: mplayground@muskego.wi.gov or you can print and bring with to the open house.

Eligibility

Due to the large-group format of our Day Camp, we are unable to provide one-on-one care. Children must be able to provide self-care in a group setting (able to follow the group and given instructions, able to use the restroom facilities unassisted, able to wash hands without assistance, and able to control their behavior while participating in all activities). The program staff does NOT provide one-on-one care.

Children must be 6 years old by the start date of playgrounds. Transitioning to playgrounds can be challenging for new 6-year-olds or new campers in general. Children should be able to do the following and these tips will provide a great transition to day camp; are familiar with their backpack (knows where their snack is, their lunch box, water bottle, extra clothes), can open and close their backpack, knows how to apply sunscreen and bug spray independently, wears shoes that they can easily take on or off (no-ties if they do not know how to tie yet), does not need to take naps anymore (there are no naps at playgrounds).

First Day

It is normal for your child to show some anxiety or reservation about Playgrounds, especially if this is their first year. The best thing you can do is reassure them that everything will be okay, that the Leaders will help them make new friends, keep them informed, and be there to help guide them through their first day. Your playgrounder is going to come home tired and most likely dirty after a day of fun-filled activities. It is important at night to make sure they are hydrating and refueling with a healthy dinner. To make playgrounds a learning experience and enhance the child's self-esteem, Playground Staff will utilize positive guidance to appropriately manage children who are crying, fussing, or distraught.

LOCATIONS & CONTACT INFORMATION

Old Town Hall (OTH)

W180S8100 Racine Avenue

Veterans Memorial Park (VETS)

W182S8200 Racine Avenue

***Also accessible on Pioneer Drive. This is preferred roadway for drop off/pick up as well.*

Playground Contact

Email: mplayground@muskego.wi.gov

Recreation Office Number: 262-679-4108

OTH Phone Number: 262-679-4027



Parking Instructions

Old Town Hall (OTH)

Enter parking lot from Racine Avenue. Proceed to a lined parking stall. **DO NOT PARK ALONG THE GRASS EDGE OF THE PARKING LOT TO KEEP THE CHILDREN SAFE.** Walk with your child to the check in table and wait in line to begin the check-in process.

If you arrive after 9:30AM or before 3:30PM, the children may be off site at Vets Park. If we have gone to Vets Park we will put a sign outside so you know where to go to drop off or pick up your child.

Veterans Memorial Park

Enter the parking lot located on Pioneer Drive (facing the playground equipment) and park in a lined stall. Walk with your child to the check in table located by the shelter and wait in line to begin the check-in process. **DO NOT PARK IN THE POLICE DEPARTMENT LOT.**

If you arrive after 9:30AM or before 3:30PM, the children and staff may be at Old Town Hall. If we have gone to OTH we will put a sign at the leader table so you know where to go to drop off or pick up your child.

Child sign-in/sign-out Procedures

**This is an important parent requirement*

We realize that every parent has a rushed morning and is in a hurry to get to work. But that does not supersede our need to provide a secure drop off for every child. **A PARENT MUST SIGN THE CHILD IN AND OUT EVERY DAY.**

Upon your arrival you will park your car and walk your child up to the shelter or into the building to approach the check-in/out location for your site. Once at the sign in table, staff will greet you and your child and staff will sign your child in for the day and then you will be able leave. This allows the staff time to update parents on any important information. **AT NO TIME CAN YOUR CHILD WALK THEMSELVES TO SIGN-IN IN THE MORNING AT EITHER LOCATION.**

At pick-up in the afternoon, you will walk up to the same location for drop-off and staff will greet you there. Your child will be dismissed to you at the leader table.

FOR THE FIRST 2 WEEKS OF CAMP UNTIL WE LEARN ALL KIDS - Photo identification will be required to release a child.

The staff will ask for photo identification from everyone and will check their authorization. This will allow us the opportunity to learn each child and their parents.

After those first 2 weeks, we will only ask for identification if it is not a parent picking up. Please list on your child information sheet the names of people authorized to pick up your child other than yourself. If someone else is picking up your child and is not on the authorized pick-up list, we will NOT release that child. This is for your child's protection. If you need to add additional names to the approved pick-up list, please inform the staff or email the Rec. Dept.

These sign-in/sign-out procedures will be a requirement each and every day your child attends our program. Failure to follow this protocol may result in the immediate removal of your family from GAP. Please make sure that everyone knows these rules.

