



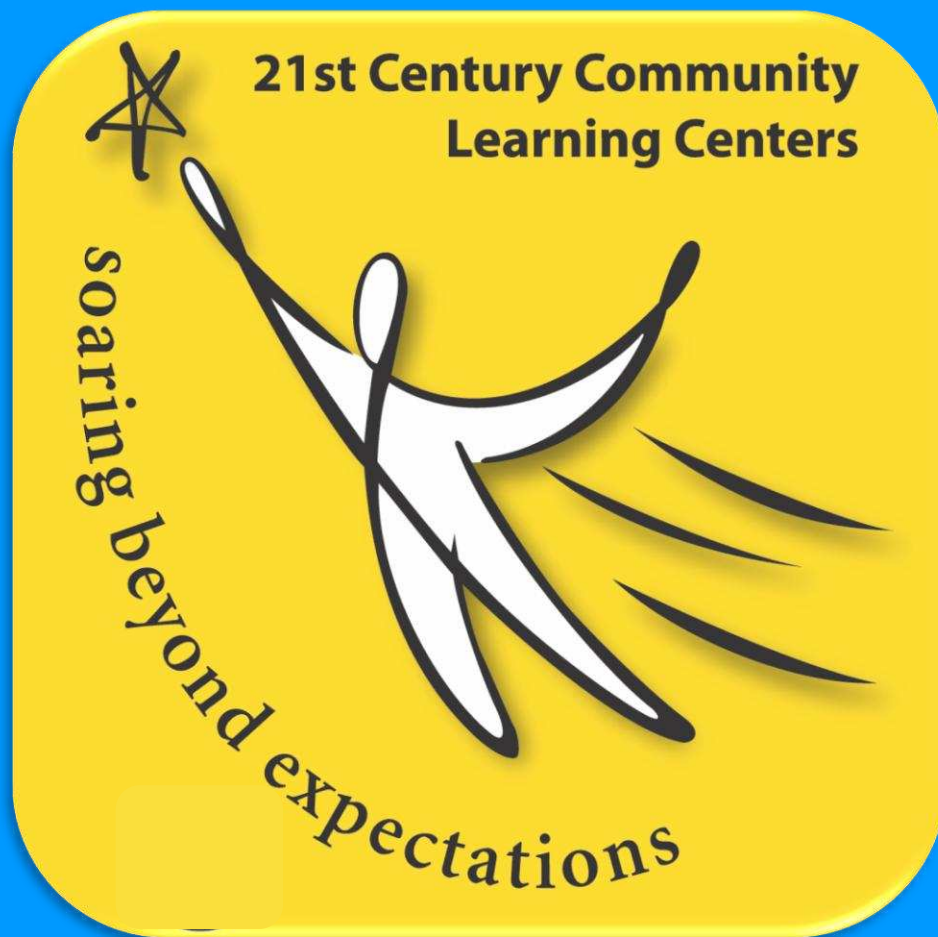
# 2013 Summer CLC Program Meeting

Wednesday, April 17, 2012  
10:00 am - 12:00 pm  
Central Services, Auditorium

- |       |  |  |
|-------|--|--|
| I.    | <b>Welcome</b>   | Brian Litzsey                          |
| V.    | <b>2013 CLC &amp; Camp Summer Training</b>   | Kari Couture                           |
| VI.   | <b>Program Plan Expectations</b>   | Project Team                           |
| VII.  | <b>Summer Contract &amp; Budget Requirements</b>   | Brian Litzsey                          |
| VIII. | <b>Registration &amp; Attendance Tracking</b>  | Helen Hamilton                         |
| II.   | <b>Meal &amp; Snack Programs</b><br>Office of School Nutrition Services general phone number: 475-8370 | Jan Kosanke                            |
| III.  | <b>Summer Academy Sites</b><br>Office of Extended Learning Opportunities general number: 475-8238      | Dana Berlin                            |
| IX.   | <b>Supplemental Summer Programming</b>   |  |
|       | • MPS Field Trips/Camps for Kids   | <b>Annie McGinnity</b>                 |
|       | • Boy Scouts   | <b>Blanca Gonzales</b>                 |
|       | • Girl Scouts  | <b>Jenni Andreas</b>                   |
|       | • Milwaukee Public Library   | <b>Victoria Sanchez, Sarah Knippel</b> |
|       | • Junior Achievement   | <b>Tony Avery</b>                      |
|       | • CLC Summer EXCEL   | <b>Helen Hamilton</b>                  |

Thank you!

# MPS COMMUNITY LEARNING CENTERS SUMMER PLANNING MATERIALS



## 2013 SUMMER PROGRAM MEETING



**MILWAUKEE  
PUBLIC SCHOOLS**

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# IMPORTANT SUMMER dates & deadlines

Item / Event	Date	Notes
Registration Due for Summer Training:	May, 9, 2013 at 4:00 pm	All sites must register 3-5 individuals to attend.
Summer CLC Staff Training:	May 18, 2013	South Division from 8:00 am - 3:30 pm.
Summer Budget Due:	May 31, 2013	Email to Brian Litzsey.
Building Permit Due:	June 7, 2013 at 4:00 pm	Email to <a href="mailto:clcstaff@milwaukeeerecreation.net">clcstaff@milwaukeeerecreation.net</a>
Summer Activities and Field Trips Created in APlus. Due by:	June 7, 2013 at 4:00 pm	Activity Information Report should show all activities and field trips for the 2013 Summer.
Summer Program Plan due:	June 7, 2013 at 4:00 pm	Email to your MPS Project Team Representative.
Start of CLC Programming (all sites)	June 17, 2013	
Start of Summer School	June 24, 2013	For those with MPS Sponsored Summer School.
Start of EXCEL Camps	June 24, 2013	For sites awarded camp opportunities.
CLC Programs Closed for Holiday:	July 4 & 5, 2013	Programs resume on July 8, 2013.
APlus attendance data entry complete:	Within 5 business days of the last date of CLC programs.	Daily activity attendance should be entered on a weekly basis for monitoring purposes.
Summer Parent Evaluations entered into APlus by:	August 30, 2013	Minimum of 50 anonymous surveys.
Summer Participant Evaluations entered into APlus by:	August 30, 2013	Minimum of 50 anonymous surveys.
Final Expense/Cost Reports Due:	September 27, 2013	Submitted to Brian Litzsey.

## CLC Summer Contract Notes:

The MPS Procurement Department is coordinating contract completion efforts. Communication regarding contract completion and submission will be disseminated to Lead Agencies upon final school board approval at the end of April 2013. This will include acquisition of a certificate of insurance naming Milwaukee Public Schools as additionally insured.

