

PARENT SURVIVAL GUIDE

Everything you need to know about March Break Camp.

**March Break Camps
2019**

Our goal is provide the highest quality day camp. Campers will participate in a range of enjoyable activities designed to foster social interaction, facilitate personal growth, and develop educational and recreational skills. These skills are experienced in a comfortable setting to encourage each child to explore fun and diverse activities.

FOR MORE INFORMATION, PLEASE CONTACT:

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Camp Name	Location
Camp Stouffville Jr.	Soccer City – 45 Innovator Ave.
Field Sports Camp	Stouffville District S.S.- 45 Innovator Ave.
You Can Bake It Camp	Latcham Hall - 8 Park Drive
Sugar Boss Camp	Latcham Hall - 8 Park Drive

WHAT TO BRING

Clothing and Shoes

Campers should come to camp dressed for a full day of activity. Please send your child with indoor shoes in order to keep our camp facilities clean. Athletic shoes are preferred. An extra change of clothing is always helpful to have just in case. **Please label all of your child's belongings and take note of what your child brings to camp each morning to avoid lost items.**

Water Bottle

Please send your child to camp each day with a refillable water bottle (labeled with their name). Please encourage your child to drink water while at camp; camp staff will remind your child throughout the day as well.

Containers

For You Can Bake It and Sugar Boss camp, please send your child to camp everyday with a container to bring home their baking from the day. Campers are not allowed to eat their creations at camp but will bring home to share!

Backpack/Gym Bag

A backpack, gym, or book bag is recommended for your child's belongings. Please label all of your child's items with his or her name.

Valuables

We request that your child leave all items of sentimental or monetary value at home (i.e., collector cards, hand held video games, sports equipment, money, cell phones, etc.). Items that are not appropriate for camp will be locked in the camp support office until check-out. **Camp staff cannot be held responsible for lost or stolen items.**

FACILITIES

Your child's day will begin and end in the designated room. Activities will take place at various indoor areas in the buildings. Due to unpredictable weather, activities will take place indoors.

ARRIVING AT CAMP

Check In Procedures

Children will be checked in just inside the main entrance of the school or facility. Check in begins at 7:30 am for those registered in the Before Care Program and 8:45 am for the regular camp program. **Signing your child in at any other time must be done with the Camp Supervisor.**

Upon arrival, parents should check their child in with a staff member at the designated camp table.

Campers must be signed in and out by a parent or guardian each day of camp.

DEPARTING FROM CAMP

Early Departures

It is preferable that advance notice be given to the staff (ideally at least one day prior) at check in or check out to accommodate an early departure.

Parents will be required to sign the camper out with the Camp Supervisor or a senior camp staff.

Check Out Procedures

Parents/guardians are required to sign their child out of camp each day. Children will only be allowed to leave with authorized persons (ID may be required). To ensure your child's safety, any requests to have your child signed out by someone other than their parent/guardian **must** be made in writing (see *Individuals Authorized to Pick Up Child* form included in this package).

If you wish to have your child sign themselves out at the end of camp, please complete the *Permission Form to Walk Home Alone* included in the package and discuss this option with the camp staff on the first day of camp.

Check out will be conducted from 4:00 – 4:15 pm. Those registered in the After Care program may check out anytime between 4:15 – 6:00 pm.

BEFORE & AFTER CARE PROGRAM

Before Care runs from 7:30 – 9:00 am and After Care runs from 4:00 – 6:00 pm.

This portion of Camp is supervised, with more relaxed programming. Children will be allowed to rest and relax and participate in low activity games.

LATE FEES FOR PICK UP

Your child should be checked out by 4:15 pm (if not signed up for the After Care Program) or by 6:00 pm (if enrolled in the After Care Program).

If your child is not picked up by these times, a late fee of \$5.00 for the first 15 minutes will be charged. After the first 15 minutes, the late fee will be \$1.00 for each additional minute.

