



PARENT HANDBOOK

WELCOME TO CAMP!

Summer 2025

What's Inside

- Welcome to Camp..... 1**
- Enrollment Information..... 1**
- Daily Life at Camp..... 2-3**
- Financial Information..... 4**
- Food & Snacks..... 5**
- Field Trips & Special Guests..... 6**
- Holmen Area Aquatic Center..... 7**
- Behavior Management..... 8-9**
- Emergencies..... 10**
- Other Camp Policies..... 11-12**



Welcome to Camp!

Hello and welcome to Holmen Park & Recreation Department's first day camp, Halfway Creek Summer Day Camp! We are excited to have your child join us this summer, and we are looking forward to a fun filled summer of outdoor adventures. This day camp **will be held mainly outdoors** and is geared toward kids who are seeking outdoor adventures and fun this summer! Camp staff will plan activities that allow campers to explore all that nature has to offer! Enrollment is open to children between the ages of 6 and 10 and will provide care for a maximum of 30 children per day. We do not discriminate against any child, family, or applicant on the basis of race, color, faith, sex, family income, handicap, political affiliation, national origin or ancestry.

Our camp will run Monday through Friday each week starting on June 9, 2025 and ending on August 15, 2025. There will be no camp on Friday, July 4, 2025. Our Camp's normal hours of operation are 7:30am until 5:30pm Monday through Friday. *Please note – the Holmen Parks & Recreation Office is open Monday thru Friday 8:00am until 4:30pm. Camp starts and ends outside of these hours.* If you have any questions, please feel free to reach out to Park & Rec staff. We are looking forward to a great summer!

Meet our Leadership Staff



Chris Geary
Park & Rec Director



Alex Inglett
Camp Director &
Park & Rec Asst. Director



Jada Brunkow
Camp Supervisor

We also employ several Camp Counselors that will work at Camp throughout the summer! Our staff are excited and eager to have your kids join us this summer!

Enrollment

Enrollment into Halfway Creek Summer Day Camp is only complete once all forms are filled out in their entirety, signed by a parent/guardian and payment is made in full. Enrollment is by week. If you wish to send your child to camp all 10 weeks, you must select all 10 weeks during the registration process and pay for all weeks upfront. Please be thorough when filling out enrollment forms.

Registration can be done in our office (421 S. Main St., Holmen) or online. Due to the length of the registration packet, we cannot accept enrollment over the phone. We accept cash, check or credit card in our office. If you need a payment plan, please call Alex at the Park & Rec Office to discuss your options (608-526-6318).

Daily Life at Camp

Drop-off & Pick-Up

Drop-off will be from 7:30–8:30am each day at the Halfway Creek East Shelter (211 Pool St., Holmen). The East Shelter is behind the bandshell in Halfway Creek Park. If your child will be arriving after 8:30am, please let Camp staff know at least 24 hours in advance as they typically will leave the East Shelter for an activity by 8:30am each day. All children must be picked up at the East Shelter BEFORE 5:30pm each day. Please see page 4 about late pick-up fees.

Drop-off & Pick-Up Procedures

Campers MUST be signed in and out each day by a parent/legal guardian. If someone other than a parent/legal guardian will be regularly picking up or dropping your camper off, please make sure that individual is listed on the Authorized Pick-Up Form in the registration packet. In case of an emergency and someone not on the authorized list will be picking up your child, please call the Park & Rec Office at 608-526-2152. In this case, the individual picking your child up must show a photo ID to staff.

Please do not drop your child off without signing them in or take them home without signing them out. After 5:30pm, late pick-up fees will be assessed (see page 4). If Camp starts or ends at a different location, all parents will be notified via the email that is used to register your child.

- In the case that a parent/guardian or another authorized individual arrives to pick up a child and that adult appears to be intoxicated or under the influence, staff will take all reasonable steps to prevent that child from leaving with the individual. While Camp staff legally cannot withhold a child from his/her parent, staff will NOT hesitate to call local law enforcement if they have any indication that the child is being put in danger.

Daily Camp Schedule

7:30 – 8:30am: Camper drop off, quiet activities at the East Shelter (puzzles, Legos, etc.)