Healthy Environment

Muskego Recreation Department takes the health and safety of each camper seriously. We will monitor CDC and other local and state agencies' recommendations to make sure that we are implementing protocols to keep campers healthy to the best of our ability. The parent handbook will be updated and we will communicate to families or any updates.

Please help us keep a healthy environment for all of our children. If a child cannot participate in the program due to illness, the child must be kept at home. This includes but is not limited to: fever, cough, excessive congestion, vomiting, severe sore throat, diarrhea, or any symptoms of communicable diseases. Children who are ill may not return until they are symptom-free for 24 hours (see Sick Child Policy Amendmen). They must also be fever-free for 24 hours without the use of fever reducers. If your child becomes ill during program hours, you will be notified and requested to pick up your child within the hour. Please adjust your emergency contacts accordingly.

Small cuts and scrapes will be treated by our staff using standard first aid procedures. All minor accidents (e.g., small cuts or abrasions, bruises, stings, or bites) will be treated on-site. Parents will be notified at the time of pick-up. In cases of serious illness or injury, Recreation Staff will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The Recreation Staff will contact EMS at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.

The Recreation Staff will contact the parents of any child who is found to have head lice. That child will be asked to be picked up early and will be allowed to return only after a successful treatment resulting in the complete removal of live lice and nits. The Recreation Staff will notify all other parents of the incident. There is no financial or time compensation for missed days.

Sick Child Policy

We realize that keeping a sick child home presents challenges for families. We want to minimize kids missing playgrounds but also want to provide a safe and healthy place for kids to play. The health, safety and well-being of all children, families and staff at the Muskego Recreation Department continue to be of great importance to us, as is providing consistent child care to all of the families we serve. We always commit to taking all precautions toward keeping children and staff safe and healthy. Following this additional sick child policy will help the GAP Playground program and Muskego Recreation to do this. Children will be monitored for signs or symptoms of illnesses daily.

When should you keep your child home?

Children will be asked to stay home or return home if any of the following applies:

- Have a fever of 100.4 or higher, must be fever free for 24 hours without medication
- Have symptoms of a Common Cold or Seasonal Influenza, (cough, muscle aches, sore throat, fatigue, nasal or sinus congestion) must be symptom free for 24 hours before returning
- Have Strep Throat, and have not yet been on antibiotics for 24 hours
- Have gastroenteritis (vomiting and/or diarrhea), strongly encouraged to not return until child has 48 hours after last episode of vomiting/diarrhea
- Has a rash that has not yet been seen by a doctor, such as Ringworm, Hand Foot & Mouth, Impetigo, Poison Ivy, MRSA, etc. child must have been seen by a doctor and treatment plan initiated before returning
- Have lice, return after treatment or removal of live lice
- Has a confirmed case of COVID-19. See section below on Quarantining for Exposure of COVID-19

To prevent the spread of illnesses:

- Children with signs/symptoms of illness or who have been exposed to others with a serious will be asked to stay home
- Children who develop signs/symptoms of an illness while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up
- Muskego Recreation Department will practice handwashing as best as possible including, before meals and snacks, after outdoor play, after using the bathroom, after nose-blowing, or assisting a child with blowing their nose, coughing, or sneezing
- Playground staff will encourage campers to cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Playground staff will clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

If an enrolled child or employee has a known exposure to COVID-19.

Please note: The CDC no longer recommends Quarantine for those exposed to COVID, rather the following precautions are recommended

- Wear a mask for 10 days (Day "0" is the day of exposure)
- Monitor for symptoms (if symptoms develop Isolate and get tested)
- Get tested on day 6 (if negative continue with precautions through Day 10, if positive Isolate)

Allergies & Medical Conditions

Please alert staff of any medical conditions/allergies and any accommodations needed for allergies (ex. Epi-pen, inhaler) when dropping off your child.

Other than life-saving medications (Ex. Epi-Pens and Inhalers), **we will not administer any other medications nor can they be brought to playgrounds.** Epi-Pens and Inhalers must be in the original container and labeled with the child's name and dosage.

An authorization to Administer a Medication form must be filled out if your child will be bringing these items. If you need this form, please notify staff or the Recreation Department.



What to bring? (label everything!)

We are asking that each child brings along a backpack (get some extra use out of that old school backpack) to playgrounds each day. This will allow them to keep all their personal items separate from others and be easily accessible to the child. Each location will have ample space for the children to set their bags when they arrive in the morning. Please note, that both locations spend a lot of time outside and the children should be dressed in weather-appropriate clothing.

