



RECREATION
& WELLBEING
UNIVERSITY OF WISCONSIN-MADISON



GROWN-UP HANDBOOK SUMMER 2026



**RECREATION
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UNIVERSITY OF WISCONSIN-MADISON

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Camp Mission

As the Rec Well Summer Camp at the University of Wisconsin-Madison's Division of Recreation & Wellbeing, we move our Junior Badgers to play hard, get fit, and live well. Our summer camp is open to campers ages 5-14.

If you would like to learn more about our values or vision, please visit our [website](#).

Camp Geography

Summer camp will take place at the Bakke Recreation & Wellbeing Center, East Recreation Fields, West Recreation Fields, and Observatory Recreation. Field trips will take place across the UW campus.

Camp Outcomes

- › Campers will have the opportunity to play hard, get fit, and live well in a safe campus environment.
- › Campers will connect with peers and staff to develop positive, age-appropriate relationships.
- › Campers will learn new skills and be introduced to diverse ideas through intentional programming.
- › Throughout the camp week, campers will be able to attend, actively participate, contribute, or lead in the activities provided.

Inclusion & Diversity Statement

We offer opportunities for all people to exchange ideas, share experiences, and achieve personal fulfillment. This pursuit of wellness is a right afforded to everyone, regardless of identity or ability. We have a collective responsibility to foster a culture of mutual respect, courteous interactions, and equal opportunities. Through our programs, services, facilities, and staff, we are committed to cultivating and upholding an inclusive environment in which we celebrate the differences of every member of our community.

Rec Well Summer Camp does not discriminate against children or families on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status, sexual orientation or source of income.

Accreditation & Licensure

Rec Well Summer Camp is accredited through the American Camp Association and licensed by the Wisconsin Department of Children and Families. A copy of DCF 252 and camp policies are available to grown-ups upon request.

Federal Tax ID Number

The tax ID number for Rec Well Summer Camp is 39-1805963.

Important Definitions

Authorized Pick-Up Person

- › Any individual who may check-out a camper at pick-up at any time during the week
- › All anticipated visitors must also be added to this list to contact a camper.
- › To add an additional Authorized Pick-Up person after filling out the Participant Info Form, please email youth@recwell.wisc.edu

Emergency Contact

- › Grown-ups and all other individuals who may make medical decisions for a camper. *Please note that these individuals must also be added to the Authorized Pick-Up list in order to check-out a camper at pick up.*

Staff Qualifications

- › Our staff are university students with prior experience working with children.
- › All staff are certified by the American Red Cross or American Heart Association in Adult & Pediatric CPR/AED/First Aid. Additionally, each year counselors must also go through trainings such as Child Protection and Mandatory Reporting.

Payments, Cancellations, & Refunds

All payments are due two weeks prior to the start of the camp session. Additional payments can be made on your Fusion account via credit card. Instructions on how to make additional payments can be found [here](#). If you have concerns regarding camp payment, please contact youth@recwell.wisc.edu.

The most updated registration fees are available [on our website](#).

Extended Care

Extended drop-off and extended pick-up are available during each session for an additional cost. The most up-to-date add-on fees are available on our website.

Families who are unable to complete drop-off or pick-up during the designated times should purchase extended care. If you have already registered and would like to add extended care to your session, please email youth@recwell.wisc.edu with the camper's name and session(s).

We understand that life happens, and you may not always be within the drop-off and pick-up periods. If a camper is dropped off early/picked up late without purchasing extended care, we will follow the process below for each session:

- First early drop-off/late pick-up: No charge. A written notice will be emailed to the family.
- Second early drop-off/late pick-up and beyond: \$1 per minute per camper.

If you know you will be late (traffic, etc.), please call or text our Camp Phone to let us know.

Payment Methods

All payments should be made online using a credit or debit card. If you have concerns regarding camp payment, please contact youth@recwell.wisc.edu.

Third-Party Funding

Child care funding may be available from the city, county or any third-party funding source such as Child Care Tuition Assistance Program (for UW-Madison student Parents). If you have a third-party funding source, please reach out to youth@recwell.wisc.edu. Third-party funding will be reviewed on a case-by-case basis.