8:30 – 9:00am: Announcements & Ice Breaker games as a group

9:00 – 9:15am: Snack (Camp provides)

9:15 – 11:15am: Scheduled morning group activities

11:15 – 11:30am: Clean-up, restrooms, wash hands, etc.

11:30 – 12:30pm: Lunch (parents provide) and free play on the playground

12:30 – 3:00pm: Scheduled afternoon group activities

3:00 – 3:30pm: Snack (Camp provides) and relaxation time (books, puzzles, etc.)

3:30 – 4:00pm: Group Game or activity

4:00 – 5:30pm: Pickup starts, Games, Playground, etc.

Daily Snack & Lunch

Lunch is NOT provided by Camp. Please note - microwaves will not be available for camper use. However, refrigeration will be available daily, if needed. Camp will provide 2 snacks a day for each camper – one in the morning and one in the afternoon. Please have your camper bring a refillable water bottle each day.

Participation at Camp

Participation in activities is required by campers. Camp staff will plan activities that are safe and appropriate for the age group of campers. If a camper cannot participate in specific activities for medical or health-related reason, please provide a note from a parent/guardian or doctor.

Camp Attire

Clothing should be appropriate for outdoor play, activities and exploration each day. Shoes must have a back. On days that Camp is scheduled to go to the pool or have water activities, please send a swimming suit and towel with your camper. On the days that Camp is scheduled to go on a field trip, please make sure your child wears his/her provided Camp shirt. PLEASE LABEL YOUR CHILDREN'S CLOTHES. All remaining clothes/items will be donated on the last day of Camp.

What to Bring:

Please send your children's belongings CLEARLY labeled with his/her name in permanent ink. Things that your camper should bring each day:

- A packed lunch. Refrigeration will be available, but a microwave will not
- Refillable water bottle
- Sunscreen – staff are not permitted to apply sunscreen to the campers unless using a spray sunscreen
- A change of clothes labeled with their name
- Swimsuit and towel – we may do water activities even if not scheduled to go to the pool

Please make sure you pack all of their items in a small bag or backpack.

What NOT to Bring:

- Electronics (tablets, smart watches, music devices, handheld games, etc.)
- Inappropriate clothing
- Sentimental items
- Toys/games from home
- Cell Phones – While we encourage children to NOT bring a cell phone, we understand that some children will have them. If you send your child with a cell phone, it must remain in his/her bag during the day. If you need to get ahold of your camper during the day, please call the Park & Rec Office at 608-526-2152.
- Illegal items of any kind

Accident/Injury Reports

In the case that a camper is injured at Camp, staff that were present or witnessed the injury will fill out an incident report. If a camper is seriously injured, staff will take appropriate measures to protect and assist the child. Parents/guardians will be contacted as soon as possible. If necessary, emergency services will also be contacted. Camp Director and Park & Rec Director will also be notified of any serious injury or accident.

Financial Information

Fees

Halfway Creek Summer Day Camp will cost **\$165 per week, per camper**. When you register your child, you will pay for the corresponding week of Camp. If you wish to register for multiple weeks of camp and need a payment plan, please contact the Park & Rec Office at 608-526-2152 to discuss options. However, please do this before registration begins as spots will fill quickly. Your camper's enrollment is not finalized until all necessary forms are completed, turned in and payment is complete. Spots will fill quickly so we cannot guarantee there will be an opening for your child until the steps listed above are complete. Your child is not allowed to attend Camp until his/her registration fee for that week is paid. Unfortunately, we cannot register a child over the phone. You must come into the office if you do not want to register online. We do not offer partial week rates. Whether your child comes one day or all five, you must pay the full weekly rate. Your fee includes a Camp t-shirt, 2 snacks per day, any transportation or fees associated with field trips or Camp visitors, and all Camp supplies.

Financial Aid

Financial Aid is available to those who show a financial need and will be awarded on a case by case basis. Proof of eligibility is required. Please call the Park & Rec Office (608-526-2152) to learn more.

Late Pick-Up Policy & Fees

While we understand that situations out of your control arise, we also must respect our staff's time. If your child is not picked up by 5:30pm, a late fee will be administered. For every 15 minutes (per child) after 5:30pm that a child is left at camp, a \$10.00 late fee will be applied to your account. You will have until the end of the current week to pay for any late fees. Your camper(s) cannot return to Camp the following week until all late fees have been paid. After 30 minutes, if Camp staff have not been contacted by parents/guardians, the proper authorities will be contacted. After the third late pick-up in the summer, your child will not be permitted to return to Camp.

