

HARTLAND RECREATION DEPARTMENT

SUMMER CAMP 2024



AFTERNOON CAMP

MONDAY - FRIDAY

June 10 - June 28

July 15 - August 2

ALL DAY CAMP

MONDAY - WEDNESDAY

July 1-3

July 8-10



REGISTRATION OPENS

MARCH 19 AT 7:30 AM

AFTERNOON CAMP

Hartland South Elementary

June 10 - June 28
July 15 - August 2

Monday - Friday
12:30 pm - 5:30 pm
\$145/week

ALL DAY CAMP

Nixon Park
July 1-3
Hartland South Elementary
July 8-10

Monday - Wednesday
8:30 am - 5:30 pm
\$145/week

SUMMER SPLASH

The Summer Splash program
is hosted by the Hartland
Lakeside School District.
Details can be found at
<https://hartlake.org>

CAMP PROGRAMS

- For children aged 6-11, rising 1st through 6th graders.
- Afternoon Camp runs Monday-Friday, June 10-June 28 and July 15-August 2, 12:30-5:30 pm at Hartland South Elementary following the Hartland Lakeside School District's Summer Splash program.
- The Summer All Day Camp runs Monday-Wednesday, July 1-3 at Nixon Park/Hartland Community Center and July 8-10 at Hartland South Elementary, 8:30 am-5:30 pm. There are no Hartland Lakeside Summer Splash offerings during the weeks of July 1-12.

ENROLLMENT & REGISTRATION

- Registration opens March 19 at 7:30 am online, in person or by mail.

210 Cottonwood Avenue
Hartland, WI 53029
www.villageofhartland.wi.gov



- Enrollment requires a credit card on file.
- Payment options include payment in full at enrollment or automatic weekly payments, charged the Friday before the start of camp.
- For modifications or cancellations after enrollment, the Recreation Department must be notified at least **seven calendar days** prior to the start of that week's camp to receive a full refund. No refunds are given if a cancel notification comes less than seven days prior to the start of that week's camp.
- Rates will not be prorated for participants who cannot attend any portion of the session.

JUNE 10-14: KINDNESS WEEK

Afternoon camp, Monday-Friday, HARTLAND SOUTH

Summer Camp kicks off with Kindness Week. Each day will include a kindness challenge for the camper to share with their family, school or community. Activities include painting kindness stones, creating a kind card and other fun activities!

JUNE 17-21: GOLD RUSH

Afternoon camp, Monday-Friday, HARTLAND SOUTH

Like the wild west, campers will be hunting for treasure. Activities include panning for gold, treasure hunts, horseshoes and more!

JUNE 24-28: MYTHICAL CREATURES

Afternoon camp, Monday-Friday, HARTLAND SOUTH

Dragons, unicorns and fairies make this a magical week. Campers will craft a creature crown, run like Big Foot, catch mythological creatures, decorate magical cookies and more!

JULY 1-3: ANIMAL KINGDOM

All day camp, Monday-Wednesday, NIXON PARK

This three day, all day camp explores animals with a trip to Green Meadows Petting Farm, plus animal charades and races. This camp takes place in Nixon Park with the Hartland Community Center as the rain location. **Limited availability.**

JULY 8-10: EXPLORING NATURE

All day camp, Monday-Wednesday, HARTLAND SOUTH

This three day, all day camp includes a visit to Retzer Nature Center for hiking through their beautiful nature trails. Camp activities include building a bird feeder, flower pressing and a nature BINGO game!

JULY 15-19: TOUCH A TRUCK

Afternoon camp, Monday-Friday, HARTLAND SOUTH

This week campers will get to see the trucks that help support the Village with visits from the Hartland Fire Department, Police Department, Public Works and other community partners.

JULY 22-26: OLYMPIC WEEK

Afternoon camp, Monday-Friday, HARTLAND SOUTH

The 2024 Summer Olympics kick off this week! Campers will craft a torch, a passport, rotate through sports stations including golf, basketball, soccer, kickball, bowling, track and field, etc. and earn medals throughout the week!

JULY 29-AUGUST 2: SUMMER FUN

Afternoon camp, Monday-Friday, HARTLAND SOUTH

Summer Camp concludes with a SUMMER FUN week! Water activities, outdoor games, a visit from Kona Ice and a visit to Nixon Park's splash pad are highlights for this week.

Programming may change. Updates will be provided in the weekly reminder.

HARTLAND SOUTH ELEMENTARY

- Drop-off time for children arriving for camp is 12:30 pm at the front entrance of Hartland South.
- Children attending Hartland-Lakeside's Summer Splash program at Hartland South will be brought to the cafeteria.
- Children attending Summer Splash at North Shore Middle School will be escorted by foot by a camp counselor to Hartland South.
- Children will return from scheduled off-site activities by 4:00 or 4:30 pm daily.
- Pick-up is no later than 5:30 pm. Late pick-ups do incur a fee.
- For early pick-up, parents or guardians should call the camp phone to locate their children, in case they're off site. A phone call or e-mail is required for early pick-up.