## MPS CLC Project Team:

### Brian Litzsey

Phone: (414) 475-8941

Email: [Litzsebx@milwaukee.k12.wi.us](mailto:Litzsebx@milwaukee.k12.wi.us)

### Beth Marie Kurtz

Phone: (414) 475-8869

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### Helen Hamilton

Phone: (414) 475-8569

Email: [Helen@MilwaukeeRecreation.net](mailto:Helen@MilwaukeeRecreation.net)

### Ashley Adsit

Phone: (414) 475-8116

Email: [Ashley@MilwaukeeRecreation.net](mailto:Ashley@MilwaukeeRecreation.net)

# 2013 CLC & Camp Summer Training

## Track Information

Click the blue "Track" links below to register individuals for specific Training Tracks.

[Track A:](#) **Early Childhood Track** - for all **Early Childhood** program staff

**For Staff working with participants:** Ages 3-5

Sessions include: Guiding Child Behavior, Outdoor Education Projects, Storybook Yoga, Music and Games, and Professional Wellness.

[Track B:](#) **K-2 Grade - Academic Track** (for those facilitating academic enrichment activities)

**For Staff working with participants:** K-2 grade

Sessions include: Group Management, Literacy: reading aloud and creative writing activities, Building Excitement Around Academics, and STEM.

[Track C:](#) **K-2 Grade - Youth Development Track** (for staff facilitating recreation enrichment)

**For Staff working with participants:** K-2 grade

Sessions include: Community Gardens, Storybook Yoga, SPARK, Creativity & Creative Thinking, and Building Positive Relationships with Students.

[Track D:](#) **3-5 Grade - Academic Track** (for those facilitating academic enrichment activities)

**For Staff working with participants:** 3-5 grade

Sessions include: Building Excitement around Academics, STEM, Group Management, and Literacy: reading aloud and creative writing activities.

[Track E:](#) **3-5 Grade - Youth Development Track** (for staff facilitating recreation enrichment)

**For Staff working with participants:** 3-5 grade

Sessions include: Easy Film Projects, Community Gardens, SPARK, Building Positive Relationships with Students, and Creativity & Creative Thinking.

[Track F:](#) **Middle School - Academic Track** (for those facilitating academic enrichment activities)

**For Staff working with participants:** Middle School Age

Sessions include: Creative Writing & Building a Writing Anthology, Environmental Science, Building Excitement Around Academics, STEM, Group Management for Pre-Teens.

[Track G:](#) **Middle School - Youth Development Track** (for staff facilitating recreation enrichment)

**For Staff working with participants:** Middle School Age

Sessions include: Improv Games for Team Building, Easy Film Projects, Building Positive Relationships With Students, SPARK, and Community Gardens.

[Track H:](#) **High School Track** - for all **High School** program staff

**For Staff working with participants:** High School Age

Sessions include: Environmental Science, Improv Games for Team Building, Easy Film Projects, Team Building, Problem Solving, Processing and Critical Reflection Activities, and Career Cruising.

[Track I:](#) **CLC Site Coordinator Track** – for all **Site Coordinators**

**For Staff working with participants**

Sessions include: Staff Motivation and Relationship Building, Program Planning Nuts and Bolts Discussion, Field Trip Speed Dating, and APlus Setup or attending sessions of your choice.

[Track J:](#) **Child Care Camp Directors Track** – for all **Camp Directors**

**For Staff working with participants**

Sessions include: Staff Motivation and Relationship Building, Program Planning Nuts and Bolts Discussion, Field Trip Speed Dating, and APlus Setup or attending sessions of your choice.

# PROGRAM INFORMATION

# SUMMER PROGRAM REQUIREMENTS

**Elementary & K8 Sites:**

**Days:** Monday - Friday (for site specific dates of operation, see below)  
**Early Drop Off:** 7:00 - 9:00 am      **Late Pick Up:** 4:00 - 6:00 pm  
**Program Hours:** 9:00 am - 4:00 pm  
**Academic Enrichment:** 9:00 am - 12:00 pm, Monday-Thursday  
**SPARK Activities:** 45 minutes each week for participants ages 5-14

**Middle & High School Sites:**

**Days & Hours:** Monday-Friday, June 17 - July 26, 2013 from 11:00 am - 5:00 pm  
 Extended Friday hours: 9:00 am - 5:00 pm  
**Academic Enrichment:** No requirement

**Staff to Participant Ratios:**

<b>Youth Ages:</b>	3-4 years	4-5 years	5-6 years	6 + years
<b>Staff to Student Ratio:</b>	1:10	1:13	1:17	1:18
<b>Group Maximum:</b>	20 with 2 staff	24 with 2 staff	34 with 2 staff	36 with 2 staff

**Meal Programs**

- All sites are required to leave a staff member on site during field trip days to service community members who will be accessing the community meals program.
- On days in which sites will be on field trips outside the school building, lunches must be kept in coolers with ice packs at all times.

**Allowable Fees:** Early Drop Off & Late Pick Up (up to \$10 per week, per child) & Field Trips

- Inability to pay may not hinder participation in programs or field trips.
- All fees and charges are to be reported as income.
- Maximum Annual Registration Fee is \$10 per student. **Maximum CLC Fee Rates:**

Session	Time	Daily Rate	Weekly Rate
AM Only – 1	7:00-9:00 am	\$4.00	\$20.00
AM & PM – 2	7:00-9:00 am & 4:00-4:30 pm	\$5.00	\$24.00
AM & Late PM – 3	7:00-9:00 am & 4:00-6:00 pm	\$8.00	\$40.00
PM Only – 4	4:00-4:30 pm	\$2.00	\$10.00
Late PM Pick-up – 5	4:00-6:00 pm	\$4.00	\$20.00

**Closings:**

- All sites closed on July 4 & 5, 2013. All other closings must be approved by Brian Litzsey.

**Visitors:**

- Ensure that the MPS Visitor Procedures are followed during program operation; all visitors must sign a visitor record when entering the building, wear a visitor pass and be escorted to the requested location. Upon exiting the building the pass should be returned to the Security Desk and the individual should sign out.
- Staff must be clearly identified in the building during CLC or Safe Place and on CLC or Safe Place field trips.

# Registration & data tracking

## Registration:

- If students are not registered at your CLC already, they must complete the Summer CLC Registration Form as provided by MPS. You do not need to re-register current participants.
- Sites may customize the registration form as needed to include specific programming or activity information. This is the extent in which the form can be modified. All sites must use form provided.

## Activity Creation:

- Create an activity for general attendance for all participants named **2013 Summer Recreation**.
- Activities must be created in APlus for **all** activities that take place throughout the summer. These activities must be broken out by grade level or student groups as they are on-site. This includes field trips and special events. This standard for creating individual activities for each on-site group and individual activity is the same as is expected throughout the school year.
- All activities must begin with the word "**Summer**". For example: Summer Book Club 6-8 Grade.
- When creating activities, select one of the following for the Primary Type and Focus:

Primary Type	Focus
Academic Enrichment	Academic Support
Recreation	Recreation Enrichment
Snacks/Meals	Snacks/Meals
Daily Attendance	Other (i.e. attendance, bus tickets)
Family Education	Family Events

- Ensure the session dates and dates offered are complete and accurate in the Session Edit screen.
- Once all activities have been created, view the Activity Summary Report for the Summer CLC Program dates to ensure the report encompasses all summer activities and field trips that are schedule and planned.
- Activities must be created in APlus by **Friday, June 7, 2013 at 4:00 pm** at the same time the Program Plan is emailed to your MPS Project Team Representative. The Project Team will print and review the Activity Summary Report and Program Plan for revisions by Friday, June 14, 2013.

