

# Summer Camp

2024 HANDBOOK



VILLAGE OF BELLEVUE



PARKS, RECREATION & FORESTRY

2828 Allouez Ave.  
Bellevue, WI 54311  
(920) 468-5225

[VillageOfBellevueWI.gov](http://VillageOfBellevueWI.gov)

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# Welcome!

We are glad you have taken the opportunity to participate in the Bellevue Summer Camp Program! This handbook has been designed to assist you with understanding the purpose, procedures and general operations of the Summer Camp Program. **PLEASE READ THROUGH ALL THE INFORMATION PROVIDED!**

Thank you for your interest in our Summer Camp Program. Please contact the Parks, Recreation & Forestry Department with any questions or concerns that are not covered in the handbook.

Thank you,  
**Jess Harkcom, CPRP**  
Recreation Supervisor  
(920) 593-5516  
[jharkcom@villageofbellevuewi.gov](mailto:jharkcom@villageofbellevuewi.gov)

## Summer Day Camp **Open House!**

Join us at Josten or DeBroux Park for a great opportunity to get your child excited for camp!

Date: **Thursday, June 6**  
Time: **5:30 - 6:30 p.m.**

# Why Choose Us?

Our Summer Camps share one primary goal: **GETTING KIDS ACTIVE OUTDOORS!** Our program is a **LICENSED DAY CAMP** through the State of Wisconsin. You can be sure that the camp counselors are dedicated to meeting the needs of the campers. All of our counselors are at least 18 years of age, undergo a criminal background check, are certified in First Aid and CPR and receive extensive pre-camp training.

Your child can comfortably spend the whole day away from home, enjoying being around other children, outdoors. Summer Camp operates for ten, action-packed weeks throughout the summer for **CHILDREN ages 6-12 years**. Physical activity, self-esteem, social interaction and skill building are all part of the youth Summer Camp experience.

Camp staff will also incorporate the **Six Pillars of Character** (Trustworthiness, Respect, Responsibility, Fairness, Caring & Citizenship) into the experience.

## REGISTRATION

**In-Person:** 2828 Allouez Ave.

**Online:** [VillageOfBellevueWI.gov](http://VillageOfBellevueWI.gov)

*If registering online, you must drop off or mail your registration forms no later than May 1.*

**Josten Park - 48 Campers**  
2280 Town Hall Road  
(920) 366-8390

**DeBroux Park - 48 Campers**  
2900 Brighton Place  
(920) 366-8389

# Registration

**The Summer Camp Program is open to children ages 6-12. All REGISTRATION FORMS** are required and must be submitted by May 1. Forms are available online or at the Village Offices. **Campers are enrolled when the Village Office receives completed registration forms with payment.** Following enrollment, you will receive a packet containing the following forms. The Wisconsin Department of Health and Social Services requires that each participant have these completed forms on file at each site in case of emergency.

- Parent/Camper Behavior Contract (last page)
- Child Information Form
- Bellevue Summer Camp Field Trip Permission Slip (if applicable)
- Medication Authorization Form (if applicable)
- Alternate Arrival/Release Agreement (if applicable)
- Bank/Credit Card Draft Agreement (if applicable)

**All forms must be completed and returned to the office by May 1.** T-shirts will be given out to campers on Monday of the first week they attend. For identification purposes, each child is required to wear their camp t-shirt on all field trips.



# Camp Fees

## CANCELATION & REFUND POLICY

**Prior to April 15:** Full refund, minus \$20 processing fee, will be given with a written notice prior to April 15 for withdrawal from the program.

**April 16 thru June 1:** Any withdrawal from the camp program with a written notice prior to June 1 will be given a full refund minus a \$20 cancellation fee per week cancelled (*ex. 10 weeks x \$20/week = \$200*).

