



Village of Sussex
Parks & Recreation
Department
Summer Day Camp 2025
Parent Packet

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CAMP HOURS

Full Days:

Before Care: 7:00am-9:00am

Day Camp: 9:00am-3:30pm

After Care: 3:30pm-5:30pm

Half Days:

Before Care: 7:00am-9:00am

Summer Opportunities Shuttle Pick Up: approx 8:15am

Summer Opportunities Shuttle Drop Off: approx 11:45am

Half Day Camp: approx 11:45am-3:30pm

After Care: 3:30pm-5:30pm

CAMP CONTACT INFORMATION

Camp Cell Phone: (262) 229-1089 (active June-August)

Camp Email Address: summercamp@sussexwi.gov

Camp Address:

The Grove at Village Park

W244N6260 Weaver Dr.

Sussex, WI 53089

2025 CAMP LEADERSHIP STAFF

Charlotte Abt, Recreation Coordinator

(262) 246-5200

cabt@sussexwi.gov

Mckenna Kessenich

Day Camp Coordinator

(262) 229-1089

summercamp@sussexwi.gov

Katie Donnelly

Day Camp Assistant Coordinator

(262) 229-1089

summercamp@sussexwi.gov

COMMUNICATION

Counselors and/or Camp Leadership Staff will discuss any incidents, projects, participation, behavior and overall observations of your child during check-out.

Parents can reach camp by calling camp directly at **(262) 229-1089** or through email at summercamp@sussexwi.gov.

Additionally, we send out important camp updates and information via email and text message. Please be sure you are signed up to receive communication from the Village of Sussex in your Village Recreation account here:

<https://secure.rec1.com/WI/sussex-wi/catalog>. If you are unsure how to do this, please ask our Camp Staff to assist you.

PAYMENTS/WITHDRAWS

If you are on a payment plan (“Pay Later”) for camp, your weekly payment is due by 5pm the Monday PRIOR to the week your child is attending camp.

Payments can be made by credit card on our website

(<https://secure.rec1.com/WI/sussex-wi/catalog>) or via check or cash at the Civic Center, N64W23760 Main St. Sussex, WI 53089. Payments at the Civic Center are accepted Monday-Friday, 8am-4:30pm. No payments will be accepted at Day Camp.

If your payment for the week your child is attending is not received by 5pm on the Monday prior, we reserve the right to remove your child from the following week’s roster and offer the spot to a participant on the waitlist, if there is one.

Any payments received after the due date will incur a \$10 late fee.



NEW

Due Dates for 2025 Payment Plans:

- Week 1: June 9
- Week 2: June 16
- Week 3: June 23
- Week 4: June 30
- Week 5: July 7
- Week 6: July 14
- Week 7: July 21
- Week 8: July 28
- Week 9: August 4
- Week 10: August 11

If you are withdrawing a child from any week of camp, you must do so through the Civic Center office at (262) 246-5200 or email info@sussexwi.gov. **Any withdrawals must be done by the Monday PRIOR to the week you are withdrawing from at the latest.** Please note, if you do withdraw your weekly \$25 deposit is NOT refundable.

Schedule for withdraws, if needed:

- Week 1: June 9
- Week 2: June 16
- Week 3: June 23
- Week 4: June 30
- Week 5: July 7
- Week 6: July 14
- Week 7: July 21

Week 8: July 28
Week 9: August 4
Week 10: August 11

ABSENCE POLICY

If your camper will be late or absent, please email summercamp@sussexwi.gov or call (262) 229-1089 by 9am the day of the absence. If no message is left, camp staff will call parent/guardian to confirm absence for the day. There are no refunds for missed days.

Summer Day Camp is not a drop-in program. Unless camp staff receive written permission in advance indicating that a participant may leave early, we expect participants to be at camp for the full programmed day from 9:00am until 3:30pm.

CAMP SECURITY

Village of Sussex Summer Day Camp is held at the Grove at Village Park, which is a public park including a playground, a splash pad and a multisport court. Because this is a very heavily utilized park, we take Camp security very seriously. In addition to working closely with the Waukesha County Sheriff's department, we will utilize:

- Video surveillance
- Locked entrances
- Camper management systems
- Uniforms (All campers will be provided with 3 camp shirts. Please send your child in the appropriate shirt each day.)
- All campers must be signed in/out of camp by a parent/guardian or authorized pick up person prior to leaving the camp building/area. **Please do not remove your child from the camp area without checking out with staff prior (i.e, do not get your child from the playground, put them in your car and then check out).** It is each family's responsibility to communicate drop off/pick up procedures with any authorized person.

