



# **SUMMER CAMP INFORMATION PACKAGE**

## **2021**

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 and respecting physical distancing requirements. 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 WS	Brittany Wong	<a href="mailto:brittany.wong@townofws.ca">brittany.wong@townofws.ca</a>	905-642-7529 ext. 5268
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
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 is appropriate for the weather, including rain gear, as your child will spend most of their day outside. Closed-toed shoes are mandatory; athletic shoes are preferred. Sports sandals, open-toed shoes, Crocs or flip flops are not permitted. An extra change of clothing is helpful just in case of accidents or inclement weather. We would ask that you label all your child's belongings, 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 modified camp programs will have campers spending most of their day outdoors and proper hydration is important - camp staff will remind your child to drink throughout the day.

### **3. Sun Safety**

Your child will be outside every day for long periods of time, depending on the weather. For protection from the sun's rays, 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.

### **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 so nothing is 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**

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

Check in begins at 8:45 a.m. for the start of programming. 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 Supervisor.

Campers must be signed in by a parent or guardian who is 18 years of age and aware of the camper's each day of camp.

### **Checking Out**

Parents/guardians are required to sign their child out of camp each day. Children will only be released to authorized persons with proper identification. 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 produce proper identification.

Your child must be picked up everyday no later than 4:15 p.m. 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 during registration. If you would like to allow your child to sign themselves out at the end of the camp day after you have registered, please contact the appropriate staff member and complete a Walk Home Alone Permission Form with staff.

### **Before and After Care**

Unfortunately, Before and After Care programming is not available this summer.

### **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 a medical note is presented. Withdrawal requests may be submitted by fax, mail or in person at the Leisure Centre. 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: Doctor's note, pre-op instructions, fracture clinic paperwork or discharge paperwork.

If you withdraw your child from camp, you will be credited/refunded the cost of the program less the applicable administration fee. Credits/refunds will be prorated from the time the withdrawal request is received in writing. You will receive a full credit, refund or may transfer to another

camp if your program is cancelled. Before and After Care are not subject to the administration fee. [Withdrawal Request Forms](#) are available on the Town's website at [www.townofws.ca](http://www.townofws.ca).

## 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.

## 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 placed in a quiet room with a staff member and isolated from the rest of their camp group. Parents/guardians will be contacted and must pick up their child immediately. The parent/guardian will be asked to take the child to a COVID-19 assessment centre to be tested; campers may only return to camp with a confirmed negative result. Please use your discretion if your child is not feeling well before bringing them to camp.

## Food

### Allergies

To ensure the safety of all campers and staff who may have food allergies, our camps are designated as a NUT-AWARE ZONES. 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 other allergens, 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 tell 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 is 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.

## Snacks

Healthy snacks should be sent with your child for snack breaks during the day.

While there are vending machines at various camp locations, they are not available to campers during program time, Before or After Care. Please do not send your child to camp with money.

## Activities and Groups

One of our camp goals is to nurture individual growth; we believe that promoting interaction with other children and introducing campers to new experiences are some of the ways to achieve this goal.

Groups are created with a random mix of campers, using age as the guideline. Please speak with your child about the opportunity to try new things, make new friends and learn about others.

## 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.

The Town of Whitchurch-Stouffville outlines the behaviour expectations of participants and the process 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 and do not joke about the current COVID-19 situation
- Creating a positive environment – no bullying behaviour
- Remain with their assigned group at all times
- Keep hands to yourself at all times, including not touching other participants, their belongings or equipment on purpose
- Washing hands and donning a masked when instructed
- Informing camp staff know if you are not feeling well

Town of Whitchurch-Stouffville staff are committed providing guidance and methods of handling conflict in the 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 limit 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.