**After June 1:** No refunds will be given.

### **Camp Fees Per Week**

- \$72 per child for residents
- \$90 per child for non-residents
- \$180 Resident Family (w/ 3+ children)
- \$225 Non-Res Family (w/ 3+ children)

### **Additional Fees (Optional)**

- \$34 per child for Before Camp Care
- \$17 per child for After Camp Care
- \$15 per child for field trips

## FEES & PAYMENT POLICY

If you register in person (or over the phone) for multiple weeks of camp, month-by-month payment plans are available. The first week of camp and all applicable fees will be due upon registration. Month-by-month payment plans must be paid off by June 1st. **Registering online requires full payment at the time of registration.**

**AUTOMATIC CREDIT CARD OR DEBIT CARD PAYMENT MUST BE ARRANGED AT REGISTRATION.**

## ADDITIONAL FEES

- The Before/After Camp Care programs are optional (see page 10).
- Field trips are optional for campers (see page 11).

## TAX INFO

Camp is a licensed childcare program through the State of Wisconsin. The **EIN** you will need to give your tax preparer is **39-1223437**.



# Schedule

**Before Camp/After Camp Program:** The Village of Bellevue Summer Camp provides extended child care for an extra fee. **SEE PAGE 10** for more information on service.

**Check-in/Check-out:** During this time, campers will take part in loosely structured programming; board games, reading, drawing and unstructured games.

**Opening Ceremony:** Campers will meet with staff and will take part in the raising of the American flag and choose a Pillar to highlight for the day. At this time, the campers will also receive any important information regarding the day's activities.

**Snack:** Each child will receive a nutritional snack in accordance with State Law. Parents are encouraged to provide snack items for the camp. **SEE PAGE 14** for more information.

## **7:00 - 9:00 a.m. BEFORE CAMP CARE**

9:00 - 9:15 a.m. Check-In

9:15 - 9:45 a.m. Opening Ceremony/Snack

9:45 - 12:00 p.m. Planned Activities

12:00 - 1:00 p.m. Clean-Up & Lunch

1:00 - 3:15 p.m. Planned Activities

3:15 - 3:45 p.m. Closing Ceremonies/Snack

3:45 - 4:00 p.m. Check-Out

## **4:00 - 5:00 p.m. AFTER CAMP CARE**

**Planned Activities:** These activities can include cooperative team sports, group games, group projects, experiments, environmental learning opportunities and arts & crafts projects that encourage children to use teamwork, challenge themselves, learn and have fun. Activities will be designed to incorporate the Pillar of the Day and the theme for the week.

**Lunch:** This time is for campers to unwind and refuel for the second half of a fun-filled day. More information about lunch policies can be found **ON PAGE 19**.

**Closing Ceremony:** Campers will take part in the lowering of the American flag, a short discussion on how the campers demonstrated the Pillar of the Day. During this ceremony, parents or guardians are welcome to join in after checking out their child.





# Camp Themes

## Week #1

June 10-14

### Games Galore

## Week #6

July 22-26

### Messy Week

## Week #2

June 17-21

### Super Hero & Villains

## Week #7

July 29 - August 02

### Splish Splash

## Week #3

June 24-28

### Around the World

## Week #8

August 05-09

### Camp Olympics

## Week #4

July 08-12

### All Ball

## Week #9

August 12-16

### Design & Construct (S.T.E.M)

## Week #5

July 15-19

### Going Green/ Nature

## Week #10

August 19-23

### DeBroux's Got Talent

DeBroux Only

**Games Galore** Run, crawl, jump, skip and play the days away as we explore all kinds of games. Campers will play both competitive and cooperative style games on and off the field(s). From board games to sporty games, we will play as many as we can!

**Super Heroes & Villains** It's a Bird, It's a Plane, NO! It's our SUPER CAMPERS! Throughout the week campers will explore their own superpowers, challenge their minds and train their muscles. Themed games, challenges and crafts will round out the week.

**Around The World** Each day we will "travel" across the globe to explore games, crafts, music and even foods from other countries. Campers will create their own passports and collect stamps from as many countries as they can throughout the week.



