

KIDS AT THE PARK

SUMMER
2026

.....
CAREGIVER GUIDE
.....



SUN PRAIRIE
PARKS, RECREATION
& FORESTRY

rec.cityofsunprairie.com

TABLE OF CONTENTS

Program Schedule.....	3
Daily schedule.....	4
Payment Information	6
Daily Materials.....	5
Our Staff.....	6
Payment Information.....	7
Drop off/Pick Up info.....	7
Camp policies.....	8/9
Behavior Expectations & Management	10
Permission to Administer Medication	11
Child Information Sheet.....	12

Program Contacts:

Sun Prairie Parks, Recreation and Forestry Department

Office: (608)837-3449

Mon-Thurs 8:00-4:30

Friday (summer) 8:00-12:00

Recreation Program Coordinator

Contact for program absences, general contact/questions

Alyssa Smet

asm@cityofsunprairie.com

Site Cell Phone

Phone held and used by camp councilor staff. Please save this number in your phone in case staff need to contact you. Use this contact for pick up/drop off updates or to speak directly with child.

(608)287-6424



SUN PRAIRIE
PARKS, RECREATION
& FORESTRY

SCHEDULE

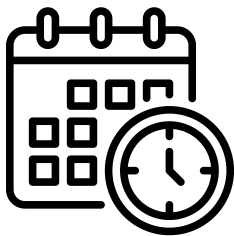
PROGRAM DATES

WEEKLY THEME + FIELD TRIPS

Week 1	June 15 - 19	Fossil Finders Dig into prehistoric fun with dinosaurs and ancient discoveries. FIELD TRIP: TBA
Week 2	June 22 - 26	Music Makers Create rhythms, melodies and MEMOIRIES! Field Trip: TBA
Week 3	June 29- July 3	Ocean Explorers Dive into underwater adventures and sea life wonders FIELD TRIP: TBA
Week 4	July 6 - 10	Barnyard Bash Saddle up for a wild ride as we lasso in good times together FIELD TRIP: TBA
Week 5	July 13 - 17	Silly Circus Laugh, play and clown around with circus-inspired activities FIELD TRIP: TBA
Week 6	July 20 - 24	Magical Journey Discover enchanting stories, spells and imaginative adventures FIELD TRIP: TBA
Week 7	July 27 - July 31	Amazing Artists Paint, craft, and design your own masterpieces FIELD TRIP: TBA
Week 8	August 3 - 7	Camping Trip Explore nature with campfire stories, games and adventures FIELD TRIP: TBA
Week 9	August 10 - 14	Animal Planet Learn about animals big and small from around the world FIELD TRIP: TBA
Week 10	August 17- 21	Wacky Week Crazy games, silly surprises, and out-of-the-box fun! FIELD TRIP: TBA