## Attendance Tracking:

- Track "front door" attendance in the **2013 Summer Recreation** activity. Specific activity attendance should be tracked consistently in the individual program activities by group in Aplus
- Group sizes (actual ADA) should not exceed 35 participants per activity with two group leaders.
- All attendance must be entered in APlus within 5 business days of the last date of CLC programs.
- Summer EXCEL attendance must be tracked in individual and specific activities within APlus

## Parent & Participant Evaluations

- MPS will email evaluation template to site coordinators.
- Sites must collect 50 anonymous Parent Surveys and 50 anonymous Participant Surveys to be entered into APlus by **Friday, August 30, 2013**.

**For assistance: MPS Technology Support at 438-3400**



# IMPORTANT THINGS TO REMEMBER

## Emergencies

- If an incident occurs, it must be immediately reported to your Supervisor and an MPS Project Team Member, regardless of whether Police assistance was required; and
- An Incident Report Form is completed (in detail) and forwarded to MPS within 24 hours of the incident.
- In case of emergency call 911
- Non-emergency: (414) 933-4444

District	Address	Phone
(1)	749 W. State St., 2 Floor (53233)	935-7213
(2)	245 W. Lincoln Ave. (53207)	935-7223
(3)	2333 N. 49 St. (53208)	935-7233
(4)	6929 W. Silver Spring Dr. (53218)	935-7243
(5)	2920 N. 4 St. (53233)	935-7253
(6)	3006 S. 27 St. (53233)	935-7263
(7)	3626 W. Fond du Lac Ave. (53208)	935-7273

## MPS CLC Project Team Cell Phone Numbers:

### Brian Litzsey

Cell Phone: (414) 333-6118

### Beth Marie Kurtz

Cell Phone: (414) 550-0436

### Helen Hamilton

Cell Phone: (414) 333-6130

### Ashley Adsit

Cell Phone: (262) 515-3904

## Weather Advisories

- CLCs will follow weather advisory protocol as determined by MPS administration. Sites will be notified of closures through the district's portal and communication by the MPS CLC Project Team.
- Sites should take all necessary steps to keep participants in the coolest areas of the building while utilizing fans and other efficient air flow methods to ensure safety on hot days.

## Rosters: Listed below are methods for tracking summer attendance.

- Use the Daily Site Roster at the door to collect daily attendance as students check in.
- Create individual activity rosters. As youth meet with group leaders at the start of an activity, take attendance for each activity. Rosters can be collected and all data entered into APlus for attendance for that activity.
- Print out a Daily Sign Out to record the time and signature of those leaving early.
- Use a combination of these methods to check attendance at different times during the day to ensure security and safety of youth.

# field TRIP Reminders

## Field Trips

- Staff to student ratios should be modified to accommodate smaller ratios. Ratios for K4-K5 groups should not exceed 1:6. Sites may wish to enlist the support of parent volunteers or additional staff to assist during field trips. Children must be supervised at all times.
- All students should be properly identified with t-shirts, name tags, lanyards, or wrist bands, etc.
- Field Trip destinations and return times should be posted at the CLC or Safe Place program entrance (where parents pick up and drop off each day).
- Permission slips should include the return time to the CLC or Safe Place site for parent pick-up.
- Emergency information for each participant must be carried by lead instructors while off site.
- Using your daily rosters, staff must take attendance when leaving the CLC or Safe Place site for the field trip destinations, as well as when leaving the field trip site and returning to your CLC or Safe Place. All children must be accounted for before boarding the bus for or departing from any field trip location.

## Field Trips Involving Swimming

- Field trips involving recreational swimming at any facility or natural or artificial body of water, such as lakes or oceans, are strictly prohibited without the presence of a certified lifeguard and appropriate MPS supervision. The presence of certified lifeguards must be confirmed prior to approval of the trip. Field trips involving recreational swimming without a certified lifeguard will not be approved under any circumstance.
- It is extremely important that before a student is allowed to participate in a field trip swimming activity, the parent/guardian be contacted to confirm the child's previous swimming experience. There should be a statement to that effect on the parent/guardian permission slip before the child attends the field trip.
- Refer questions to Kristen DeCato, Benefits and Insurance Services, at 773-9950.

## Summer EXCEL Supervision

- Transportation and EXCEL assignments will be coordinated by MPS and distributed to sites when available.
- Please contact Helen Hamilton with questions or changes at 475-8569.
- Sites must send adult staff to actively monitor and supervise students on EXCEL field trips. Staff supervisors should not participate in the activity. The major responsibility of the staff is to supervise and monitor the activity.
- If a student misses the bus for an EXCEL field trip, that child is not permitted to attend the field trip that day. Students must take the bus to participate in an EXCEL field trip.

# Site & Meal INFORMATION

# 2013 Summer CLC Sites

Elementary/K-8 Sites						
Site	Dates of Operation	Projected Average Daily Attendance	Budget	Initial Payment	*Final Payment Based on Overall ADA	
<b>** Denotes Elementary and K-8 Sites with MPS Sponsored Summer School</b>					<b>60-79</b>	<b>80-100</b>
Allen-Field	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Auer	June 17 - Aug 9	100	\$40,000	\$20,000	\$10,000	\$20,000
**Bethune	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
Brown St.	June 17 - Aug 9	100	\$40,000	\$20,000	\$10,000	\$20,000
**Browning	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
Carson	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Carver	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Cass	June 17 - Aug 9	100	\$40,000	\$20,000	\$10,000	\$20,000
Clarke	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
**Doerfler	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
Eighty-First St.	June 17 - Aug 9	100	\$40,000	\$20,000	\$10,000	\$20,000
Engleburg	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
**Fifty-Third St.	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
**Fratney	June 17 - Aug 9	100	\$35,000	\$17,500	\$8,750	\$17,500
**Gaenslen	June 17 - Aug 9	100	\$35,000	\$17,500	\$8,750	\$17,500
**Greenfield	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
**Gwen T. Jackson	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
Holmes	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
**Hopkins-Lloyd	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
**Humboldt Park	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
Kagel	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Keefe Ave.	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
LaFollette	June 17 - Aug 9	100	\$40,000	\$20,000	\$10,000	\$20,000
Lincoln Ave.	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
**Longfellow	June 17 - Aug 9	100	\$35,000	\$17,500	\$8,750	\$17,500
Maple Tree	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Mitchell	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
M.L. King	June 17 - Aug 9	100	\$40,000	\$20,000	\$10,000	\$20,000
Pierce	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Riley	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Siefert	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Story	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
**Thurston Woods	June 17 - July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
Townsend	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Vieau	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Westside	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000
Zablocki	June 17 - July 26	100	\$40,000	\$20,000	\$10,000	\$20,000