Grown-ups are responsible for initiating and managing their funding source transactions. Grown-ups are responsible for making payments in accordance with the payment schedule until they have received authorization. Once authorization is received from a funding source, our registration team will work with grown-ups to manage their account. It is the grown-up's responsibility to follow program billing and funding activity and make timely payments for any remaining balances. In order to register, the registration processing fee or deposit must be paid by the grown-up.

Any additional fees incurred are not covered by scholarship or third-party funding.

Cancellations & Refunds

Cancellations must be made at least 2 weeks before the start of the camp session to receive a refund. The \$50 camp session deposit is non-refundable. Cancellations made within 2 weeks of the camp session will forfeit all amounts paid. Cancellation requests should be sent in writing to youth@recwell.wisc.edu.

No refunds will be provided for activity changes, inclement weather, absences, vacations, or illnesses.



Late Payments

Payments **MUST** be made before attending each session. If payment is not complete on the first day of a camper's session, they will not be admitted into camp until payment is completed. Youth Programs staff will contact families regarding late payments.

Waitlist

If your camper is pulled off the waitlist, the \$50 deposit is due at the time of registration. Full registration payment for each session is the same. If a camper is moved off the waitlist within 2 weeks of the camp session, full registration payment is due prior to the first day of the camp session.

Campers

Camp Readiness

- › **Able to follow directions and rules at camp.** *We prioritize maintaining camper safety throughout the day, especially when traveling to different sites during field trips.*
- › **Independently attends to personal needs, such as changing, toileting, and eating.** *Due to liability restrictions, staff will not aid in any personal care needs for any camper.*
 - a. We encourage your camper to practice changing into and out of their swimsuit at home, prior to coming to camp.
- › **Does not need a mid-day, daily nap.** *We do not provide a structured nap time at camp.*
- › **Can speak and understand functional English.** *For more information about our translation services, please visit the [Access and Functional Needs](#) section below or contact the [Camp Director](#) with any additional questions.*

What to Bring to Camp

- › Weather appropriate, comfortable clothes
- › Close-toed athletic shoes
- › Backpack to hold all labeled belongings
- › Lunch, Snacks, and a Water Bottle (refrigeration is not provided)
 - a. The U.S. Department of Agriculture provides MyPlate - guidance for food groups and quantities [here](#).

What to Leave at Home

- › Cellphones + other electronics
- › Meaningful toys
- › Personal sports equipment
- › Cash
- › Animals
- › Drugs, alcohol, and weapons

Rec Well Summer Camp is not responsible for lost, stolen, broken or traded personal items.

Week and Day Outline

Each camp day follows a set schedule. For more information, please visit our [website](#).

Meals & Snacks

Grown-ups should pack a lunch and two snacks for their camper each day. Campers will have a morning snack, lunch, and afternoon snack time each day. Rec Well Summer Camp does not provide food to campers. A water bottle (labeled with the camper's name) should also be sent with the camper each day.

Should a camper forget their snack or lunch, the grown-up will be contacted to drop off food for their camper. If necessary, bottled water and pre-packaged snacks will be provided by the camp, but grown-ups should not rely on the camp for snacks and lunches.

The U.S. Department of Agriculture provides MyPlate - guidance for food groups and quantities [here](#).

Camp Swimming

Campers will have the opportunity to swim at least two times per week.

Swim Tests

> Each week of camp, campers will have the opportunity to take a swim test to determine their swim level and if they will be required to use a personal flotation device (PFD).

>Swim Test process: Swimmer must swim 25 yards unaided without stopping or touching the ground.

> If a camper prefers to wear a PFD while swimming, they are not required to take the swim test.

Personal Flotation Devices (PFDs)

Non-swimmers can wear a Personal Flotation Device in the pool.

