

# Day Camp Parents Handbook

## Your child's counsellor

Our counsellors are enthusiastic, outgoing, child focused individuals. They are seeking to be positive role models in the lives of children. Our staff are certified in CPR & First Aid have a Child Abuse Registry check done as well.

## Medication

If a camper requires medication, we ask that you give it directly to the Day camp director. All medication must be in the original container marked with the child's name and specific instructions.

## Illness or Injury at Camp

We are only able to accommodate and treat minor first aid injuries in the day camp setting. If a camper is unable to resume participation in the day's activities parents will be notified to pick up camper or in the case of major/sudden illness or injury, emergency services will be utilized.

## Daily Sign in and Sign out

Each camper must be signed in and out of camp each day with the supervising counsellor. Only parents are allowed to check-out children at the end of the day unless alternative arrangements are made out in writing with the day camp director. Be prepared to show I.D. If a child is unable to attend a day of camp please inform day camp staff as soon as possible.

Daily drop off begins at 8:00am and ends at 9:00am, the scheduled activities of the day will begin at this time. Pick up begins at 4:00pm and ends at 5:00pm, a late pick up fee of \$5 will be charged per 10 minutes after the latest pickup time (minimum late fee of \$5).

## What to bring to camp

Each day your child will need to bring the following:

- A backpack to put everything in
- Weather appropriate clothing
- Sunscreen and bug spray
- A lunch (no peanuts, no money)
- 2 snacks
- Reusable water bottle/enough drinks to last throughout the day – water bottles can be refilled at the water fountain
- Bathing suit & towel \*\*

\*\* We will use the wading pool adjacent to the Community Center if it is hot outside. Children can bring a bathing suit and towel every day if they wish. Whether or not we use the wading pool depends on the weather, the activities scheduled for the day as well as how busy the pool is.

Please do not bring expensive toys, electronic equipment, or valuables or excessive amounts of money. We will help your children keep track of their belongings, but we are not responsible for lost or stolen items. It is recommended that all items be labelled with your child's first and last names.

### **Field trips and off-site activities**

Camp will take place in Southdale Community Center as well as the surrounding field and parks. The Kids Camp will be walking to Van Bellingham School for some of the daily activities. We will be outside as much as possible depending on weather.

A permission form will be sent home prior to each field trip. This form must be filled out and returned with payment on or before the day of the trip. If this is not completed your child will not be allowed on the excursion. Permission forms will be set home with campers at the end of the day or emailed if your child has not attended camp prior to excursion date. If you do not receive a form please contact me.

Permission forms will include the time of departure, we will be leaving promptly – please be on time. Also included will be if/how much money is allowed on each trip. We recommend that if you send money with your child it is in a labelled baggie so it does not get confused with the money of other children.

### **Rainy Days**

On rainy days we will remain inside the community center playing indoor games and watching the occasional movie.

### **Camper discipline procedure**

We strive to provide a safe, positive Day camp experience for all campers. To do so, it is necessary to set expectations and guidelines for all staff and campers to follow. When these expectations are not met, it is essential to provide some form of consequence and understanding to prevent future problems. The overall safety of all campers is always our highest concern. The following process will be used to resolve conflicts as they arise.

#### **Reasoning**

Every effort will be made to help the child understand the inappropriateness of his/her behaviour. When conflict is child to child, every effort will be made to facilitate reasoning between campers

#### **Removal from specific activity**

When reasoning has been pursued and the behaviour has not changed, staff will remove the camper from the activity for an appropriate amount of time.

#### **Child/Director Conference**

When the group counsellor is not successful in modifying the behaviour, the day camp director is consulted and may choose alternate discipline measures.

Child/Parent/Director conference

If the parent needs to be formally involved, specific behaviour changes with specific consequences will be outlined with the child, parent, and Day camp Director

Removal from program

If the above steps have not resulted in the desired behaviour, the parents will be asked to remove their child from the program. There will be no refund for camp fees.

**Day Camp extras**

Every Tuesday we will be having a homemade pizza lunch. The cost of \$5.00 includes pizza and a drink.

Kids Camp Special Event Days

JULY

Theme week	Monday	Tuesday	Wednesday	Thursday	Friday
	4	5	6	7	8
Spirit Week		Pizza Day (\$5)	Children's museum (\$4.50)		
	11	12	13	14	15
Mad Science		Pizza Day (\$5)	Science Museum/Laser Show (\$7.75)		
	18	19	20	21	22
Holiday Week		Pizza Day (\$5)	Tinkertown (\$9.00)		
	25	26	27	28	29
Games Galore		Pizza Day (\$5)	Bowling (\$)		

## AUGUST

Theme week	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4	5
Passport around the World	Holiday NO CAMP	Pizza Day (\$5)	Manitoba Museum (\$3.25)		
	8	9	10	11	12
Mini-Olympics		Pizza Day (\$5)	Kid City (\$6)	Goldeye's Game (\$)	Visit from the Fire Safety House
	15	16	17	18	19
Animal Adventures		Pizza Day (\$5)	The Zoo – North American Animal Stories tour (\$4.50)		
	22	23	24	25	26
Outdoor Challenge		Tie-Dye Bring a white t-shirt Pizza Day!	Fort Whyte Alive (\$3.50)	Assiniboine Park	
	29	30	31	1	2
Camp rewind		Pizza Day (\$5)	Children's Museum (\$4.50)	Fire Hall tour**	

\* Tentative trips

Our Camp Staff would greatly appreciate donations to use as craft and program supplies. These include:

- Glass jars
- Pop bottles
- Egg cartons
- Fabric scraps
- Ribbon, yarn and string
- Coffee cans

Donations can be dropped off during day camp sign in and sign out

If you have any further questions please contact Erica Wilken

(204)257-6150

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