# 2013 Summer CLC Sites

Middle/High Sites						
Site	Dates of Operation	Projected Average Daily Attendance	Budget	Initial Payment	*Final Payment Based on Overall ADA	
					60-79	80-100
Audubon	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
Bay View	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
James Madison	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
Lincoln Middle	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
MHSA	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
North Division	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
Riverside	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
South Division	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
Washington	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000
Wedgewood Park	June 17 - July 26	100	\$30,000	\$15,000	\$7,500	\$15,000

**\*All Final Payments will be based on a site's Average Daily Attendance from June 24, 2013 - July 26, 2013**

# Summer Academy Sites 2013

## Elementary Sites:

June 24 - July 25, Monday-Thurs from 8:00 am-12:00 pm

Bethune	Forest Home	Humboldt Park	Newcomers ESL
Browning	Fratney	Jackson	Rogers
Clement Ave	Gaenslen	Lancaster	Sherman
Doerfler	Greenfield	Longfellow	Thurston Woods
Fairview	Hi-Mount	MACL	Victory
Fifty-third St	Hopkins/Lloyd	Milw Sign Lang	

## Grade 8 Promotional Site:

June 20 - July 26, Monday-Friday from 8:30am-12:30pm

South Division High School

## Grade 11 & 12 Credit Recovery Site:

June 24 - July 31, Monday-Friday from 8:30am-12:30pm

South Division High School

## Be the Change Site:

June 24 - July 25, Monday-Thurs from 8:30 am-12:30 pm

Washington High School

## ESY Programs (Special Services Sites):

June 24 - July 26, Monday-Friday from 8:00am-12:00pm

Elm	Gaenslen	Hamilton	Victory
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# Summer Academy Sites 2013

## ELEMENTARY SITES

Bethune K5-8	Forest Home K5-5	Humboldt Park K5-8	Newcomers ESL K5-8
Browning K5-5	Fratney K5-5	Jackson K5-5	Rogers K5-8
Clement Ave K5-8	Gaenslen K5-8	Lancaster K5-8	Sherman K5-8
Doerfler K5-8	Greenfield K5-8	Longfellow K5-8	Thurston Woods K5-8
Fairview K5-8	Hi-Mount K5-8	MACL K5-8	Victory K5-8
Fifty-third St K5-8	Hopkins/Lloyd K5-8	Milw Sign Lang K5-8	

Students are in session:

June 24 – July 25, Monday – Thursday, 8:00 a.m.-12 noon

## GRADE 8 PROMOTIONAL SITE

South Division High School

Students are in session:

June 20 – July 26, Monday – Friday, 8:30 a.m.-12:30 p.m.

## BE THE CHANGE SITE

Washington High School

Students are in session:

June 24 – July 25, Monday – Thursday, 8:30 a.m.-12:30 p.m.

## ESY PROGRAMS (SPECIAL SERVICES SITES)

Elm Gaenslen Hamilton Victory

Students are in session:

June 24 – July 26, Monday – Friday, 8:00 a.m.-12 noon

## GRADES 11 & 12 HS CREDIT RECOVERY SITE

South Division High School

Students are in session:

June 24 – July 31, Monday – Friday, 8:30 a.m.-12:30 p.m.

**\*\* All sites and programs are closed on July 4 & 5\*\***



# Elementary Summer Academy Site Cafeteria and Escort Procedures

The Milwaukee Public Schools' free summer meal program is open to both Summer Academy students and community members under the age of 18. All meal sites must be open to the public during the hours of operation. To ensure that the cafeteria and pick-up/drop-off times run smoothly, please use to the following procedures as a template or guideline for your site specific model.

## **Cafeteria/Playground Duty:**

Paraprofessionals and General Assistants should be assigned to cafeteria duty or as needed playground duty before and after Summer Academy. Employees should report to their assigned duty and remain there during the following timeframes:

7:30 a.m. - 8:05 a.m. and again from 11:55 a.m. - 12:30 p.m.

Paraprofessionals and General Assistants are to assist in the supervision and monitoring of Summer Academy students **and** members of the community in the cafeteria. Staff members should be encouraged to remain visible and mobile among the tables, assist with minor cafeteria/table clean-up, help small children carry lunch trays, and supervise student and community member cafeteria behavior.

## **Teacher Escort Expectations:**

Per the arranged school starting place (ex. cafeteria, playground, or gym), each morning @ 8:00 a.m. teachers should pick up their students and escort them to the classroom.

At 11:55 a.m., **all teachers** must escort their students to the cafeteria or designated release area.

- Students staying for lunch should be escorted to the cafeteria and directed to join the serving line or sit in their assigned area until called to the line.
- Students going home should be escorted to the designated release area (i.e. playground, front door).

## **Safety Assistants:**

Safety assistants should be assigned door duty during the breakfast and lunch hours of operation to monitor and supervise the entry and exit of students and community members.

# Summer Meal Program

## 1. Meal Service Times:

### Elementary

Breakfast: 7:30 – 8:00am  
Lunch: 12:00 – 12:30pm  
Dinner: 3:30 – 4:00pm

### High School

Breakfast 8:00-8:30am  
Lunch 12:30-1:00pm  
Dinner 3:30-4:00 (where applicable)

**\* These times are specified in our contract with DPI.  
Any variance must be pre-approved by School Nutrition Services.**

## 2. Dinner locations: 31 sites have been proposed for dinner

## 3. Summer Food Service Policies:

- We rely on CLC to man the doors
- Supervise the children in the cafeteria
- Assist with meal counting-popsicle sticks- 2 meal count method required
- Only a piece of fresh fruit can leave the cafeteria
- Problems with non-compliance-adults- referred to CLC staff
- Field trips!!! Coolers with ice packs- must take milk- must know in advance
- New Procedure for feeding community when CLC on field trip
- If no FSA- need you to receive, serve, monitor, correctly handle food
  - Keep cold food cold- limit time at room temperature
  - Serve one meal per child
  - Sanitation- hand washing
  - Take temperatures- record
  - Clean tables, monitor cafeteria cleanliness- garbage removed
  - Make 2 phone calls end of each day- Central kitchen & SNS office
- Meals served not following guidelines will not be reimbursed

## 4. Community participation

- Signs on the doors/ yard signs
- Open site- public welcome
- Children 18 and under- includes student workers
- No adults- refer to 211
- No special rules for public

## 5. School Nutrition snacks are served Monday - Thursday at summer school sites.

## 6. Staffing requirements for meal program & dates

- Open site- must leave someone to serve public

## 7. Meal posters- New! Yellow signs

## 9. Cooler requests to your supervisor

10. There will be another training meeting in early June. At that time I will be more specific with phone numbers & on-site supervisor books given to sites with no SNS staff.