Children should bring in their backpack each day:

- Change of clothes
- Healthy Lunch (Refrigeration is not provided).
- 2 snacks - one for morning and one for afternoon
- Re-usable water bottle. Please bring it full in the morning, children can re-fill throughout the day
- Sunscreen and bug spray (can be shared between children in the same family). **We strongly suggest to put them in a Ziploc bag to protect the other items in the backpack.**
- Hat, sunglasses, sweatshirt
- Swimsuit & Towel (or change of clothes) for Water Days (will be listed on the calendar)
- Book for reading after lunch
- Quiet activity for any downtime we might have

Tips to keep a lunch cold:

- Pack in an insulated lunch bag
- An ice pack is a must
- Frozen juice boxes can be used as freezer packs. By lunchtime, the juice should be thawed and ready to drink!
- Fill your child's water bottle the night before and place it in the freezer (camp favorite!)
- Put stainless steel containers in the freezer before packing
- If possible, your child's lunch should be stored in a refrigerator but leave the lid of the lunchbox or insulated soft-sided bag open in the fridge so that cold air can circulate and keep the food cold.

To keep the cost of camp low, we ask families to help provide some of the items the kids will use each day.

Each CHILD is asked to bring:

- Set of 8-count or higher Crayola Markers (please make sure they are washable & not RoseArt or generic brands for easy clean-up)
- 2 Elmer brand washable glue sticks (please make sure it is washable & not RoseArt or generic brands for easy clean-up)
- 1 pkg. Clorox wipes
- 1 roll of paper towel

Each FAMILY is asked to also provide the following. If your last name begins with the letters:

- A-F** 1 package of large 9" paper plates AND 1 box of Kleenex
- G-N** 1 box of Ziploc 1-quart sized storage bags AND 1 package of small 6" paper plates
- O-Z** 1 box of Ziploc 1-gallon sized storage bags AND 1 pkg. of Dixie cups

What should I leave at home?

Please DO NOT send the following items: Slime, beads, rainbow looms, stuffed animals, collectable toys, toy weapons of any kind, cell phones, money, electronic games, pets, valuables, candy, or other sweets. We cannot be held responsible for lost or stolen items.

Slides and flip-flops are not adequate with the amount of outdoor activities children will participate in. Tennis shoes and socks or athletic sandals are recommended as footwear unless otherwise stated by the staff. Remember, kids get dirty; do not send nice clothes.

We will have certain days listed on the weekly calendar where children will be able to bring toys in for a limited play time. Otherwise, please leave them at home.

All items necessary for the activities are provided. Book or quiet activity can only be used during down-times.

Sunscreen & Bug Spray

PARENTS will be providing an individually labeled bug spray for their child to be used when they will be going into the wooded areas of the park. We will only be applying when in the trails or wooded areas. We will assist your child as needed in applying their bug spray for those times we go into the wooded areas of the park.

Keeping safe in the sun and woods!

PARENTS will be providing an individually labeled sunscreen for their child that we will be applied in the morning and afternoon. It is suggested for a water-proof sunscreen lotion with an SPF of between 15-30. When it is time to go outside, staff will watch as the child applies it to their arms, shoulders, and legs. Staff will wear gloves and assist with getting sunscreen on the child's face, back of neck and ears if needed due to the child's age.

Rec Rewards



We believe in rewarding positive behavior instead of punishing negative behavior.

Rewards will be given for good behavior, being a good friend/camper and special surprise incentives. Children who show kindness, helpfulness and good behavior will receive a credit that will be posted in the sign-in book. Kids with at least 10 check marks each week will be allowed to have special treats like walking trips to Culvers, pizza delivered, fishing trips to the stream and more. We will also have an end of year special treat for children who have reached at least 100 check marks.

We strongly suggest that you ask staff to check your child's Rec Rewards every week to see if your child is receiving any rewards. If not, you may want to talk to your child about what is keeping them from achieving these behavior incentives.



Being a happy camper gets you rewarded!

Please feel free to ask questions if you have questions on any of the material included in this hand-book.

Playground of the Day

This program allows all children to showcase a little bit about themselves and share things that are special to them. It is essentially a show-and-tell time that lets them be the center of attention and lets us all learn a little bit more about the kids. They are then the special kid of the day.

Playgrounders will be helpers for snack time, special activities or leader helpers as needed that day. On that day, the children should come prepared for their presentation.

This presentation is like a show-and-tell; the kids can share a story or bring something from home. In past years participants have brought in sports trophies, a souvenir from a trip, photos, a stuffed animal, etc. Some have even demonstrated spe-

cial skills/talents like music or karate!

