



PARENT HANDBOOK



Academic and Enrichment Programs
www.usm.org/summer



UNIVERSITY SCHOOL
OF MILWAUKEE



OUR MISSION

At USM Summer Camps, we believe summer is a time for discovery, adventure, and personal growth. Our camps are designed to help campers spark curiosity, build confidence, encourage creativity, and develop friendships. Through hands-on activities, exploration, and teamwork, campers develop essential life skills—independence, resilience, leadership, and collaboration—that extend far beyond summer.

Rooted in University School of Milwaukee's commitment to excellence in learning, leadership, and citizenship, USM Summer Camps create a space where every child is engaged, known, and valued guided by the school's Common Trust.

THE COMMON TRUST

The basic philosophy of community behavior at University School of Milwaukee is the Common Trust, which is expressed in the following pledge:

"We, the members of the University School of Milwaukee community, commit to and practice the Common Trust. We agree to relate to one another and the school with respect, trust, honesty, fairness, and kindness."

Welcome to USM Summer Camps

Dear USM Summer Camps Families,

We are thrilled to welcome your child to USM Summer Camps this year. For the past 30 years, families in the greater Milwaukee area have trusted USM Summer Camps (formerly known as Summer I.D.E.A.S.) as the ultimate destination for exceptional enrichment, academic, and athletic programs. At USM Summer Camps, children ages 3 to 14 have the opportunity to discover new talents, build lasting friendships, and dive into a wide range of interests, all within a flexible schedule that lets them create a personalized summer experience.

It is our hope that your child has a fun and fulfilling camp experience at USM Summer Camps. We recognize firsthand the impact that camp can have and we hope you hear about that impact at the end of each day.

This handbook serves to answer any major questions that you may have regarding USM Summer Camps and address important camp policies. Should you have any other questions, please do not hesitate to reach out.

We hope your family has a wonderful summer!

Sabrina Raber

*Director of Auxiliary Programs
University School of Milwaukee*

CONTACT

USM Summer Camps

summer@usm.org | 414.540.3350

USM Summer Camps Nurse

summernurses@usm.org | 414.540.3123

School Safety and Security Team

securityandsafetyteam@usm.org | 414.352.6000 (from 8 a.m.-5 p.m.; outside these hours, call 414.507.3557)

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CAMPER RIGHTS AND DIGNITY

In alignment with University School of Milwaukee’s (USM) mission and USM Summer Camp goals, we uphold the values of the Common Trust—respect, trust, honesty, fairness, and kindness—as the foundation of our interactions. Belonging is at the heart of our camp experience, ensuring that every camper feels engaged, known, and valued while building the confidence to explore, take risks, and grow in a supportive environment.

Creating a sense of belonging is a shared responsibility. We intentionally foster connection, understanding, and respectful communication, embracing the diverse identities and experiences that enrich our camp. Neither harassment, discrimination, nor bullying will be tolerated. Instead, we promote empathy, respect, and accountability to ensure a safe and positive experience for all. To support this, in addition to upholding the values of the Common Trust, we expect all campers and staff to:

- Respect others’ identities, experiences, and perspectives.
- Communicate openly and fairly, valuing every voice.
- Take responsibility for creating a welcoming space where everyone belongs.

Staff play a vital role in modeling these expectations. By leading with integrity and inclusion, they help create an environment where campers feel safe, valued, and empowered to do the same. The lessons learned at camp extend beyond the summer, shaping campers into leaders and role models in their schools and communities.

GOALS AND OUTCOMES

A child’s most formative educational experiences begin early in life. It is our goal to expand upon your child’s knowledge, skills, and experiences. We strive to foster campers’ instinctive joy of discovery and excitement about learning. The goals of the camps are to:

- Offer a physically and emotionally safe environment that provides children with opportunities to express their ideas and grow intellectually.
- Cultivate connections that create meaningful and productive relationships among children, families, and their communities.
- Celebrate the uniqueness of every individual and recognize and respect the diversity of backgrounds and experiences.
- Nurture students and encourage them to develop their talents.
- Encourage self-confidence, and establish communication and trust among campers, staff, and parents.
- Stimulate problem solving, intellectual curiosity, creative and critical thinking, and problem-solving and process skills.
- Foster the development of personal and social responsibility and the communication skills essential for contributing in camp, in school, and at home.

REQUIRED FORMS AND ENROLLMENT AGREEMENTS

In order to ensure a safe, smooth, and fully prepared camp experience, families are required to complete several important forms prior to the start of camp. These include the [Summer Program Participant Enrollment Contract](#), [Summer Waiver and Release of Liability](#), and the [Health Form](#). These documents outline expectations for participation, safety permissions, emergency contact protocols, media preferences, and medical needs.

Most families have already completed these forms as part of the UltraCamp registration process. If you have not yet submitted all required forms, please log in to the [UltraCamp Document Center](#) and complete them immediately. Campers may not attend USM Summer Camps until all required documents are received.

These forms support and reinforce the commitments outlined throughout this handbook—to provide a safe, respectful, and enriching summer experience for every child. Thank you for taking the time to complete them thoroughly.