## themes, cont.

**All Ball** Join us as we explore and play ball games, ranging from team games like football or soccer to the more obscure ball games like ladder golf or popcorn. Campers will not only learn how to play many different ball games, but will make their own equipment for ball sports at home.

**Splish Splash** This week we dive into a whole lot of wacky water games that are sure to beat the summer heat. Campers will get a chance to enjoy some of their favorite camp games with a wet twist to them. Be sure to bring a towel!

**Camp Olympics** We will be competing against summer camps from De Pere & Allouez in head-to-head competitions throughout the week. Opening Ceremonies will take place in De Pere at their VFW Park/Community Center. Josten Park will host Summer Water Games while Closing Ceremonies will take place at Green Isle Park in Allouez.

**Going Green/Nature** Conservation and land stewardship will guide campers through the week. We will explore ways to lessen our carbon footprint, create recycled art and explore the natural areas around us. Each camp will get a visit from our Forestry Crew for some hands-on experiences.

**Design & Construct** Blueprints, inventions, sketches, designing, constructing and manufacturing! The week is all about collaboratively designing and constructing various projects. From bridges that can hold a lot of weight to canisters that can protect an egg when dropped from extreme heights. Come prepared to get creative, inventive and be resourceful!

**Messy Week** Get ready to dig in! This week campers can count on ooey, gooey, sticky activities. From making slime to painting with shaving cream, to even a few science experiments! Campers may need a bath at the end of the day!

**DeBroux's Got Talent!**  
Lights! Camera! Action!  
Campers have talents and we want to see it. This is the week to show off your skills! From trick shots to singing high notes, this camp has it all.

**DeBroux Park Only**

# Before & After Camp Care

During this time, children will take part in fun, informal group and self-directed activities while being supervised by our fantastic camp staff.

## Camp Care Cost

Before Camp Care	\$34/week per child
After Camp Care	\$17/week per child

**Before Camp Care** allows parents to drop off their children anytime between 7:00 a.m. and 9:00 a.m.

**After Camp Care** allows parents to pick-up their children anytime between 4:00 p.m. and 5:00 p.m.

## L A T E P O L I C Y

A late fee will be applied if your child has not been picked up by 4:00 pm (not enrolled in After Camp) or 5:00 pm (if registered in After Camp). Your child cannot attend camp until late fees are paid in full. If a child is picked up late from Camp on three occurrences, that child will not be permitted to attend any further camp sessions that summer. If your child has yet to be picked up after 31+ minutes and the staff has been unable to contact parents/guardians, the authorities will be notified.

1-15 mins.	<b>\$10/child</b>
16-30 mins.	<b>\$15/child</b>
31+ mins.	<b>\$25/child</b>

# Field Trips

## COST

Field trips are not included in the weekly camp fee. All field trips require an **extra \$15.00 fee**. Campers are encouraged to attend field trips, but they are not mandatory. Camp will be closed during the hours of the field trips. **THE FIELD TRIP SCHEDULE IS SUBJECT TO CHANGE.**

## SCHEDULE

Week 1 06/12 Badger Sport Park

**Week 2 06/19 Tundra Lodge**

Week 3 06/26 Maritime Museum

**Week 4 07/10 Timber Rattlers Baseball Game**

Week 5 07/17 Ashwaubomay Lake

**Week 6 07/24 De Pere Movie Theatre**

Week 7 07/31 Manitowoc Aquatic Center

**\*\*Week 8 08/06 De Pere Community Center**

**\*\*Week 8 08/08 Green Isle Park**

**Week 9 08/14 Bay Beach**

Week 10 08/21 Xtreme Air

**\*\*Week 8 has multiple field trips\*\* for CAMP OLYMPICS.**

## Week #1

### BADGER SPORTS PARK

Campers will get to experience an assortment of video games, mini-golf, batting cages, and mini-bowling on this field trip. **Campers should have shoes and socks.**