We understand that camper safety is top priority, and will continue to adjust policies as needed to ensure all campers enjoy a fun, safe summer at camp. All families need to adhere to these camp safety measures to ensure just that. Failure to adhere to safety guidelines can result in removal from camp.

CONFIDENTIALITY

We will strive to keep information about a child or about an incident involving one of our campers as confidential as possible. However, the Village is a municipality which is covered by the public records law and certain documents may be required to be released upon request or upon order of the court. We will not discuss incidents involving your child with other program participants or their families unless it is required by law or the other child was involved in an incident with your child. If that is the case, information regarding your child will only be

shared to the extent necessary to provide the correct information to the other parent.

SOCIAL MEDIA

Please be aware that we have campers from different backgrounds and family situations. **With that in mind, we ask parents/families to be mindful of any Camp information shared on social media or any other public forum.**

Camper locations/activities, security procedures, camper/staff names and/or images may contain sensitive information that other families do not want made public. Please consider if items are truly necessary before posting. Our Camp staff does their best to keep families well-informed, so if you have any questions or concerns, they should be your first source for information.

INCLIMATE WEATHER

Day Camp is open on all scheduled camp days, rain or shine. Campers will have many activities outside each day. Your child may get muddy or wet, so please dress your child for the weather and send them with appropriate weather gear. We do not have extra jackets, clothes or shoes.

Physical activities will be limited when there is a heat advisory, it is raining or during severe weather and indoor activity will be substituted. The Grove is an air-conditioned facility. In the case of severe weather, the campers and counselors will retreat to The Grove, where they will continue with an indoor activity.

INJURY & ACCIDENT REPORT POLICY

Any injury during the course of the day will be documented by the camp staff and reported to the Camp Coordinator immediately. The Village of Sussex Accident Report Form will be utilized for documentation. Parents/emergency contacts will be notified if necessary.

ILLNESS

Summer Day Camp cannot provide care for sick campers. Please do not send children to Camp if they are sick. This includes but is not limited to: fever, vomiting, severe sore throat, diarrhea or any symptoms of communicable diseases. Campers may not return to camp until they are fever free (without the use of medication) for 24 hours.

If your child becomes ill at camp, a parent will be contacted and arrangements must be made to pick up your child. In the meantime, your child will be isolated and made comfortable, within sight and sound of an adult. If parents cannot be reached, the emergency contact person listed on the registration form will be contacted. Parent/Emergency Contact must pick up the ill child within one hour after being contacted.

ATTENDANCE PROCEDURES

Drop Off/Pick Up

Children should be dropped off no earlier than 7:00am or picked up later than 5:30pm.

Drop off:

- Parents should park their vehicles and bring their child(ren) up to the check-in table.
- Parents will sign their child in and indicate if they require an SOS Lunch.
- Parents/guardians should not enter the building unless instructed to do so.
- *Please apply sunscreen to your child before dropping them off.*

Pick up:

- Parents should park their vehicles and walk up to the check-out table.
- Parents should present their Photo ID, and will be asked to sign their child out.
- Staff will radio to the appropriate group for the child.
- Children will gather their belongings, and meet their parent at the front of the building.
- Parents should not enter the building unless instructed to do so.
- **Please understand sometimes it takes children a few minutes to gather their belongings. If you need your child to leave quickly, please let camp staff know so we can assist in the dismissal process.**

LATE PICK UPS

Please note Sussex Day Camp closes at 5:30pm. Counselors will stay with campers who are not picked up by 5:30pm, however we will follow the below steps:

- Parent/Guardians will be called to come pick up
- If we are unable to reach a Parent/Guardian, your child's emergency contact will be called to come pick up
- After 30 minutes, if we are unable to make contact with anyone to pick up your child, we will work with the Waukesha County Sheriff's Department to locate an adult.

- **Families will be billed at a rate of \$1 per minute for all late pick ups.**



CAMPER BELONGINGS POLICIES

Daily Storage

Children should bring a backpack daily that includes all the items needed for the day including sunscreen, lunch and snacks, water bottle, additional clothing, swimsuit and towel.

All personal items **MUST** fit in a backpack, be clearly labeled, and taken home daily.

Cell Phones/Smart Devices

Electronic devices create both a distraction and a temptation for other children and are too valuable to be brought into a Camp environment. Should they be brought to Camp, the Village of Sussex is not responsible for lost or damaged personal devices. The use of walkie-talkies or cell phones is prohibited. Smart watches may be worn to track activity, but they may not be used to play games or communicate. When these kinds of items are brought to Camp, they are held by the Coordinators until they can be returned directly to parents.

Medications

All prescription and non-prescription medications should be labeled, kept in an enclosed plastic storage container (parent provided), and given to leadership staff at the beginning of the day. These items will be kept in a separate, locked area.