CAMP WEEKS AND DATES

Week 1	June 16–20, 2025 (no camp on Juneteenth, June 19)
Week 2	June 23–27, 2025
Week 3	June 30–July 3, 2025 (no camp on Independence Day, July 4)
Week 4	July 7–11, 2025
Week 5	July 14–18, 2025
Week 6	July 21–25, 2025
Week 7	July 28–Aug. 1, 2025
Week 8	Aug. 4–8, 2025
Week 9	Aug. 11–15, 2025

CAMP HOURS

USM Summer Camps run from 9 a.m. to 3:30 p.m. every weekday (except for the Juneteenth and Independence Day holidays) during the nine-week program, with camps divided into morning and afternoon sessions. Extended Time Care (E.T.C.) is also offered every morning from 8 to 9 a.m. (E.T.C. AM) and every afternoon from 3:30 to 5:30 p.m. (E.T.C. PM) at an additional cost.

SCHEDULES

DISCOVERY CAMP
(Prekindergarten, Junior Kindergarten, and Kindergarten) SCHEDULE

8-9 a.m.	Optional morning Extended Time Care (E.T.C. AM)
9-9:20 a.m.	Arrival and free choice
9:20-9:45 a.m.	Morning meeting
9:45-10:30 a.m.	Thematic activities
10:30-11:15 a.m.	Snack and outdoor play
11:15 a.m.-Noon	Thematic activities
Noon	Dismissal (half-day campers) or Lunch
1-2 p.m.	Rest time
2-3:30 p.m.	Thematic activities
3:30 p.m.	Dismissal or transition to Extended Time Care
3:30-5:30 p.m.	Optional afternoon Extended Time Care (E.T.C. PM)



EXPLORERS CAMP (1st-4th Grade) SCHEDULE

(rotation may vary based on grade)

	Monday	Tuesday	Wednesday	Thursday	Friday
8–9 a.m.	Optional morning Extended Time Care (E.T.C. AM)				
9–9:30 a.m.	Community Time				
9:30–10:30 a.m.	Outdoor Exploration	Cooperative Games	Sports	Arts and Crafts	Field Trip or Special Activity
10:30–10:45 a.m.	Snack				
10:45–11:45 a.m.	Arts and Crafts	Outdoor Exploration	Cooperative Games	Sports	
11:45 a.m.–12:45 p.m.	Lunch and Community Time				
12:45–1:45 p.m.	Sports	Arts and Crafts	Outdoor Exploration	Cooperative Games	Field Trip or Special Activity
1:45–2 p.m.	Snack				
2–3 p.m.	Cooperative Games	Sports	Arts and Crafts	Outdoor Exploration	
3–3:30 p.m.	Community Time				
3:30–5:30 p.m.	Optional afternoon Extended Time Care (E.T.C. PM)				

ADVENTURE CAMP (1st-4th Grade) SCHEDULE

	1st and 2nd Grade		3rd and 4th Grade	
8–9 a.m.	Optional morning Extended Time Care (E.T.C. AM)			
9–10:10 a.m.	Single Period Option #1	<div>OR</div> <div>Extended Period Full Morning Option (with 20-minute break)</div>	Single Period Option #1	<div>OR</div> <div>Extended Period Full Morning Option (with 20-minute break)</div>
10:10–10:30 a.m.	Outdoor Play		Outdoor Play	
10:30–11:40 a.m.	Single Period Option #2		Single Period Option #2	
11:40 a.m.–1 p.m.	Lunch/Outdoor Play (Transition to noon dismissal for morning-only campers)			
1–2 p.m.	Community Time and Adventure Afternoon			
2–2:15 p.m.	Free Time/Outdoor Play			
2:15–3:30 p.m.	Community Time and Adventure Afternoon			
3:30–5:30 p.m.	Optional afternoon Extended Time Care (E.T.C. PM)			

ODYSSEY CAMP (5th-8th Grade) SCHEDULE

	5th-8th Grade
8-9 a.m.	Optional morning Extended Time Care (E.T.C. AM)
9-10:15 a.m.	Morning Option
10:15-11 a.m.	Community Time
11 a.m.-Noon	Morning Option (continued)
Noon-12:30 p.m.	Lunch or Dismissal
12:30-1:45 p.m.	Afternoon Option
1:45-2:30 p.m.	Community Time
2:30-3:30 p.m.	Afternoon Option (continued)
3:30-5:30 p.m.	Optional afternoon Extended Time Care (E.T.C. PM)

THEATRE CAMP (5th-8th Grade) SCHEDULE

	2nd-9th Grade
8-9 a.m.	Optional morning Extended Time Care (E.T.C. AM)
9 a.m.-9:45 a.m.	Opening Circle
9:45-10:45 a.m.	Activity 1
10:45-11 a.m.	Transition/Snack
11 a.m.-Noon	Activity 2
Noon-12:30 p.m.	Lunch
12:30-12:45 p.m.	Game/Transition
12:45-1:45 p.m.	Activity 3
1:45-2 p.m.	Transition/Snack
2-3 p.m.	Activity 4
3-3:30 p.m.	Closing Circle
3:30-5:30 p.m.	Optional afternoon Extended Time Care (E.T.C. PM)

Items for Camp

Before First Day:

- ☐ Complete [Summer Program Participant Enrollment Contract](#), [Summer Waiver and Release of Liability](#), and the [Health Form](#) for all campers attending USM Summer Camps. **This must be completed in order for your child to attend camp.** These forms can be accessed in the [Document Center](#) in UltraCamp. If you need assistance finding the forms, please contact summer@usm.org.
- ☐ Upload any [medical action plans](#) if your child has any conditions that require them, and connect with our USM Summer Camps nurse at summernurses@usm.org. Action plans must be up-to-date and signed by a medical professional to be valid.
- ☐ If you would like to approve the use of over the counter medication for your camper (such as sunscreen, Tylenol, cough drops, etc.), please fill out the [O.T.C. Medication Form](#) in the [Document Center](#).
- ☐ Make sure all payment information is correct and that you will be paid in full by June 9.
- ☐ Register for [Transportation](#) and/or [Extended Time Care](#).
- ☐ Sailing Camps: Schedule a [swim test](#) by a certified lifeguard, and complete and return all other paperwork.
- ☐ Review camp-specific special equipment.