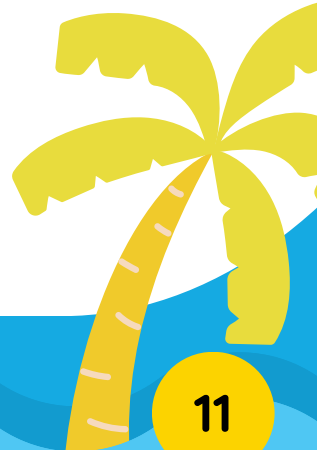
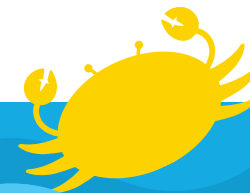
JOSTEN		DEBROUX
11:30 am	<b>Departure</b>	11:30 am
3:00 pm	<b>Return</b>	3:00 pm

## Week #2

### TUNDRA LODGE

Campers will take a trip to Tundra Lodge for a fun afternoon at the waterpark. **Campers should bring a swim suit and towel.**

JOSTEN		DEBROUX
11:30 am	<b>Departure</b>	11:30 am
3:00 pm	<b>Return</b>	3:00 pm



# field trips, cont.

All Departure and Return times are approximate. In the event of massive delay the Village Offices will be notified and notification of approximate arrival time will be posted on the Village Parks, Recreation & Forestry Facebook page.

## Week #3 MARITIME MUSEUM

Camper's will learn about the area's rich maritime roots through ship models, engines, stories and more. Campers will get an opportunity to tour the World War II USS Cobia submarine.

JOSTEN		DEBROUX
9:30 am	<b>Departure</b>	9:30 am
3:00 pm	<b>Return</b>	3:00 pm

## Week #5 ASHWAUBOMAY LAKE

Campers will take a trip to Ashwaubomay Lake for an afternoon of splashing around and swimming with friends. **Campers should bring a swim suit and towel.**

JOSTEN		DEBROUX
11:30 am	<b>Departure</b>	11:30 am
3:00 pm	<b>Return</b>	3:00 pm

## Week #4 TIMBER RATTLERS GAME

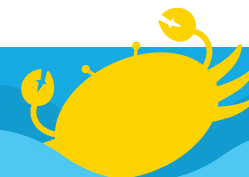
Campers will get the chance to cheer on the Timber Rattlers at a game! Admission to the game is included.

JOSTEN		DEBROUX
12:00 pm	<b>Departure</b>	12:00 pm
3:00 pm	<b>Return</b>	3:00 pm

## Week #6 DE PERE MOVIE THEATRE

Campers get to sit back and stay cool while catching a current movie. Popcorn & drink included.

JOSTEN		DEBROUX
10:30 am	<b>Departure</b>	10:30 am
2:00 pm	<b>Return</b>	2:00 pm



# field trips, cont.

All Departure and Return times are approximate. In the event of massive delay the Village Offices will be notified and notification of approximate arrival time will be posted on the Village Parks, Recreation & Forestry Facebook page.

## Week #7 MANITOWOC FAMILY AQUATIC CENTER

Campers get to enjoy an afternoon of fun at the waterpark. **Campers should bring a swim suit & towel.**

JOSTEN		DEBROUX
10:30 am	<b>Departure</b>	10:30 am
3:00 pm	<b>Return</b>	3:00 pm

## Week #8 VFW PARK/ DE PERE COMMUNITY CENTER

Campers will experience their own opening ceremonies and our camp version of the Summer Olympics.

JOSTEN		DEBROUX
10:30 am	<b>Departure</b>	10:30 am
3:00 pm	<b>Return</b>	3:00 pm

## Week #8 GREEN ISLE PARK

Winter Olympic games & closing ceremonies bring a fun end to a week of friendly competitions amongst the area camps.