### Proposed Summer Dinner Sites

1. Allen Field
2. Bethune
3. Brown Street
4. Browning
5. Clarke
6. Doerfler
7. Engleburg
8. 53<sup>rd</sup> Street
9. Forest Home
10. Gaenslen
11. Greenfield
12. Holmes
13. Jackson
14. LaFollette
15. Lincoln Ave
16. Longfellow
17. Maple Tree
18. Mitchell
19. North
20. Riley
21. Rogers
22. Sherman
23. South
24. Thoreau
25. Thurston Woods
26. Vieau
27. Wedgewood
28. Westside II
29. Zablocki



**FREE**



# SUMMER MEALS

## for Milwaukee's Youth

### SERVES

- Children 18 years and under.
- Individuals over 18 years who are determined to be mentally, or physically disabled by a state or local educational agency.

### NOTE

- All food must be eaten on site.
- No children will be turned down for a meal because of race, color, national origin, sex, handicap or religion.
- Please wait for school personnel before entering the building for breakfast and/or lunch.

### Community meals will be served at this location:

(Label for Site Name Here)

---

**Monday–Friday...** (Label for Meal Dates Here... - ...and Here) **, 2013**  
**(Closed Thursday, July 4<sup>th</sup> & Friday, July 5<sup>th</sup>)**

**Breakfast will be served from:**

**7:30 – 8:00 AM**

**Lunch will be served from:**

**12:00 – 12:30 PM**

**Dinner will be served from:**

(Label for Dinner Hours Here)

---

This Summer Food Program is provided as a service to the Milwaukee community through the MPS Division of School Nutrition Services and the Social Development Commission. Funding is provided through the US Department of Agriculture.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. Revised January 2013



### COMMUNITY BAG MEAL COUNT FORM

Site Name:	Meal Type (circle)        L    D
Address:	Date:

Meals received/prepared \_\_\_\_\_<sup>1</sup>

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

<b>TOTAL MEALS SERVED =</b>	<sup>2</sup>
Total disallowed meals (damaged/incomplete and/or other non-reimbursable meals +	<sup>3</sup>
Total leftover meals +	<sup>4</sup>
<b>Total of items <sup>2</sup> + <sup>3</sup> + <sup>4</sup> =</b> <b>ITEM <sup>5</sup> SHOULD BE EQUAL TO ITEM <sup>1</sup></b>	<sup>5</sup>

Number of additional children requesting a meal after all available meals were served.  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

By signing below, I certify that the above information is true and accurate:

Signature _____	Date _____
-----------------	------------

Time Meal Service Began: \_\_\_\_\_

Time Meal Serviced Ended: \_\_\_\_\_

Please leave this completed form for the Food Service staff with the leftover food in the cooler.

documents & forms



# 2013 Summer Community Learning Center Program Plan

Site Name:

### TIMELINE

<b>May 18, 2013:</b>	Summer CLC Staff Training from 8:30 am – 4:00 pm Location: South Division High School
<b>May 31, 2013:</b>	Summer Budget is due to Brian Litzsey.
<b>Prior to June 7, 2013:</b>	Summer Program Proposal is due to your designated MPS Project Team Member.

### Summer CLC Site Information

Site Coordinator Name:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	Office Phone:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>
Site Coordinator Fax:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>	Cell Phone:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>
Site Coordinator Email:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 650px; height: 15px;"></span>		
Lead Agency Representative:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 200px; height: 15px;"></span>	Office Phone:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>
LA Representative Email:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 600px; height: 15px;"></span>		

Program Start Date:  Program End Date:

	MON	TUES	WED	THU	FRI	SAT
AM Hours:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>
PM Hours:	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span>

Projected Grade Levels to be Served (check all that apply):  
 K3    K4    K5    1st    2nd    3rd    4th    5th  
 6th    7th    8th    9th    10th    11th    12th

### Proposed Fee Structure (check all that apply and enter requested information as applicable):

Fee Description	Time	Rate / Description
<input type="checkbox"/> Registration Fee	One-Time	
<input type="checkbox"/> AM Extended Care	am	
<input type="checkbox"/> PM Extended Care	pm	
<input type="checkbox"/> Field Trip Fee	Description:	
<input type="checkbox"/> Other Fees	Description:	

## 2013 Summer CLC Staff Roster

*Directions: Staff to student ratios should abide by the following standards **and** maximum group sizes:*

<u><b>Youth ages 3-4 years</b></u> 1:10 Group Max.: 20 with two staff	<u><b>Youth ages 4-5 years</b></u> 1:13 Group Max.: 24 with two staff	<u><b>Youth ages 5-6</b></u> 1:17 Group Max.: 34 with two staff	<u><b>Youth ages 6+</b></u> 1:18 Group Max.: 36 with two staff
---	---	---	--

Name:	Position:	Projected Hours Per Week:
1. [Redacted]		
2. [Redacted]		
3. [Redacted]		
4. [Redacted]		
5. [Redacted]		
6. [Redacted]		
7. [Redacted]		
8. [Redacted]		
9. [Redacted]		
10. [Redacted]		
11. [Redacted]		
12. [Redacted]		
13. [Redacted]		
14. [Redacted]		
15. [Redacted]		
16. [Redacted]		
17. [Redacted]		
18. [Redacted]		
19. [Redacted]		
20. [Redacted]		
21. [Redacted]		
22. [Redacted]		
23. [Redacted]		
24. [Redacted]		
25. [Redacted]		

## 2013 CLC Summer Weekly Program Schedule

***Directions:*** Use this tool to schedule and keep track of all program offerings. Please list each individual activity by grade level as it is listed in APlus including, academic enrichment, recreation enrichment, snack/meals, field trips, etc. A copy of this schedule must be posted at the entrance of the Summer CLC for viewing.

Activity Name	Day(s) of the week this activity is offered. <i>(Include dates for Field Trips listed)</i>	Grade Level	Time	Room/ Location	Instructor/ Group Leader

## CLC Summer Weekly Theme & Field Trip Information

**Directions:** Please list the weekly themes the CLC will incorporate into summer activity planning. Include any field trips the site will take each week (related and unrelated to the weekly theme). Friday field trips are encouraged and listed below, however if your site elects to hold a field trip(s) on a different day, please list in the blank space provided.