Hartland South Elementary
651 E. Imperial Drive
Hartland, WI 53029

NIXON PARK & HARTLAND COMMUNITY CENTER

- The drop-off time is 8:30 am for All Day Camp.
- For an alternate drop-off time, parents/guardians must contact camp in advance.
- Drop-off and pick-up is in the Nixon Park lower parking lot.
- For inclement weather, drop-off and pick-up will be held at the Hartland Community Center.
- **Only authorized adults can pick-up children.**



Hartland Community Center
100 E. Park Avenue
Hartland, WI 53029

Nixon Park
175 E. Park Avenue
Hartland, WI 53029

WHAT TO BRING TO CAMP

- Play clothes are suggested for camp as children utilize paint, sand, dirt, food, water and other materials.
- Participants may choose to pack an extra shirt for crafting.
- Spirit days will be scheduled that encourage children to wear fun and festive clothing.
- Gym shoes are ideal. Children do a lot of running and physical activities that make wearing sandals or flip flops difficult and a safety concern.
- A backpack or drawstring bag should be brought to camp daily with these items, as needed:
 - Sunscreen - children must be able to self apply sunscreen, sprays are preferred
 - Water bottle
 - Bag lunch
 - Snack
 - Bathing suit and towel - children can change into swim gear on days with water activities (refer to weekly reminder email for scheduled water activities)
- Children may bring a personal item from home on scheduled Show and Tell days.
- All personal items should be labelled. The Hartland Recreation Department is not responsible for lost or stolen items.
- **All electronics are prohibited at camp.**
- Each child must bring their own lunch, as lunch is not provided.
- A daily, nutritious snack should be packed. Fruit or vegetables, crackers, popcorn, pretzels and water or juice are recommended. Please refrain from packing high sugar sweets and drinks as they create a problem with bees and sticky tables.

THINGS TO KNOW

- Camp will operate rain or shine.
- Rainy day activities will be low key, such as movies, arts & crafts, board games, etc. Please feel free to send games, cards or books along to camp on rainy days. All games brought from home should be labelled.
- Staff is not authorized to apply sunscreen. Here are recommendations regarding sunscreens and applications:
 - Spray and/or waterproof sunscreen with a duration period of at least six hours is recommended.
 - Apply sunscreen prior to camp.
 - Instruct children on how to properly re-apply sunscreen.
 - Each family must send children with personal sunscreen; staff will not provide sunscreen and participants will not be allowed to share sunscreen. The only exception is when siblings are attending camp together.
 - Parents must communicate with camp staff if children are not using sunscreen.
- All Summer Camp participants will receive one camp t-shirt. Requested t-shirt sizes can not be guaranteed.



- Weekly reminders are emailed the Friday before camp starts. **If an email address is not provided, the parents/guardians will not receive weekly reminders.** Weekly reminders contain important information and details on the upcoming camp week.
- There will be scheduled field trips throughout the summer. Details on the field trips will be shared in the weekly reminders.
- In the event that Summer Camp has a wait list for any of the camp weeks, the Recreation Department will send an email update to wait list registrants on or before June 1.
- For the health of all participants, camp families must notify the Recreation Department, 262-367-0352, 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.
- Camp participants are expected to stay home if they are sick with a fever of 100.0° or higher or if they have taken any medication in the past 24-hours to lower their temperature. If campers are too sick to participate in camp programming and/or have developed any of the following symptoms, camp staff will contact a parent/guardian for immediate pick-up: sore throat, unusual tiredness, nausea or stomachache, vomiting, runny or stuffy nose, headache, body aches and/or diarrhea.
- Any changes to routine or medications that may affect a child's behavior while at camp must be shared with camp staff.

SUMMER CAMP CONTACT INFORMATION

To report any absences or early departures:

Camp Email: summercamp@villageofhartland.wi.gov
Camp Phone: 414-630-8275

For payment questions:

Recreation Phone: 262-367-0352
Recreation Email: sarar@villageofhartland.wi.gov



LATE FEE POLICY

- Pick-ups after 5:30 pm will be charged a fee.
- Failure to pay the late fee or continued late pick-ups may result in removal from camp.
- Refunds for camp will not be given for any children that are asked to leave camp.

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 inform them of inappropriate behavior and solicit support to resolve conflicts and encourage positive interaction.
- Participants who remain disruptive after consultation with parents may be excused from camp.
- The primary concern of the Recreation Department must be the safety and well-being of all participants.
- Refunds for camp will not be given for any children that are asked to leave camp.
- Please review our discipline procedures with children prior to the start of camp.