Discovery Camp (PK-JK-K)	Adventure Camp (1st-4th Grade)	Explorers Camp (1st-4th Grade)
<p>In a backpack or tote bag, all labeled with your child's name:</p> <ul style="list-style-type: none"> • Water bottle • Sunscreen and bug spray • Hat • Two sets of extra clothes, including underwear and socks • Rain boots • Full-day campers only who opted out of lunch: A packed lunch in a cooler bag/lunch box. USM is an allergy-aware community; no nuts, please. • Snacks are provided during the camp day (9 a.m. to 3:30 p.m.); additional snacks are recommended if your child is signed up for E.T.C. AM and/or E.T.C. PM. • Rest time items <ul style="list-style-type: none"> ▪ Blanket ▪ Pillow ▪ Stuffie ▪ Kindergarten only: Towel or thin mat for laying on 	<p>In a backpack or tote bag, all labeled with your child's name:</p> <ul style="list-style-type: none"> • Water bottle • Sunscreen and bug spray • Hat • 1st grade only: An extra set of clothes, including underwear and socks • Full-day campers only who opted out of lunch: A packed lunch in a cooler bag/lunch box. USM is an allergy-aware community; no nuts, please. • Snacks are provided during the camp day (9 a.m. to 3:30 p.m.); additional snacks are recommended if your child is signed up for E.T.C. AM and/or E.T.C. PM. • On Tuesdays (3rd-4th grade)/Thursdays (1st-2nd grade), for off-campus field trips, please have your camper wear their camp T-shirt (will come home on the first day of camp). • Camp-specific equipment, if required (Special Equipment Needs section on page 10). 	<p>In a backpack or tote bag, all labeled with your child's name:</p> <ul style="list-style-type: none"> • Water bottle • Sunscreen and bug spray • Hat • 1st grade only: An extra set of clothes, including underwear and socks • Rain boots • Full-day campers only (if you did not opt-in for lunch): A packed lunch in a cooler bag/lunch box. USM is an allergy-aware community; no nuts, please. • Snacks are provided during the camp day (9 a.m. to 3:30 p.m.); additional snacks are recommended if your child is signed up for E.T.C. AM and/or E.T.C. PM. • On Fridays, for off-campus field trips, please have your camper wear their camp T-shirt (will come home on the first day of camp).

Odyssey Camp (5th-8th Grade)	Theatre Camp (2nd-9th Grade)	Skating (age 3-adult)
<ul style="list-style-type: none"> ▪ Water bottle ▪ Sweatshirt (some rooms may be chilly) ▪ Full-day campers only who opted out of lunch: A packed lunch in a cooler bag/lunch box. USM is an allergy-aware community; no nuts, please. ▪ Snacks are provided during the camp day (9 a.m. to 3:30 p.m.); additional snacks are recommended if your child is signed up for E.T.C. AM and/or E.T.C. PM. ▪ Camp-specific equipment if required (Special Equipment Needs section on page 10). 	<p>In a backpack or tote bag, all labeled with your child's name:</p> <ul style="list-style-type: none"> ▪ Water bottle ▪ Sunscreen and bug spray ▪ Hat ▪ Sweatshirt (some rooms may be chilly) ▪ Full-day campers only who opted out of lunch: A packed lunch in a cooler bag/lunch box. USM is an allergy-aware community; no nuts, please. ▪ Snacks are provided during the camp day (9 a.m. to 3:30 p.m.); additional snacks are recommended if your child is signed up for E.T.C. AM and/or E.T.C. PM. 	<ul style="list-style-type: none"> ▪ Water bottle ▪ Snow apparel (snow pants, coat, hat, gloves, warm socks) ▪ Helmet ▪ Full-day campers only who opted out of lunch: A packed lunch in a cooler bag/lunch box. USM is an allergy-aware community; no nuts, please. ▪ If desired, knee pads, elbow pads, wrist guards

SPECIAL EQUIPMENT NEEDS

For certain sessions within our Adventure Camp (1st–4th grade) and Odyssey Camp (5th–8th grade), specialized equipment is required. These additional items are only necessary if your child is registered for the specific camp.

Adventure Camp Only

Fashion Camp: Laptop or iPad/tablet with Google Chrome, [free Tailornova Account](#)

Adventure and Odyssey Camps

Golf camps: Golf clubs

Odyssey Camp Only

Road Biking: bike and helmet

Fishing: fishing pole and closed-toe shoes

Robotics: laptop (PC preferred) with [MBlock](#) (Also available on browser)

3D Printing: PC or Mac laptop with [Fusion](#) (Free educational license available)

Music Production: PC, Mac, or tablet with browser access

Design and Minecraft: PC or Mac with [Minecraft Education](#) (License provided by VAC)

Digital Photography: iPad with [Pixlr](#)

Creative Writing: PC, Mac, or tablet with browser access

Golf clubs, fishing poles, and bikes can stay in a locked classroom overnight; however, we recommend bringing electronics home every day.