**Note:** See the Theme Week Suggestions sheet and Recommended Field Trip document.

Week	Weekly Theme	Field Trip Location	Date	Time	Grade Level Attending
June 17-21			June 21, 2013		
June 24-28			June 28, 2013		
July 1-5					
July 8-12			July 12, 2013		
July 15-19			July 19, 2013		
July 22-26			July 26, 2013		
July 29-Aug. 2			Aug. 2, 2013		
<b>Additional Weeks, Themes &amp; Field Trips:</b>					

## 2013 CLC Summer Staff Development Plan

***Directions:** Describe the staff development topics or areas that will be offered by the following CLC partners: the CLC Lead Agency, Day School, CLC staff (Site Coordinator, Program leaders), and/or other partners. Per the CLC Contract, suggested staff development topics include: CPR/First Aid Training, effective discipline strategies, recreation activities, academic support, youth development, communication skills, etc.*

Training Topic (Suggested)	Check if this topic will be covered	Date of Training	Number of staff that will be trained	Organization/Individuals providing the training
CPR	<input type="checkbox"/>			
First Aid	<input type="checkbox"/>			
Behavior Management Strategies	<input type="checkbox"/>			
Program Planning	<input type="checkbox"/>			
Lesson Plan Design & Implementation	<input type="checkbox"/>			
Maintaining High Quality Programming & Staff Interaction	<input type="checkbox"/>			

Additional Training Topics covered during <u>Site</u> Summer In-Services	Date of Training	Number of staff that will be trained	Organization/Individuals providing the training



# Summer 2013 Elementary & K-8 CLC Registration Form

Please insert CLC site name here

## STUDENT INFORMATION:

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*Last First*

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female  Free  Reduced  Neither  
Does student receive free or reduced school lunch?

School attending during school year: \_\_\_\_\_ Grade entering in Fall 2013: \_\_\_\_\_

Ethnicity:  African American  Asian American  Caucasian  Hispanic American  Native American  Non Hispanic/Latino  Other

Lives With:  Both Parents  Father/Single Parent  Foster Care  Grandparents  Guardian  Joint Custody  Mother/Single Parent  Other

Address: \_\_\_\_\_  
*Street City Zip*

## PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
*Last First*

Work/Cell Phone: \_\_\_\_\_

## EMERGENCY CONTACT In case of emergency please contact:

Contact Name: _____ <i>Last First</i>	Contact Name: _____ <i>Last First</i>
Phone Number: _____	Phone Number: _____
Relationship to Student: _____	Relationship to Student: _____

## RESTRICTIONS List person(s) not allowed to see student in CLC or person(s) not allowed to pick up student per legal restrictions.

Name: _____ <i>Last First</i>	Name: _____ <i>Last First</i>
----------------------------------	----------------------------------

## MEDICAL INFORMATION Please list any medical conditions/reasons that would inhibit the participant from taking part in certain physical activities:

**OVER PLEASE**

# Summer 2013 Elementary & K-8 CLC Registration Form

## Summer CLC Program Schedule

June 17 – July 26, 2013

Monday – Friday

(No program July 4 or 5)

9:00 am - 4:00 pm

Please indicate if your child requires Early Drop-off or Late Pick-up (check all that apply)

7-9am Monday – Friday, Early Drop-off for working parents/guardians\*

4-6pm Monday – Friday, Late Pick-up for working parents/guardians\*

(\*) an extra fee will be charged during this time. Please check with the CLC Site Coordinator for rates.

### **PARENT/GUARDIAN PERMISSION (Please read and sign):**

I hereby give permission for the participant listed above to take part in the Milwaukee Public Schools' (MPS) 21<sup>st</sup> Century Community Learning Centers (CLC) activities, which may include off site events, academic assistance, continuing education, and recreational programs. If a medical emergency arises, program staff will take all steps necessary to ensure the safety of the participant and will call if necessary, a public emergency vehicle for transport to an emergency facility. I understand that I will be responsible for any transportation charges and medical expenses incurred. I agree that if a health condition exists now or in the future which would impact the participation of the student listed above, I will notify the CLC staff.

I give my consent to the MPS CLC program to take the participant's picture for identification purposes as well as photographs during the program activities to be used for education and public relations purposes. I further give my consent to the MPS CLCs to share the participant's student records with each other for purposes of providing educational support and assistance. In addition I understand that MPS will use participant records to evaluate individual progress and improvement, as well as to evaluate the impact of the program on student achievement and to obtain continued funding for the program.

**I hereby certify that I have read and do understand the above information:**

Parent/Guardian Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Please return CLC registration forms to the CLC Site Coordinator.**

# Summer 2013 Middle & High School CLC Registration Form

Please insert CLC site name here

## STUDENT INFORMATION:

Student Name: _____ <i>Last</i> <i>First</i>	Student ID: _____		
Date of Birth: ____/____/____	Age: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Does student receive free or reduced school lunch? <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Neither
School attending during school year: _____	Grade entering in Fall 2013: _____		
Ethnicity: <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> Non Hispanic/Latino <input type="checkbox"/> Other			
Lives With: <input type="checkbox"/> Both Parents <input type="checkbox"/> Father/Single Parent <input type="checkbox"/> Foster Care <input type="checkbox"/> Grandparents <input type="checkbox"/> Guardian <input type="checkbox"/> Joint Custody <input type="checkbox"/> Mother/Single Parent <input type="checkbox"/> Other			
Address: _____ <i>Street</i> <i>City</i> <i>Zip</i>			

## PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name: _____ <i>Last</i> <i>First</i>	Home Phone: _____
	Work/Cell Phone: _____

## EMERGENCY CONTACT In case of emergency please contact:

Contact Name: _____ <i>Last</i> <i>First</i>	Contact Name: _____ <i>Last</i> <i>First</i>
Phone Number: _____	Phone Number: _____
Relationship to Student: _____	Relationship to Student: _____

## RESTRICTIONS List person(s) not allowed to see student in CLC or person(s) not allowed to pick up student per legal restrictions.

Name: _____ <i>Last</i> <i>First</i>	Name: _____ <i>Last</i> <i>First</i>
---	---

## MEDICAL INFORMATION Please list any medical conditions/reasons that would inhibit the participant from taking part in certain physical activities:

**OVER PLEASE**

# Summer 2013 Middle & High School CLC Registration Form

**My son/daughter will attend the CLC at the following times (check all that apply):**

**June 17th – July 26th (CLC Only)    No program July 4<sup>th</sup> or 5<sup>th</sup>**

- 11:00 am-5:00 pm, Monday – Thursday  
 9:00 am-5:00 pm, Fridays

**June 24<sup>th</sup> – July 26<sup>th</sup> (for students enrolled in Summer School & CLC)\_ No program July 4<sup>th</sup> or 5<sup>th</sup>**

- 12:00 pm-5:00 pm, Monday – Thursday  
 9:00 am-5:00 pm, Fridays

## **PARENT/GUARDIAN PERMISSION (Please read and sign):**

I hereby give permission for the participant listed above to take part in the Milwaukee Public Schools' (MPS) 21<sup>st</sup> Century Community Learning Centers (CLC) activities, which may include off site events, academic assistance, continuing education, and recreational programs. If a medical emergency arises, program staff will take all steps necessary to ensure the safety of the participant and will call if necessary, a public emergency vehicle for transport to an emergency facility. I understand that I will be responsible for any transportation charges and medical expenses incurred. I agree that if a health condition exists now or in the future which would impact the participation of the student listed above, I will notify the CLC staff.