JOSTEN		DEBROUX
10:30 am	<b>Departure</b>	10:30 am
3:00 pm	<b>Return</b>	3:00 pm

## Week #9 BAY BEACH AMUSEMENT PARK

Campers will get to ride their favorite rides, have a picnic lunch and play on the large playground at Bay Beach Amusement Park! \$5 worth of tickets are included in this trip.

JOSTEN		DEBROUX
10:30 am	<b>Departure</b>	10:30 am
3:00 pm	<b>Return</b>	3:00 pm

## Week #10 XTREME AIR

Campers get to jump, skip and flip out at Wisconsin's biggest trampoline and adventure park! **An additional waiver will be required**

	DEBROUX
<b>Departure</b>	11:30 pm
<b>Return</b>	3:00 pm





# Camp Snacks

As a part of the Department of Children and Families State Licensing, the Village of Bellevue is required to provide each child with two snacks throughout the day. To provide snacks and maintain affordable fees for the Summer Camp program, we request your help by signing up to provide a snack for your site, on your chosen day. When donating, we ask that you provide enough food to feed 48 campers and only food items from the following State-approved list.

## STATE-APPROVED LIST

- Any 100% fruit or vegetable juice
  - Individual juice pouches, boxes, jugs, etc. (We can pour and distribute giant jugs.)
- Cold Cereal
- Granola Bars
- Crackers with whole wheat or wheat listed as the first ingredient
  - Wheat Thins
  - Goldfish Crackers
  - Packs of Cheese and Breadsticks
  - Animal Crackers



All donated snacks must be sealed and in their original package. We appreciate your help in making this program a healthy and enriching experience for your child. **Ask the Camp Staff how you can volunteer to provide snacks!!!**



# Policies & Procedures

## ABSENCE POLICY

If your camper will be absent, please leave a message at the camp site location. If no message is left the following actions will be taken:

1. Camp staff will call parent/guardian via the camp registration paperwork to confirm absence for day.
2. If confirmation of absence cannot be made the Recreation Supervisor and authorities will be notified.

### PARK PHONE NUMBERS

DeBroux (920) 366-8389  
Josten (920) 366-8390

## ALLERGIES

All known allergies or any special dietary needs based on medical conditions must be noted on your child's Registration and Health Form. Staff will be notified of all camper's allergies.

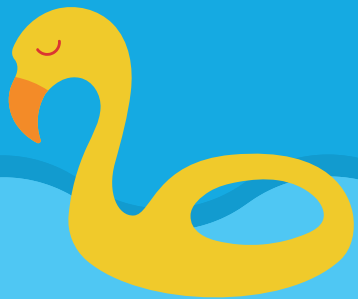
**Please talk to staff if your child has a special or more serious circumstance.**

## CHILD ABUSE POLICY

The camp staff is trained to spot signs of child abuse, know the appropriate procedures for responding to the suspicion of abuse and will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the Recreation Supervisor will be notified immediately and a report will be made to the appropriate authorities.

## 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 on your child will only be shared to the extent necessary to provide necessary information to the other parent.



# policies & procedures, cont.

## EMERGENCY MEDICAL FACILITY

The hospital we use for emergency care, in the event that such care is needed, is **Aurora BayCare**, located at 2845 Greenbrier Rd., Green Bay, WI 54311.

## INCLEMENT WEATHER POLICY

Physical activities will be limited when there is a heat advisory, it is raining, or during severe weather. Indoor activities will be substituted. If an outdoor field trip is scheduled and it is a severe weather day, a substitute indoor field trip will replace it.

## ILLNESS IDENTIFICATION / PROCEDURE

**Children with rashes, fever of 100 degrees or above, vomiting and/or diarrhea are to be sent home.**

- A parent or authorized person will be called to pick up the child
- While waiting for parent/guardian, the child will be taken to a separate area and made comfortable

## INJURY & ACCIDENT REPORT

Any injury during the course of the day will be documented by the camp staff and reported to the Camp Coordinator. The Village of Bellevue Accident Report Form will be utilized for documentation.