If you do not have a special equipment item, please contact USM's Summer Camps office.

SAILING

Campers will be transported to and from the Milwaukee Community Sailing Center and Discovery World in USM vehicles. Campers should wear clothes they are comfortable with getting wet. All campers must have their forms ([Prams](#) and [Youth](#)) completed and an approved swim test to participate in sailing classes. **You can download a copy of the MCSC Swim check form [here](#).** It must be signed by a certified lifeguard. Your child will not be able to participate without this form on file. Full-day sailing campers should pack lunch and snacks.

Sailing Camp Expectations

1. Be prepared to go sailing every day.
2. Bring the following sailing gear to camp every day:
 - Non-skid shoes only (sailing shoes or boots, tennis shoes, etc.; open-toed shoes and sandals are not allowed!)
 - Complete change of clothes, including shoes, and a towel.
 - Sailing hat or baseball cap, sunglasses, and sailing gloves (optional).
 - Sunscreen
 - Water bottle

DO NOT BRING TO CAMP

Bringing the following items to camp may result in immediate withdrawal without refund: weapons or similar paraphernalia (knives, water guns, and slingshots), alcohol, or drugs. Please also leave electronic devices (except cell phones), animals, and sports equipment at home.

ELECTRONIC DEVICES

All electronic devices must be silenced and kept in the children's backpack during the camp day. Children may call home from the camp office phone with permission from camp staff. Parents/guardians who need to leave messages for a child may call and leave a message on the voicemail of the camp office (414.540.3350). Under no circumstances should a child receive a text or send a text during the camp day. If parents/guardians need to get in touch with their child during the school day, they may contact the USM Summer Camps office.

TOILET TRAINING POLICY

Children coming to USM Summer Camps must be 3 years old by Sept. 1 of the upcoming school year. In order to ensure a smooth and sanitary environment, we require that all campers be fully toilet trained before attending camp. Fully toilet trained means that the camper no longer requires training pants/pull-ups while awake or asleep and is able to recognize and respond to the need to use the bathroom independently, with no frequent accidents. We do understand accidents happen, and our staff will assist campers with cleanup and changing.

If a camper has multiple accidents during camp, we may need to pause their participation until they are fully toilet trained. This is to maintain the health and comfort of all our campers and staff. Should this occur, a parent or guardian will be notified, and we will work together to determine the best plan for returning to camp when the camper is ready.

We recognize that some campers may have medical or developmental needs that impact toileting. If this applies to your child, we encourage you to share this information with us prior to the start of camp, so we can determine how best to support them while maintaining the health and comfort of all campers and staff.

CAMP PHOTOS AND VIDEOS

USM Summer Camps will be capturing the fun and excitement by uploading all photos to USM's Flickr account. From classroom adventures to field trip excursions, families will be able to relive every memorable moment and stay connected with their children's summer adventures.

Additionally, each week, USM Summer Camps will send a brief newsletter, complete with highlights and heartwarming moments from the week. Dive deeper into USM Summer Camps on University School of Milwaukee's Instagram and Facebook (@usmsocial) pages. Don't miss a single second of the summer magic.

LUNCH

Camp Provided Lunch

For all full-day campers, lunch is included at no additional cost with your camp registration. Our trained food staff will also have dietary restriction-friendly options.

Individual plates are prepared for our PK and JK campers. The lunch menu is on a rotating schedule, switching between the three menus each week:

- Week 1: June 16–20, 2025 - Menu 1
- Week 2: June 23–27, 2025 - Menu 2
- Week 3: June 30–July 3, 2025 - Menu 3
- Week 4: July 7–11, 2025 - Menu 1
- Week 5: July 14–18, 2025 - Menu 2
- Week 6: July 21–25, 2025 - Menu 3
- Week 7: July 28–Aug. 1, 2025 - Menu 1
- Week 8: Aug. 4–8, 2025 - Menu 2
- Week 9: Aug. 11–15, 2025 - Menu 3

See the [menu here](#).

Lunch Brought From Home

If you would like to opt-out from lunch, please ensure the “Lunch Opt-Out” Form is completed in the [UltraCamp Document Center](#). Please send your child with a packed lunch in a cooler bag or lunch box. Please note that USM is a nut-free facility. Lunches and snacks brought from home must be free of nut products and should not be produced in facilities that process nuts. Be sure to check labels carefully.

ADDITIONAL FOOD INFORMATION

Snacks will be provided for both full-day and half-day campers. While we have carefully considered allergy and dietary restrictions in our snack selections, we recommend that students with severe allergies bring their own snacks. Additional snacks are recommended if your child is signed up for E.T.C. AM and/or E.T.C. PM.

SAFETY

The safety and wellness of our campers is our highest priority. Our dedicated team of staff members is certified in CPR and extensively trained in administering emergency rescue medications, ensuring that every child is cared for with the utmost professionalism and preparedness.

We are committed to fostering an environment where students can thrive by prioritizing their health and safety. This mission extends to our summer programming, where our goal is to provide a vibrant, well-rounded experience that promotes balance and wellness. By collaborating with families to ensure students arrive healthy and ready to learn, we can maximize their potential for growth and engagement.

