



Camp Cabrini  
**Parent Handbook**

**Saint Frances Cabrini School**  
**Site location: 529 Hawthorn Drive**  
**262-384-3210**

Fr. Nathan Reesman  
Pastor

Mr. Will Waech  
Principal

Rachel Milligan  
Camp Lead

Dear Camper Families,

Saint Frances Cabrini Parish, School and Little Saints Early Learning Center are excited to bring another summer of fun and engaging activities to the community! We are excited to have this program in summer 2021 and would like to make you aware of some changes.

First, we are streamlining charges and costs. For the sake of our billing team, we are no longer offering a half day option, but will continue to offer daily care if a full-week does not suit your needs. There will also be no registration, field trip, or t-shirt fees - just the cost of Camp!

Second, we are not offering Camp the week before school starts. Staff we hire will be heading back to school themselves, or getting their classrooms set up for the new school year. August 20th will be the last day of Camp for 2021.

Finally, you can expect a more solid schedule for your camper. You will find an addition of more traditional Camp activities, such as tie dye, capture the flag, finding bugs, and time spent outside - yes, even in the rain! There will also be specific time daily for age appropriate faith formation and faith-centered activities. Campers will come home dirty and tired from their day.

You can expect some things to stay the same!

Staff will be trained to take excellent care of your camper. The Catholic faith will be practiced and explored. Children will be broken into groups based on their age. Saints in Training will run for one week in July. There will be a daily and weekly rate. Camper families will be billed prior to attending Camp. Your camper will be able to practice important life skills, such as making friends, problem solving, accepting responsibility, and gaining confidence.

We are looking forward to a great summer of returning to “normal” as much as we are able! If you have more questions about what the day or program will look like, please review the updated parent handbook below, or give the office a call.

Yours in the heart of Jesus,

Will Waech & Rachel Milligan

## MISSION

Camp Cabrini, an extension of Saint Frances Cabrini School and Little Saints Early Learning Center exists to provide a safe, caring, and fun Catholic-Christian environment for young children to grow and develop spiritually, emotionally and physically. It is our sincere hope and prayer that the children and families served here will receive childlike faith in our Lord, to whom we devote our parish, school, and center.

## HOURS & AGES

Camp Cabrini will be open from 7:30am -5:30pm Monday - Friday. Sessions will run from Monday, June 7 through Friday, August 20. There will not be Camp offered on Monday, July 5 due to the July 4th holiday.

Camp Cabrini is for children entering 4k through graduating middle school. All children must be potty trained and self-sufficient in the bathroom.

## ENROLLMENT & WAITLIST

Camp Cabrini is open to the public- campers do not need to be current students at Saint Frances Cabrini. Due to ratios, there is a cap on how many campers we are able to accept each week. Registration will be open one week prior or until full, whichever comes first. Those placed on the waitlist will be notified of openings starting at the top of the list.

## FEES & DATES

<b>Date/Session</b>	<b>Theme</b>	<b>Daily</b>	<b>Full</b>
June 7-11	Amazing Race	\$42	\$185
June 14-18	Around the World	\$42	\$185
June 21-25	Camp Apocalypse	\$42	\$185
June 28-July 2	Holidays	\$42	\$185
*July 6-9 (4 day week)	Community Helpers	\$42	\$150*
July 12-16	Mad Scientist/STEM	\$42	\$185
July 19-23	Wacky Water	\$42	\$185
July 26-30	Animals (Saints In Training Program *add'l form required for campers age 5K-grade 5)	\$42	\$145*
August 2-6	Animated Adventure	\$42	\$185
August 9-13	Camp Olympics	\$42	\$185
August 16-20	Inventors	\$42	\$185

## PAYMENT

Payment is processed weekly and due by Friday prior to the registered session of camp. Payment can be made online or through cash/check. If paying via cash or check, it may take up to a week before your balance is updated. Payments made via credit card will reflect due balance immediately. Each session has a \$25 non-refundable deposit to hold your child's spot. There will be a \$25 charge for all returned (NFS) checks.

## CREDIT DAYS/REIMBURSEMENT

There are no credit/reimbursement days during the summer. If your child is unable to attend a session, please notify the office as soon as possible. If notified at least one week in advance, and there is room in another session later in the summer, the payment/registration may be transferred to a different week.

## BEHAVIORS & PROGRAM

### CATHOLIC FORMATION

To God we give all the glory! The counselors and children at Camp Cabrini will praise God through daily prayer, grace before snacks and meals, and through hearing stories from Scripture. All children will participate in "Jesus Time" daily.