In addition, the Playgrounder of the Day will provide a healthy snack for the playground kids (roughly enough for 40 kids). This will be a morning snack that the group will get around 9:30 AM.

All playgrounder snacks must be commercially pre-packaged items. Please no homebaked items, no ice cream or frozen treats.

We will be utilizing Sign-up Genius for selecting your child's playgrounder day. You will be able to sign up starting May 1 and any child not signed up by June 17 will be assigned a slot. Please watch for your invitation e-mail and then visit the website and pick a slot that will work best for your family.

Weekly On-Site Treats!

Each week throughout the summer, we will have Kealoha Shave Ice visit our playground program to bring some cool treats at a cost of \$5/child.

Each week around 1PM on the day listed on the weekly calendar, we will bring all kids wishing to purchase a treat to our Veterans Park location. If you would like your child to participate, please pack \$5 in cash in a ziploc bag with your child's name on it. The money will be kept in their backpack.

We will post the special treat each week on our weekly calendars so you can decide if your child wishes to participate.



Behavior Policy / Guidelines

In order to ensure a safe and enjoyable experience for all participants, the Recreation Department has a behavior code participants must follow. It is our hope that by following these guidelines, we will be able to ensure that all participants are getting the most out of their recreational experience. Children who attend the playground program are expected to follow our behavior guidelines each day.

During the first week, children and staff will be drawing up a set of rules and regulations for the playground.

The behavior code is as follows: Participants will be given verbal warnings to stop a behavior. If the participant does not stop their negative behavior, the leader will remove the child to the sidelines for 1 minute/year of age or at the discretion of the leader. After that time, the child will be brought back into the activities. If the behavior happens again during that day, staff will remove the child from that day's class. If the behavior continues to happen, the child may be removed from the program at that time.

Anytime a child is given a time out you will receive a copy of the behavior report. It is our hope that you will discuss the behavior issues with the child before the next day to prevent removal from the program entirely. There will be no refunds given if a child is removed from the program due to behavior problems.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for a day, week, or the remainder of the year:

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging Muskego Recreation Department or personal property
- Leaving the playground program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or playground rules
- Using profanity, vulgarity, or obscenity
- Acting in a lewd manner including inappropriate or lewd comments/behavior
- Any further behavior deemed inappropriate

Please review these guidelines with your children so they know the expectations they have while at playgrounds.

We reserve the right to dismiss a playgroup leader at any time. If you have behavior concerns, please contact Tammy Dunn, Recreation Manager in the Recreation office to discuss. It is our end goal for your child to have a successful summer with our program.



Medications

It is our policy for staff to not dispense medications. They cannot and will not hand out a medicine nor can they remind a child to take their medicine. Children cannot come to the playground with their medicine. If a child is found to be bringing their medications to the park, you will be called to come and pick the medicine. Please give your child all needed medications before they come to playgrounds or when they get home.

This does not include the Epi-pen or inhalers for asthma. These two medications should be brought to the child's site and given to the head leader. They will make sure your child's group leader has the inhaler or epi-pen with them when off site.

An authorization to Administer a Medication form must be filled out if your child will be bringing these items.

It is important that you list on the child information sheet any medications your child may take as well as any health concerns your child has. If there is an emergency and medical person are called and we cannot get ahold of a parent, we will need this information to share with the medical personal.



CHILDREN ARE NOT ALLOWED TO BRING VIDEO GAMING SYSTEMS OR CELL PHONES TO THE PROGRAM. IF WE FIND YOUR CHILD HAS ONE, IT WILL BE TAKEN AND RETURNED TO THE PARENTS AT PICK-UP.



Bowling Field Trip

Weekly & Monthly Activities

Each of the 10 weeks of GAP have a different theme which is then broken down into daily activities. We will have themed group games, themed special activities, and some learning opportunities as well. Speciality clubs will allow the kids to try new things, some clubs will have a cost.

You will be receiving a weekly calendar that will include the week's activities. This will be emailed on Friday of each week and paper copies will be available for pick-up at the playground. At your first day of playgrounds you will receive the first week's calendar so you can plan your families schedule around what is happening each day at G.A.P.

Special days and activities will also be indicated on the weekly calendar. This will be our most informative way of communicating with you. Please make sure

to pick up a calendar or check your email each week as there will be changes made each week.

Children must come dressed for active play and in clothes that can get dirty. Children must be wearing shoes at all times, so tennis shoes are better than sandals for the active games. We will hold water day once a week with water based activities. Activities that will be especially messy will be well marked on the calendar.