HEALTH AND WELLNESS

USM Summer Camps has a nursing staff available during the regular summer program hours. The primary objective of the camp nurse is to support the health and well-being of campers, ensuring they are physically and emotionally prepared to succeed at camp. The Health Office is located just west of the Tower Lobby in the Lower School and is open from 9 a.m. to 3 p.m. during the camp week.

Medical information must be provided for your child to attend camp. This can be accessed via the [Document Center](#) in UltraCamp. USM Summer Camps staff are happy to help you locate that information.

It is mandatory for the camp to have your child's current health information, in order to be able to ensure the safety and well-being of campers during their time at camp.

If you have any concerns you would like to discuss regarding your child's medical needs, please reach out to the USM Summer Camps camp nurse at summernurses@usm.org or 414.540.3123.

Any campers with emergency medications (such as inhalers and epi-pens) should contact the camp nurse to discuss having an approved action plan on file and bringing the medications for the nurses to keep on hand in the event of an emergency.

Common Ailments and When to Stay Home

Below are guidelines for common ailments. This list is not exhaustive, and camp staff reserves the right to send a camper home for medical reasons, injuries, or behavioral health issues as necessary.

- Fever of 100.4 F (oral) (38 C) or higher requires the camper to stay home. Campers may return to camp after being fever-free for 24 hours without the use of fever-reducing medications.
- Vomiting and Diarrhea: Campers should remain home until they have been symptom-free for at least 24 hours and can tolerate solids and fluids.
- Eye Inflammation: Campers will be sent home if there is associated fever, behavior changes, or pain in the affected eye.
- Colds and Coughs: Campers should stay home if they have a persistent cough or heavy mucus.
- Sore Throats: If a streptococcal infection is confirmed, campers must stay home for at least 12 hours after starting antibiotics.
- Headaches: Persistent headaches may require medical follow-up.
- Rash: Campers with contagious rashes (e.g. chickenpox, impetigo) must stay home until cleared by a doctor.

Sending a Camper Home

If a camper becomes ill or injured at camp, a parent, guardian, or other authorized caregiver will be notified and asked to pick up the camper as soon as possible, but no later than 45 minutes after being notified. There will be no refunds for any absences due to illness.

HEALTH EMERGENCIES

In the case of an emergency, the camp nurse and camp director will be called immediately. They will judge whether to call for Emergency Medical Services (EMS). An Emergency Medical Technician (EMT) usually speaks with a parent or guardian before a camper is transported. In the event that a parent or guardian is unable to be reached, the camp nurse and camp director will work with EMS and continue to attempt to contact the family. A USM Summer Camps employee will go with the student to the hospital if a parent or guardian is unavailable. Necessary medical consent to treat and insurance information on file in UltraCamp will be shared with the appropriate parties so care can be provided.

MEDICATION

Campers that require daily medications that must be administered at camp should contact the USM Summer Camps camp nurse to discuss what is needed and bring the medications for the nurse to keep on hand. They can be contacted at summernurses@usm.org. This information should also already be included on your completed medical form. If you would like to approve the use of over the counter medication for your camper (such as sunscreen, Tylenol, cough drops, etc.), please fill out the [O.T.C. Medication](#) Form in the [Document Center](#).

ATTENDANCE

To help us ensure the safety and well-being of all campers, we ask that parents/guardians notify the USM Summer Camps office at 414.540.3350 or summer@usm.org if their child will be absent for any reason.

If a camper is scheduled for transportation pickup and is not present at their designated pickup location, the driver or camp office staff will follow up with a parent or guardian via the listed phone number in UltraCamp. Transportation will wait for any late campers for up to 10 minutes before departing for camp.

For campers who are typically dropped off by a parent or guardian and do not arrive at camp, we will not initiate contact regarding their absence.

Absences for any reason will not be refunded or prorated.

WAITLISTS

Waitlists are handled on a first-come, first-served basis. When space becomes available, families will be notified automatically from UltraCamp and will have three days to accept the space. If they do not accept that space, UltraCamp will automatically move to the next person on the waitlist.

DROP-OFF AND PICKUP PROCESSES

Please refer to the campus map on page 14 for details on entrances and parking lots. Additionally, we have included Google Maps links for more specific location information.

For ease of student drop-off and pickup, we use a car circle system. For all car circles:

- Please stay in your car. Our staff will assist younger campers in and out of your car. Older campers can get themselves in and out. If you need to speak with camp staff, please park and walk in to do so.
- Do not cut the line. If there is space ahead in the car line, please wait for all cars to pull forward. If you skip, you may be missed when we are calling names and you may be asked to pull around to the end of the line. This ensures that car circle runs smoothly and ensures the safety of all involved.
- Parents, guardians, and other authorized caregivers are welcome to park and enter through the [Lower School Entrance \(door 17\)](#) to pick up and drop off your camper(s). For the safety of all campers and staff, all parents/guardians and other visitors must check in with security at the [visitor entrance \(door 17\)](#) before entering the school building. A valid driver's license or government-issued photo ID is required and will be scanned upon entry. Please allow a few extra minutes for this process.
- Campers with siblings will always go to the car circle of the youngest camper, i.e. an 8th grader in Theatre Camp with a JK sibling in Discovery Camp will go to the Preschool car circle.

*Occasionally in the summer we have construction on campus that may affect pickup and drop-off locations. These changes will be communicated in advance.