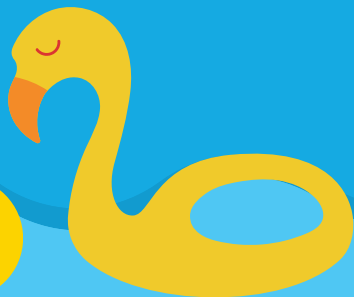
### In the event of a serious injury or illness:

- Emergency personnel will be called first if injury or illness appears life threatening, then parents/guardians
- Staff will attempt to contact parent/guardians
  - If child must be transported by ambulance, a staff member will ride with the child, taking registration forms along
  - The Camp Coordinator will be notified of accident/injury and will notify the Recreation Supervisor

## LOST & FOUND POLICY

A Lost and Found box will be available for all misplaced items found throughout each day.

- Please **DO NOT SEND ANYTHING VALUABLE TO CAMP**  
*This includes items of sentimental value*
- Please **MARK YOUR CHILD'S NAME ON EVERYTHING** they bring
- **ALL LOST ITEMS WILL BE KEPT FOR 3 WEEKS**  
*Unclaimed items will be cleaned and donated to charity.*





# *policies & procedures, cont.*

## MEDICAL POLICY

- Campers requiring medication shall fill out a **MEDICATION AUTHORIZATION FORM** prior to the camper starting camp
- Prescription medication will be **ADMINISTERED UPON RECEIPT OF SIGNED FORM** from parent/guardian
- The **ONLY OVER THE COUNTER MEDICATION THAT WILL BE DISPENSED IS BENADRYL**, in accordance with a physician's note
- **MEDICATION WILL ONLY BE RETURNED TO PARENT/GUARDIAN**

Any medication not picked up will be disposed of in an environmentally safe manner.

## FRIDAY NEWSLETTER

Newsletters can be picked up on Fridays and will include:

- Information on what campers have done throughout the week
- Pictures from the week
- Camper of the week
- News for next week

## OFFICE HOURS

**Recreation Supervisor:** Hours vary from 7 am - 5 pm, daily

**Camp Sites:** 7 am - 5 pm

**Village Office:** M-TH: 7 am - 4:30 pm

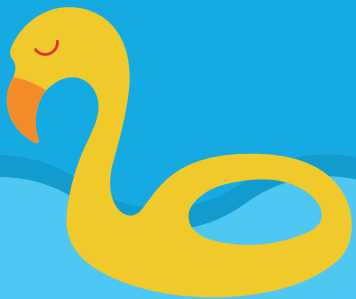
F: 7 am - Noon

## OPEN VISITATION POLICY

Parents are encouraged to visit and take part in activities at camp at any time.

## PARENT/STAFF COMMUNICATION

Parents please **SHARE ANY INFORMATION REGARDING YOUR CHILD THAT MAY AFFECT THEIR MOOD OR BEHAVIOR** with camp staff as you see fit. At Bellevue Summer Camp, we welcome the opportunity to talk with parents and get to know our camper families better. **Being partners with parents is the best way to make camp the most positive experience possible.** Any of our camp staff will be happy to speak with you.



# *policies & procedures, cont.*

## PARTICIPATION

Campers are expected to participate in the majority of activities and encouraged to try them all. If campers cannot participate in specific activities for medical reasons, a note from the parent/guardian or doctor is required.

## RATIOS

The State of Wisconsin requires **staff to camper ratios to be 1:12** and will be followed at the Village of Bellevue Summer Day Camp.

