



**City of Waukesha Parks, Recreation & Forestry Department  
Cool School "Rec" and Summer Explorers**



**Parent Manual 2017**

**Cool School Rec Locations**

**Hawthorne Elementary School**

1111 Maitland Drive, Waukesha  
(262) 993-5391

**Heyer Elementary**

1209 Heyer Drive, Waukesha  
(262) 349-3738

**Blair Elementary School**

301 Hyde Park Drive, Waukesha  
(262) 993-2539

**Summit View Elementary School**

2100 Summit Avenue, Waukesha  
(262) 993-5343

**Summer Explorers Location**

**Banting Park Shelter**

2019 Butler Drive, Waukesha  
(262) 225-7417

**General Information:**

City of Waukesha Parks, Recreation & Forestry Department

1900 Aviation Drive

Waukesha, WI 53188

(262) 524-3737 (phone) (262) 524-3713 (fax)

[www.waukesha-wi.gov](http://www.waukesha-wi.gov)

**Office Hours:**

Monday - Friday

8:00 am - 4:30 pm

**WPRF Vision**

"Gold Medal" services...Exceptional quality of life

**WPRF Mission**

To be responsive and committed to providing essential park, recreation and urban forestry services, making our community a desirable place to live, work and play.

## Welcome to Cool School "Rec"/Summer Explorers

**Welcome to the 2017** Waukesha Parks, Recreation and Forestry Department's Cool School "Rec" program held in conjunction with the Waukesha School District's Summer School Program. We are excited to be providing this program to the Waukesha Community.

We are thrilled to announce that we will offer extended programming all summer long at Summit View Elementary, **Monday, June 12-Friday, August 25, 2017.**

This handbook has pertinent information regarding the program. This information will help prepare you and your child for a great summer! We also offer a Summer Explores Camp at Banting Park all summer long, **Monday, June 12- Thursday, August 31, 2017.** If you have questions regarding the Summer Explorers Camp Program at Banting, please visit our website at [www.waukesha-wi.gov](http://www.waukesha-wi.gov).

Thank you for joining us this summer!

Sincerely,

Gala Siegel,  
Recreation Programmer  
(262) 524-3715

Jeff Patzer & Abby Snopek,  
Playground Coordinators  
(262) 524-3737/ (262) 993-2085

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### **Cool School Program Highlights**

The Cool School "Rec" program is for students who have completed 4K-5<sup>th</sup> grade.

For more detailed program information, please read the following sections thoroughly for program information and guidelines. Some program highlights include:

- The Cool School 'Rec' program will separate students based on grade levels, example, entering Kindergarten and 1<sup>st</sup> grade. Grade level groups will operate separately for most the time; however, at times the groups may join for various activities. The early drop-off and late-pick up programs will operate as one program.
- Participants attending the Summit View, Hawthorne and Blair/Horeb sites will walk to Horeb pool on Tuesday afternoons (entering grades 2<sup>nd</sup>-5<sup>th</sup> only). Participants attending Heyer and all students entering Kindergarten and 1<sup>st</sup> grade, will have fun water games on Tuesday afternoons. All sites, ages 2<sup>nd</sup> grade-5<sup>th</sup> grade, (Hawthorne, Blair/Horeb, Heyer and Summit View will participate in off-site bus field trips on Friday afternoons. For trip information, see pages 8-10).
- Free Breakfast and Lunch program: The School District of Waukesha is providing a free breakfast and lunch program at Hawthorne, Heyer and Blair for the duration of summer school. All Cool School participants who wish to receive a free breakfast and/or lunch will be accompanied by a leader to the breakfast and lunch programs.

#### **Program Dates at each Cool School "Rec" site:**

- **Hawthorne-** June 26-July 21
- **Heyer-** June 26- July 21
- **Blair/Horeb-** June 26- July 21
- **Summit View-** June 12- August 25

***There will be no School District of Waukesha summer school on the following dates:***

- Monday, July 3, 2017 and Tuesday July 4, 2017
- Monday, July 3, 2017 we will offer the Cool School Program and Explorer Program
- **Tuesday, July 4, 2017 Cool School Rec. and Summer Explorers is closed.** Please join us at the 4<sup>th</sup> of July parade.