Payment Plans

We will review the need for payment plans on a case by case basis. If you think that your family may need a payment plan, please call Alex at the Park & Rec Office to discuss further (608-526-6318).

Refund Policy

A full \$165 refund will ONLY be administered if your child is withdrawn from Camp two weeks prior to the start of the scheduled week. After that two-week mark, no refunds will be given. If it is within the two-week timeframe and your child cannot attend Camp, please still let Park & Rec staff know so they can be taken off the week's roster.

If your camper leaves early, shows up late or misses a day due to illness, accident, vacation, etc. there are no refunds or prorated rates. Campers will be issued a full refund only if the Holmen Park & Rec Department cancels or reschedules camp for an unforeseen circumstance.

Food & Snacks

Lunch

Campers must bring their own lunch. Lunch is NOT provided by Camp. Please make sure to send a nutritious, balanced lunch each day. We do not permit parents dropping off fast food during the lunch hour. Refrigeration will be available, but a microwave will not be. After campers eat, they will be allotted free time on the playground or to play quietly inside the East Shelter.

Snacks

Campers will be provided two snacks each day. Please send a refillable water bottle with your child each day. Staff will help campers fill their bottle as necessary. **If a camper has allergies or a special diet, PLEASE let our staff know.** We can discuss alternatives if necessary. Snacks will include anywhere from a piece of fresh fruit, a fruit cup, granola bar, or pre-packaged snack such as animal crackers, pretzels, popcorn, etc. Campers do not have to take a snack, and can bring their own if your family chooses to send one each day.

Special Treats

Occasionally Camp may provide a special treat throughout the summer such as birthday treats, popsicles on a hot day, etc. Again, if your child has special dietary restrictions PLEASE make us aware during the registration process. It also does not hurt to have an extra conversation with Camp staff at the start of each week to remind them.

Allergies & Dietary Restrictions

Please make sure that all allergies and specific dietary needs are noted on enrollment forms. Our staff will make sure to take note of these. If something changes throughout camp, please fill out an updated form and turn into Park & Rec staff. If parents request a special diet based on a medical condition please attach a written note from the child's physician explaining the individual needs of the child. Parents can choose to send two daily snacks with their child due to special dietary needs (allergies, vegetarian, etc.) instead of taking the provided snack, but please let staff know this is your intention so we can order snacks appropriately.

Medications

Any child that will require medication must have a Medication Dispense Authorization Form filled out, signed and turned in to Park & Rec/Camp staff. This must be done prior to your child attending Camp. All medications must be given to Camp staff as soon as your child is dropped off for the week, and any prescription medication must be in the original container (which should include the pharmacist's label clearly marked). All medications that are received by Camp staff will be locked. Please make sure your Authorization form is filled out with clear instructions on dosage, time, administration, etc. Any over the counter medications must be labeled clearly with specific written instructions. Medication will be returned at the end of each week ONLY to the child's parent/guardian. Any medication not picked up at the end of each week will be properly disposed of.

Field Trips & Special Guests

We are planning a few very exciting trips and visitors this summer! Any field trip that we take or any visitor that comes to Camp will be at no extra cost to you. We have calculated all of these fun things into your weekly registration fee! You will need to fill out one permission slip per child for the summer. This permission slip will cover all field trips planned this summer. If you do not want to send your child on a field trip, please note that Camp will NOT be held for them elsewhere that day.

Field Trips

The field trip schedule will be finalized before the start of Camp. All parents will get a copy of the field trip schedule. Field trips are subject to change or canceled due to inclement weather or other unforeseen circumstances. Please make sure to pack a disposable lunch on field trip days (no refrigeration will be available). You will be sent a weekly schedule at the start of each week. Please note the departure times for any field trips. PLEASE make sure to have your camper there at least 30 minutes before the scheduled departure time.

Campers should wear their provided t-shirt on ALL field trip days. This will allow Camp staff as well as the field trip staff to easily identify who is with our group. Head counts will be utilized continuously throughout the duration of the field trip.