CANCELLATIONS & REFUNDS

If your plans change and you need to cancel your child's registration from a camp session, you will receive a refund based on the camp fee minus a \$25 administration per person, per camp. Before and/or After Care for camp are not subject to the \$25 administration fee.

All refund requests must be received in WRITING at least seven (7) days prior to the first day of camp. NO refunds will be granted after the camp begins unless a medical note is presented. If your camp gets cancelled, you will receive a FULL refund.

All cancellations must be made in writing, using the *Cancellation Request Form* (available on the Town's website – www.townofws.ca – see Registration section OR from one of our camp staff).

MEDICATION

If medication of any type (over the counter or prescription) is required, it can only be administered by the staff person working with the camper who has been trained on the administration of the medication. A *Medication Dispensing Form* must be completed by the parent/guardian. All medication must be in its original container. Campers should only bring the prescribed dosage for the day with them to camp.

ACCIDENTS & EMERGENCIES

In the case of an emergency or accident involving your child, you will be notified following notification of the appropriate emergency personnel. All members of the camp staff are certified in First Aid & CPR and have been trained in emergency procedures at all locations. Should a minor accident/incident occur, you will be notified by staff at pick up time.

ILLNESS

If your child should become ill while at camp, you will be notified. We do not have a nurse on staff, therefore, you may be asked to decide about the possibility of removing your child from camp for the day (depending on the severity of their illness). We ask for your discretion on bringing your child to camp if he/she is ill.

FOOD

Our camp is designated as a **NUT-AWARE ZONE**. Parents are asked to respect this and not send any products that may contain nuts or nut products.

Please speak to the Camp Staff on the first day of camp if your child has a food allergy (this is particularly important if you DID NOT indicate this on your child's camp registration form).

Please ensure your child eats a good/healthy breakfast and has a sufficient number of snacks and a substantial lunch (including a drink) packed so that they have the energy needed to enjoy their day at camp.

Campers who carry an epi-pen with them are required to have the epi-pen with them AT ALL TIMES (i.e., in a fanny pack).

It's a good idea to freeze a bottle of water so your child has a cold drink for later in the day.

Snacks

A healthy snack such as fruit, vegetables, apple slices, granola bars, or pretzels and juice boxes should be sent for your camper for the snack break at mid-morning and mid-afternoon. Snack times are meant to be a supplement and not a substitute to a nutritious breakfast or lunch. Parents should also provide a small snack for the extended program if they feel it is necessary for their child.

Lunches

Lunch begins around 11:30 am each day. Lunches should be brought in small coolers, lunch boxes or lunch bags. Refrigeration is not available, so please pack ice packs as necessary. There is also no access to a microwave.

Please ensure your child's name is on his/her lunch bag and any reusable containers that are included in his/her lunch bag.

Pizza lunch is available on Fridays for most camps. Money will be collected by the Camp Supervisor throughout the week.

Vending Machines

Vending machines are not available to participants during Camp or during the extended program time. We request that you refrain from sending money to camp with your child.

ACTIVITIES

Each camp will partake in various activities geared toward the specific theme of the camp (i.e. baking, sports. Etc.) We strive to provide a well-rounded camp experience so there will be variety of activities included games, sports, crafts and songs.

Our goal is to provide a supportive and enjoyable environment where learning and fun go hand in hand.

Activity Groups

One of our goals at camp is to promote individual growth. We feel that promoting interaction with other children and introducing campers to new experiences are a couple of ways to achieve this goal.

Camp groups are a random mix of the registered participants, using age as the guide. Where possible, campers will be placed with other campers they have requested.

We encourage you to speak with your child about the opportunity to make new friends and learn about others.

DISCIPLINE

At Camp, we are aware that there may come a time when a camper has a difficult day. First and foremost, we want to quickly resolve any conflicts and keep your child involved in the day's activities.

On occasion, it may be necessary to give the camper a chance to re-group away from the activity area. If your child still has difficulty in a situation you will be notified.

