



# **SUMMER CAMP INFORMATION PACKAGE**

**2022**

At the Town of Whitchurch-Stouffville, our goal is to provide the highest quality day camp experience for your child. Campers will participate in a wide range of enjoyable activities designed to foster social interaction and facilitate personal growth while developing educational and recreational skills. These opportunities are offered in comfortable settings to encourage your child to learn, explore, be creative and have fun.

If you have questions about your child's camp program, please contact the supervisory staff for each area listed below.

<b>Camp Location</b>	<b>Supervisor</b>	<b>Email</b>	<b>Telephone</b>
Camp Vandorf	Ohan Stamboulian	<a href="mailto:ohan.stamboulian@townofws.ca">ohan.stamboulian@townofws.ca</a>	905-727-8954 ext. 3291
19 on the Park	Emma Vouk	<a href="mailto:emma.vouk@townofws.ca">emma.vouk@townofws.ca</a>	905-640-2322 ext. 1
Library	Kate Scheiers	<a href="mailto:kate.scheiers@townofws.ca">kate.scheiers@townofws.ca</a>	905-642-7323 ext. 5237
Junior Lifeguard Camp	Iwona de Xavier	<a href="mailto:Iwona.dexavier@townofws.ca">Iwona.dexavier@townofws.ca</a>	905-642-7529 ext.
All other Camps	Emily Wood	<a href="mailto:emily.wood@townofws.ca">emily.wood@townofws.ca</a>	905-642-7529 ext. 5329
Inclusion and Support	Ashley Arruda	<a href="mailto:ashley.arruda@townofws.ca">ashley.arruda@townofws.ca</a>	905-642-7529 ext. 5235

## Daily Checklist

To ensure your child is comfortable and prepared for their camp day, we have put together a helpful checklist, so nothing is missed. Please follow the list carefully so your child has the best experience possible.

### 1. Clothing and Shoes

Your child should arrive at camp prepared for a full day of activities. We recommend clothing suitable for outdoor activities and that is appropriate for the weather, including rain gear. Closed-toed shoes are mandatory; athletic shoes are preferred. Sports sandals, open-toed shoes, Crocs, or flip flops are **not permitted**. On some days, we will walk to the park/splash pad and/or incorporate outdoor water play into our programming. Therefore, please send your child with a bathing suit, towel, and water appropriate shoes that they can change into prior to water play. Additionally, an extra change of clothing is helpful in case of accidents or inclement weather. We ask that you label all your child's belongings to prevent them from being misplaced. We will not be responsible for lost or stolen items.

### 2. Water Bottle

Your child must have a refillable water bottle that has been labeled with their name. Our camp programs incorporate outdoor play (weather permitting) and proper hydration is important - camp staff will remind your child to drink throughout the day.

### 3. Sun Safety & COVID 19 Safety/Masks

For protection from the sun's rays during outdoor play, we recommend applying sunscreen SPF 30 or higher on your child prior to their arrival at camp. You must also send sunscreen with your child to camp so it can be applied throughout the day as needed. Staff will make sure children apply sunscreen before going outside and will remind them to re-apply if they are outside for long periods of time. Hats are also strongly recommended. Camp staff will not provide sunscreen for or apply sunscreen on campers.

As of March 2022, the province of Ontario has lifted all public health guidelines for COVID-19 for summer day camps. Campers are still welcome to wear a mask if they feel more comfortable and will be asked to wear a medical mask if camp staff must perform first aid on them or if they develop symptoms of COVID-19 while at camp. Please do not send your child to camp if they are experiencing symptoms of COVID-19. If a camper becomes ill while at camp, they will be distanced from the rest of their camp group and be provided with an individual activity. Parents/guardians will be contacted and must pick up their child within one hour. At this time, we will discuss isolation requirements and your child's return to camp. COVID-19 isolation protocols will be determined by current provincial guidelines and advice from York Region Public Health.

#### **4. Backpack or Bag**

A backpack or bag is recommended to keep all your child's belongings together each day. Please label all your child's items with their name to prevent it from being misplaced.