All camper information will be brought by staff on field trips including: emergency contact information, medical/health forms and emergency contact information. Staff will be available by Camp Cell Phone if an emergency arises.

Please do not send your camper with spending money on field trips. Your camper is responsible for any lost money. Staff will NOT be permitted to carry any child's belongings or valuables while on field trips.

Transportation

There is NO transportation provided to and from Halfway Creek Summer Day Camp. Camp will utilize local school buses anytime we take a field trip. Departure and drop-off times will be seen on the Camp schedule sent to you each week, and will be followed as closely as possible.

When walking to another location, campers and staff will walk in a single file line. There will always be a counselor at the front of the line and one at the very back to maintain head count and keep campers safe.

Special Guests

On the weeks that we do not take a field trip, we will try to have a special guest come to Camp! These guests will either give a presentation to Camp or do an activity with campers! While not required, please try to send your child in their provided Camp t-shirt these days as well!

Holmen Area Aquatic Center

Halfway Creek Day Camp will visit the Holmen Area Aquatic Center several times throughout the summer. Campers and staff will walk to the Aquatic Center. All lifeguards that are employed at the Aquatic Center have current lifeguard certification including CPR and first aid for lifeguards. Our staff and our campers will be oriented on all of the aquatic center rules and boundaries. Our staff will stay diligent and alert while at the pool. Camp staff will also always have the campers' information and emergency contact information with them when leaving the East Shelter. Trips to the aquatic center are factored into your weekly registration fee. Campers will not have to pay the entry fee to go to the pool on the days Camp is scheduled to go.

Locker Rooms at the Aquatic Center

While in the locker rooms/restrooms at the Aquatic Center, our camper to staff ratio (12:1) will still be maintained. All campers will be supervised while utilizing the locker rooms. If there is no same gender staff to supervise in the locker rooms, campers will change at the East Shelter restrooms and wear clothes over their swimsuits before walking to the pool.

Swim Check

Staff will go over aquatic center rules every time Camp has a trip to the pool planned. Campers will be given the option of taking a swim assessment in order to swim in the deeper parts of the pool. These swim assessments will be done by one of the lifeguards. Please talk to your child about aquatic center safety at home. Campers who do not take the swim assessment or fail to complete at least the middle level test will be classified as shallow swimmers. They will not be permitted into the deeper ends of the pool without passing the swim check.

In Case of Emergency

Camp and lifeguard staff's first and main priority is the safety of all patrons at the aquatic center. All lifeguards that are employed at the Aquatic Center have current lifeguard certification including CPR and first aid for lifeguards. Camp staff will assist if/when necessary. In the case of any emergency, all campers will exit the Aquatic Center with Camp staff and gather for roll call.

If the incident involved one of our campers and if applicable/necessary:

- First responders will be called.
- Parents/guardians will be notified.
- Camp Director as well as Park & Rec Director will be notified if not already aware of the situation.
- An incident report will be filled out and given to all appropriate parties

Behavior Management

Halfway Creek Summer Day Camp was created to provide children in our community with a fun, exciting and safe environment this summer! We strive to build a child's self-esteem, character and social skills by engaging in fun and structured activities. We will set reasonable, natural boundaries and consequences during Camp. Our staff will be trained to follow protocol for any inappropriate behavior displayed by campers.

Campers should:

- Arrive each day ready to listen, participate and have fun!
- Take responsibility for their actions.
- Respect themselves, other campers, staff, all equipment and our environment.
- Understand that honesty will be the basis for all interactions.
- Talk to a counselor or any Camp staff if they are uncomfortable with anything they may experience or need assistance with while at Camp.