DROP-OFF AND PICKUP PROCESSES

Discovery Camp (PK-JK-K)	Adventure and Explorers Camps (1st-4th Grade)	Odyssey Camp (5th-8th grade)
<ul style="list-style-type: none"> Car Circle: Please enter through the East Gate (2) and stay in the middle lane as you enter the front circle (A). Please note this circle is one-way, and Middle School car circle happens in the same area. There can be cross traffic between the two lines. Pull all the way around to the "Preschool" door. Our staff will assist campers in and out of their car. Car Signs: Campers will receive two car signs with their last name on them to be placed on the dashboard of the car picking them up. Our staff use this to call out names through our intercom system. 	<ul style="list-style-type: none"> Car Circle: Please enter through the West Gate (1) and proceed to stay to the right as the road splits. Please pull all the way forward at the Lower School entrance (door 17). Staff will be there to greet campers and assist them back to their cars. Car Signs: Campers will receive two car signs with their last name on them to be placed on the dashboard of the car picking them up. Our staff use this to call out names through our intercom system. Explorers Campers will enter through door 18 and will be guided by USM Summer Camps staff. Directional signs will be posted to assist. 	<ul style="list-style-type: none"> Car Circle: Please enter through the East Gate (2) and stay right as you enter the front circle (A). Please note this circle is one-way. Please pull up to the Middle School doors, near the flagpole. Exiting: Be very mindful of the Preschool pickup happening in the same area. There can be some cross traffic between the two lines. Stay right, be patient, and carefully pull out when it is safe to do so.

Theatre Camp (2nd-9th grade)	Skating (Age 3-adult)	Extended Time Care (E.T.C.) AM and PM
<ul style="list-style-type: none"> Please enter through the East Gate (2) and take an immediate right turn towards the Upper School parking lots. Enter through the Upper School entrance (door 41). Staff will be there to greet campers. 	<ul style="list-style-type: none"> Uihlein Ice Arena: Please enter through the West Gate (1). Continue straight and be mindful of the construction. You may park in the parking lot (P4) or pull up to the ice arena doors (H) to drop off and pick up your skater. 	<ul style="list-style-type: none"> PK/JK/K: Campers should be dropped off and picked up at the Preschool playground. 1st-8th grade: Campers should be dropped off and picked up at the Lower School playground. Weather: If there is inclement weather, all campers should be dropped off and picked up at the Lower School entrance (door 17). We recommend using the Preschool parking lot (P1) for pickup and drop-off.

View an online version of our campus map [here](#):



All campus visitors must check in and out at either the West Visitor Entrance, located in the Lower School, or the East Visitor Entrance, located in the Upper School, when entering and exiting the school during regular school hours. Please bring a driver's license or other government-issued identification the first time you check in.

Campus Access and Parking

1 Fairy Chasm Road West Drive
2 Fairy Chasm Road East Drive
3 County Line Road North Drive
P1-P8 Parking Lots

Building Access

17 West Visitor Entrance*
22 West Deliveries
35 Quadracci Lobby Entrance
41 East Visitor Entrance*
43 Shipping and Receiving
45 Mellowes Hall Entrance
*Entrances for school-day visitors

Exterior Locations, Athletic Facilities, and Outbuildings

A Front Circle
B Preschool Playground
C Athletic Practice Field
D Lower School Playground
E Marion and Verne Read Gymnasium
F Middle School Fields
G Cross Country Course Entry
H Polly and Henry Uihlein Ice Arena
I James Laing Tennis Center
J Football/Lacrosse Practice Field
K Wildcat Park
L Head of School Residence
M Charles James Field
N Don Forti Stadium/Ken Laird Field
O Middle School Gymnasium
P Upper School Gymnasium
Q Athletic Circle
R Liz Krieg Field
S Grounds/Transportation Building
T Athletic Practice Field

Divisions and Administration

PS Preschool
LS Lower School
MS Middle School
US Upper School
AO Administrative Offices

Interior Conference Rooms and Community Spaces

The abbreviations in parentheses indicate which part of the school each area is located; check in at the West Visitor Entrance or East Visitor Entrance and follow internal signs.

Alumni Room (MS), Boardroom (AO), Darrow Family Welcome Center (LS), Ettinger Conference Room (US), Hupy Conference Room (LS), Kohl Collaboration Center (US), Lee Community Room (LS), Lubar Center for Innovation and Exploration (US), Lyons Family Conference Room (US), Mellowes Hall (US), Olson Commons (US), Parents' Association Offices (LS), Petzold Conference Room (LS), School Store (MS), Virginia Henes Young Theatre (US), Werner Family Art Gallery (US)

EXTENDED TIME CARE (E.T.C.)

You can choose to sign up for E.T.C. AM and/or E.T.C. PM on a week-to-week basis. Pricing is a flat rate for the whole week, regardless of how many days this service is used.

Any campers who are not picked up after camp will be cared for in E.T.C. PM by our summer staff until a parent, guardian, or authorized caregiver can be contacted and the camper can be picked up.

- E.T.C. AM (8-9 a.m.): \$30/week
- E.T.C. PM (3:30-5:30 p.m.): \$60/week

You can [add E.T.C.](#) AM and/or E.T.C. PM at any time through UltraCamp, as long as registration for that week is still open. If you wish to sign up for E.T.C. AM and/or E.T.C. PM after registration has closed, please contact us at summer@usm.org to make arrangements.

TRANSPORTATION

Morning pickup and afternoon drop-off spots for USM Summer Camps will be centrally located within Milwaukee, Grafton, and Mequon. Families can choose round-trip or one-way bus service for their child. USM owns and operates its own bus fleet, with buses driven by dedicated and experienced USM employees.