## SCHEDULE

Plans are posted daily. **Activities may vary slightly from day to day.**

## SEARCH & CONFISCATION POLICY

A camper and/or the camper's belongings may be searched by camp staff whenever they have a reasonable suspicion that a camp rule or law has been broken. **Any illegal items found will be confiscated.**

## SUNSCREEN

**PLEASE SEND SUNSCREEN WITH YOUR CHILD EVERYDAY.** Your child will have frequent opportunities throughout the day to reapply sunscreen. **Please make sure that sunscreen is less than 1 year old.**

## SUPPLIES NEEDED

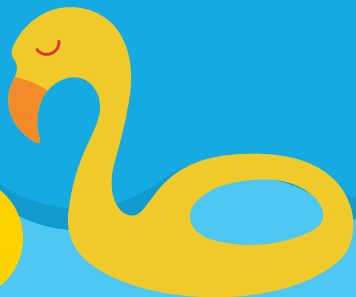
We are always looking for donations of "household junk" such as toilet paper rolls, coffee cans, jars, etc. **Check newsletters for specific "junk" needed.**

## TEXT ALERTS

Text alerts are one way in which staff will **INFORM YOU OF IMPORTANT NOTICES.** Make sure to add your cell phone number and carrier on the registration form. **These alerts will only be used for important information.**

## UPDATING INFORMATION

It is the responsibility of parents to **INFORM CAMP STAFF OF ANY CHANGES** to your child's information.





# policies & procedures, cont.

## RECORDING / PHOTOS

Campers may be recorded or photographed in groups or as individuals for public relations or educational purposes. **IF YOU DO NOT WANT YOUR CHILD RECORDED OR PHOTOGRAPHED**, please let the camp staff know the first day at camp.

## WHAT NOT TO BRING TO CAMP

**The Village reserves the right to confiscate any prohibited item!**

- Cell phones
- Gaming devices
- iPods/MP3 players
- Unnecessary valuables
- Inappropriate clothing

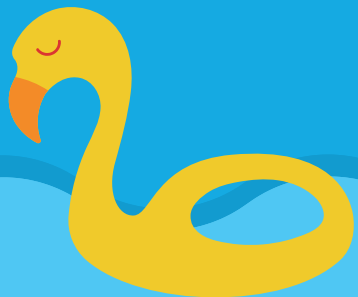
## COVID-19 / COMMUNICABLE DISCLAIMERS

The Village of Bellevue will monitor and follow safety guidelines that are recommended by Brown County Public Health as it relates to Summer Camp. As a result items in this handbook may be subject to change. The Parks, Recreation & Forestry Department will communicate any schedule or policy changes in a timely manner.

## WHAT TO BRING TO CAMP, DAILY!

Please dress according to the weather & **LABEL ALL ITEMS** with child's name. Wear shoes appropriate for active play and comfortable summer "play clothes". **PACK ALL ITEMS LISTED BELOW IN A BACKPACK.**

- Windbreaker, raincoat & sweatshirt (*may need all, watch weather*)
- **Water bottle**
  - *Water is the ultimate hydrator and is our primary drink during the day*
- Bug repellent
- Sunscreen
- A change of clothes
- Bag lunch -**please pack healthy lunch options-**
  - The State of Wisconsin indicates that lunches should have:
    - 1 protein source
    - 2 vegetables/fruits
    - A whole grain source
    - Healthy drink (100% juice or water)
  - If a lunch is forgotten or not provided, the Village will provide a lunch at an **ADDITIONAL \$10 FEE**, that must be paid in full prior to the next day of camp.



# Parent & Camper Behavior Contract

The goal of the Summer Camp program is to provide a safe, educational and fun atmosphere for all campers. Please take time to read through and discuss our policies on proper character conduct as a family, then take time to sign the contract as this will serve as a guide to disciplinary actions for the summer. Please do not hesitate to talk to the camp staff or Recreation Supervisor if you have questions or concerns. The Village of Bellevue reserves the right to start at the 2nd, 3rd, 4th or 5th violation depending on the severity of the incident. Each case is different and all supervisory staff are approved to make appropriate judgment calls.

