



CCSD Community Activities Program
Community Engagement Director
115 Milwaukee Road
Clinton, WI 53525

Community Activities Program Summer Camp 2026 Parent Manual

This Summer Camp is a program of the Clinton Community School District - Community Activities Program (CAP). CAP Summer Camp is open to the greater Clinton area. You do not need to be a Clinton Community School District (CCSD) student, enrolled in summer school, or a Clinton resident to participate.

The program is open to children entering Kindergarten through 6th grade for the 2026–2027 school year who are at least 5 years old and fully potty trained and self-sufficient.

This action-packed afternoon camp provides kids with a fun, safe, and engaging place to unwind. Campers will soak up the sunshine and enjoy crafts, games, sports, friendship bracelets, and more. Each day is filled with fresh air, creativity, movement, and opportunities to build friendships and unforgettable summer memories.

Camp Details

Days: Monday through Thursday
Session 1: June 15 - July 2, 2026
Session 2: July 6 - July 23, 2026
Time: 11:30 AM - 3:15 PM
Located at Clinton Elementary School
115 Milwaukee Rd, Clinton, WI 53525

Sample Schedule

11:30-12:00	Arrival/Free Play
12:00-1:00	Organized Activities
1:00-1:15	Snack (must supply your own)
1:15-2:45	Organized Activities
2:45-3:05	Cool Down Activities
3:05-3:15	Pack Up & Pick-Up Prep

Arrival

If your child will be enrolled in CCSD summer school: your child will get in the CAP Summer Camp line after CCSD lunch is dismissed and will be escorted to the camp classroom.

If your child will not be enrolled in CCSD summer school: please arrive to Clinton Elementary School (115 Milwaukee Rd., Clinton) between 11:25-11:35 AM. Drop off will be through the West entrance of the school (D55 - cafeteria doors). An adult must sign the camper in at the door. The doors to the school will close and lock at 11:35 AM. All late campers must go to door D55 and call the Camp Leader. All late arrivals must be checked in by an adult and camp staff.

If your child is sick and will not attend camp, please call or email the CAP office.

Departure/Early Pick Up/Late Pick Up

Your child will only be released to authorized individuals from door D55 beginning at 3:15 PM. To add or remove a person from your authorized pick-up list, please speak to the Camp Leader and fill out

the authorization for pick-up form. Authorized persons will need to show a valid photo ID. If an unauthorized person should arrive at the camp to pick up your child, you will be contacted immediately and your child will not be released until the unauthorized person is cleared by the parent/guardian. It is the responsibility of the parent to keep the authorized list of individuals current and accurate.

If you would like to permit your child to walk or bike home please complete the Walk/Bike Home Authorization Form. Campers who have permission to walk/bike home at the end of camp need to wait until 3:15 PM and be signed out by camp staff.

Should you need to pick your child up early, please communicate it with the Camp Leader in advance so we can have your child ready.

Pick up time is by 3:20 PM, no later. Habitual late pick up offenders may be assessed a late fee and/or dropped from the program.

Camp Attire

Campers should wear pants or shorts, t-shirts, socks, and tennis shoes. We will be playing outside every day, so tennis shoes are a must. All campers will be issued one camp t-shirt on their first day of camp to be worn whenever they'd like. The shirt will be the same for both sessions.

What to Bring Each Day

Please bring these items everyday: water bottle (clearly labeled with first and last name), sunscreen (lotion), and a snack. Items should be carried in a backpack and labeled with the camper's name. Microwaves and refrigeration are not provided for snacks. Please do not forget to indicate on the registration and site form if your child has food allergies as there may be some crafts or activities that include food.

Campers are not allowed to bring personal games/toys to the camp. Staff will not be liable for any lost, stolen, broken, or misplaced items. Cell phones are permitted but must remain in backpacks to encourage engagement, safety, and positive social interaction. Phones that are taken out during camp can be taken away and given back at the end of the day. Please contact the Camp Leader if you need to get ahold of your camper.

Lunch is not provided at the CAP Summer Camp.