We have field trips that will be posted on our website for registration by May 15. Additional information on each trip will be included on website, in camp email and flyers.

Trips include: Movie, Bowling, Wildlife Zoo, Splash Pad, Camp Out, Sock Hop. All field trips are an additional cost.

Weekly Clubs

We will be providing several different club activities for the children. These clubs will be run by GAP staff and will meet once a week for 30-45 minutes. Typically clubs meet in the mornings but can vary depending on staff availability.

Clubs include sports, educational and leisure activities and will vary each week. On club day, at the appropriate time, we will announce the club choices and the children will pick what they would like to

learn about for club day and then go to the activity with the leader. There will be an opportunity then for children to learn about many different things through this approach.

Some clubs will have an enrollment fee and which will be included on the weekly calendar. This fee will help cover materials. This will be especially true for craft and cooking clubs as they occur.

Daily Schedule of Activities



MORNING ACTIVITIES

8:00-9:00	morning free time
9:00-9:30	playgrounder, morning meeting & snack
9:30-11:00	themed activities
11:00-11:30	free time/clean-up
11:30-12:00	we will eat lunch

AFTERNOON ACTIVITIES

12:15-12:30	after lunch reading/refresh
12:30-12:50	free time/low key activities
1:00-2:00	themed activities/specials
2:00-3:00	group activities/free play
3:00-3:30	snack time, group catch up
3:30-5:00	free time/clean up

Weekly Themes

Week 1 -Happy Camper

Week 2 - Weird Science

Week 3 -Mission Impossible

Week 4 - Red, White & Blue (no 7/4 & 7/5)

Week 5 - Sports!

Week 6 - Odds and Ends

Week 7 -A Year in a Week

Week 8 - Water Wars

Week 9 - Battlefield Bonanza

Week 10 - The Final Countdown



Rain Day Location for Veterans Park Site

If rain is predicted, Veterans Park kids will instead meet at Mill Valley Elementary Gym. You will enter the gym through the back doors located by the playground.

When possible we will notify you the day before of our move to the rain location. If the weather changes overnight, we will use a 2 prong approach to notify you of the rain location which includes an e-mail & text as soon as we can in the morning, as close to 7:00AM as possible

If and when the rain stops we will simply use the outdoor areas at school. Your pick-up would also be at school, we will not moving back to the Veterans Park location.

If it starts raining during they day and will be raining for the remainder of the day, we will move into the old Muskego Police Station. Pick up will be done through the front doors. A map will be provided to all Vets Park parents via email the first week of camp.

If your child is part of the Summer Learning Academy (SLA) and using the shuttle service:

-If we are moving for the day to Mill Valley Elem., you will still bring your child to get on the SLA bus at Vets Park by 7:30AM. You will need to wait in the lot with your child until the bus arrives. At the end of the SLA day, your child will be dropped off at Mill Valley Elem. by the shuttle service.

-If morning drop off is at Veterans Park and it is raining when they come back on the shuttle, the shuttle bus will drop them off at old Muskego Police Station to join the rest of the Vets Park kids.

Our Staff...

Are what makes our program the best around!!

The playground staff and the Recreation Department hope this will be a fun, safe and enjoyable summer for your child and yourself. We have a high staff retention and are happy to be welcoming back several of our past summer leaders. We are also excited to welcome some new staff as well.

The staff that work at these programs as regular staff are at least 15 years old and have worked for our department with other programs. Many of them have been with us 3+ years. Most starting their working career with us after having been GAP campers themselves.

This is a wonderful group of people who will give your child a safe, enjoyable, and memorable summer. We are very fortunate to have such an amazing staff working with this program.

We have a Playground Coordinator who will oversee the daily operations of camp. This year's coordinator is Amanda Rick. We also have a lead staff person at each site who deal with situations as they arise at those locations. They will be under the direction of the Coordinator. Our lead person at Veterans Park is XXXXXXXX and the lead person at OTH is XXXXX

Assistants returning this summer are Ryan, Payton, Adela, Ava, Sarah, Hailey, Summer, Josh, Morgan, Leah, Madyson, and Ben. We will have new staff joining us who have worked during the school year as well as other brand new staff.

For Veteran Park Parents -

Please get in the habit of checking your e-mail and calling our hot line if the weather forecast is calling for rainy weather. We will do our best to notify you as quickly as we can if we have to move the children to an area other than Vets Park. If you have any questions, please feel free to speak with your GAP staff or you can call Tammy at the office 262-679-4108.