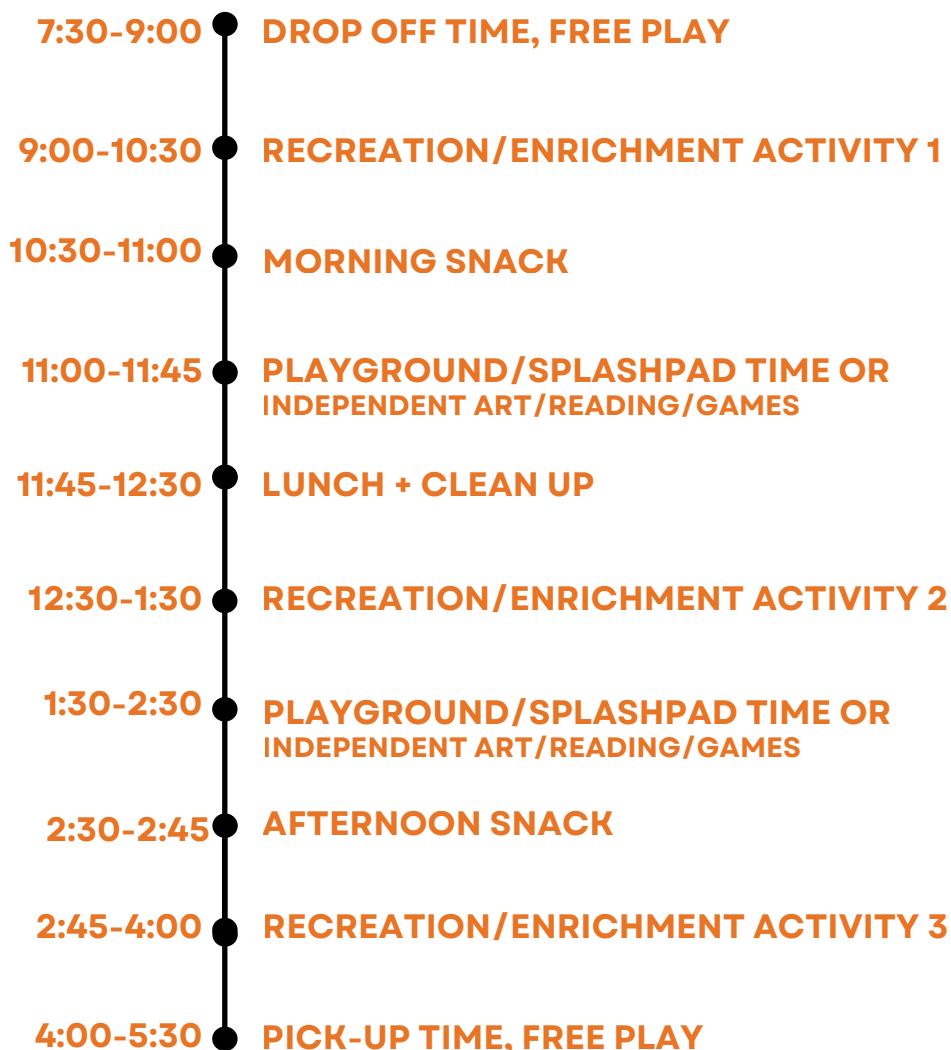
CHECK BACK FOR FIELD TRIP ANNOUNCEMENTS AND UPDATES

BONUS: CHECK OUT OUR FEATURED FUN DAYS FOR SILLY DRESS UPS, EXCITINGS EVENTS AND MORE BY VISITING OUR CAMP CALENDAR ON CAMP WEBSITE



DAILY SCHEDULE

A typical day at camp will follow the following approximate timeline. Schedules are subject to change based on weather and participation



RECREATION/ENRICHMENT ACTIVITIES

Recreation/Enrichment activities in the timeline above will vary by week and may be centered around the weekly theme. Activities will include active play games and sports as well as creative activities like arts and STEM projects. Sample activities may include:

Sports:

- Capture the flag
- Dodgeball
- Kickball
- Soccer
- Ultimate frisbee/disc golf
- Yoga
- 4 Square

Active Games:

- Obstacle courses
- Relay races
- Playground games
- Yard games (ladder ball, corn hole)
- Scavenger hunts
- Tag games
- Teambuilding challenges
- Orienteering + Nature exploration

Arts:

- Drawing + Coloring
- Painting
- Bracelets + Beads
- Sculptures / mixed media projects
- Perler Bead creations
- Chalk art
- Acting/Improv

DAILY MATERIALS

Please send your child prepared for camp each day with the following. *All materials should be labeled with child's name.*

LUNCH

Participants must bring a nut free lunch each day. Lunch items must not require refrigeration or reheating.

SNACKS

Participants must bring 2 nut free snacks to camp each day, one will be consumed morning and one in afternoon. Snack items must not require refrigeration or reheating.

All food items sent with your child are for their own consumption and are not to be shared with other participants.

WATER BOTTLE

A water fountain is available for refilling bottles during the day. Bottle should be labeled with child's name.

SWIMSUIT & TOWEL

On warm days, campers will get to play in the on-site splashpad or participate in water games and activities. Please ensure your child has all required clothing elements to change into after changing out of swimwear.

SUNSCREEN/BUGSPRAY

Please apply sunscreen/bugspray to your child prior to arriving for camp. Campers are asked to bring their own sunscreen/bugspray and will be responsible for their own re-application with reminders from camp staff. Assistance will be provided as needed. Please practice applying sunscreen/bugspray with your child prior to sending your child to camp.