Please fill out the Village of Sussex Medication Form for any medications your camper requires. This form is available upon request.

Lost and Found

Camp areas must be kept clean and orderly and because of that, lost and found items that are not clearly labeled will be disposed of at the end of the day every Friday. Labeled items will be returned to the child's backpack. ***We are not responsible for loss or damage to personal items.***

LUNCH, FOOD AND BEVERAGE REQUIREMENTS

Camp refrigerators will NOT BE AVAILABLE for lunch storage. Parents are encouraged to send items that will either not need to be cooled, or add a cold pack to lunches with perishable items. Campers attending both Summer Opportunities and Before Care can leave their lunches in their cubby at the Grove.

SOS Free Lunch Program

The SOS Free Lunch Program will continue to be available to campers, as long as SOS continues the program. Families will be asked each morning at drop off if their child will need lunch for the day. If we are provided with a menu from SOS, we will make that available to families. Please note, we do not always receive a menu and families should take that into consideration.

Lunch Procedures

Camp staff will accompany their groups and gather the lunches and go to a designated eating area. After eating, each child will use the restroom and wash hands and return to the designated eating area to meet the rest of the group.

Campers attending Summer Opportunities will eat lunch after exiting the Shuttle and getting themselves set for the rest of the day.

Snacks

The Village of Sussex will provide pre-packaged snacks. These will be nut-free, however should your child have specific nutritional needs, families will need to provide a snack for their child.

Water Bottles

All water bottles should be labeled and taken home and washed daily.

CAMPER ATTIRE

Day Camp participants should dress appropriately for summer activities in clothing that is comfortable, clean, neat and modest. **All campers will be provided with three Day Camp t-shirts to wear when they attend camp.** Campers attending Summer Opportunities will have the opportunity to change into their camp shirts when they arrive in the afternoon.

It is expected that campers will attend camp clothed and dressed in an appropriate manner. Campers should at all times wear their Village of Sussex issued Camp shirt. If they arrive at camp without their shirt, they may borrow a shirt for the day. Parents should launder and return the shirt the next day.

Any article of clothing, manner of hairstyle or make-up which is determined by the staff to interfere with the camp day is prohibited, including, but not limited to, expressions which are obscene, profane, pornographic, advocating pain, death, suicide, or drug or alcohol use. Also, midriff tops and tank tops with oversized armholes or spaghetti straps, and short shorts and short skirts are not appropriate for Camp wear. Pants must be pulled over undergarments.

PERSONAL ITEMS

On rare occasions children have brought to Camp a toy gun, a small scout, utility or pocket knife, etc. to show their friends. These items are considered look-alike or dangerous weapons. If a camper brings any of these items to Camp, the items will be confiscated and the parent(s) notified. The intended use of weapons or look-alike weapons and the frequency with which a child brings them to school will determine discipline procedures, which may include suspension or expulsion from Camp.

BRING TO CAMP EVERY DAY	DO NOT BRING TO CAMP
Weather appropriate clothing including Camp shirt	Cell phone - Please see our Cell Phone Policy above
Shoes appropriate for active play, (i.e. tennis shoes and comfortable summer play clothes).	Money, including on field trips
A brown bag lunch, unless utilizing the SOS Free Lunch Program	Gaming devices
Windbreaker/raincoat/sweatshirt	Candy
A water bottle	Trading cards - including Pokemon Cards
Sunscreen (Spray Sunscreen works best for camp!)	Weapons
Swimsuit/Towel	Unnecessary valuables

CAMPER BEHAVIOR

All participants are entitled to a pleasant and safe environment at Day Camp. We train our staff to use a system of positive reinforcement and hope that we can spend most of our time rewarding positive behavior. We are committed to creating a safe, caring environment and an enjoyable recreational experience; therefore, we cannot serve participants who display unacceptable behavior.

To do this, we inform the children of the basic rules of safety and good conduct and explain that each child is responsible for his/her own actions. Sussex Park & Recreation pillars of safety and good conduct are:

(1) Safety

(4) Respect

(2) Caring

(5) Responsibility

(3) Honesty

Additionally, children must be able to provide self-care in a group setting; for example: following the group, using restroom facilities, washing hands without assistance, and controlling their behavior when participating in activities.

Below are general rules we ask all camp participants to abide by. These rules may be modified or changed as necessary:

Personal Rules

- Treat others with respect at all times; both Counselors and Campers
- Follow Counselor instructions
- Use indoor voices when inside (voice level 1 or 2)
- Use only appropriate language
- Do not speak in a way that teases, hurts or harasses others
- Keep hands and feet to yourself at all times
- Do not run inside the buildings
- No lying, stealing, taking things without asking, hitting, shoving, punching or pushing
- No destroying or vandalizing property
- Clean up after yourself
- Apply sunscreen in the morning and after lunch (ask for help if you need it!)