#### **Summer Explores Program Highlights**

- The Summer Explorers program is for students who have completed 1st-5th grade.
- For more detailed program information, please read the following sections thoroughly for program information and guidelines.

#### **Program Dates at the Summer Explorers site:**

**Banting-** June 12- August 31

## Program Staff

The adult leaders are college students and college graduates who truly enjoy working with children. They all have experience with playground programs and/or have taught children in a school or recreation setting. Staff attends an intensive training program prior to the summer which includes certification and re-certification in First Aid and CPR, Behavior Management, Games/Activities training, etc. Cool School leaders are responsible for planning and supervising all daily activities.

The ratio of participants to Cool School/Explorers leaders is no greater than 12:1.

Leaders in Training (L.I.T.) opportunities are available to young people, ages 13-17, who are interested in assisting with the program. L.I.T.s must attend a Leading Forward workshop, apply for a position, interview and attend additional training workshops.

## Program Structure and Goals

The primary goal of the Cool School "Rec" and Summer Explorers program is to provide children with a safe, enjoyable, and fun environment. This goal is accomplished by offering a variety of activities and materials that promote enjoyment, exploration, creativity, and play. The program is designed to enhance your child(ren) physically, socially, emotionally and intellectually.

### Daily Schedule

*Please note: Activities are subject to change in the event of inclement weather*

<b>7:30 - 8:15 am**:</b>	Camper Choice Play
<b>**7:40 - 8:05 am:</b>	Free Breakfast program available at <b>Hawthorne, Heyer, Blair/Horeb</b> Participants who would like a free breakfast provided in partnership with Sodexo and the School District of Waukesha. Camper will walk to the school with a staff member.
<b>8:15 - 10:15 am:</b>	Group Activity Time (Active games, camp songs/skits, and Arts/Hobbies)
<b>10:15 - 10:30 am:</b>	Snack
<b>10:30 - 11:30 am:</b>	Activity Rotations (enrichment, games/sports, team building)
<b>11:30 am - 1:00 pm**:</b>	Lunch and Camper Choice (children 4-5 years of age will have a 30-minute rest period during this time)
<b>**12:00 - 12:25 pm:</b>	Free Lunch program available at <b>Hawthorne, Heyer, Blair/Horeb</b> Participants who would like a free lunch provided in partnership with Sodexo and the School District of Waukesha will walk to the school with a staff member.
<b>1:00 - 3:00 pm:</b>	Group Activity (active games, enrichment, Arts/Hobbies)
<b>3:00 - 3:15 pm:</b>	Snack
<b>3:15 - 5:00 pm:</b>	Group Activity (Group Games)
<b>5:00 - 6:00 pm:</b>	Camper Choice Play

*Unique, hands-on activities and learning experiences will be introduced on a weekly basis.*

Weekly calendars will be provided for parents. Calendars will include information on field trips, special events and daily activities. Please keep the calendars handy so that you have access to the Cool School phone number and contacts

### ***Lunches and Snacks***

Participants should bring a lunch each day. Parents are encouraged to send food items that will make positive contributions to children’s diet and health. Lunches should include beverages. A cooler, but not refrigeration, will be available for lunches and beverages.

**School District Breakfast & Lunch Program:** The School District of Waukesha and Sodexo will be providing a FREE breakfast and lunch program at Hawthorne, Heyer and Blair while summer school is in session. A leader will accompany participants as they walk to the program.

Water will be available always, and water breaks are encouraged throughout the day.

Many participants wish to have a snack during the day - morning and afternoon. A snack during the morning hours can help carry a participant through until lunch. **This is optional for each participant.** Snacks should be ready to eat in bite-sized portions with any necessary utensils provided. The snacks that you provide are for your child’s own consumption and should not be shared with other children.

### ***Drop Off and Pick-Up Procedures***

#### **Drop-Off:**

Parents must walk children to the designated meeting area and sign your child(ren) in to the program. If your child is participating in summer school classes before the “Rec” program, he/she will be signed in upon arriving from the summer school classes by a staff member.