#### **5. Valuables**

We request that your child leave all items of sentimental or monetary value at home (i.e. - collector cards, handheld video games, money, cellphones, etc.). Items that are not appropriate for camp will be locked in the office until check out. The Town of Whitchurch-Stouffville and Camp Staff cannot be held responsible for lost or stolen items.

### **Check In and Out Procedures**

#### **Checking In and Daily Health Screening**

Before arriving to camp, please screen your child for any illnesses. **If your child is unwell, please do not send them to camp.** Please note: If your child has any pre-existing conditions (including seasonal allergies), you will be required to disclose this in your child information package which will be sent to you one week prior to your child's camp's start.

Your child's day will begin and end at their camp location regardless of where their activities take place in the community throughout the day.

Check in begins 15 minutes before the program start time and campers must be accompanied by an adult who is 18+ years of age.

Signing your child in at any other time, or early departures, must be pre-arranged; parents/guardians will be required to sign their child in or out with the onsite camp staff.

#### **Checking Out**

A parent/guardian is required to sign their child out of camp each day. Children will only be released to authorized persons with proper photo identification (e.g. - Driver's license, health card, etc.). 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 and the identified person must provide proper photo identification upon arrival every time they pick up your child. If someone arrives to pick up a child who is not on the Authorized pick up list, your child will not be able to leave with them.

All campers must be picked up no later than 15 minutes after the end of their camp day. If your child has not been picked up by the designated time, a late fee of \$5.00 will be applied for the first 15 minutes; after this time, late fees will increase to \$1.00 for each additional minute.

Children may only walk home alone at the end of the day if you provided approval on the Camper Information Form; if you would like to allow your child to sign themselves out at the end of the camp, you must complete the Walk Home portion of the Camper Information Form.

## **Before and After Care**

Before and after care is available for children enrolled in camps at Stouffville District Secondary School (SDSS), Stouffville Arena and Whitchurch-Stouffville Leisure Centre (WSLC). Check in for before care will begin at 7:30am and campers must be accompanied by an adult who is 18+ years of age. After care will begin at 4:00pm and run until 6:00pm. Our camp staff will be responsible for bringing your child from before care to their designated camp in the morning and to check in your child to aftercare at the end of the day. Your child must be picked up from after care no later than 6:15pm. If your child has not been picked up by the designated time, a late fee of \$5.00 will be applied for the first 15 minutes; after this time, late fees will increase to \$1.00 for each additional minute

## **Withdrawing from Camp**

Withdrawal requests must be received in writing at least seven (7) days prior to the first day of camp. Credits/refunds will not be issued after the start of camp unless there are extenuating circumstances. Withdrawal requests may be submitted by email or in person at the Leisure Centre using the Program Withdrawal form. Refunds will not be granted for camp days missed due to illness, vacation, personal emergency, inclement weather, or closures due to maintenance issues. Acceptable medical notes include: A doctor's note, pre-op instructions, fracture clinic paperwork, or discharge paperwork.

## **Prescription Medication**

If your child requires prescription medication of any type, it may only be dispensed by the Camp Supervisor or their designate. Complete the "Medication Information" section of the Camper Information Form for staff to dispense your child's medication. All medication must be sent in its original labelled container and only include the prescribed daily dosage. Over-the-counter medication will not be dispensed unless prescribed by a doctor. Please note that camp staff can only dispense medication, not administer any medications.

## EpiPens

Campers that have known allergies and require an EpiPen **must always have it on their person**. Children without their EpiPen will have to be picked up by a parent/guardian or have it brought to camp immediately in order to participate. You must complete the “EpiPen” section of the Camper Information Form.

## Accidents, Emergencies, and Illnesses

In the event of an emergency or accident involving your child, you will be notified after we have contacted emergency personnel. All camp staff are certified in First Aid and CPR and have been trained in emergency procedures at all camp locations. Should a minor accident or incident occur, you will be told during pick up time.

If a camper becomes ill while at camp, they will be distanced from the rest of their camp group and be provided with an individual activity. Parents/guardians will be contacted and must pick up their child within one hour. At this time, we will discuss isolation requirements and your child’s return to camp. COVID-19 isolation protocols will be determined by current provincial guidelines.

