



Parks and Recreation Department

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To: All-day Playground Participants and Parents
From: Tammy Dunn, Recreation Manager
RE: All-day Playground
Date: April 2017

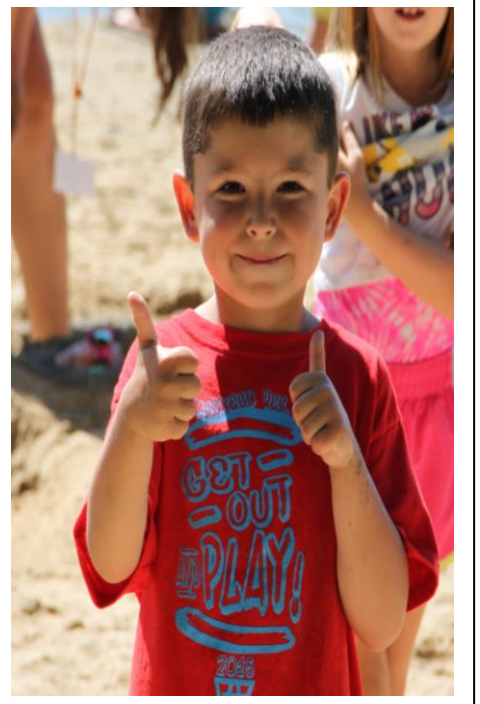
Hello to our new and returning G.A.P. participants! We are looking forward to another fun and exciting summer of the Get-out And Play program. Hard to believe it, but this is our 15th year, running an all-day playground program.

This year, you will find many of the options we added over the past few years (i.e. the providing of bins for the children, the new clubs, the changes to the playgrounder of the day and securing transportation with the school district for summer school kids), will continue bringing an added improvement to the program. We will again add some new things to make sure we are continually improving the program. **It is still very important that you read over the handbook carefully, even if you have been participating with us for many years.**

This year, our Playground Coordinator is Joe Arbinger. Returning staff Austin, Ben, Clayton, Emily, Jordyn, Kelsey, Makayla, Tatum, and Trent round out the rest of our staff. We are looking forward to the addition of some new staff as well.

We will be holding a **MANDATORY** participant *and* parents' meeting for **NEW families and those attending SLA for the first time.** **The meeting will be held at Muskego City Hall – in the Muskego Room (lower level) on Monday, June 5 beginning at 6:00 PM.** At this meeting, we will be going over the summer schedule, what the children need to bring, the behavior code, donation requests, introduction of key staff, discussing the transportation plans for those in SLA and answering any questions you may have. It is very important that you and your child attend. We do realize that it is baseball season, so we do ask that even if the child cannot attend, at least 1 parent attends the meeting to learn more about the program and to clarify the drop-off and pick-up information for those attending SLA. **Returning families and those not in the summer school program do not need to attend the meeting.** You will receive your child's bin and field trip flyers your first day of camp.

We are looking forward to meeting all of you. See you at the G.A.P. meeting!



2017 G.a.P.
(GET-OUT AND PLAY)
PARENTS HANDBOOK

ALL-DAY PLAYGROUNDS PARENT HANDBOOK

This manual has been prepared as a guide for you in understanding the rules, regulations and policies of the Muskego Parks and Recreation Department's all-day playground program.

General Playground Information

This is an all-day playground program as stated in the Summer Recreation brochure. This means that the children will be involved in a wide variety of activities, games, crafts and more throughout the day.

The standard hours of the playground will be 8:00 AM-5:00 PM for both age groups. The playgrounds also have a pre-care option from 7:30 AM-8:00 AM and a post-care option from 5:00 PM -5:30 PM for an extra fee of \$95.00 for either time frame. You will be billed a fee of \$10.00 for any time your child is dropped off before 8:00 AM or if your child remains at the playground after 5:00 PM, unless they are registered for extended care. Recreation staff will not supervise children at the park before or after hours. Staff will arrive at 7:15 AM and will be staying until 5:45 PM. This time is for the set-up/clean-up of activities and too open/close the building. They will not be responsible for children during that time.