Locations and Times

Whitefish Bay/Shorewood (South Route):

[St. Monica School](#) - [main parking lot behind the school](#) (off E. Lake View Ave.) 5681 N Santa Monica Blvd., Whitefish Bay, WI 53217

Milwaukee (South Route):

[Lake Park](#) - [turnaround past the tennis courts on N. Lake Park Rd.](#) 2975 N. Lake Park, Milwaukee, WI 53211

Grafton/Mequon (North Route):

[Sendik's](#) - [NE corner of Sendiks parking lot](#). 2195 1st Ave., Grafton, WI 53024

[River Centre](#) - [parking lot next to Chase Bank](#). 6101 W. Mequon Rd., Mequon, WI 53092

North Route

Sendik's: 8:15 a.m. pickup/4:10 p.m. dropoff

River Centre: 8:30 a.m. pickup/3:50 p.m. dropoff

South Route

Lake Park: 8:15 a.m. pickup/4:10 p.m. dropoff

St. Monica: 8:30 a.m. pickup/3:55 p.m. dropoff

If your child misses the AM bus at pickup time, you will need to transport them to USM. Similarly, if your child is not picked up at the designated PM drop-off location and time, we will bring them back to USM where they will attend our Extended Time Care program and be supervised at all times.

If your child has not been [registered](#) for transportation, they will not be able to take the bus to and from USM Summer Camps.

Note: Any route with one registration or less will be canceled. Any route cancellations will be communicated a week in advance.

TRANSPORTATION PICKUP AND DROP-OFF PROCEDURES

Pickup and drop-off times will be established prior to the start of camp based on the number of registered campers, required stops, and distance from school. Exact locations will be provided to families, and all vehicles will be clearly marked with University School of Milwaukee branding for easy identification.

To ensure a safe and organized process:

- Camp staff and drivers will wear clearly marked USM apparel and identification badges.
- Pickup and drop-off times will remain consistent throughout the duration of camp.
- Communication regarding transportation (including schedules, updates, and emergency notifications) will be sent through UltraCamp, the primary camp communication platform.

Family Expectations and Procedures

- Families are encouraged to arrive at least five minutes early for morning pickup.
- A parent, guardian, or other authorized caregiver must remain with their camper until they have boarded the camp vehicle.
- In the afternoon, campers will only be released to an approved parent, guardian, or other authorized caregiver—no child will be left unattended.
- If a parent, guardian, or other authorized caregiver does not arrive at the designated drop-off location, the camper will be returned to camp, and a parent or guardian will be contacted.
- Vehicles will wait up to 10 minutes past the scheduled drop-off time before returning to camp.

If a vehicle is running late or does not arrive as expected, families can contact the main camp office for updates.

Camp staff will immediately dispatch communication to the driver and provide families with relevant information.

Camper Safety Guidelines

All campers must follow USM transportation safety rules while traveling on school vehicles:

- Seat belts must be worn at all times.
- Remain seated—standing on seats is not permitted.
- Keep hands, arms, and objects inside the vehicle at all times.
- Wait for a complete stop before exiting the vehicle.
- Follow the driver's instructions at all times.
- Keep aisles and floors clear of bags and other items.
- Maintain low noise levels to avoid distracting the driver.

Adherence to these guidelines is essential to maintaining a safe and enjoyable transportation experience for all campers.

EMERGENCY RESPONSE PLAN

University School of Milwaukee has an extensive Emergency Response Plan through our on-campus School Safety and Security office. They are in regular contact with the River Hills Police Department and North Shore Fire Department. Our staff receive training on the following emergency situations: fire, tornado, thunderstorm, earthquake, evacuation, flooding, lockdown, and active shooter. Our first priority is to respond to the emergency and immediately act to ensure the safety of all campers. This might result in phone lines being abandoned in some offices as staff escort campers to safer locations. When it becomes practical, emergency calls/emails/texts and instructions to parents/guardians will be made.

BEHAVIOR POLICY

Appropriate camper behavior is expected while participating in on- and off-campus programs. If a camper's behavior makes it difficult for others to learn and enjoy their experiences or for camp teachers to teach, a member of the USM Summer Camps leadership team will address the situation with a parent or guardian.

When campers struggle with behavior, camp staff will adhere to the following steps:

1. Staff are encouraged to first address behavioral problems with educational efforts. Strategies used will include discussions with the camper about the rules and expectations, separation from other campers within the group, time-out, and a conversation with a parent or guardian. If the behavioral problem is between two campers, they will work together under the supervision of camp staff to resolve the problem.
2. If the behavior continues, the camper may be referred to the camp director. Discussions will take place that focus on the problem and how the problem can be solved. Every effort is made to educate the camper about expected and desirable camp behaviors. The camp director may or may not contact a parent or guardian depending upon the circumstances of the situation. Older campers in Odyssey Camp and Theatre Camp will be required to fill out a camp behavior reflection form.

3. If the behavior continues, the camper may again be referred to the camp director for additional discussions focused on the problem and ways the camper can address the problem. At this point, the camper may receive a supervised "time-out" period. A parent or guardian will be notified with either phone discussions or appointments with camp staff or the camp director. Staff will review the situation and discuss the steps the camp has taken to address the concern.
4. If the behavior persists, the camper may be referred to the director of auxiliary programs. A parent or guardian will be contacted and a meeting involving the camper's camp director and counselor will be convened. Specific and proactive strategies may be identified to try with the camper.
5. If the behavior persists, the camper will initially face suspension from the camp for one day. If behavior continues or if the behavior is egregious, the camper may face possible dismissal from camp. This decision will be made by the director of auxiliary programs.