### DEVELOPMENTALLY APPROPRIATE PROGRAMMING

Children will be separated into groups based on age and ability to participate in engaging and exciting activities. Each day will consist of at least one art activity, two high energy activities, and one specific to STEM/nature. All children will be in the same group for an hour in the morning at drop off, lunch, and for an hour in the afternoon for pick up. Below is a sample schedule:

Grades 1-8		Grades 4K-5K	
7:30-8:30	Drop off/Free play	7:30-8:30	Drop off/Free play
8:30-9:00	Morning Meeting	8:30-9:15	Jesus Time
9:00-10:00	Jesus Time	9:15-10:00	Bathroom/Snack
10:00-11:00	Activity 1	10:00-10:45	Activity 1
11:00-12:00	Activity 2	10:45-11:30	Activity 2
		11:30-12:00	Bathroom
12:00-12:30	Lunch	12:00-12:30	Lunch
12:30-1:30	Activity 3	12:30-2:00	Rest
1:30-2:30	Activity 4	2:00-3:00	Bathroom/Snack
2:30-3:30	Snack	3:00-3:45	Activity 4
3:30-4:30	Activity 5	3:45-4:30	Activity 5
4:30-5:30	Pick up/Free play	4:30-5:30	Pick up/Free play

## OUTSIDE PLAY

We are outside unless it is dangerous! Please be sure to dress your child for the weather. Label all attire with your child's name. In the event of warmer weather (above 85°F), counselors may arrange a water day in which children will be allowed to play with water outside.

## PACKING LIST

- A tote with a lid to include the items below
- Dress for the messy fun we'll be having
- Athletic Shoes -have a back and can be strapped to your foot. Please no "slides" or flip flops
- Sunscreen
- Swimsuit
- Towel
- Hat (optional)
- Sunglasses (optional)
- Insect Repellent
- Rain gear
- Reusable water bottle
- Extra set of clothes, including underwear socks and shoes
- Lunch
- AM snack & rest time blanket (4k-5k)
- Any needed medications in original containers with first and last name

## What NOT to pack:

- Valuables such as music players, cell phones, or jewelry. (Camp Cabrini is not responsible for lost, broken or stolen items)
- Personal sports equipment
- Weapons such as pocket knives, archery equipment etc.
- Pets/animals

## DROP OFF/PICK UP

Pick up and drop off will take place at Saint Frances Cabrini School. Parents will be asked to use the school parking lot. Please be prepared to use the Gym entrance.

Children will only be released to the Authorized pick up person(s) as designated on their enrollment forms. Please call/e-mail the office if a different person will be picking up. This person will need to show State-issued identification. In the event an unauthorized person (anyone not identified on enrollment forms) comes to pick up your child, and we have not been made aware, we will contact the parent to confirm change in the pick up person. If we cannot get a hold of the parent(s), we will not release the child with that person.

Unless there is a court order on file with Camp Cabrini we cannot deny an authorized person to pick up your child.

We will not release a child to anyone who appears to be impaired by drugs or alcohol.

## FIELD TRIPS

Field Trips happen sporadically through the summer at no additional charge. Due to the pandemic, we will be securing field trips as the spring and summer develop. You will be via email about the field trip the week of the trip. Each trip will be unique in activity and what campers should bring (ie: Socks, athletic shoes, swimsuits, etc.).

By registering for dates which field trips are scheduled you recognize that your camper will be in a vehicle driven by a third party vendor. There will be a responsible adult on board to assist campers in case of an emergency.

If behavior is a concern leading up to the trip it is up to the discretion of the Camp Lead if a camper can attend. If it is determined a camper is unable to attend the trip alternative arrangements will be made with the guardian.

Campers must be dropped off prior to the field trip at Camp Cabrini and picked up once we return. Due to safety concerns, at no point may a guardian drop off, or pick up, a camper in the middle of a field trip.

## **HEALTH & WELLNESS**

### **CLOSINGS – WEATHER OR EMERGENCY**

All parents will be notified via phone call or email should Camp Cabrini need to close for a weather or emergency related reason. All communication will be sent as quickly as possible based on the situation.

### **EMERGENCIES**

In the event of an emergency with your child, we will contact you, and if necessary your child will be transported by ambulance to Froedtert St. Joseph Hospital at 3200 Pleasant Valley Rd, West Bend, WI 53095.

### **INJURY & ACCIDENTS**

Parent(s) will be made aware either by phone and/or written documentation regarding any injury their child incurs while attending Camp Cabrini.

### **HEALTH AND SAFETY**

At least one staff per shift holds a current certification in First Aid and CPR. They have been trained in recognizing child abuse and neglect. All staff are mandated reporters.

### **MANDATED REPORTING**

Staff and volunteers working at Camp Cabrini are mandated reporters. According to State law, any pastoral or school administrator, teacher, counselor, or related church professional who has reasonable cause to suspect child abuse or neglect, or has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately within 24 hours. Parents may not be notified in such situations that a claim has been made. Saint Frances Cabrini is under no obligation to follow up with parents should a claim be submitted.