At each site, the children will be divided up into a smaller group of like aged children. Each small group will have a leader that will guide them through various activities throughout the day. We will also be doing activities where all the groups will be together.

The program will be based out of three central locations: the Old Town Hall (OTH) in the Old Settlement Centre for ages 6-12, Veterans Memorial Park (VMP) for ages 6-12, and Muskego City Hall (CH) Preschool Room for ages 4 & 5. We will be using the outside spaces at Old Town Hall and Veterans Memorial Park to round out our activities.

We will provide each participant with a bin to store their belongings in. You will receive this bin the first day your child attends playground. Each child will receive their own bin which will be left at their site all summer to hold a change of clothes and a sweatshirt for cool mornings.

Each FAMILY (not child) is asked to also bring the first week the following items. These items will be community items, please do not label them.

The items are (*per family*):

- 1 8-ct. of Crayola brand washable markers (*please make sure they are washable & not RoseArt or generic brands for easy clean-up*)
- 2 Elmer brand washable glue sticks (*please make sure they are washable & not RoseArt or generic brands for easy clean-up*)
- 1 tub of sanitizer wipes (like Clorox wipes)
- 1 package of baby wipes (for quick hand clean-up)

****1 bottle of sunscreen waterproof lotion SPF 15 to 30 for each child** (*please see note on sunscreen later in handbook*)

If your last name begins with the letters:

- A-H** please bring a package of 8x11 white computer paper AND a box of Kleenex
- I-P** please bring a box of Ziploc 1-quart sized storage bags AND a box of snack sized storage bags
- Q-Z** please bring a box of Ziploc 1-gallon sized storage bags AND a package of Dixie cups

For the children in the 4 & 5 year old program, we will provide nap blankets and pillows for use for their quiet/nap done daily following lunch. Children will be given a blanket and pillow at the beginning of the week that they will use all week and that will be placed in a numbered bin for each child. On Fridays of each week, we will wash the blankets/pillows. Children will then only need to bring along a small stuffed animal to sleep with. This will also ensure that blankets and pillows are washed weekly. We will also sanitize the rest mats daily.

Things to bring the first week

1. Your child's change of clothes and the required items above.
2. Any donations such as games/activities, reading or coloring books, craft supplies and recycled items.
3. Your completed child information sheet.

During the first week of playgrounds, the leaders will be asking you for the completed child information sheet. This information is for the safety of your child and will not be shared with anyone other than the playground staff and the Parks and Recreation Dept. This information also includes any other pertinent information such as behavior issues, people the child cannot leave with or people who may pick up the child should be stated on this card. **If you have a custody arrangement for your child(ren) we do need a copy of the court documents for us to properly follow.**

Again this year, we are going to be putting together a Children's Directory so that parents can contact each other for play dates or ride shares.

PLEASE REMEMBER THAT CHILDREN ARE NOT ALLOWED TO BRING VIDEO GAMES, GAMEBOYS/NINTENDO DS, CELL PHONES OR i-Pads/i-PODs TO THE PROGRAM. IF WE FIND YOUR CHILD HAS ONE, IT WILL BE TAKEN AND RETURNED TO THE PARENTS AT PICK-UP.

Daily Schedule of Activities

MORNING ACTIVITIES

8:00 AM-9:00 AM -- will be morning free time
9:00 AM-9:30 AM -- will be playgrounder & snack
9:30 AM-11:00 AM -- will be planned activities
11:00 AM-11:30 AM -- will be clean up/free time
11:30 AM-12:15 PM -- we will eat lunch

AFTERNOON ACTIVITIES

12:15 PM-12:45 PM -- quiet reading or rest time
1:00 PM-1:45 PM -- will be club time T-W-Th
1:45 PM-3:00 PM -- will be scheduled activities
3:00 PM-3:30 PM -- we will be snack time
3:30 PM-5:00 PM -- free time activities/clean up

Weekly & Monthly Activities

At the beginning of the summer, you will receive a handout outlining the weekly themes and field trips.