Registration & Refunds

Registration is first come, first serve. If the camp reaches full capacity, please register on the waitlist. We will register in order on the waitlist if spots become available. There is an early registration discount of \$10 off each session per child if you sign up by March 15, 2026.

No refunds will be given within 7 days of the upcoming camp session. We plan over a week in advance for activities and staff. Certain cases require exceptions and will be dealt with on an individual basis.

Injury

Please be sure that you sign off on the registration form so that we have permission to seek medical attention in case of an emergency. In the case of a minor injury, our staff will administer first aid. It is the family's responsibility to maintain adequate insurance coverage for the child while attending camp through an individual family policy.

If your child is injured and requires more than basic first aid, staff will call 911, then the parent or guardian will be contacted, and the injured child will be taken by paramedics to a hospital.

Illness

If your child becomes ill during the camp, such as having a fever of 100.4 degrees or higher, vomiting, diarrhea, or contracting a contagious disease, you will be required to pick up your child within one hour of notification. Your child will be required to be symptom-free for 24 hours (without the use of medications), before they may return. If your child has a contagious disease, please notify us immediately so that we can let all parents know that their child may have been exposed.

Medications and Allergies

If a child requires medication during camp hours, the parents should do the following:

1. Communicate the need to the Community Engagement Director for approval
2. Put all directions in writing on the medication form
3. Have the medication in the original container and dosage form
4. It is the parent's/guardian's responsibility to notify the Community Engagement Director or Camp Leader with any change(s) in medication

We reserve the right to refuse to administer medication. Any campers that have medications marked on the site form will be contacted by the Community Engagement Director before their first day of camp.

Photos

We love to take pictures of all the wonderful things our campers are doing. At times, photos may be used in local program publications and school district social media. On the registration form, we ask for your permission to display, print, and use pictures of your child for classroom and promotional purposes.

Special Needs

Camp is inclusive to students with differing abilities. If your child has special needs, please make sure that you provide us with information regarding these needs on the registration form. The staff will make every effort to provide a fun and safe experience for all. However, the program cannot provide one-on-one support and does not address specific IEP goals for students. Campers must be able to independently provide their self-care.

Child Abuse or Neglect

We are required by law to report any suspected abuse or neglect to Protective Services. Please communicate any issues or concerns to the staff regarding your child's well-being.

Weather

Camp is held rain or shine. In the event of severe weather, campers will remain indoors and follow safety procedures.

Camp Rules

The following guidelines have been developed to ensure the care, welfare, safety, and security of all program participants. Additional rules may be developed as deemed necessary by staff. All participants are to read through and sign the code of conduct when registering for the program.

Campers are expected to follow the basic rules:

1. Keep hands, feet, and objects to oneself
2. Treat other children, staff, and visitors with respect
3. Follow instructions of your group leaders
4. Always stay with your group
5. Respect the program equipment and the property of others

Our goal is to create a safe, fun, and respectful environment where all campers can succeed. When a child is acting inappropriately, staff will conduct positive behavior management strategies in attempt to eliminate the inappropriate behavior. Parents will be notified and will be expected to work with staff to encourage more appropriate behavior. For safety reasons, certain inappropriate behavior will NOT be tolerated.

The following behaviors may result in a child's suspension or termination from the program:

1. Hurt others or self
2. Leave designated area(s) without permission
3. Run away from staff
4. Cause destruction of property
5. Use profane language
6. Threaten violence
7. Jeopardize the health or safety of others
8. Refuse to take direction from staff

If such misbehaviors occur, parents will receive a disciplinary action notice and a Conduct Report, and will be expected to support and work with program staff in order for a child to return to the program. Steps leading up to Conduct Reports:

1. Verbal Warning/Talk with Camper/Written Apology
2. Call to Parents
3. Suspension from the program
4. Termination from the program

*In severe cases, the first steps may be skipped and the camper may be removed from the program.

Contact Us

Community Engagement Director: Brooke Franseen

brfranseen@clintonwis.com

Office: 608-676-8494

CAP Website:

www.ClintonActivities.com