If the behavior of a camper clearly endangers the safety and security of other campers or staff, or is egregious in any other way, a decision may be made to move directly to level four or level five. The preceding decision will be made by the director of auxiliary programs. The rate at which a camper progresses through the steps outlined above may be dependent upon her or his age and developmental level.

If staff determine that another camper has been adversely affected by the behavior of a fellow camper at level three or higher of the preceding behavioral steps, a parent or guardian will be notified. A meeting will be offered to review the child's feelings of safety and security with identification of possible supporting actions that may follow. Parents/guardians whose children express insecurity about a behavior situation at camp are always encouraged to contact the camp to arrange a meeting.

Bullying Policy

USM Summer Camps believes that each of its campers should be able to learn and grow in an environment free from any form of bullying, harassment, discrimination, or other aggressive behavior. To that end, USM prohibits any physical, written, or spoken conduct of a sexual or offensive nature or based on any individual's race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy, age, disability, or any other legally protected characteristic.

Bullying Defined

Bullying can create a hostile environment at camp and make it difficult for other campers to learn and enjoy their experience. Accordingly, such behavior is not tolerated at USM Summer Camps. Bullying and aggressive behaviors may be physical, verbal or emotional in nature. Bullying is defined as behavior that is intended to ridicule, humiliate, or intimidate another individual or group of individuals and is repeated over time. It may occur during the camp day, on camp property, on a camp bus, at a camp-sponsored activity, or via electronic means (on or off campus).

Consequences of bullying and egregious behavior shall be unique to individual incidents and will vary in method and severity according to the nature of the behavior and the developmental age of the camper.

LOST AND FOUND

A lost-and-found table will be located at the [Lower School entrance](#) all summer. All lost-and-found items for all grades will go here. If we find lost items that are labeled, we will do our best to reunite them with the camper or connect with their parent/caregiver. At the end of summer, all unclaimed items will be donated, recycled, or thrown out as appropriate.

REFUND AND CANCELLATION POLICY

Cancellations must be communicated via email to summer@usm.org. Full refunds, less the \$50 per week deposit, will be processed until Monday, June 9, 2025. After that date, no refunds will be issued for cancellations unless the activity or camp is canceled by USM Summer Camps.

FIELD TRIPS

Campers in our Adventure Camp and Explorers Camp will go on field trips every week. For Adventure Camp, 3rd and 4th grade campers will go on field trips on Tuesday afternoons, and 1st and 2nd grade campers will go on field trips on Thursday afternoons. Friday field trips for Explorers Camp will last all day. Campers will be transported by USM buses for all field trips.

PLANNED FIELD TRIPS FOR STUDENTS IN ADVENTURE CAMPS (1st-4th GRADE)

Week 1	June 16–20 (no camp on Juneteenth, June 19)	Tuesday	3rd/4th	No field trip this week
		Thursday	1st/2nd	No field trip this week
Week 2	June 23–27	Tuesday	3rd/4th	Possibility Playground
		Thursday	1st/2nd	Possibility Playground
Week 3	June 30–July 3 (no camp on Independence Day, July 4)	Tuesday	3rd/4th	Schlitz Audubon Nature Center
		Thursday	1st/2nd	Schlitz Audubon Nature Center

See next page

ADVENTURE CAMP (1st-4th GRADE) Con't.

Week 4	July 7-11	Tuesday	3rd/4th	Harrington Beach State Park
		Thursday	1st/2nd	Harrington Beach State Park
Week 5	July 14-18	Tuesday	3rd/4th	Doctor's Park
		Thursday	1st/2nd	Doctor's Park
Week 6	July 21-25	Tuesday	3rd/4th	Possibility Playground
		Thursday	1st/2nd	Possibility Playground
Week 7	July 28-Aug. 1	Tuesday	3rd/4th	Schlitz Audubon Nature Center
		Thursday	1st/2nd	Schlitz Audubon Nature Center
Week 8	Aug. 4-8	Tuesday	3rd/4th	Mequon Nature Preserve
		Thursday	1st/2nd	Mequon Nature Preserve
Week 9	Aug. 11-15	Tuesday	3rd/4th	Harrington Beach State Park
		Thursday	1st/2nd	Harrington Beach State Park

PLANNED FIELD TRIPS FOR STUDENTS IN EXPLORERS CAMP (1st-4th GRADE)

Week 1	June 16-20	Friday	1st-4th	No field trip this week
Week 2	June 23-27	Friday	1st-4th	Wisconsin Maritime Museum
Week 3	June 30-July 3	Friday	1st-4th	No field trip this week
Week 4	July 7-11	Friday	1st-4th	Milwaukee County Zoo
Week 5	July 14-18	Friday	1st-4th	Discovery World
Week 6	July 21-25	Friday	1st-4th	No field trip this week (Olympics festivities at camp)
Week 7	July 28-Aug. 1	Friday	1st-4th	Milwaukee Art Museum
Week 8	Aug. 4-8	Friday	1st-4th	Old World Wisconsin
Week 9	Aug. 11-15	Friday	1st-4th	Escape Room at USM



www.usm.org/summer



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