You will be receiving a weekly calendar that will include 2-weeks worth of activities. At your first day of playgrounds you will receive the first 2-weeks so you can plan your families schedule around what is happening each day at G.A.P. Daily schedule will include active games, educational activities, club activities, quiet games, and free time will be scheduled for each day. Once a week we will do an arts and craft project based on the weekly theme. Special days and activities will also be indicated on the bi-weekly calendar. This will be our most informative way of communicating with you. Please make sure to pick up your schedule each week as there will be changes made each week.

Please realize that most of the activities involve a lot of moving or the possibility of getting dirty. Children must come dressed for active play and in clothes that can get dirty. Children must be wearing shoes at all times, so tennis shoes are better than sandals for the active games. Water days will be planned and listed on the calendar so make sure to send a suit and towel with your child on those days. During water days, children are free to bring squirt guns and other water toys. Remember, there is a possibility that things can get broken so do not send anything of value with the children. Activities that will be especially messy will be well marked on the calendar.

Rec Clubs

We will be providing several different specialized club activities for interested children. These clubs will be run by GAP staff and will meet once a week for 30-45 minutes. All children will have club time after reading time on

either Tuesday, Wednesday or Thursdays. Clubs include sports, educational and leisure activities and will vary each week. On club day, at the appropriate time, we will announce the club choices and the children will pick what they would like to learn about for club day and then go to the activity with the leader. There will be an opportunity then for children to learn about many different things through this approach.

Playgrounder of the Day

One of the kids favorite activities is being the “Playgrounder of the Day!” This program allows all children to showcase a little bit about themselves and share things that are special to them. It is essentially a show-and-tell time that lets them be the center of attention and lets us all learn a little bit more about the kids. They are then the special kid of the day. They will be helpers for snack time, special activities or leader helpers as needed that day.

You will receive a calendar for the whole summer listing the Playgrounder of the Day. We ask that you look over the calendar and verify if your child will be present the day they are scheduled. On that day, the children should come prepared for their presentation. This presentation is like a show-and-tell; the kids can share a story or bring something from home. In past years participants have brought in sports trophies, a souvenir from a trip, photos, a stuffed animal, etc. Some have even demonstrated special skills/talents like music or karate!

In addition, the Playgrounder of the Day will provide a healthy snack for the playground kids (roughly enough for 50 kids for the older groups and 20 for the younger group). This will be a morning snack that the group will get around 9:30 AM. The Playgrounder calendar lists snack guidelines. Please do not bring ice cream, popsicles, freeze pops or candy for the morning snack. Things that are easy to hand out like granola bars, fruit snacks, pudding or jello cups are great treats for the kids.

If you are unable to make the day you are scheduled for, please notify us right away. We will try to switch you with another family who also has a conflict.

Rec Rewards

We will also again be using the same reward system we have been using for years. Rewards will be given for good behavior, being a good friend/camper and daily reading. Children who show kindness, helpfulness and good behavior will receive a credit that will be posted on a board. Reading will be rewarded by completion of books or book reports. The last week of G.A.P., children will receive a raffle ticket for each credit they received over the summer. Children will then put their raffle tickets into buckets by the prize items they would like to win. Prizes in the past have included scooters, movies, toys and more. This is a very popular incentive and the kids loved the many prize options they had to choose from. We strongly suggest that you check your child’s group Rec Rewards board every week to see if your child is receiving any rewards. If not, you may want to talk to them about what is keeping them from achieving these behavior incentives.

Field Trips

Other than the first week of playgrounds, we will take a field trip every week. Registration for field trips will be through the first 2-weeks of G.A.P. For most field trips, we take all staff and close down our playground sites, so you will need to plan for alternative care during that time if your child is not attending the field trip. There are evening field trips and even a large family trip towards the end of the summer. Two of the field trips are included in your registration fee. All other trips will have a fee associated with them and those fees will be listed on the field trip flyer form you will receive at the parents meeting.