>All PFDs must be US Coast Guard approved

>If you do not have your own PFD, there will be a limited supply available at camp



General Safety Policies

Drop-Off

- › Campers must be escorted by a grown-up to the designated check-in area
- › Campers will check in with camp staff and be marked as present
- › Grown-ups are responsible for the supervision of camper while present
- › Campers are required to wear a name tag while at camp

Late Drop-Off (After 9AM)

- › If a camper will be late, the grown-up should contact the Camp Phone (608-225-4217) to provide an estimated time of arrival.
 - a. Camp staff will wait in the Drop-Off area until 9:05am.
 - b. After 9:05am, grown-ups will need to park and walk their camper into the building through the front entrance on Observatory Drive.

Pick-Up

- › All persons attempting to pick up a camper **must** produce a valid government-issued ID to staff upon check-out, regardless of how many times they have picked up their camper.
 - a. The individual must be listed as an Authorized Pick-Up Person for *each* child they are attempting to retrieve.
 - b. A WisCard or photo of your ID are both acceptable forms of ID for pick-up.
- › Campers are marked as dismissed upon pick-up

If someone attempts to retrieve a child but is not on an authorized list for that child, we will continue to provide supervision until an Authorized Pick-Up Person arrives to assume custodial care.

Late Pick-Up Policy

If a camper is picked up past the designated pick-up time:

- › Youth Programs Staff will continue to supervise the camper until an authorized adult arrives.
- › Staff will attempt to contact Authorized Pick-Up Persons and/or Emergency Contacts until someone is reached.

Late Pick-Up Fee

- › Late pick-ups will be charged \$1 per minute per camper after the first late pick-up.

Early Pick-Up Policy



If your camper needs to be picked up early:

- All early pick-up requests must be in writing.
- Send written notice by emailing youth@recwell.wisc.edu or texting 608-225-4217
- Include the date and time an Authorized Pick-Up Person will be picking up the camper.
- If you're planning to pick up your camper within 2 hours of notifying us, please also call the Camp Phone directly to ensure timely coordination.

- **We are unable to accommodate any early pick-ups between 3:30-4pm due to campers' transition time.**

Absences

If your camper will be absent from camp:

- Email youth@recwell.wisc.edu by 9am each day your camper will be absent.
- Specify the cause of absence (ie. vacation, illness, *communicable disease*, or injury)

If you do not contact the camp office prior to 9am, camp staff will call to check the attendance status of your camper.

A fee adjustment will not be provided based on absence.

Visitors

Safety and security are a priority at Rec Well Summer Camp. We discourage visitation during the camp sessions as it disrupts the activities and campers' schedule.

- If a grown-up needs to visit their camper during the camp day, the camper must be officially checked out as an early pick-up - even if they plan to return later.
 - As with all check-in and check-out procedures:
 - The grown-up must provide a valid, government-issued ID.
 - Only authorized individuals will be allowed to access the camper.

Grown-ups are prohibited from participating in camp activities such as ice skating, rock climbing, or field trips due to required background checks from the Wisconsin Department of Children and Families and capacities for these activities.

Rec Well Summer Camp may not deny a parent access to their camper without proper documentation. Any adult listed as an Authorized Pick-Up Person will be able to

check out a camper. If a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation of any existing restrictions.

Health

Health Supervisor

The Camp Director(s) is responsible for on-site health supervision. The Camp Director(s) is certified, at minimum, in American Red Cross Adult & Pediatric First Aid/CPR/AED.

Allergies

Please refer to the Accommodation Request and Medication sections or contact the Camp Director if you have any additional questions or concerns. Please note that Rec Well Summer Camp is not a nut-free environment, and while staff try their best to contain the space, campers will eat in large groups, so there is a risk of potential exposure. There will be a nut-free table at lunch and snack as needed.

Medication

All medications that will be or may be taken at camp require a completed Medication Authorization form to be on file. Access the [Medication Authorization Form here](#).

Sunscreen and bug spray are considered medications per the Wisconsin Department of Children and Families and require a written medical authorization form to be brought to camp.

