



## ALL SITES

### QUESTIONS OR COMMENTS?

**First**, please speak with your site supervisor.

**Second**, please ask to speak to the Program Coordinators by calling the office at (414) 329-5370.

**Third**, for general information, you can email us at [parksrec@greenfield.wi.us](mailto:parksrec@greenfield.wi.us).

## SITE LOCATIONS

### EDGERTON ELEMENTARY

5145 S. 116th Street | Hales Corners  
(414) 758-3930

### EDGEWOOD ELEMENTARY

4711 S. 47th Street | Greenfield  
(414) 335-5985

### ELM DALE ELEMENTARY

5300 S. Honey Creek Drive | Greenfield  
(414) 335-3855

### MAPLE GROVE ELEMENTARY

6921 W. Cold Spring Road | Greenfield  
(414) 335-2100



7325 W. Forest Home Ave., Room 200  
Greenfield, WI 53220

Office Hours:

Monday-Friday 8:00 AM - 5:00 PM  
(414) 329 5370 | Fax (414) 543-2369

[www.greenfieldparksrec.com](http://www.greenfieldparksrec.com)

## HELLO & WELCOME TO SUMMER PLAYGROUND 2020!

Join us for a summer filled with fun and activities based around our theme. The playground team is ready to make this summer one of the best ever. We hope that your children are ready for some fun times. This year we have planned a variety of activities including sports, games, crafts, quiet time, and special events. Make sure you don't miss any of it.

Our staff can't wait to get the summer started. Made up of college students, college graduates, and teachers, all staff have been selected carefully to ensure a fun, safe, and harmonious summer. All are skilled in game leadership, supports, arts and crafts, and age appropriate activities. Each site is coordinated by a Site Supervisor who is responsible for the overall operation of each site. We invite you to introduce yourself to the staff and get to know the people who will be spending the summer with your children. Communication is essential for the overall safety and enjoyment of your children at playgrounds.

In order to provide an optimal group setting, your children must meet the age requirements on or before the first day of the program they wish to enroll in. This will ensure that each child has a comfortable playground experience by participating in age appropriate activities.

All playgrounds are rain or shine programs. Each site will have use of the playground, cafeteria area, and restroom facilities.

## PROPER PLAYGROUND ATTIRE & NECESSITIES

Please dress your children comfortably. Shorts and t-shirts are fine. Make sure all items sent with your children are labeled with their name.

**SHOES AND SOCKS ONLY.** To prevent injuries, children must wear shoes with socks. No sandals. This will keep your children's feet from getting scraped or hurt in the outside areas.

**DRESS TO GET MESSY!** Your children will be active outside as well as participating in arts and crafts.

**SUNSCREEN IS ESSENTIAL.** As time will be spent outside, please apply sunscreen on your child before coming and also send some along each day. Staff is not permitted to apply sunscreen to participants but will remind to reapply.

**STAYING HYDRATED.** Water fountains will be turned off. Children must bring a water bottle daily.

## ✓ DAILY CHECKLIST



**Comfortable  
Clothes**



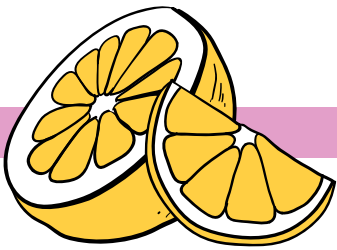
**Sunscreen**



**Shoes &  
Socks**  
*(No sandals)*



**Water  
Bottle**



## ARRIVAL & PICKUP PROCEDURE

Each child will check in upon arrival at the site with the designated staff member. Children will only be released to a guardian. If someone out of the ordinary is coming to pick your children up, please let a staff member know when you drop them off.

Please be advised that there is a charge of \$10 per 15 minutes for every child that is picked up late (beyond the stated end of the program). If children are picked up late they will be dropped from the program.

**Program runs:** 7:30-4:00 PM  
**Program drop-off:** 7:30-8:15 AM  
**Program pick-up:** 3:30-4:00 PM

## BOO-BOOS

Unfortunately, we cannot prevent scrapes, bruises, or unforeseen accidents. Each site has staff trained in CPR and First Aid and they will act accordingly in emergency situations. If first aid is administered to your child during the course of the day, such as an ice pack or band-aid, playground team member checking out will inform parent. In the case of a more serious situation, you or the proper guardian will be contacted.

Your child is responsible for taking their own medicine at Playground.

## MEDICATION

We realize that some children might have medications to take. As we are not a day care, it is department policy that staff cannot administer or hold any medications. It is up to your child to keep it in his/her lunchbox or back pack and give him/her self the medication. Staff can remind children to take the medications. ***It would be helpful if the leaders are aware of the medications that your child might have to take.*** If your child has a "bee sting" epi-pen kit, please let us know right away so it can be stored in an easily accessible location. Please note this on your registration form.

## BREAKFAST AND LUNCH

### **Greenfield School District: Children:**

Thanks to a cooperative effort with the Greenfield School District Food Service, children attending a Greenfield School District Elementary School Playground Site (Elm Dale, Edgewood or Maple Grove) will be provided a free breakfast and lunch daily that will include milk. The menu will be emailed to parents as we receive them from the District Food Service. Children are welcome to bring their own bag lunch and beverage if they choose.

**Whitnall School District:** Children attending the Whitnall School District Playground Site (Edgerton) will need to bring their own bag lunch with beverage daily. No food or beverages will be provided.