DISCIPLINE POLICY

FIRST OCCURRENCE

Verbal warning given to participant.

SECOND OCCURRENCE

5-minute time out for participant to cool off and rethink choices.

THIRD OCCURRENCE

10-minute time out for participant to cool off and rethink choices.

FOURTH OCCURRENCE

Participant removed from activities for the rest of the day and telephone call made to parent/guardian. Incident form completed for the Recreation Department.

SEVERE CLAUSE

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.



- Registration for Summer Camp opens on March 19 at 7:30 am, online or in person/by mail,

210 Cottonwood Avenue, Hartland, WI 53029

- **For in person or by mail enrollment, registration cannot be completed until all of the forms are submitted.** Please refer to the enrollment check-list below.

IN PERSON/BY MAIL ENROLLMENT CHECK-LIST

- Summer Camp Registration Form (page 8)
- Credit Card on file (page 8)
- Signed liability waiver & photo release (page 7)
- Signed Behavior Policy Agreement (page 7)
- Emergency Form (page 9)

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 Hartland Recreation Department participants are asked to sign this liability release and consent to use of images. A custodial parent or guardians must sign for any minor. I the undersigned, do hereby agree to allow the above named to participate in the activity indicated. I am 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 or health insurance coverage for any participant. I 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 Village of Hartland, its officers, employees, staff, agents and other contract instructors for any and all claims, injuries, liabilities, damage or cause of action directly or indirectly arising out of the use of Village of Hartland facilities, equipment, and/or participation in Village of Hartland Recreation Department programs/activities. However, in the event of a medical emergency, I authorize the Village of Hartland staff to obtain medical treatment for the above named participant. I consent and give permission for all images of myself and the above named participant to appear in media/promotion/information materials approved by the Village of Hartland without any payment or consideration. This consent/grant of use of images includes but is not limited to the distribution/publication by any means including but not limited to the Internet, and by means of e-mails, magazines, newsletters, pamphlets, news articles, advertisement flyers, and in whatever other manner the Village of Hartland finds useful or utilizes for any other lawful purpose. This release shall continue indefinitely, until I otherwise revoke said release in writing. In the event of a revocation, I agree that the Village will not initiate any new use of images of myself or the above named participant within any new material(s) after the date of actually being notified of my revocation, but will not be obligated to withdraw or retract any distribution, circulation or publication of any then existing material(s) containing any image of or information about myself or the above named participant.

SIGNATURE _____ DATE _____

SUMMER CAMP REGISTRATION FORM

Parent/Guardian's First & Last Name: _____

Participant'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 pay in full.
<input type="checkbox"/>	Yes, I would like to be signed up for the Weekly Payment Plan.
<input type="checkbox"/>	I understand that my child may not receive the preferred t-shirt size.
<input type="checkbox"/>	I understand that my child must self apply sunscreen and that sunscreen cannot be shared or applied by camp staff.
<input type="checkbox"/>	I understand that I will not receive a refund if Hartland Recreation Department is not notified 7 calendar days prior to the start of the camp week that I wish to withdraw my child from.
<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"/>	I understand that if my child does not have a lunch, a cheese sandwich and bottle of water will be provided, and my credit card will be charged \$10.
<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 for pick-up, I will be charged a late pick-up fee, and if I continue to be late for pick-up, my child may be asked to leave camp.

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

Credit Card #: _____ Expiration Date: _____ CVV/CVC# _____

Name on Card: _____ Signature: _____

Check	HARTLAND RECREATION DEPARTMENT SUMMER CAMP PROGRAMS	Fee
	June 10-14, KINDNESS WEEK, 12:30pm - 5:30pm	\$145
	June 17-21, GOLD RUSH, 12:30pm - 5:30pm	\$145
	June 22-28, MYTHICAL CREATURES, 12:30pm - 5:30pm	\$145
	July 1-3 ANIMAL KINGDOM, 8:30am - 5:30pm, <i>Three day, all day camp</i>	\$145
	July 8-10, EXPLORING NATURE, 8:30am - 5:30pm, <i>Three day, all day camp</i>	\$145
	July 15-19, TOUCH A TRUCK, 12:30pm - 5:30pm	\$145
	July 22-26, OLYMPIC WEEK, 12:30pm - 5:30pm	\$145
	July 29-August 2, SUMMER FUN, 12:30pm - 5:30pm	\$145

SUMMER CAMP EMERGENCY FORM

PARTICIPANT DETAILS

Camp Participant's First, Last Name: _____

Address: _____

City: _____

Zip: _____

Parent/Guardian's Name: _____

Parent/Guardian's Phone: _____

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

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

EMERGENCY INFORMATION

Allergies (medical or non-medical):

Pre-existing medical condition (application to program activities):

Medications:

Other:

Emergency Contacts:

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____