PERSONAL ITEMS

We ask that camp participants not bring any additional items or personal belongings from home including games/toys/electronics/etc. All materials required for daily activities will be provided. Non-required items from home may be taken from your child and returned to the parent at pickup. Sun Prairie Parks, Recreation and Forestry is not responsible for any lost, damaged, or stolen items.

PAYMENT INFORMATION

PROGRAM FEES

Camp fee is \$250.00 per week. Payment may be completed in full at the time of registration, or through the adoption of a payment plan. Program fees will not be prorated or credited for days that participant does not attend camp due to cancellation, illness, or inclement weather.

EARLY BIRD DISCOUNT - Participants who enroll prior to 3/31/2026 may use code SUMMERCAMP26 to receive 10% off their enrollment.

PROGRAM PAYMENT PLANS

Payment plans are available for families who wish to utilize them. Participants who opt into a payment plan will pay 10% at time of registration. Participant may then pay towards balance as they choose until 6/1. ALL PAYMENTS ARE DUE IN FULL BY 6/1/2026. No payment plans will be available after 6/1/2025

PROGRAM REFUND POLICY

Refunds for this program will be issued based on the following schedule:

- Program cancellation on or before June 1st will receive a full refund, less a withdrawal fee of \$25 per week
- After June 1st, 50% of the total weekly camp fee is refundable up to 14-days before your camp week(s) begin.
- Less than 14 days before the start of your camp enrollment, no refunds will be issued.

DROP OFF/PICK UP INFORMATION

PROGRAM TIMES

Camp program runs from 7:30 AM - 5:00 PM. All program participants *must* be picked up by 5:00 PM.

DROP OFF/PICK UP TIMES

Camp participants may be dropped off/picked up at any time during camp program times (7:30 AM - 5:00 PM). All program participants *must* be picked up by 5:00 PM. If your child has not been picked up by 5:30 PM and camp staff have been unable to contact parent/guardian, the proper authorities will be notified.

If a child is picked up late on 3 or more occasions the child may no longer be permitted to attend further camp sessions.

ATTENDANCE SIGN IN/OUT

Parent/guardian must sign child in at the beginning of the day and out at the end of the day with staff person. Identification will be verified until camp personnel are familiar with parent/guardian picking up. All persons authorized to sign child out of program **MUST** be listed on child information sheet. Child will not be released to individuals not listed on this sheet. Parents/guardians are required to inform camp staff ahead of time if another authorized party will be picking up the child on a designated day.

CAMP POLICIES

PARTICIPANT INFORMATION

Parent/Guardian is required to complete Child Information Sheet for each participant enrolled in program, see page 11. It is the responsibility of the parent/guardian to inform the Parks, Recreation and Forestry department of any changes to the information provided on the Child Information Sheet. This includes all phone numbers, emergency contacts, allergies, medical conditions and persons authorized to pick up your child.

LATE PICK UP

All program participants must be picked up by 5:00 PM. If your child has not been picked up by 5:30 PM and camp staff have been unable to contact parent/guardian, the proper authorities will be notified. If a child is picked up late on 3 or more occasions the child may no longer be permitted to attend any further camp sessions.

PHOTOGRAPH POLICY

For promotional purposes we may photograph activities and their participants. Photos may be used in flyers, brochures and our website + social media. If you do not wish to have your child's photo taken please inform the Parks, Recreation and Forestry office when registering.

MEDICATIONS

In order to provide a safe environment for staff and participants, an Administration of Medication Policy (page 11) has been established and adopted with a protocol in handling the administration of medication (prescription or over the counter) to minor participants during Parks, Recreation and Forestry Programs. Oral or inhaled medications may be administered by Parks, Recreation & Forestry staff. Injection or suppository medications will not be administered, with the exception of epinephrine auto injectors in medical emergencies by trained staff.

All participants who require administration of medication must first have a Medication Authorization form on file, signed by both the participant's parent/guardian and the minor's physician.