Blair/Horeb:	Horeb Park Shelter
Hawthorne:	Hawthorne Field
Summit View:	Outdoor Classroom (blacktop, top of hill at front of building)
Heyer:	Heyer Park Shelter
Banting:	Banting Park Shelter (Summer Explorers)

#### **Pick-Up:**

When picking up your child(ren), parents/guardians must walk to the designated meeting area and sign your child(ren) out of the Cool School “Rec” or Summer Explorers program.

Hawthorne:	Hawthorne Field
Blair/Horeb:	Horeb Park Shelter
Summit View:	Outdoor Classroom (blacktop, top of hill at front of building)
Heyer:	Heyer Field
Banting:	Banting Park Shelter (Summer Explorers)

Children cannot be dismissed from the program without a parent/guardian signing them out, unless written permission is given by their parent/guardian. If someone other than the parent/guardian picks up your child, that person must be authorized to do so on the *Child Information Form* or written permission must be submitted to Cool School/Explorers leaders prior to the pick-up.

**Late Pick-Up:**

We ask that you be observant of your pick-up time and arrive before the program closes for the day. All children must be signed out on the daily sign-out sheet. Anyone that arrives after the program closes will be assessed a fee. This fee is \$5.00 for every 15 minutes or fraction thereof. This fee will be paid the day of the late pickup.

We understand that emergencies may occur. If you find yourself in such a predicament, please call the Cool School "Rec" or Summer Explorers phone. This courtesy will alleviate anxiety on the part of your child and the Cool School leaders. Continuous late pick-ups will result in the dismissal for Late Pick-Up care.

***What to Bring***

**Attire:**

Please make sure your child dresses comfortably and wears shoes that they can run and play in. Tennis shoes are preferred. Also, be sure to send along a swimsuit, towel, waterproof bag and clothes to change into when they have a water activity. Please be sure to label all items to ensure that they are returned to the proper child.

**Extras:**

Please note that your child will be outside whenever the weather permits. Spray Sunscreen and bug spray should be applied at home and an additional supply should be included in children's bags to reapply throughout the day. Spray Sunscreen is recommended.

**Personal Items:**

Cell phones, MP3 players, tablet devices and electronic games, etc. **are not allowed** at Cool School "Rec" and Summer Explorers. We provide all the equipment/materials needed; therefore, participants should not bring games or toys from home. Jackets, lunches, extra clothing, etc. should be labelled with your child's name.

**Health and Emergency Information**

It is the responsibility of the parent/guardian to complete the attached *Child Information Form* for participants prior to your child(ren) beginning the program.

Please inform the Cool School/Explorers leaders of any medical condition that requires consideration or accommodations by the Recreation Department staff. It is important to identify any special needs for the protection of the individual, other participants and program staff. We will respect your confidentiality.

If your child is injured or ill at Cool School/ Explorers and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety and welfare of your child. If your child is injured and transported to the local hospital, a Cool School/Explorers leader will stay with your child always until you or an emergency contact arrives.

The City of Waukesha Parks, Recreation and Forestry Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

### ***Medication Policy***

Medication will only be distributed at our all-day program sites (Summer Explorers & Cool School "Rec")

- Medication will be stored in a locked storage box
- Parental consent and Physician Order must be on file with staff before medication is administered
- Medication will be given to the participant in private by a staff member
- Staff will hand the participant the medication, observe them take it and look in their mouth to be sure it is swallowed
- Staff will then document that the medication was taken
- It is the Parent/Guardian responsibility to make sure that medication is available for distribution at the site
- Epi-Pen will only be administered by staff that has been trained in Epi-Pen administration.

### **Additional Program Information**

#### ***Applying Sunscreen on Children***

Parents/Guardians should be advised to apply sunscreen on their child(ren) before attending programs.

In all-day programs, children are asked to bring their own sunscreen and will be asked to re-apply sunscreen by themselves under the direction of WPRF staff. Staff will point out any areas that did not get covered. WPRF staff will only assist children if they are having difficulty reaching areas needing to be covered. Two staff members will be present when applying.

#### ***Americans with Disabilities Act***

We comply with the American with Disabilities Act (ADA) which prohibits discrimination based on disability. We will make reasonable accommodations for individuals with disabilities who meet essential eligibility requirements for the desired program. Individuals with disabilities are encouraged to contact the Parks, Recreation and Forestry Department.