Group Rules

- Keep cubby areas clean
- Do not enter “No Camper Zones” without Counselor permission
- Do not hang out in restrooms
- Do not eat on window sills– everyone should eat seated at tables
- Stay within activity spaces, particularly when outdoors
- Campers should not open doors for anyone

BEHAVIOR MANAGEMENT GUIDELINES

If a program participant, spectator or guest exhibits inappropriate behavior, the following guidelines should be followed. Village staff and program leaders should determine the severity of the action and immediately take steps to correct it. An incident form should be completed by the program instructor/coordinator with the assistance of witnesses and returned to the Recreation Department within one business day.

Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions including, but not limited to:

1. Verbal warning
2. Conference with staff and person (and parent if necessary) involved in misbehavior.
3. Transfer to another program, time slot or group where inappropriate behavior is less likely to occur.
4. A suspension of the participant from the program for a period of time determined by Village staff.
5. A permanent suspension from the program for failure to correct behavior for repeat violations of this code.

Violations of the code that are deemed to constitute an immediate or implied threat to the safety of others or their property may result in:

1. Conference with staff and person (and parent if necessary) involved in misbehavior
2. A suspension of the participant from the program in which the incident occurred for a period of time determined by the Village staff.
3. A suspension for the remainder of the scheduled program for failure to correct behavior for repeat violations of this code.
4. One-year suspension from all Village of Sussex recreation programs.

5. An indefinite suspension from all Village of Sussex programs for repeat or severe violations of this code.

The circumstances and severity of the incident as determined by Village staff will determine the repercussion. Appeals by the participant and/or his or her parent/guardian may be directed to the Recreation Coordinator. Village Staff and the Park Board will jointly consider any appeals.

MANAGING BEHAVIOR AT CAMP

In addition to the steps above, Camp staff will utilize the following techniques to encourage good behavior and communicate any behavior issues with parents. Our goal is to help kids learn appropriate behavior in a camp setting!

- **Fish Bowls:** Campers can earn Fish Bowls from staff for displaying good behavior. Fish Bowls are put into a drawing for Friday prizes!
- **Brag Tags:** Campers will be able to earn and keep Brag Tags when they are caught being good!
- **Camp Behavior Celebration:** Counselors can send Camp Behavior Celebration slips home so parents know when their kids are good! We ask that parents initial and return the slips so we know they've been seen. Be sure to congratulate your kids on good behavior!
- **Camp Behavior Warning Slips:** Warning slips will be sent home when we have given a verbal warning and a rule reminder. We ask that parents initial and return the slips so we know they've been seen. Please be sure to have a conversation with your child about the behavior and how they can do better next time!



CAMP ACTIVITIES

During the Camp day, campers will participate in a variety of daily activities, generally having to do with the weekly camp theme. Generally, campers will be divided into groups according to age, and will make their way through several stations which can include: arts, crafts, science, games & sports. Additionally, we leave time for free time/playground play each day.

While we would like campers to have Splash Pad time each day, sometimes weather or our schedule does not allow for it. All campers should bring a swimsuit and towel each day to be ready to go on the splash pad, if we are able. Please note that the splash pad does not operate if the temperature is less than 60 degrees, or it is raining. **We will not utilize the Splash Pad if the outdoor temperature is below 70 degrees at the designated activity time** or if there are other large groups utilizing the pad.

Before and After Care is supervised, but generally unstructured time where campers can utilize games, books, sports equipment and the Grove playground.

We also reserve the right to alter the daily schedule to allow for special events/activities or to adjust for weather.

FIELD TRIPS

We plan one field trip or reverse field trip (planned activities that travel to Day Camp) each week. Generally these are planned for Wednesdays, however that may change due to bus/facility availability. A reminder will be sent out the day prior to each field trip. All admission/bus fees are included in your Camp registration fees. As soon as we have our field trips planned for the summer, we will provide families with a schedule of trips.

On field trip days, all campers should wear their camp t-shirt, and bring a disposable bag lunch.

While we make every attempt to return to Camp by 3:30pm after each field trip, sometimes we are delayed. Please watch for emails/text messages on field trip days as we will send out updates in the event we are running behind schedule.

DAY CAMP RECEIPTS

All your payment receipts for camp are automatically emailed to your email address on file. You can also find your receipts by logging into your Village account at: <https://secure.rec1.com/WI/sussex-wi/catalog>. If you require further payment information, please call our office at 262-246-5200.

The Village Tax-ID number is printed on the bottom of every payment receipt. For your reference, it is: 39-6006385.