### **SAFE ENVIRONMENT/SAFEGUARDING ALL OF GOD'S FAMILY**

The goal of the Safeguarding All of God's Family program is to protect our children and all in the church family from abuse and related dangers. The Archdiocese of Milwaukee requires all adults to exercise reporting responsibilities for any suspected physical or sexual abuse of minors, whether or not designated as a mandatory reporter under Wisconsin law. All adults—paid or volunteer—are required to complete the Safe Environment Training before participating in any activities with children.

### **COVID-19**

Camp Cabrini follows recommendations and updates from our State and Local health department while also closely monitoring CDC guidelines. Camp Cabrini will communicate any changes to policies in written notification to parents via email. In the event that the center is closed due to staff illness or close contact, families will be notified as soon as possible via phone and email. No charges will apply for such instances.

As of March, 2021, we have not made a final decision regarding mask wearing. The school has had great success with their cohort model, which includes the absence of mask wearing while outdoors.

### MEDICATIONS

In the event your child needs medication administered while at Camp, the medicine must be in the original container and labeled with your child's first and last name. You will have to fill out and sign the *Permission to Administer Medication* form to be kept in your child's file. All medications are administered by the Health Coordinator per the physician's instructions. Please note: Unless taken on a daily basis, over the counter medications should not be brought to Camp.

### SICK POLICY

Please do not bring your sick child to Camp:

- 1.) If the illness prevents a child from participating comfortably in activities.
- 2.) If the illness results in the need for care that is greater than staff can provide without compromising the health and safety of other children.
- 3.) If the illness poses a risk of spreading. These illnesses include but are not limited to:
  - o Infectious Conjunctivitis
  - o Infectious Diarrhea
  - o Impetigo
  - o Scarlet Fever
  - o Scabies
  - o Lice
  - o Ringworm
  - o Strep throat
  - o chicken pox
  - o COVID-19

Your child will be sent home if they are displaying unusual lethargy, uncontrolled coughing, persistent crying, difficulty breathing, wheezing, vomiting, high temperature (100.4 °F) or other unusual signs or rashes. The child's temperature is measured in the axillary position (under the arm) and 1 degree is added. Until you are able to pick up your child, s/he will remain isolated from the other children so as to not spread their illness. Your child may return to Camp once they have been symptom free without medication for 24 hours. They may return sooner if a medical evaluation allows with the accompaniment of a physician's note.

### MEALS

Please bring a sack lunch each day. Camp Cabrini will provide an afternoon snack. If you think your child will want another snack mid-morning, or perhaps a second snack in the afternoon, please pack this in her/his bag or lunch.

Please note that **we are a peanut-free facility**. If your child has a special diet due to allergies or preference, their snacks and meals may need to be provided from home to ensure the proper diet is being adhered to.

### SPECIALIZED NEEDS

The ADA prohibits discrimination on the basis of disability. Therefore, Camp Cabrini will do our best to accommodate children with disabilities and provide equal opportunities to participate in all aspects of the child care program, including learning activities, services, outdoor spaces, etc.

In order for your child to be able to fully participate in this program, they need to be able to do the following things as developmentally appropriate for their age:

- Indicate an ability to learn in a regular classroom setting without consistent 1:1 attention
- Follow directions/communicate with their counselor
- Sit for meals
- Eat without assistance
- Move about their space (indoor and outdoor)
- Be able to experience independent play
- Show ability to get along with others

### POSITIVE GUIDANCE

Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious will NEVER be used with the children in our care—even at the parent's request. Examples of these prohibited actions include all of the following:

1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.
2. Verbal abuse, threats or derogatory remarks about the child or the child's family.
3. Physical restraint. Please note, physical restraint does not include:
  - Briefly holding a child in order to calm or comfort the child.
  - Holding a child's hand or arm to escort the child from one area to another.
  - Moving a disruptive child who is a danger to him/herself/others and is unwilling to leave the area when other methods such as talking to the child have been unsuccessful.
  - Intervening or breaking up a fight.
4. Withholding or forcing meals, snacks, or naps.
5. Actions that are cruel, aversive, frightening or humiliating to the child.

### VOLUNTARY DISENROLLMENT

If you decide to dis-enroll your child from Camp Cabrini, you will not be issued a refund for the current week, but would be eligible to receive a refund for future weeks your child is enrolled, less the \$25 deposit for each week.

### INVOLUNTARY DIS-ENROLLMENT

Little Saints Early Learning Center reserves the right for dis-enrollment for any reason beyond the examples listed below. If a child is dis-enrolled due to violations of policies held in this handbook, they risk immediate dis-enrollment from Camp Cabrini in which all session deposits and current session fees will be forfeited by you.

Examples of dis-enrollment to your child's care include but are not limited to:

- Failure of parents to pay tuition/fees.
- Failure to complete and sign any required forms.
- Lack of parental cooperation.
- Failed attempts of changing negative child behavior.
- Child is unable to fully participate in the program due to factors outside of their control.
- Gross misconduct on the part of the parent or child.