## TERMINATION PROCEDURE:

If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes their safety or the safety of others, the following steps will be taken:

- **First Violation:** A staff member will discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day.
- **Second Violation:** A staff member will document the incident via an incident report and discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day and asked to sign the documented incident report.
- **Third Violation:** A staff member will discuss and document the incident directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour.
- **Fourth Violation:** A staff member will discuss and document the issue directly with the child. The parent or guardian will be contacted immediately to pick up their child within the hour from camp. A conference will be scheduled with the Department Director, Camp Director/Recreation Supervisor, Camp Coordinator, and the parent(s) or guardian to discuss a plan of action regarding the poor behavior. The child will be suspended from camp for up to a week.
- **Fifth Violation:** Child will be dismissed and no longer allowed to participate in camp for the remainder of summer.

## REASONS FOR IMMEDIATE TERMINATION

- **Physical Violence:** A parent or emergency contact will be called to pick up the child immediately. A meeting may be necessary and will be determined on a case-by-case basis.
- **Intentional Leave:** If a camper leaves the program area or building intentionally without permission, a suspension or termination may occur, based on the situation.
- **Sexual or Other Harassment:** Inappropriate behavior of a child or parent that endangers the participant, other children or camp staff. Parent/guardian will be contacted immediately. Camper will be prohibited from future camp activities.
- **Late Child Pick-Up:** More than 3 occurrences.

*I have read and understand the Bellevue Summer Camp policies, procedures, rules and consequences. I understand that by signing this contract I am obligated to follow the policies and procedures outlined in the Summer Camp Handbook.*

**YOUR COPY.  
SIGN & RETURN  
THE NEXT PAGE.**

# Parent & Camper Behavior Contract

The goal of the Summer Camp program is to provide a safe, educational and fun atmosphere for all campers. Please take time to read through and discuss our policies on proper character conduct as a family, then take time to sign the contract as this will serve as a guide to disciplinary actions for the summer. Please do not hesitate to talk to the camp staff or Recreation Supervisor if you have questions or concerns. The Village of Bellevue reserves the right to start at the 2nd, 3rd, 4th or 5th violation depending on the severity of the incident. Each case is different and all supervisory staff are approved to make appropriate judgment calls.

## TERMINATION PROCEDURE:

If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes their safety or the safety of others, the following steps will be taken:

- **First Violation:** A staff member will discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day.
- **Second Violation:** A staff member will document the incident via an incident report and discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day and asked to sign the documented incident report.
- **Third Violation:** A staff member will discuss and document the incident directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour.
- **Fourth Violation:** A staff member will discuss and document the issue directly with the child. The parent or guardian will be contacted immediately to pick up their child within the hour from camp. A conference will be scheduled with the Department Director, Camp Director/Recreation Supervisor, Camp Coordinator, and the parent(s) or guardian to discuss a plan of action regarding the poor behavior. The child will be suspended from camp for up to a week.
- **Fifth Violation:** Child will be dismissed and no longer allowed to participate in camp for the remainder of summer.

## REASONS FOR IMMEDIATE TERMINATION

- **Physical Violence:** A parent or emergency contact will be called to pick up the child immediately. A meeting may be necessary and will be determined on a case-by-case basis.
- **Intentional Leave:** If a camper leaves the program area or building intentionally without permission, a suspension or termination may occur, based on the situation.
- **Sexual or Other Harassment:** Inappropriate behavior of a child or parent that endangers the participant, other children or camp staff. Parent/guardian will be contacted immediately. Camper will be prohibited from future camp activities.
- **Late Child Pick-Up:** More than 3 occurrences.

*I have read and understand the Bellevue Summer Camp policies, procedures, rules and consequences. I understand that by signing this contract I am obligated to follow the policies and procedures outlined in the Summer Camp Handbook.*

\_\_\_\_\_  
(Child's Signature & Date)

\_\_\_\_\_  
(Parent/Guardian Signature & Date)