If the behavior persists and conflicts cannot be resolved, or the situation is severe, you will be contacted immediately, and the incident(s) may result in suspension from the program. In some extreme situations, expulsion may result.

Please take a minute to read the *Camper Code of Conduct* included on the last page of this package. This should be signed/dated and returned to your child's counsellor by the first day of their camp session.

COMMUNICATING WITH US

Cell Phones

Campers are not allowed to carry a cell phone during camp program time. Please do not allow your child to bring these items to camp.

Contacting Your Child During Camp

If you have an emergency and need to contact your child during the camp, call the W-S Leisure Centre at 905-642-PLAY (7529). Our reception staff will then contact the camp staff for you.

Camper Information Form

Please return to Camp Supervisor on the first day of camp.

Camper's Name: _____ Gender: Male Female

Parent/Guardian Information

1st Contact Name:

Relationship to Camper:

Home Phone:

Bus. Phone:

Cell Phone:

2nd Contact Name:

Relationship to Camper:

Home Phone:

Bus. Phone:

Cell Phone:

Emergency Contact *(other than Parent/Guardian)*

Name:

Relationship to Camper:

Home Phone:

Bus. Phone:

Cell Phone:

Camper Information

Please list any limitations staff should be aware of that will limit your child's full participation.

Does your child have any allergies? Please specify. _____

Does your child carry an EpiPen? _____

Does your child need to take any medication while at camp? _____

(If yes, please ensure you have completed a Medication Dispensing Form.)

Is there anything else you would like us to know about your child?

Walk Home Alone – Permission Form

Camp Name: _____

My child, _____, has permission to walk home alone the following days of session # _____.

Choose one:

- my child may leave at the end of the camp day at 4:00 pm.
- my child is enrolled in the After Care Program and may leave at _____ pm.

Contact Name

Contact Phone #

Parent's Signature

Date

Individuals Authorized to Pick Up Child

Camp Name: _____

My child, _____, will be picked up after camp by the individuals listed below.

<i>Please print clearly.</i>	My child will be picked up by:	Relation to child:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Contact Name

Contact Phone #

Parent's Signature

Date

Please note that Proof of Identity may be requested by staff upon pick-up of your child.

Medication Dispensing Form

Camp Name: _____

Camper's Name: _____ Gender: Male Female

Address: _____

Phone Number: _____ Date of Birth: _____

Parent/Guardian Name: _____ Phone #: _____

Emergency Contact: _____ Phone #: _____

Physician's Name: _____ Phone #: _____

Medication Dispensing (other than Epipen):

Medical Information: _____

Name of Medication to be Dispensed: _____

When the Medication to be Dispensed: _____

What Dose is to be Dispensed: _____

How is Medication to be Stored: _____

Special Instructions for Dispensing: _____

Common Side Effects to Medication: _____

I agree to provide Program Staff on a daily basis, the daily prescribed dosage of medication for my child. The medication will be labeled with my child's name, medication name and dosage, the time of dispensing, and will be divided into individual doses. Staff will dispense medication for my child to administer on their own.

Parent's Signature

Date

Camper Code of Conduct

Camp Name: _____

As a camper, I understand and agree to the following code of conduct:

- I will show respect to other campers and treat them as I would like to be treated, with respect and courtesy.
- I will help to make others feel welcome and included in all camp activities.
- I will not tolerate bullying, harassment, name calling, unwanted teasing, unkind behaviours, or exclusion of others from camp activities.
- I will show respect to camp staff and follow their instructions.
- I understand that pushing, hitting, kicking and fighting are not acceptable behaviours.
- I will respect the property of others at camp and that of the camp.
- I will not bring to camp cell phones or other electronic devices that could take away from the camp experience.
- I will know and follow the rules of camp.
- If I need help, I will ask a Camp Counsellor.
- I will have fun, learn, grow, make new friends and have a great time at camp.

I will be fully responsible for my own actions and understand that failure to follow this code of conduct could result in my dismissal from camp.

Camper Signature: _____

Date: _____

Parent Signature: _____

Date: _____