## SNACKS

All children should bring any additional snacks and drinks they might need as no snacks will be provided. These will be stored in their personal bin.

## WATER DAY

Each Friday is typically water day at the Playground sites. We were able to get permission from the Health Department to continue water day this summer.

Please have students bring a change of clothes and towel on Fridays if they plan to participate. Due to COVID-19, children are not allowed to bring water toys from home. Parks & Rec. will provide toys that will be sanitized each week.



## PLAYGROUND CODE OF CONDUCT

The City of Greenfield Parks and Recreation Department's summer playground program for children and teens includes a variety of wonderful experiences and opportunities. To ensure that these experiences are positive for everyone involved and that one child's behavior does not limit nor interfere with another child's experience, our staff have agreed upon a "Code of Conduct" that will be administered throughout the summer.

- Children must be quiet and attentive when the playground supervisor or leaders are presenting instructions and/or information.
- Children will be responsible for the equipment they are using. They must use the equipment for the intended purpose and are responsible for putting the equipment away when done.
- Walking is the expectation in the hallway.
- Children must control their bodies. Hitting, kicking, pushing and like behavior will not be accepted.
- Children must use appropriate language.
- **No squirt guns or any other weapon-like toy will be allowed.**

## IMPLEMENTATION OF THE CODE OF CONDUCT

The following procedures are to be followed when disciplining program participants:

- **1st Occurrence:** The child will be taken away from the situation, either off to the side or a different area of the facility. The behavior will be identified and its inappropriateness will be addressed. The child will be told of the consequences for the second occurrence with all of this happening away from the child's peers.
- **2nd Occurrence:** Parents will be contacted within 24 hours of the incident.
- **3rd Occurrence:** Parents will be contacted immediately and asked to pick up their child from the program immediately. A **one day** suspension be implemented.
- **4th Occurrence:** Parents will be contacted immediately. They will need to pick up their child from the program immediately. A **one week** suspension be implemented.
- **5th Occurrence:** Parents will be contacted immediately and their child will be removed from the program. The child will be asked not to return to the program.

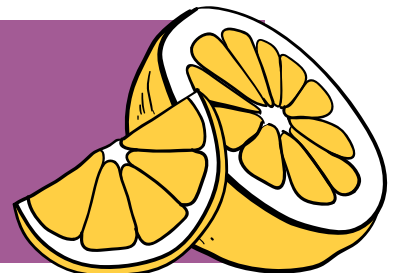
In cases regarding disciplinary action, neither program refunds nor credits will be given. This includes field trips.

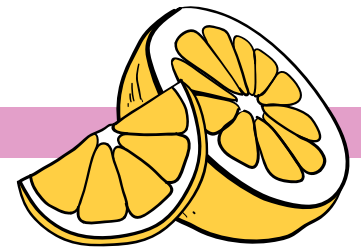
Certain behaviors will be punishable by skipping directly to steps 3, 4, or 5.

Such behaviors include but are not limited to: fighting, threats, physical and/or verbal confrontation, possession of weapons, drugs, alcohol, and/or tobacco, sexual inappropriateness, etc.

The program is here to provide all children with the opportunity to have fun in a safe environment. When a child elects to participate in the program and clearly understands what is expected, we are better able to embrace the spirit of the program. Please take time to review this code of conduct with your child so we can have a fun enjoyable summer!

Please take time to review the Code of Conduct  
and COVID-19 procedures  
with your child so everyone can have  
a safe and enjoyable summer!





## PROCEDURES TO KEEP PLAYGROUNDS HEALTHY

The City of Greenfield Parks and Recreation Department has worked with the Health Department to develop guidelines to reduce risk factors and keep staff and participants safe. Please review these guidelines and share them with all family members who will be participating or dropping off/picking up. Thank you for your help in keeping Greenfield safe and healthy.



### Stay Home If You're Sick

Children should stay home if they are sick. A leader will be doing a quick symptom check at drop-off each morning. Children who are sick may not stay for the day. If they develop symptoms during the day, they will be isolated from the group, parents will be notified to come pick up within an hour. Children who have ANY of the following symptoms within 24 hours of participating in playgrounds may not attend: cough, fever, chills, muscle pain, shortness of breath/difficulty breathing, sore throat, or loss of taste or smell.



### Wash Your Hands

Children will be directed to wash their hands at regular activity change intervals. Hand sanitizer will be used so leaders can directly supervise. Leaders will continue to wash/sanitize their hands throughout the day.



### Water Bottles

Children are required to bring their own water bottle daily. The school water fountains have been turned off. Children will be filling their water bottles with leader assistance at regular activity change intervals to encourage proper hydration. Please have child's name on their water bottle.



### Personal Items

Children should bring their personal items in a backpack. At check in each day, children will be assigned an individual basket for keeping their personal items in during the playground day. Handheld game systems and other items of value should be kept at home. Children must bring their own sunscreen and water bottle each day. Please put name on water bottle, sunscreen, and any personal items.



### Masks

Children and leaders will not be required to wear face masks. Face masks will be encouraged to be worn inside but will not be worn while outdoors. Children must provide their own mask which should be labeled and not shared.



### Disinfecting

At the regular activity change intervals, tables, balls, and equipment will all be disinfected. Outdoor equipment will not be disinfected, children will be washing their hands after use.