#### ***Photograph Policy***

Please be aware that WPRF participants may be photographed or taped for promotional purposes (i.e, WPRF Activity Guide, Channel 25, newspapers). Please let the staff know if you do not want your child to be photographed.

### **Code of Conduct**

Unacceptable Conduct - Such conduct includes, but is not limited to the following actions: Defiance of authority, disorderly or disruptive conduct, fighting, foul or abusive language or gestures, illegal gambling, harassing, threatening or intimidating others, loitering, possession of weapons or dangerous articles (as defined by local police/state statutes), possession of tobacco in any form, misuse or destruction of any WPRF equipment or facilities, setting fires, sexual harassment or assault, theft, robbery or extortion use, possession, sale, distribution of being under the influence of alcohol or any other illegal controlled substance, vandalism, a misdemeanor, a felony, use or possession of laser pens and/or pointing devices, hazing and bullying.

The following procedures will be used in handling discipline situations:

- 1.) Verbal warning (with reasons as to why the behavior is inappropriate) and/or redirection of behavior will be the immediate action in correcting inappropriate behavior.
- 2.) Time-Outs will be given if the behavior is not corrected. A second time out on the same day will result in a discussion with parents and immediate program supervisor will be notified.

The severity of the child's behavior will determine what actions need to be taken - possibly suspension or dismissal from the program.

\*Any violent or physical actions will receive an automatic removal from the group and parent discussion. The City of Waukesha Parks, Recreation and Forestry Department reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop.

### **Field Trips and Special Events**

The fees for the field trips have been built into the registration costs. Please note that your child(ren) may need extra money for snacks or miscellaneous items on a field trip, but leaders will not be responsible for any additional money for children. Your child will bring home a permission slip to be signed and returned to Cool School/Explorers staff by a specific date.

#### **Buchnerfest/Library Kick Off**

"Build a Better World"  
Saturday, June 10  
Buchner Park, 231 Oakland Avenue  
10:00 am - 12:00 pm  
Free of Charge

#### **Buchnerfest Activities include:**

Test your skills with the BlastBall Base Run Challenge!  
Enjoy Mr. Chris and his Magic Show!  
Plant a flower and watch it grow!  
Play classic playground games with WPRF Playground staff!



**Planned Field Trips During Summer School for all 5 sites June 26-July 21, 2017**

**Friday, June 30th**

Majestic Movie Theater - Cars 3 (released June 16th) Details will be sent home the week of June 26, 2017

**Bus Trip!**

**Friday, July 7th**

No Trip due to Fourth of July Parade Week

Tuesday, July 4: Children's Parade (parents are responsible for transportation)

No Cool School "Rec" Program today 11:00 am - 12:00 pm, Parade begins at Cutler Park and finishes at Frame Park.

Open to the public - Cool School "Rec" Program will participate in the parade

**Friday, July 14th**

Fox Brook Beach

Participants will spend the day fishing, swimming, hiking and participating in the Annual Sandcastle Building Competition!

**Bus Trip!**

Blair/Horeb: 12:15 - 4:15 pm

Summit View: 12:30 - 4:30 pm

Heyer: 12:15 - 4:15 pm

Hawthorne: 12:30 - 4:30 pm

Banting: 12:30 - 4:30 pm

**Friday, July 21<sup>st</sup>**

Waukesha Performs at Cutler Park

Come watch some of Waukesha's most talented performers! Each Park Site and other Waukesha Youth have been preparing all summer to create their own talent show performances. Activities will include performance and judging of competitors, dancing to a live DJ and theater themed crafts! Details will be sent home the week of July 17, 2017.

**Bus Trip!**

Blair/Horeb: 11:45 - 4:15 pm

Summit View: 11:45 - 4:30 pm

Heyer: 11:45- 4:30 PM

Hawthorne: 11:30 - 4:15 pm

Banting: 11:30 - 4:15 pm

**Pool Dates**

**Tuesday**, June 27; Tuesday, July 11, 18 and 25 (excluding Banting and 4K & K)

**Additional Field Trips for Summit View and Banting Park only** (details will be sent home at the beginning of the week for the planned trips below).