The protocol outlined in the City's Administration Medication policy will be followed. To receive a copy of this policy, please contact the Parks, Recreation and Forestry Department at (608) 837-3449 or a rec@cityofsunprairie.com

SCHOLARSHIP

Sun Prairie Parks, Recreation and Forestry has financial assistance scholarships available. For financial assistance options, please see our Recreation is for Everyone Scholarship information at tinyurl.com/spprfscholarship

CAMP NEWS

Weekly communications will be sent about camp activities to all participants with reminders about special events, field trips, etc when applicable. These communications will be sent to the email address used when registering participant

CAMP POLICIES

DAY-OF PROGRAM NOTIFICATIONS

Communications related to day-of changes (reminders, location amendments, inclement weather etc.) will be communicated through **Statusfy**. Statusfy is an app and website service that allows you to opt in to program updates. Please search “Sun Prairie Parks, Recreation and Forestry” and select the bell icon to receive notifications for this program: **Kids at the Park**



INCLEMENT WEATHER

In the event that program must be relocated due to inclement weather, families will be notified via Statusfy. Program will be moved to a nearby indoor location.

ILLNESS

Participants may *not* attend program if they are sick. In the event that a child displays signs of illness while at camp parents will be contacted immediately and asked to pick their child up for the remainder of the day and keep them home until symptoms subside the following day or beyond. Signs of illness may include but are not limited to: lethargy, fever of > 100.4 , stomach pains, diarrhea, vomiting, sore throat, continued cough or runny nose. Children should not return to camp until fever free & asymptomatic for 24 hours.

INJURY

If your child is injured while at camp and requires measures beyond basic First Aid (band-aid, ice pack, etc) camp staff will attempt to contact the individuals listed on the Child Information Sheet. In the event of a serious injury/illness emergency personnel will be contacted. 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 camp leader will stay with your child at all times until you or an emergency contact arrives.



PARTICIPANT BEHAVIOR

CAMP BEHAVIOR EXPECTATIONS:

It is expected that camp participants will display appropriate behavior aligning with our camp Behavior Expectations and Behavioral Management Policy. To ensure a safe and enjoyable atmosphere for all camp participants, please review the following expectations with your child:

- Campers are expected to follow instructions from all staff promptly to ensure safety at camp. Campers are also expected to follow all instructions from bus drivers and field trip staff.
- Campers are expected to show respect for all campers, staff, facilities, equipment, and property. Each camper is accountable for their actions and choices.
- Campers are expected to remain with assigned staff members and groups during all activities and field trips unless permitted by staff to leave.
- Campers are expected to make a reasonable effort to participate in the camp programming to the best of their ability. Campers are expected to refrain from attempting to disrupt activities other campers may be enjoying.
- Campers are expected to keep hands, feet, and all other body parts, as well as all objects, to themselves unless part of a staff-led activity. Hitting, kicking, biting, fighting, theft, throwing things, or destruction of personal/camp property will not be tolerated.
- Campers are expected to use appropriate language at camp. Threats, swearing, verbal defiance, and inappropriate/sexual discussions will not be permitted at camp.
- Campers are expected to clean up after themselves to keep camp clean and safe for all to enjoy.

BEHAVIORAL MANAGEMENT POLICY

The goal of these disciplinary procedures is for all campers to act appropriately to ensure that camp is safe for all. Kids at the Park program staff will always take the necessary steps to redirect problematic behaviors before challenging situations arise. When campers are unable to follow the behavior guidelines outlines above, the following progression of steps will be taken:

1. **Verbal Warning(s):** Staff will inform the camper that improving their behavior is necessary and will attempt to redirect the camper by explaining why the behavior is inappropriate.
2. **Time Out and 1st Parent Contact:** Camper will be removed from the activity and given time to self-regulate until they are ready to return to the scheduled activities with the group. Additionally, parent/guardian will be notified at pick-up or via phone call of the behavior that took place.
3. **2nd Parent Contact/Suspension:** The parent/guardian will be contacted to pick up the camper immediately (within 30 minutes). The camper will be suspended from camp for the remainder of the day. If inappropriate behavior continues, a parent meeting will be set up to determine an individualized plan for your child's success in the program.