I give my consent to the MPS CLC program to take the participant's picture for identification purposes as well as photographs during the program activities to be used for education and public relations purposes. I further give my consent to the MPS CLCs to share the participant's student records with each other for purposes of providing educational support and assistance. In addition I understand that MPS will use participant records to evaluate individual progress and improvement, as well as to evaluate the impact of the program on student achievement and to obtain continued funding for the program.

**I hereby certify that I have read and do understand the above information:**

**Parent/Guardian Name (Please Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Please return CLC registration forms to the CLC Site Coordinator.**

# 2013 Summer Community Learning Centers Site Observation

Report Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

CLC Location: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Site Coordinator Present:  Yes  No

**Operational Checklist:**

- Weekly Schedule Posted at Entrance
- Student Sign-in/out Sheets
- MPS Visitor Sign-in Log and Badges in use
- Staff clearly identifiable

**Students in Attendance:**

- 25-50 Students
- 50-80 Students
- More than 80 Students

## Activities at a Glance

**#1**

Activity Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Staff:Student Ratio: \_\_\_\_\_

Activity was:  Academic  Recreational    Were staff engaged?  Yes  No    Were students engaged?  Yes  No

During this activity...

Staff were: \_\_\_\_\_

Participants were: \_\_\_\_\_

**#2**

Activity Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Staff:Student Ratio: \_\_\_\_\_

Activity was:  Academic  Recreational    Were staff engaged?  Yes  No    Were students engaged?  Yes  No

During this activity...

Staff were: \_\_\_\_\_

Participants were: \_\_\_\_\_

**#3**

Activity Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Staff:Student Ratio: \_\_\_\_\_

Activity was:  Academic  Recreational    Were staff engaged?  Yes  No    Were students engaged?  Yes  No

During this activity...

Staff were:

Participants were:

#4

Activity Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Staff:Student Ratio: \_\_\_\_\_

Activity was:

Academic

Recreational

Were staff engaged?

Yes  
 No

Were students engaged?

Yes  
 No

During this activity...

Staff were:

Participants were:

#5

Activity Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Staff:Student Ratio: \_\_\_\_\_

Activity was:

Academic

Recreational

Were staff engaged?

Yes  
 No

Were students engaged?

Yes  
 No

During this activity...

Staff were:

Participants were:

#6

Activity Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Staff:Student Ratio: \_\_\_\_\_

Activity was:

Academic

Recreational

Were staff engaged?

Yes  
 No

Were students engaged?

Yes  
 No

During this activity...

Staff were:

Participants were:



BUILDING PERMIT FOR SCHOOL FACILITY USE

Today's Date:
Date(s) of Activity:
School Name:
Permit Requested By: Name, Entity / Institution, Address, Telephone No., Ext.
Permit No.#:
Site No.:

Table with 7 columns: Type of Activity (Detailed Description), Services Required, Activity Hours (From, To), Rooms Requested, How Many People, DFMS to bill for facility use fees (✓), Budget Code

Signature line for permit holder

Signature line for Principal and Date

Permit holder agrees to the following:

- Permit will be pending until confirmation of insurance is received. Confirmation of insurance is due 2 weeks prior to activity.
Permit holder agrees to hold the Board of School Directors harmless from any and all claims which may arise from the usage of this permit and to assume any and all responsibility for any and all damages to Board property.
Permit holder agrees to provide security guard to patrol parking area during event .- NO OVERNIGHT PARKING ON SCHOOL BOARD PROPERTY
The Board prohibits the use/possession of alcoholic beverages, tobacco, controlled substances, firearms, or other weapons on its premises.
No exchange of money or selling of merchandise allowed on School Board property other than free will worship service offering.
All materials must be removed at the end of each activity.
There is a minimum 2 hour minimum charge.

# Resources



# Summer Theme & Week Possibilities

1. Dance, Dance, Dance (Salsa, Zumba, Line Dancing, Jazz, Hip Hop)
2. Fitness-Health-Lifestyles
3. Culinary Arts
4. Going Green
5. Celebrate America
6. Christmas in July
7. Festival of Nations
8. Adventure Travel
9. Art In Motion (theater, fashion, painting, music, going green)
10. All About Nature
11. Sports Extremes (swim, tennis, conditioning, double dutch, hiking)
12. Video Games (design, instruction, animation – STEM)
13. Growing Entrepreneurs (careers, small business, owning a business, start summer business)
14. Moving and Groovin (dance, exercise)
15. Game Show Mania
16. Holiday Celebrations
17. Disney Fairytales
18. I Love the 80's
19. Inventors Workshops
20. Let the Olympic Games Begin
21. Under the Sea
22. We Are Family (teamwork, differences and how we are all alike)
23. Wisconsin Adventures (all things Wisconsin)
24. Mad Science (kitchen science, edible science projects)
25. Animal Planet (animals, state animals, climates/habitats)
26. Hollywood Stars
27. Stars and Stripes (All things USA, writing to soldiers projects)
28. Super Sports Showdown (competitions, skills, introduction to non-traditional sports)
29. Top Chefs (food, careers around food, cook-off, food and culture)
30. Summer Finale (end of summer activities,

Planning websites: [kaboose.com](http://kaboose.com) and [recreation.com](http://recreation.com)

## **\*Recommended CLC Summer Field Trips**

*\*NOTE: All information listed may be subject to change, especially costs. Always contact the organization directly to confirm information before planning any field trip.*

### **Best field trip experience: Rushing Waters Fisheries**

**Location & Contact Information:** N301 Hwy H, PO Box H, Palmyra, WI Phone: (800) 378-7088 Email: [info@rushingwaters.net](mailto:info@rushingwaters.net)

#### **Number of youth participants:**

**Cost per youth:** \$1.50 - \$2.00 per youth

No entrance fee or fishing license required. Pay only for the fish you catch. May bring own poles and bait.

Pole rental: \$2.00/pole Worms: \$2.00/dozen Fish:

\$5.00/pound Cleaning: \$.50 dressed or \$1.00 filleted

**Age of youth:** 1<sup>st</sup> grade and up

**Transportation:** bus rental

**Total cost:** \$300 - \$350 per bus

**Best time/day to go:** during the day

**Recommendations:**

### **Best field trip experience: Wehr Nature Center in Whitnall Park**

**Location & Contact Information:** 9701 W. College Ave., Franklin WI 53132 Phone: (414) 425-8550 Email: [www.county.milwaukee.gov](http://www.county.milwaukee.gov)