Camp staff may give prescription and non-prescription medication to a camper only with a signed, dated, written authorization that includes:

- Camper's name and birthdate
- Name of the medication
- Administration Instructions
- Medication Intervals
- Length of authorization (camp session dates)

At registration, a grown-up must complete the medication section of the Participant Information form. This portion of your child's profile may be updated up to two weeks before the start of camp. Camp Director(s) may reach out prior to the camp session with additional questions and requirements.

Prior to the camper's first day, complete the [Medication Authorization form](#) for all medications that will be or may be taken at camp. Sunscreen and bug spray also require a Medication Authorization form.



On the camper's first day, turn in the medication to camp staff. Medication must be in a non-expired, labeled prescription bottle with legible physician-ordered directions. The bottle must only contain the amount needed for the week.

During camp, medications (ie. EPI Pen, Inhalers, etc.) are transported site-to-site by staff in a locked bag and administered by designated camp staff with medication administration training.

At the end of each camp session, a camper's Authorized Pick-Up Person must retrieve any medication from camp staff. *Medications that are not picked up after 7 days will be disposed of.*

Sunscreen

We recommend that grown-ups apply sunscreen (SPF 50+) to campers before arriving at camp and pack additional supply (please label) for the camp day. **Sunscreen brought to camp requires written authorization** (see above requirements) and camp staff will carry these items. However, staff will also travel site-to-site with [Banana Boat SPF 50 spray sunscreen](#) which is authorized for use via the Participant Information Form. Our staff will not aid in application, except with operating spray sunscreen. We also recommend that campers wear hats (please label) on hot, sunny days.

Illness and Communicable Diseases

Illness

To ensure maximum fun and enjoyment for all campers, please be sure to monitor your child's health before drop-off each day. If your child appears to be too sick to participate, please keep them home. You can find more specific guidelines regarding certain symptoms below in the Communicable Diseases section.

Communicable Diseases

Campers are observed as they enter the program for signs of communicable diseases. Below, find a list of precautions staff must take for handling suspected presence of communicable diseases. Rec Well will follow the [Wisconsin Department of Health and Communicable Disease Chart](#) for appropriate management. Gym Services (Room) will be used for isolation.

Grown-ups will be notified if the child has been exposed to a confirmed case of a communicable disease reportable under ch. DHS 145 and transmitted through normal contact. The Camp Director shall notify the child's grown-ups when the information becomes known to the camp.



A camper with one of the following conditions will be immediately isolated from other campers, but not discharged without further observation or discussion with grown-up. If any additional symptoms appear, the camper will be discharged from the program by decision of the [Camp Director](#) and grown-up.

- › Unusual spots or rashes
- › Sore throat or difficulty swallowing
- › Elevated temperature
- › Vomiting
- › Evidence of lice, scabies or other parasitic infection

A camper with any of the following conditions will be immediately isolated and discharged to their grown-up or guardian. Please note that a camper must be symptom-free for at least 24-hours before returning to camp.

- › Diarrhea (more than one abnormally loose stool within a 24-hour period)
- › Severe coughing, causing the child to become red in the face or to make a whooping sound
 - › Difficult or rapid breathing
 - › Yellowish skin or eyes
 - › Conjunctivitis
- › Temperature of 100 degrees
 - › Untreated, infected skin patches
 - › Stiff neck

Access and Functional Needs

At Rec Well Summer Camp, we are committed to cultivating and upholding an inclusive environment in which we celebrate the differences of every member of our community. In doing so, we try our best to accommodate a variety of cases.

Confidentiality

Once you share information with us, our promise is to only share it with staff who must know to ensure the safety of your camper. Staff who have access to children's records will not discuss or disclose personal information regarding the camper or facts learned about the camper and their relatives except to the parent or other person authorized by the parent, or as authorized by law. If you have special concerns about confidentiality, please let us know so we may best accommodate your needs. If your camper is worried about privacy, please reassure them that other campers will not know and only the adults who can help them will know.