For those children attending SLA, we will have staff that will come to our sites when SLA ends to greet those children who were in school during the morning and missed the trip. We will then supervise the children until the others return from the field trip. This is only open to those children in the SLA.

Volunteers

Each site will utilize teen volunteers. These volunteers are present to help with the setting up and running of activities and to help with clean-up as needed. They will not be supervising children without a group leader present. Most of these teens are past G.A.P. playground kids that have aged out of the program but now want to give back. If you have a teen who is 13 by June 1 and would like to volunteer, please have them stop by the office for a volunteer application.

Rules & Regulations

During the first week, children and staff will be drawing up a set of rules and regulations for the playground. Children are expected to follow those rules each day.

In order to ensure a safe and enjoyable experience for all participants, the Parks and Recreation Department has a behavior code participants must follow. It is our hope that by following these guidelines, we will be able to ensure that all participants are getting the most out of their recreational experience.

The behavior code is as follows: **Participants will be given verbal warnings to stop a behavior. If the participant does not stop their negative behavior, the instructor will remove the participant to the sidelines for 1 minute/year of age or at the discretion of the instructor. After that time, the participant will be brought back into the activities. If the behavior happens again during that class, staff will remove the participant from that day's class. If the behavior continues to happen, the participant may be removed from the program at that time.**

Anytime a child is given a time out you will receive a copy of the behavior report. It is our hope that you will discuss the behavior issues with the participant before the next day to prevent removal from the program entirely. **There will be no refunds given if a participant is removed from the program due to behavior problems.**

Sunscreen & Bug Spray ****New Information****

This year, we will provide bug spray to be used when the children will be using the wooded areas of the park. We will buy a regular brand of spray without Deet that we will provide as necessary. You will not need to provide your child with bug spray.

This year, to aid in the time it takes to get the kids ready to go outside, we are asking all families to provide each child with one container of waterproof sunscreen lotion (NOT spray) with an SPF of between 15-30. **We will use the sunscreen as a community item.** When it is time to go outside, staff will dispense one of the sunscreens onto the child's hand and watch as they apply to their arms, shoulders, legs and torso (on water days). Staff will assist with getting sunscreen on the child's face, back of neck and ears if needed due to the child's age. If your child has allergies to specific sunscreens or you wish to provide something specific for your child, you may still do so. Please place that item in a Ziploc bag with your child's name on the bottle and the bag. We will hand your sunscreen to your child and they can apply the sunscreen.

Medications

It is our policy for staff to not dispense medications. **This means they cannot and will not hand out a medicine nor can they remind a child to take their medicine.** Children cannot come to the playground with their medicine as another child may take it. **If a child is found to be bringing their medications to the park, you will be called to come and pick up your child.** Please try to give your child all needed medications before they come to the playground or when they get home. If there are issues with your child's medications, we request you discuss it with staff. **This does not include the Epi-pen or inhalers for asthma. These two medications should be brought to**

the child's site and given to the head leader. They will make sure your child's group leader has the inhaler or epi-pen with them when off site.

Even though your child cannot take medications at the park, it is important that you list on the child information sheet and medications your child may take as well as any health concerns your child has. If there is an emergency and medical person are called and we cannot get ahold of a parent, we will need this information to share with the medical personal.

Food and Snacks

Our continued aim for 2017 is to be healthy and fit. We accomplish that by eating healthy and drinking lots of water and being very active. We are also asking for your assistance. You can help us reach our goal by packing healthy lunches & snacks for the kids, skipping the soda and sugary treats.

Providing drinking water for the children each day is crucial. A refillable water bottle is ideal, well marked with the child's name. To be Eco-Friendly we ask that the children bring a refillable bottle not one that can be tossed away each day (i.e. store pre-filled water bottle). With close to 200 kids attending 50 days that would be a lot of bottles to dispose of. There is a drinking fountain at each site that the children can refill their water bottles as necessary.