Behaviors that will NOT be tolerated at Camp:

- Bullying, intimidation and/or harassment of any kind
- Refusing to follow behavior guidelines or Camp rules
- Stealing or damaging property
- Not cooperating or complying with staff
- Disrupting a program, activity or game
- Leaving the program or activity without permission
- Endangering the health and safety of other campers or staff
- Use of drugs, alcohol or tobacco
- Sexual or inappropriate conduct of any kind.
- Teasing, making fun of, or bullying other campers or staff
- Physical aggression or altercations

Behavioral Change and/or Disciplinary Process:

1. First Incident – Counselors, Camp Supervisor and camper will work together to identify the behavioral issue and determine the appropriate consequence (sitting out for a few minutes, apologizing, etc.)
2. Second Incident – Camp staff will remove the camper from the activity with clear expectations on how to correct the behavior. Parents will be talked to at the end of the day about the issue.
3. Third Incident – Camp staff will fill out an incident report. Parents will be talked to discuss the behavior issues and how to best support and reinforce Camp rules both at Camp and at home.
4. Fourth Incident – Camp staff will fill out an incident report. Parent/guardian will be called and given an additional opportunity to help modify the child's behavior one last time. Parents will also be told that if one more issue arises they will be asked to come pick up their camper.
5. Fifth Incident – Parent/guardian will be contacted to pick up their camper immediately from Camp. While we understand that picking up a child early can be a hardship, an immediate pickup is required and is not optional once a fifth issue has taken place.

Staff members reserve the right to start at the 2nd, 3rd, 4th, or 5th step depending on the severity of the incident. Each case is different and all supervisory staff are approved to make appropriate judgment calls.

Removal from Camp:

- Any offense resulting in serious physical harm to another camper, staff member or anyone from the public (at the park, pool, field trips, etc.) is grounds for immediate removal from Halfway Creek Summer Day Camp. These situations will be handled on a case by case basis.
- Any child that brings any type of weapon to Camp will immediately be removed and proper authorities will be notified.
- If the camper is picked up late 3 times, your child will be removed from Camp. Please see our Late Pick-up Policy on Page 4 for more information.
- Some children have needs that are beyond the scope of staff training and environmental structure. If we find that we are not able to properly meet a camper's needs, or if we determine that Halfway Creek Summer Day Camp is not the best environment for a camper, we may choose to remove them from camp. While this decision could be based on the camper exhibiting multiple, unchanged behavioral issues, it could also be because a child is not engaging well with their peers, is not ready to be away from their primary caregiver for the entire day, has developmental needs that our staff is not equipped to meet, is unable to adapt to our environment, or any other number of non-behavioral related issues that may arise. We do not take removing a child from camp lightly and only do so when we feel it is in the child's best interest, or necessary for the safety or operation of Camp. Should a camper be removed from camp, we will discuss with the primary caregiver whether they will be invited to re-enroll in future years.
- A removal from camp does not result in a refund.

Emergency Policies

Severe/Inclement Weather

Halfway Creek Summer Day Camp is an outdoor day camp which means we may be subject to some unpleasant weather. If it is raining or storming, Camp will continue in the East Shelter as this is an enclosed shelter. However, in the case of severe storms or tornadoes, the following procedures will be followed:

- Camp staff will gather campers and cross the street (if safe to do so) into the Halfway Creek Bandshell. If Camp is at a field trip, a building will be designated as a shelter by the host site's staff.
- Staff will take campers into the Bandshell's lower level away from windows.
- Once here, campers will sit with head between their knees and hands clasped over their heads.
- Camp Supervisor and/or counselors will have a working cell phone on them. Camp will remain sheltered until the all clear is given from Camp or Park & Rec Director.

Lost Camper

Camp staff will take a head count EVERY time they leave one place for another. Roll call/head count will be taken multiple times throughout the day to ensure that no child is lost or runs away. The moment that Camp staff notice a camper is lost or missing, that person will check with all other campers and staff. Staff will make sure that all other campers are accounted for. A staff member will then check all immediate and near locations (bathrooms, playgrounds, etc.) and contact the Camp Director immediately. Staff will continue to search the surrounding areas where the child may have gone or be hiding.

The Camp Director will immediately be made aware of the following information:

- A full description of the child
- The last known place the child was seen
- Whether or not the child had expressed being homesick, unhappy with Camp, issues with other campers, etc.
- Any and all medical problems/history that could have played a role in the disappearance

After checking the immediate vicinity for the child, the following will occur:

1. Local law enforcement will be called. A missing child report will be filed if no one is able to find the camper.
2. Parents will be notified immediately as well.
3. All adults and emergency contacts on the child's enrollment form will be called to ask if they have been in contact with the child.

