



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.

Camp Location	Supervisor	Email	Telephone
Camp WS	Ashley Arruda	Ashley.arruda@townofws.ca	905-642-7529 ext. 5235
Camp Vandorf	Ohan Stamboulian	ohan.stamboulian@townofws.ca	905-727-8954 ext. 3291
19 on the Park	Emma Vouk	emma.vouk@townofws.ca	905-640-2322 ext. 1
Library	Kate Scheiers	kate.scheiers@townofws.ca	905-642-7323 ext. 5237
Inclusion and Support	Ashley Arruda	ashley.arruda@townofws.ca	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. COVID-19 Safety Items

The Town of Whitchurch-Stouffville and camp staff will make every reasonable effort to ensure we are following COVID-19 protocols at all times; however, we realize there may be circumstances when maintaining 6' of physical distance may not be possible and personal protective equipment (PPE) is required. Please note the Town of Whitchurch-Stouffville will not supply or provide PPE or safety equipment for campers. **You are responsible to send your child with a minimum of two (2) masks each day;** the masks must be presented to staff during the check-in/screening time. As per York Region Public Health guidelines, all campers and staff must wear their masks indoors at all times (except for eating and drinking). There will also be designated "mask breaks" throughout the day, where campers will be outside and seated (physically distanced) and able to remove their masks. You are not required to but are welcome to send latex-free gloves with your child if you choose. You may also send your child with their own bottle of hand sanitizer labelled with their name; hand sanitizer should contain a minimum of 60% alcohol.

Update: In accordance, with the Province of Ontario summer camp guidelines, as of July 26, campers will no longer be required to wear masks outdoors. Camp staff will continue to monitor and encourage campers to physically distance as much as possible

5. 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.

6. 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

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. For safety reasons, only campers and staff will be allowed entry into the facility.

Check in begins at 8:45 a.m. for the start of programming and campers must be accompanied by an adult who is 18+ years of age and aware of the camper's health. Caregivers and campers **MUST** wear a face covering when signing-in at camp. For camp locations with multiple cohorts, you will be assigned a specific arrival location.

Daily screening must be completed online prior to arrival at camp by a parent/guardian on behalf of the camper. Proof of the completed screening is required before the camper will be allowed to enter the facility. Any camper who does not meet the daily health screening requirements will not be admitted to camp and must be taken home by the parent/guardian.

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. Please be aware there will be no in/out privileges this year due to screening protocols (i.e. – if you take your child out for lunch, they will not be permitted to return to camp until the following day).

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.

Check out of camp starts at 4:00pm and 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. Campers will be brought to the front doors for pick up at the end of the day. Caregivers picking up campers **MUST** wear a face covering at sign-out.

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.

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. A camper’s temperature may be taken at this time and recorded.

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.

Cleaning of Facilities

Cleaning of facilities will occur more frequently with special attention to high touch surfaces like door handles and counters. Shared spaces and common areas like gyms and washrooms will be cleaned between uses.

Activities and Cohorts

Your child's safety is our first priority; each camp location will be dedicated to camp only, with segregated space for each camper group. There will be a maximum of 20 campers per cohort to limit interactions and provide for a safe experience for all involved. Siblings will be grouped together in the same cohort. Each camp group will stay together for the entire week, and not interact with other groups of campers or staff.

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.

All camp activities, games and crafts have been modified to with physical distancing in mind. To support this, campers will have their own personal supplies and equipment to reduce the need for sharing high touch items (i.e. – scissors, glue, etc.). We have structured the daily program to include time for additional hand washing breaks before and after activities and during lunch and snack times.

We realize this is going to be a difficult transition for some children and look at this an opportunity to continue to educate our campers; staff will frequently review hand washing techniques, proper respiratory etiquette (sneezing into elbow) and safe physical distancing while working and travelling as a group.

We will be installing visual aids to help remind children of their responsibilities and their need to be COVID-19 aware.

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

- Maintain a 2m distance from staff and other campers

- Wear mask properly when asked by members of staff
- Wash hands properly when asked
- Practice 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 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 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.