We do not provide an afternoon snack. Children must bring their own snack each day. Periodically, we will have a special snack day where we will make a snack that goes along with the weekly theme. This will be well marked on the calendar. So each day the children will have the Playgrunder of the Day snack and a snack that you provide for your child. If you wish to send a group snack with your child to mark a special day, please discuss this with your child's group leader who will notify you for allergies or other special considerations.

Summer Learning Academy Transportation

Again this year, we have been fortunate to work with the school district to make our playground site a busing transportation site for the Muskego/Norway School Districts Summer Learning Academy (SLA) which runs June 26-July 27 (Mondays-Thursdays) but will not meet the week of July 3-6. Children who registered with the school district to attend the SLA and to be bused will be picked up and dropped off from all 3 playground sites.

If your child will be taking the shuttle **TO** SLA you will be notified by the MNSD of your child's pick-up and drop off times. If your child will be taking the first shuttle, you must bring your child to the OTH or Vets parking lot before 7:30AM and you must wait with your child in the parking lot for them to board the bus. We will not provide supervision for the children before 7:30AM. If your child is taking the second shuttle, we will have them outside in the parking lot at 10:05AM to wait for the shuttle. Children who attend the 4 & 5 year old GAP program inside city hall, will catch the bus that picks up at Veterans Park.

If your child will be taking the shuttle **FROM** SLA, we will have staff meet the shuttle for the first drop off in the parking lots at 10:10AM. We will check in kids and bring them to their site. For the second shuttle drop off time of 12:40 PM, staff will again meet the children in the lot and check them in and then take them to their site.

We will begin our afternoon activities/clubs right at 1:00 PM so it is our hope that those children who are attending all 4 sessions of SLA will have eaten lunch at SLA during their free time. As we begin our scheduled afternoon activities at 1:00 PM, for those children who did not eat at SLA, they will bring along their lunch and eat wherever the rest of the group is going for their activities. They therefore, may miss out on a portion of the scheduled activities.

Child drop off/pick up and Sign in/out procedures

At each site, there will be a 3-ring binder for each group. In this binder you will find the check-in/out chart, behavior reports, parent's reminders, field trip info, parent notes, etc. This binder will be kept at the head table which will be manned by staff from 7:30-9:00 AM and 3:30-5:30 PM at each site. When groups leave their home site, the binder will go with the group leader so if you pick your child up early the binder and its content will be available for you to look at when checking in/out no matter where your child's group is. It is your responsibility to look through your child's tab within the binder daily to look for important information. If you have multiple children at one site, you must still check EACH child's groups binder as your children won't necessarily be kept together in groups.

For Ages 6-12 at Old Town Hall

Arrivals: Parents must enter the parking lot for Old Town Hall off of Racine Avenue. Please park your car and bring the children inside to be checked in. **YOU MUST PARK IN A LINED PARKING STALL AND NOT ALONG THE GRASS/EDGE OF THE PARKING LOT.** If you arrive after 9:00 AM and the children are not at the site, there will be a sign listing their location and you must bring your child to that location. DO NOT SEND THE CHILD IN BY THEMSELVES.

Departures: Parents must enter the parking lot for Old Town Hall off of Racine Avenue. Please park your car and come inside to check your child(ren) out. **YOU MUST PARK IN A LINED PARKING STALL AND NOT ALONG THE GRASS/EDGE OF THE PARKING LOT.** If you arrive before 3:30 PM and the children are not at the site, there will be a sign listing their location and you must pick-up your child at that location.

For Ages 6-12 at Veterans Memorial Park

Arrivals (non-rain days): On these days, parents are to drop their children off in front of the playground on **Pioneer Drive**. Please pull into marked spaces on Pioneer Dr. In the early morning staff will attempt to be stationed by the playground so you do not need to walk up to the shelter. If staff are not by the playground you will have to walk up to the shelter. By 9:00 a.m. when we start activities you will need to bring them up to the shelter.

