



**Recreation Department**

May 2022

Parents of Lincoln Summer Adventure Club Participants:

- Thank you for registering for our Summer Adventure Club program! Our staff is excited to provide your child with a fun and safe environment to spend their summer! Enclosed you will find several forms that need to be completed and returned as indicated below. **PLEASE READ EVERYTHING CAREFULLY! Your child will not be able to participate in any activities until ALL forms are turned in!!!**
- We will be having a **SAC OPEN HOUSE** on **Wednesday, June 8<sup>th</sup> at 6:00pm – 8:00pm** (see enclosed flyer) where parents and participants will have the opportunity to meet the staff and get familiar with the site. **The following forms are to be completed and brought with you to this Open House. If you just want to drop the forms off and leave you can certainly do that.**
  - **Behavior Expectations Form**
  - **Emergency Release Form (\*If your child has special considerations PLEASE NOTE THEM! The district does not share ANY information regarding their learning/health needs and we need to know everything in order to give them the best experience at SAC).**
  - **Bus Permission Slip**
- **Weekly Registration Forms:** There is one form for each week of Summer Adventure Club. Weekly forms, which indicate your child’s days of attendance for the following week, are to be turned in each Tuesday or register online at [www.tosarec.com](http://www.tosarec.com) before the Tuesday deadlines. These deadlines are noted on each Weekly Form. **PLEASE MAKE SURE TO FILL-IN YOUR CHILD’S NAME ALONG WITH THE CORRECT SITE THEY NEED TO BE PICKED UP AT SO WE KNOW WHO TO REGISTER!** –You will also fill out the bag tag (included) each week and write down which days they will be attending SAC (this helps the summer school teachers – just for JK-2<sup>nd</sup> graders).

Summer Adventure Club Schedule	Monday thru Friday, 7:30am-6 pm	Monday thru Thursday, 12pm-6pm and Fridays 7:30am-6 pm
	Week of June 13 <sup>th</sup>	Week of June 20 <sup>th</sup>
Week of August 1 <sup>st</sup>	Week of June 27 <sup>th</sup>	
Week of August 8 <sup>th</sup>	Week of July 4 (CLOSED ON MONDAY, JULY 4)	
	Week of July 11 <sup>th</sup>	
	Week of July 18 <sup>th</sup>	
	Week of July 25 <sup>th</sup>	

**A few other items to note:**

- ✓ Save money, turn your forms in on time! Fees will increase after each Tuesday deadline. We have deadlines to meet also, such as adequate staffing to ensure a safe environment for each child, equipment, supplies and snacks.
- ✓ **NO ONLINE REGISTRATION AVAILABLE AFTER EACH TUESDAY DEADLINE. IF YOU REGISTER AFTER A TUESDAY, YOU’LL HAVE TO COME TO THE OFFICE OR FAX YOUR FORM.**
- ✓ Once a schedule has been turned in, it is **final**. There will be no switching of days or refunds for canceled days. If you find you need additional days, we **may** be able to add your child depending on enrollment numbers. An additional fee will be assessed for late registrations. See the Weekly Registration Forms for late fees.
- ✓ If **medication** must be administered to your child, please call the Recreation Department to obtain an Authorization for Administration of Medication form. **The form and medication will be due the first day of SAC.** This includes those with nut allergies - we ask they bring an EPI PEN and Benadryl for us to keep on site. Any medication **MUST** be in its container/box with a prescription label.
- ✓ If your child is **sick** and will not be attending the Summer Adventure Club, please call the Recreation Department at 414-773-2900 **before 9:00am** on that day and we will notify the site. Daily tuition will not be refunded.
- ✓ **SUNSCREEN:** You must send sunscreen with your child. Before SAC starts, we ask that you practice with them applying sunscreen so they are prepared when they attend SAC. Staff is not able to help apply sunscreen. Please do not send spray sunscreen, lotion only.



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- ✓ Students should bring a **lunch and beverage** every day they attend. The lunch should **not** need refrigeration. Lunches and beverages should be clearly marked with the student's name. There will be a morning and afternoon snack provided during weeks 1, 8 AND 9).
- ✓ **Students should bring a water bottle daily. They should wear tennis shoes** (or have them available for active games that are a part of every day).
- ✓ Students are not allowed to bring **personal games/toys** to the program. Staff **will not** be liable for any lost, stolen, broken or misplaced items.
- ✓ **Sign In/Sign Out:** Parents must come into the building to the check in table to sign in/sign out all children. Please let the staff know if someone other than yourself will be picking up your child or if there is someone that should not be picking up your child. (If your child is attending summer school, you will not have to sign in your child.) *Parents will not be allowed beyond the check in table. Staff will have your child sent down to meet you at pick up.*
- ✓ If your child is attending Lincoln Summer School, please direct them to the cafeteria where they will check in with staff wearing the blue shirts. If they are attending East Summer School, please direct them to meet at the meeting site outside the main office (yellow SAC Sign). They will check in with staff wearing blue shirts and they be walked over to the Lincoln SAC site. Summer School Teachers and Supervisors will be able to direct your child to the meeting point, if needed. If your child is not participating in Summer School, you can drop them off at Lincoln at 12:00pm.. Please fill out the weekly bag tag for your child (grades JK-2<sup>nd</sup>) as this will help their teacher know what days they are attending SAC. If your child is not participating in Summer School, you can drop them off at Lincoln at 12:00pm.
- ✓ **Children will be swimming Monday – Thursday every week.** Please make sure your child brings a **swimsuit and towel**. Swim tests will be given for those wanting to use the deep end and they will receive a wrist band if they pass.. Lifeguards will always be on duty. Coast Guard approved life jackets can be worn, water wings are not permitted. ***Swimming is mandatory***, as we must have all staff swimming for the safety of the participants.
- ✓ **Field Trips:** Are back!!! If your child attends the Summer Adventure Club on a Friday day, the field trip is mandatory. **Each child will be given a bright orange field trip t-shirt that must be worn on field day trips.** The first Friday (June 17<sup>th</sup> there will not be a field trip, but every Friday after that there will be).
- ✓ **Late Pick Up:** Habitual offenders may be assessed a late fee and/or dropped from the program. Pick-up time is by **6:00 pm**, *no later.*
- ✓ Regarding Covid, parents should monitor the district website for the most updated information on Covid mitigations.
- ✓ In case of an emergency please call the Recreation Department at 414-773-2900 (between 8:00 am & 5:00 pm).

### Questions?

Just ask! Once the program starts, it is best to go directly to the onsite-coordinators at Whitman SAC as they are on site every day. Otherwise counselors will be in blue staff shirts can also assist you as well. You are always welcome to call the Rec.office at 414-773-2900.

I also email weekly parent newsletters of important information and reminders. I highly recommend you read them so that you know everything that is going on at your child's SAC site.

We look forward to providing a memorable summer of fun for your children!

Sincerely,

Jennie Cottam  
Program Coordinator  
Wauwatosa Recreation Department  
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