Accommodation Request

A camper identified by a physician or grown-up as having behavioral, medical, or physical care needs must complete and file an [Accommodation Request](#). These plans must be updated annually to provide clear instructions for staff in managing any special care. If conditions require medication, please fill out the medication section of the Participant Information form upon registration. Please note this must be updated at least seven days prior to your child's first day of camp.

Conditions requiring a plan include, but are not limited to, ADD/ADHD, Allergies, Anxiety, Autism Spectrum, Congenital Conditions, Eczema, Reflux, and Seizure Disorders.

Translation Services

As a college campus, we have access to a variety of technology that can be used to accommodate campers with limited knowledge of the English language. **We require [written notice](#) at the time of registration in order to supply these services.**

Transportation

During camp, we will use public Metro Transit Buses and travel by foot to get to different locations. Staff will never transport campers in personal vehicles or in vehicles or parts of vehicles not designed for passengers.

Rules & Safety

Campers are expected to follow the camp rules at all times, including during transportation between camps and to field trips.

There are some additional rules and guidelines that campers are expected to follow while riding on the public buses at camp for safety.

- > Campers must keep all body parts inside the vehicle
 - > Campers must follow the directions given by the driver
- > No eating or drinking inside the vehicle
- > If available, campers must wear seat belts while inside the vehicle

Weather Policies

Please note that camp is held in most weather conditions, including rain, lightning, and excessive heat. Each day, please take into account weather predictions to make appropriate clothing choices. Staff may adjust activities based on the recommendations of the National Weather Service.

We will not offer any credits or refunds if an activity must be changed and cannot be rescheduled.

Emergencies

Your camper's safety is our main concern in ensuring they have an enjoyable summer camp experience. If you have any concerns about these policies, please do not hesitate to contact our [Camp Director](#)

Kelly Esenther
(608) 890-3993
kelly.esenther@wisc.edu

If they are not immediately available, please:

- Call On-Call Cell phone at (608) 225-4217
- Email youth@recwell.wisc.edu or
- Call the Bakke Recreation & Wellbeing Center front desk at (608) 262-8244.

Accidents and Injuries

As a reminder, staff are required to be American Red Cross First Aid/CPR/AED certified for employment. Similarly, staff are also trained to respond to a variety of emergency situations. Regardless of severity, all accidents are recorded and filed. Copies are available upon request.

If an injury occurs that requires professional evaluation, The Youth Programs Coordinator will notify and provide details to grown-ups.

In the event of a minor accident, staff will provide basic care and complete an Accident Report. At end-of-day pickup, an Authorized Pick-Up Person will be informed verbally of any recorded accidents.

In the event of a medical emergency, emergency services and an Emergency Contact will be contacted. An Emergency Contact must arrive prior to emergency services if they wish to refuse ambulance transportation. If an Emergency Contact is not available, a staff member will accompany the child to the Emergency Room until an Emergency Contact assumes custodial care.

Care must be documented, regardless of mode of transportation. Failure to provide care is considered neglect, which staff must report to Child Protective Services.

Staff is legally prohibited from transporting campers in personal vehicles.

Concussion Awareness

A concussion is a brain injury caused by a bump or blow to the head. Sports and other physical activities that youth commonly participate in can result in falls, bumps and other accidents. Signs and symptoms of concussion can appear immediately or even weeks after an incident. While all staff are trained in concussion prevention tactics, signs, and symptoms, grown-ups must also be aware and informed about the seriousness of concussions. Staff will notify Emergency Contacts immediately of any potential concussions among their campers.

Further information is available on the [CDC's website](#).

Major Emergency Procedures

In the event of a major emergency, campers may be moved to a designated evacuation area or an alternate location. Please check your email for updates for any directions regarding pick-up information. Depending on the incident, campus may have specific instructions you will need to follow.

Campers will always continue to be supervised after an evacuation until an Authorized Pick-Up Person assumes custodial care. As a reminder, you provide a list of Authorized Pick-Up People at the time of registration. If you would like to add additional names, you may do so by emailing youth@recwell.wisc.edu before the first day of camp. Upon check-in on the first day, staff will ask you to double check the list provided.