**Number of youth participants:**

**Cost per youth:**

**Age of youth:**

**Transportation:**

**Total cost:**

**Best time/day to go:**

**Recommendations:** Groups must pre-register and be led by Wehr naturalists

**Best field trip experience: The Springs Waterpark** at Country Springs Hotel and Conference Center

**Location & Contact Information:** 2810 Golf Rd., Waukesha, WI; (262) 547-0201

**Number of youth participants:** 60

**Cost per youth:** \$9.00 – Call (262) 970-5410 for Group Sales

**Age of youth:** 5-14

**Transportation:** bus

**Total cost:** \$750

**Best time/day to go:** 10:00 am – 10:00 pm, Monday – Friday; Go late morning/Thursday or Friday

**Recommendations:**

### **Best field trip experience: Blue Harbor Resort**

**Location:**

**Number of youth participants:** 100

**Cost per youth:** \$6 per child

**Age of youth:** K3-12 yrs

**Transportation:** \$256 per bus

**Total cost:**

**Best time/day to go:** All day

**Recommendations:**

### **Best field trip experience: Tour of the DuSable African American Museum**

**Location:** Chicago

**Number of youth participants:** 40

**Cost per youth:** \$2.00

**Age of youth:** K3-12 yrs

**Transportation:**

**Total cost:** \$10.00 per person

**Best time/day to go:** morning

**Recommendations:**

### **Best field trip experience: Tour of the John Hancock Observatory**

**Location:**

**Number of youth participants:** 40

**Cost per youth:** \$5.00

**Age of youth:** Ages 10 –17

**Transportation:** Coach bus

**Total cost:** \$10.00 per person

**Best time/day to go:** morning

**Recommendations:**

### **Best field trip experience: Green Meadows Farm**

**Location:** East Troy

**Number of youth participants:** 130

**Cost per youth:** \$9

**Age of youth:** Ages 5-13

**Transportation:** Bus

**Total cost:** \$\$400

**Best time/day to go:** early

**Recommendations:** Preparation and have fun!

**Best field trip experience: Bay Beach Amusement Park**

**Location:** Green Bay

**Number of youth participants:** 60 - 100

**Cost per youth:** Ride tickets are \$0.25. Rides are usually 2 tickets. Average total cost per child is \$5.00

**Age of youth:** ages 4 and up

**Transportation:** Bus

**Total cost:** \$300

**Best time/day to go:** All day long

**Recommendations:** Go early. Take own lunch. The ride tickets are only \$.25. It's fun and relaxing.

**Best field trip experience: Cool Waters**

**Location:** Greenfield

**Number of youth: 100**

**Cost per youth:**

**Age of youth:** ages 5 and up

**Transportation:** Bus

**Total cost:** \$200

**Best time/day to go:** All day long

**Recommendations:** Go early. Take own lunch.

**Best field trip experience: Action Territory**

**Location:** Kenosha, WI

**Number of youth participants:** up to 100

**Cost per youth:**

**Age of youth:** ages 5-12 yrs

**Transportation:** Bus

**Total cost:** \$200

**Best time/day to go:** Afternoon

**Recommendations:** Take own lunch.

**Best field trip experience: Brewers Game**

**Location:** Milwaukee – Miller Park

**Number of youth participants:** up to 100

**Cost per youth:** \_\_\_\_\_? (tickets donated)

**Age of youth:** ages 6-14 years

**Transportation:** Bus

**Total cost:** \$300

**Best time/day to go:** 9:00 am – 2:00 pm

**Recommendations:** Take own lunch.

**Best field trip experience: Wilson Park**

**Location:** Milwaukee

**Number of youth participants:** up to 70

**Cost per youth:** \$5.00

**Age of youth:** ages 5-15 yrs

**Transportation:** Bus

**Total cost:** \$100

**Best time/day to go:** 10:00 am- 1:00 pm

**Recommendations:** Take own lunch. Doing a full day starting with playing ball and swinging in the park, lunch in the park and walking across to the pool.

**Best field trip experience: Ice skating at the Petit Ice Arena**

**Location:** Milwaukee/West Allis

**Number of youth participants:** up to 60

**Cost per youth:** \$3.00

**Age of youth:** ages 5 and up

**Transportation:** Bus

**Total cost:** \$200

**Best time/day to go:** TBD – Arranged by Pettit

**Recommendations:** Take own lunch. Wonderful experience for the kids, especially on a hot summer day in July or August.

**Best field trip experience: State Fair (in August)**

**Location:** Milwaukee/West Allis

**Number of youth participants:** up to 130

**Cost per youth:** \$5.00

**Age of youth:** ages 5 and up

**Transportation:** Bus

**Total cost:** \$400

**Best time/day to go:** early

**Recommendations:** Take own lunch. Preparation and have fun!

**Best field trip experience: Jelly Belly Center – Factory Tour**

**Location:** 10100 Jelly Belly Lane, Pleasant Prairie, WI; 1 (866) Tour-JBC

**Number of youth participants:** up to 100

**Cost per youth:** Admission is free

**Age of youth:** ages 5 and up

**Transportation:** Bus

**Total cost:** \$200

**Recommendations:** Go in the morning.

**Best field trip experience: Butler Skateland**

**Location:** 12400 W. Custer Ave., Butler, WI 53007-1107; (262) 783-5012

**Number of youth participants:** up to 130

**Cost per youth:** \$5.00

**Age of youth:** ages 5 and up

**Transportation:** Bus

**Total cost:** \$400

**Best time/day to go:** early

**Recommendations:** Take own lunch. Preparation and have fun!

**Best field trip experience: Noah's Ark**

**Location:** Wisconsin Dells

**Number of youth participants:** up to 170

**Cost per youth:** \$24.00

**Age of youth:** ages 6 to 15

**Transportation:** Bus

**Total cost:** more than \$500

**Best time/day to go:** early. We went on a Friday and it worked well.

**Recommendations:** Reserve a picnic area to use as home base. Bring lunches.

**Best field trip experience: Water Rides**

**Location:** Wisconsin Dells

**Number of youth participants:** up to 170

**Cost per youth:** \$7.00

**Age of youth:** 6<sup>th</sup> – 8<sup>th</sup> grade

**Transportation:** Bus

**Total cost:** \$280

**Best time/day to go:** Go early and on a weekday.

**Recommendations:**

**Best field trip experience: Riverview Park**

**Location:** Wisconsin Dells

**Number of youth participants:** up to 100

**Cost per youth:** \$8.95

**Age of youth:** ages 12 and up

**Transportation:** Bus

**Total cost:** \$400

**Best time/day to go:** morning

**Recommendations:**

**Best field trip experience: Racine County: Quarry Park**

**Location:** 3501 Northwestern Ave, Racine, WI 53404; (262) 637-6179

**Number of youth participants:** up to 100

**Cost per youth:** Free admission

**Age of youth:** ages 4 to 13

**Transportation:** Bus

**Total cost:** \$75

**Best time/day to go:** Go early to grab your spot. Hold onto your spot!

**Recommendations:** Take own lunch. Get there early if you plan to BBQ/grill out.

**Best field trip experience: Medieval Times**

**Location:** 2001 N. Roselle Rd., Schaumburg, Illinois 60195

**Number of youth participants:** more than 50

**Cost per youth:** \$12.00 -- (Group rates: \$43.50 per adult and \$32.50 per child)

**Age of youth:** ages 4 to 14

**Transportation:** Bus

**Total cost:**

**Best time/day to go:** early

**Recommendations:** Educator lesson plans are available at

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

Notes