Suspicious Person

Halfway Creek Summer Day Camp does utilize a lot of public places which means there will potentially be individuals from the public around. Staff will be diligent about campers' whereabouts as well as any suspicious individuals or activities. If a suspicious person or group of people enter the Camp area, staff will take the following steps to ensure safety of campers:

1. Greet the individual and ask if they need help with something
2. The Camp Supervisor will politely ask that the individual leave the Camp area (specifically the East Shelter).
3. If the individual refuses to leave, is acting suspicious, inappropriate or belligerent, 911 will be called to assist. The Camp Director will also be notified.

Other Camp Policies

Absences

If your child will be absent from Camp for any reason (illness, appointments, vacations, etc.), please make sure to let staff know within an hour of their scheduled arrival. If your child does not show up from Camp, staff will attempt to contact the parent/guardian listed on registration forms. If staff cannot get ahold of anyone, emergency contacts and local law enforcement (if deemed necessary) will be contacted to determine the child's whereabouts.

Child Abuse

All staff at Halfway Creek Day Camp are trained in the signs of abuse and neglect. If at any point, an employee has reasonable cause to believe that a child has been abused, neglected or harmed, all proper authorities will be notified. This will include: Camp Director, Park & Rec Director, local law enforcement and/or La Crosse County Department of Social Services.

Family/Legal Situations

If there are legal/custodial situations within your family, please call our Camp Director (Alex Inglett) at 608-526-6318 to discuss. If there are custody directives laid out by a Court, Camp and Camp staff are legally obligated to follow those court orders. A certified copy of the most recent court order will be requested by Park & Rec staff.

If parents separate, divorce or have other notable situations arise during the months that Camp is in session, please notify Alex at the Park & Rec Office. Camp and Park & Rec Staff reserve the right to remove the child from Camp if parents cannot agree on the schedule for who will be picking the child up.

Illegal Items

Camp staff has the right to search a camper and his/her belongings if they have reasonable suspicion that a Camp rule or a law has been broken. Any illegal items found will be confiscated. Local law enforcement and parents/guardians will be notified. The Park & Rec Dept. reserves the right to remove the camper from Camp for the duration of the summer for this type of violation.

Illnesses

Please keep your child home if he/she is not feeling well. If your child has a fever over 100.4 degrees, is vomiting, has diarrhea, a rash, an uncontrollable cough or difficulty breathing, PLEASE keep them home until they have been symptom free (without medication) for 24 hours. If your child experiences any of these things while at Camp, parents will be called and asked to pick up the child. Holmen Park & Rec and Camp staff reserve the right not to admit children who pose a communicable disease risk to others. Refunds will not be given when campers are sick. In the case of head lice, campers cannot return to camp until they are free of all lice

Information Change

In the case that your camper changes address, phone numbers, medication, etc. during the duration of Camp, please let staff know ASAP. It is the parent/guardian's responsibility to inform staff of these changes. Park & Rec staff will provide you with any forms that you need to fill out to update your information.

Lost & Found

We will keep a lost and found box at Camp and/or the Park and Rec Office. All items must be picked up by the last day of Camp (August 15) or the entire lost and found box will be donated. Please label your camper's clothes and items.

Photo Policy

For promotional purposes, photos of campers may be taken. These photos may appear on social media and in our promotional materials. Children's names, ages, and/or personal information will NEVER be published. If you do not want your child's photo taken, please let Camp staff know on their first day.

Unauthorized Departure

If a child runs away from Camp, staff will try to encourage the camper to return to Camp. However, if the camper leaves the site/Camp, staff will follow these steps:

1. Call local law enforcement to help locate the child
2. Call parents/guardians
3. Fill out an Incident report

If a child does this more than once, Camp staff reserve the right to suspend or terminate the child from returning to Camp for the remainder of the summer.

Unauthorized Pick-Up Person

If an individual arrives to pick up a camper that is not on the child's authorized pick-up list, staff will immediately ask for a photo ID. Staff will immediately call the parents/guardians of the camper.

- If the parent gives verbal consent, staff will document the time when verbal permission was given. However, that individual MUST be added to the authorized pick-up form after the first incident. Verbal permission will not be allowed again.
- If the parent does NOT give consent for the individual to pick-up the camper OR staff cannot get ahold of a parent, emergency contacts will be contacted.
- If the individual is unfamiliar to the camper and/or parents, police will be called immediately.