**Friday, June 23rd**

Kids Day at Lowell Park

Get ready for an action packed afternoon of water games, craft activities and team challenges. 12:30-3:30 PM

**Bus Trip/Walking Trip**

Summit View: 12:00 PM - 4:00 PM (walking field trip)

Banting: 12:15 - 3:45 pm (bus trip)

**Friday, July 28th**

Skateland

**Bus Trip!**

**1-3 PM**

Summit View: 12:45- 3:15 PM

Banting: 12:45-3:15 PM

**Friday, August 4th**

State Fair (TBA)

**Bus Trip!**

**Friday, August 11<sup>th</sup>**

Fishing at Frame - rent bikes, fish, games, and more

Rotary Building & Frame Park, Waukesha, WI

Who needs to leave Waukesha to have fun? We will be whipping out our fishing poles and casting them in the Fox River. We will also have games and activities planned for the whole day in what is sure to be a great outing in our very own back yard.

**12:30-3:30 PM**

Bus Trip!

Summit View: 12:15 PM – 3:45 PM

Banting: 12:15 – 3:45 pm

**Friday, August 18<sup>th</sup>**

Little A-Merrick-A

Little A-Merrick-a features twenty-six rides and attractions, including the classic 1950's Wooden Roller Coaster.

**11:30 -3:30 PM**

Bus Trip!

Summit View: 10:45 -4:15 PM

Banting: 10:45- 4:15 PM

**Friday, August 25<sup>th</sup>**

Party Day at individual sites (grill out, games, etc.).

**Pool Dates**

Tuesday, June 13, 20, 27; Tuesday, July 11, 18, 25; August, 1, 8, 15, 22 (Excluding Banting and 4k & K)

***Thanks for joining us at Cool School "Rec" or the Summer Explores Program ...***

***We're looking forward to a great summer!***



**City of Waukesha Parks, Recreation & Forestry**  
**Cool School Child Information Form**

**Child's Name** \_\_\_\_\_  
First Middle Last

**Date of Birth** \_\_\_/\_\_\_/\_\_\_ **Age** \_\_\_ **Grade** \_\_\_ **Program Site:** \_\_\_\_\_

**Primary Parent/Guardian Email:** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Parents/Guardians**

**Parent/Guardian 1:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Parent/Guardian 2:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Parent/Guardian 3:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Parent/Guardian 4:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Emergency Contacts**

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**(More on back)**

**Persons Authorized to pick up Child other than Parents/Guardians:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_

**Child Health/Behavior**

Does your child have any allergies, previous serious illnesses, medications, behavioral concerns, special needs, etc.? \_\_\_Yes \_\_\_No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone: \_\_\_\_\_

**If your child requires medication to be administered, you must complete an authorized to administer medication form.**

**Any other Information, you would like to share with Staff regarding your child:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Thank you! All information on this form is kept in confidence and shared only with WPRF Cool School "Rec" program staff and administrators.*



**City of Waukesha Parks, Recreation & Forestry  
Authorization to Administer Prescribed or Over the Counter Medication**



**ONLY NEEDS TO BE COMPLETED AND RETURNED IF YOUR CHILD WILL BE TAKING  
MEDICATION AT THE COOL SCHOOL PROGRAM**

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Cool School Site:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Parent/Guardian Email: \_\_\_\_\_

I give permission for my son/daughter to receive the medication authorized by his/her physician. I give permission to share this information with the appropriate WPRF staff. I will:

- 1.) Deliver medication to Cool School Staff in pharmacy-labeled container (Prescription only) or original container/packaging (over the counter only).
- 2.) Maintain a sufficient supply of medication at school.
- 3.) Obtain a new authorization form if any changes occur with this medication.
- 4.) Pick up any un-used medication.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PHYSICIAN ORDER**

I am prescribing medication for (child's name) \_\_\_\_\_ which is as follows:

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

**For inhaled medications, only – check appropriate line:**

\_\_\_\_ In my opinion, this student demonstrates the ability to carry and self-administer the above medication.

\_\_\_\_ In my opinion, this student should not carry and self-administer the above medication

*The above order shall remain in effect through the end of the Cool School "Rec" program for the Summer of 2017 unless discontinued or changed by me or if the parent/guardian withdraws the request in writing.*

Physician's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_