Arrivals (rain days): On days where it will be raining all day, we will be using a remote site. Children who are signed up at Vets Park, will receive a detailed letter about this location and how you will be notified where to drop your child off. This location has not been finalized at the writing of the handbook.

Departures (non-rain days): On these days, parents must enter the city hall parking lot from Pioneer Drive and go to the back of the parking lot closest to the shelter and pick up your child by the green Veteran's Memorial Park archway.

Departures (rain days): You will be receiving a detailed letter about the pick-ups from our remote location on rain days. This location has not been finalized at the writing of the handbook.

For Ages 4 & 5 at Muskego City Hall

Arrivals: Parents are to enter the city hall parking lot, park their cars and bring their children into city hall. Parents must escort children into the building and to the lower level to the preschool room which is located right next to the elevator. If you arrive after 9:00 AM and the children are not at the site, there will be a sign listing their location and you must bring your child to that location. DO NOT SEND THE CHILD IN BY THEMSELVES.

Departures: Parents must enter the parking lot for city hall. Please park your car and come inside to the preschool room on the lower level to check your child(ren) out. If you arrive before 3:30 PM and the children are not at the site, there will be a sign listing their location and you must pick-up your child at that location.

Your Staff

The playground staff and the Parks and Recreation Department hope this will be a fun, safe and enjoyable summer for your child and yourself. We have a high staff retention and are happy to be welcoming back so many of our past summer leaders. We are also excited to welcome some new staff as well. The staff that work at these programs as regular staff are at least 18 years old and have worked for our department at least for two years. Almost all of them have been with us 5+ years. Most are pursuing careers in the education field, some are already classroom teachers. This is a wonderful group of people who will give your child a safe, enjoyable, and memorable summer. We are very fortunate to have such an amazing staff working with this program.

Playground Coordinator

Joe Arbinger

Is a graduate of UW-Parkside with a BA in History and Teaching Certificate from Cardinal Stritch. He has worked with the Parks & Recreation Department for 10+ years. Joe has taught at Kenosha Tremper High School, Elkhorn Area School District and Muskego/Norway School District . Joe is the Varsity Head Coach for the Muskego High School Boys Volleyball team. Joe is married to Kim and the father to 2 children, ages 5 & 7.

Child information sheet –

**ONLY ONE SHEET NEEDED PER FAMILY –
PLEASE CLEARLY PRINT ALL INFORMATION**

Name of child: _____ DOB: _____

Name of child: _____ DOB: _____

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Name of child: _____ DOB: _____

Please complete all information, as these are the sheets we take
with on field trips for emergency calls.

Parents' names: _____

Home address: _____

Home phone: _____

Email address: _____

Secondary Email address: _____

Daytime **mother** **father**

work phone: _____

cell phone: _____

Emergency contact name: _____

phone: _____

Emergency contact relationship: _____

(your emergency contact cannot be your home or work #)

_____ My child(ren) will be attending the Summer Learning Academy through the Muskego/Norway School District and **I will be transporting** my child to and from the SLA to the playground program.

_____ My child(ren) will be attending the Summer Learning Academy and will be **utilizing the busing** through the district to SLA.

Special considerations that we should be informed of (*behavior issues & medications, asthma, allergies, fear of animals, etc...*) **AND additional information** (*persons the child can or cannot leave with or any other information important to your child's safety*):

I have read the attached pages regarding the policies of the playground and have gone over them with my child or children. I understand that the staff will not apply sunscreen nor dispense medications and that I will not send medications of any form with my child to the playground.

Parent/Guardian signature Date

G.A.P. Children's Phone Directory

We put together a phone directory that can be handed out to G.A.P. families so that play dates and rides could be arranged during the summer. By checking this box, you are agreeing to have your name and home phone number placed on this phone list. ***If the box is not checked, your family's information will not be shared. The directory will be sent via an email on June 23.***

I agree to share my family's name and home phone on the G.A.P. Children's Directory.