All persons attempting to pick-up a camper must present a valid government-issued ID to staff. If someone arrives that is not on the Authorized Pick-Up list for that child, we will continue to provide supervision until a grown-up on the list arrives.

To add additional Authorized Pick-Up People, please email youth@recwell.wisc.edu

Behavior Management

While the progressive steps for discipline outlined below will be followed whenever possible, we reserve the right to dismiss a camper if their behavior jeopardizes the safety and wellbeing of the camper or others.

Progressive Steps for Discipline

1. Counseling (Level 1)
 - When an incident occurs, staff should gather information as to why the behavior occurred and provide a description of the behavior change required.
 - Staff Action: May be mentioned in staff report



- Communication with Grown-Ups:
 - May be mentioned at pick-up
- 2. Rest and Return (Level 2)
 - If behavior continues to be an issue, the camper will take up to a 3-minute rest before returning to activities.
 - Staff Action: Behavior form will be submitted
 - Communication with Grown-Up:
 - Verbal conversation at pick-up
- 3. Conversation with Camp Supervisor (Level 3)
 - A Camp Supervisor will have a conversation with the camper about their behavior and come up with a plan to improve going forward.
 - Staff Action: Behavior Form completed
 - Communication with Grown-Up:
 - Email/phone call after incident
 - Verbal conversation at pick-up
- 4. Conversation with Camp Director (Level 4)
 - If a series of bad behavior continues, staff will escort the camper to the Camp Director's Office.
 - Staff Action: Behavior Form completed
 - Communication with Grown-Up:
 - Phone call after incident
 - May meet with Camp Director to discuss behavior plan
 - A written follow-up may be sent by the Camp Director
- 5. Suspension (Level 4/5)
 - A camper who continually disregards instructions will be sent home and suspended for 1 day.
 - Staff Action: Behavior Form completed
 - Communication with Grown-Up:
 - Phone call after incident
 - May meet with Camp Director to discuss behavior plan
 - A written follow-up may be sent by the Camp Director
- 6. Termination (Level 5)
 - If a camper's behavior continues to be an issue, the camper may be terminated for the summer.
 - Staff Action: Behavior Form submitted
 - Communication with Grown-Up:
 - i. Phone call after incident
 - ii. Immediate pick-up of camper
 - iii. Discussion with Camp Director
 - 1. A written follow-up may be sent by the Camp Director



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- Regular behavior that threatens camper safety is grounds for termination from camp.
- Grown-ups will be contacted by the Camp Director for repetitive or unsafe behavior. The Camp Director, grown-ups, and camper (if appropriate) will discuss the unacceptable behavior, necessary changes, and a timeline for suspension and/or termination should these changes not occur.

Resources and Links

Campus Resources

Campus Alerts Main Web Page: <https://alerts.wisc.edu/>

Text Message Alerts: <https://uwupd.wisc.edu/services/wiscalerts/>

Twitter: [@WiscAlerts](https://twitter.com/WiscAlerts)

Recreation & Wellbeing Resources

Main Web Page: <https://recwell.wisc.edu/>

Facebook: <https://www.facebook.com/pg/uwrecwell/posts/>

Instagram: <https://www.instagram.com/uwrecwell/>

Campus Designated Evacuation Sites

Bakke Recreation & Wellbeing Center

Evacuation Site: Down Colwood Drive (between Lot 67 and Vet Med)

Inclement Weather Location: Bakke Men's & Women's Locker Room, Ice Locker Room

Secondary: Equipment Room, Stairwell 3

Observatory Recreation Area

Evacuation Site: Lot 36

Inclement Weather Location: Dejope Residence Hall

West Recreation Fields

Evacuation Site: Bakke Recreation & Wellbeing Center

Inclement Weather Location: Bakke Men's & Women's Locker Room, Ice Locker Room

Nicholas Recreation Center

Evacuation Site: Gordon Dining & Event Center

Inclement Weather Location: Lower Level Locker Rooms

Nielsen Tennis Stadium

Evacuation Site: Parking Lot #82

Inclement Weather Location: Gordon Commons



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