## Food

### Allergies

To ensure the safety of all campers and staff who may have food allergies, our camps are designated as a **NUT-AWARE ZONE**. Products that contain nuts or are labelled “may contain peanuts or tree nuts” are strictly prohibited; this includes Wow Butter and Soy Butter alternatives because staff are not able to tell if it is peanut free. If your child’s lunch contains any items that are labelled “may contain” for nuts, or in the case where a camper has an allergy to another food, they will have to eat in an area away from the group; this also applies to food from restaurants that have nuts on their menu.

Speak to camp staff on the first day to inform them about your child’s food allergy. Campers that have known allergies and require an EpiPen **must always have it on their person**. Children without their EpiPen will have to be picked up by a parent/guardian or have it brought to camp immediately in order to participate.

### Lunches

Lunches should be sent in small coolers, lunch boxes or bags. Your child’s name must be on their lunch and any reusable containers. Refrigeration and microwaves are not available, so pack accordingly. All lunches and snacks will be checked during sign-in. Please pack lunches that are easy for the campers to manage by themselves and be aware that lunches may not be dropped off during the day. Please ensure your child also has healthy snacks for

morning and afternoon snack time. There are no food services/vending machines available to campers, so please do not send your child with money.

## **Behaviour Management**

The Town of Whitchurch-Stouffville summer camps aims to provide a quality camp experience for all participants. In order to foster a positive environment, participants must behave in a manner that promotes safety for themselves, along with staff. Camp staff are responsible for explaining rules and boundaries to campers and provide reminders for them about appropriate behaviours during the program.

Each camper is expected to follow camp rules that promote public health practices including:

- Practicing proper hand washing when asked
- Practicing proper respiratory etiquette (i.e., sneeze into elbow)
- Informing camp staff if you are not feeling well

The Town of Whitchurch-Stouffville outlines the behaviour expectations of participants, and the process that staff will follow if behaviour expectations are not being met. Creating a safe environment for all participants is a collaborative process, and therefore we require you review the behaviour expectations with your child before the start of camp:

- Demonstrate respect for staff and fellow campers
- Treat all equipment and materials with respect
- Follow instructions given by camp staff and be willing to try new things
- Respect all boundaries laid out by camp staff
- Using appropriate language
- Creating a positive environment – no bullying behaviour
- Always remain with their assigned group
- Always keep hands to yourself, including not touching other participants, their belongings or equipment on purpose

Town of Whitchurch-Stouffville staff are committed to providing guidance and conflict resolution in our program environment. Parents/guardians will be notified if behaviour expectations are not being met and will be asked to help create an action plan to address the behaviour(s).

Serious behaviours are classified as those that compromise the immediate safety of oneself, staff, volunteers, and other participants. These will require immediate action from camp staff to ensure the safety and quality of programs provided. These behaviours will be brought to the immediate attention of the parent/guardian and may warrant an immediate dismissal from the program. Serious behaviours include but are not limited to:

- Physical aggression towards oneself or others
- Destruction of property or belongings

- Offensive or coarse language
- Uncooperative and inappropriate behaviour (refusal to participate, leaving the group)
- Disrespect of staff or continual disregard for rules or authority
- Disregard for health and safety measures designed to prevent the spread of COVID 19

At camp, we are aware each child has a unique personality, feelings, and emotions and on occasion, may become upset. Our priority is to resolve conflicts quickly and keep your child involved in the day's activities. However, if necessary, staff may give your child a chance to calm down away from the group.

If the behavior persists or the situation continues to escalate, you will be contacted and may be required to pick your child up before the end of day. The severity of the incident may result in your child's suspension from camp and in extreme situations, they may be expelled.

## **Communicating with Us**

### **Contacting Your Child During Camp**

If you have an emergency and need to contact your child during camp, please call the appropriate camp supervisor according to the list at the front of the information package or call the WS Leisure Centre at 905-642-PLAY (7529).

### **Cellphones**

Campers are not allowed to carry a cellphone during program time; please do not let your child bring one to camp. As a reminder, the Town of Whitchurch-Stouffville and Camp Staff cannot be held responsible for lost or stolen items. If your child needs to get a hold of you during the day, they can speak to a counsellor who will allow them use of the site cell phone to contact you.