Continuation of inappropriate behavior may result in additional suspension and/or dismissal from program. The City of Sun Prairie 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. Campers suspended/dismissed will not be eligible for a refund of camp fees.

Additional Notes:

- Any camper who commits a serious offense such as intentionally threatening or harming another camper or staff member, intentionally destroying property, or sexually harassing others may be immediately suspended or dismissed from camp. All suspensions and dismissals will be reviewed by the Sun Prairie Parks, Recreation & Forestry Department.
- Field Trip Information: Violation of camp rules or field trip location rules leading to safety concerns may result in your camper needing to be picked up early from the field trip location. Severe or repeated rule violations while on these trips may result in suspension from future trips.



Sun Prairie Parks, Recreation & Forestry Department Child Information Form

General Information

Participant's Name: _____ D.O.B.: _____ Age: _____ Grade: _____

Address: _____ City: _____ Zip: _____

Parent/Guardian #1's Name: _____ Parent/Guardian #2's Name: _____

Cell Phone: (____) _____ Cell Phone: (____) _____

Home Phone: (____) _____ Home Phone: (____) _____

Work Phone: (____) _____ Work Phone: (____) _____

E-mail: _____ E-mail: _____

Emergency Contacts/Authorized Persons to Pick Up

Individuals we can contact (in order) if you cannot be reached and ONLY those authorized to pick up your child:

Name: _____ Phone: (____) _____ Relationship: _____

Name: _____ Phone: (____) _____ Relationship: _____

Name: _____ Phone: (____) _____ Relationship: _____

Name: _____ Phone: (____) _____ Relationship: _____

Conditions Requiring Special and/or Emergency Care

Please note that this information is kept in confidence and only shared with program staff and administrators.

- Asthma
- Diabetes
- Epilepsy
- ADD/ADHD
- Developmental Disability
- Autism/ASD
- Hearing or vision impairment (circle)
- Mental health condition: _____
- Physical Disability/Limitation: _____
- Other: _____

Allergies: _____

Medication to be taken during program hours: _____

Note: If your child requires medication during program hours, an authorization to administer medication form MUST be filled out and submitted prior to their first day of attendance. To request a form, please contact rec@cityofsunprairie.com

Any other information you would like to share with Staff regarding your child?:

Parent/Guardian Signature: _____ Date: _____

Note: Please return this form to the Parks, Recreation & Forestry Department PRIOR to the first day of class. If returning ON or AFTER the first day of class, please return directly to program staff.



City of Sun Prairie

Authorization to Administer Prescription and/or Over the Counter Medication

Participant's Name: _____

Date of Birth: _____

Physician Authorization

As the physician of the above name participant, it is, in my professional opinion appropriate and necessary that the following medication(s) be available for administration during programming provided by the City of Sun Prairie.

Name of Medication(s):	1.)	2.)	3.)
Medication form (liquid, tablet, inhaler, etc.):			
Route of administration (oral, inhaled, topical, etc.):			
Dosage to be administered:			
Scheduled administration time(s) and/or frequency:			
Possible Adverse Side Effects:			
For inhaled medication & epinephrine auto injectors only:			
The participant demonstrates the ability to carry and self-administer the above medication:	Yes No	Yes No	Yes No

The above authorization shall remain in effect through the end of the current program session unless (1) discontinued or changed by me or (2) if the parent/guardian withdraws the authorization in writing.

Physician Name: _____

Phone Number: _____

Physician Signature: _____

Date: _____

Parent/Guardian Authorization

As the parent/guardian of the above named child, I request that authorized staff assist in the administration of the above medications prescribed by the physician. I understand that: (1) the medication need to be brought to the program in its original container with my child's name on it, (2) it will be stored in a lock box accessible only by authorized staff, unless the physician indicates that my child is capable of carrying and self-administering it, (3) it is my responsibility to replace medications when expired or supply is running low, (4) I will need to obtain a new authorization form if any changes occur with the medications listed above and (5) I am responsible for picking up any unused medication within one week of the program's completion, otherwise the medication will be disposed of properly.

Parent/Guardian Name: _____

Phone Number: _____

Parent/Guardian Signature: _____

Date: _____