

WELCOME TO OUTDOOR DISCOVERY DAY CAMPS

Thank you for choosing our day camp programs for your child. Our leaders have lots of fun activities and experiences planned including include arts and crafts, games, sports, and of course outdoor adventures. We have also planned for some special guests and theme days to be a part of our summer day camp experience. (Please note: the day camp structure and programming may change once the session starts depending on the weather, space and campers' needs). Our day camp programs are available to children ages 5 to 12 years. Children must be 5 years of age and have previously attended kindergarten prior to their first day of camp. In order to offer interesting and age specific activities, the campers may do different activities throughout the day based on their age. Our camp schedule will be available prior to the first day of camp for you to view. Please see information on staff ratios and safety policies for further day camp information.

OUR COMMITMENT TO QUALITY

Outdoor based recreational programs and sports provide your child with the opportunity for healthy growth and development. To ensure our programs are of the highest quality, we incorporate the HIGH FIVE® principles of healthy child development into all program designs. HIGH FIVE is a program of British Columbia Parks and Recreation Association. The City of New Westminster is committed to providing children's programs that are grounded in the Principles of Healthy Child Development and Design Guidelines.

PRINCIPLES OF HEALTHY CHILD DEVELOPMENT

A Caring Adult: Acts as a positive role model and allows the children to feel comfortable and to challenge themselves.

Play: Encourages creativity, cooperation and FUN!

Friends: Create a safe environment where children can learn to be part of a team and feel welcome to discuss their feelings, learn new skills and work out conflicts.

Participation: Involves children in the planning and implementation of activities, helping them to feel involved, independent and competent.

Mastery: Develops self-esteem and positive identity in children. We believe that every child deserves a positive experience in our programs and that by following these principles and guidelines we can help children develop competence, confidence, cooperation, creativity and commitment.

YOUR CHILD'S LEADERS

A caring leader is a vital part of a successful day camp, and overall positive, experience for your child. You will take comfort in knowing that all of our staff have been through a thorough screening process including an interview, reference checks and police information checks. Additionally, all of our program leaders have a current First Aid/CPR C & AED Certificate and we provide an extensive pre-camp training program which includes topics such as program planning, understanding child behavior, problem solving, Physical Literacy, working with children who have special needs, emergency procedures as well as practical experience leading games, crafts and activities. Many of our program leaders also have specialized experience in skill instruction in the areas of drama, dance, art and sports. Our staff/child ratios reflect our commitment to safety and high quality program supervision. In addition to supervision staff/child ratio, coloured staff shirts and wristbands for participants are a daily standard for our day camp programs.

DAY CAMP AGES	STAFF/PARTICIPANT RATIO	REASONING
5 - 12 years	6:1	For effective and safe supervision of all participants in our camps, we utilize a lower than industry standard 6:1 ratio. For our camp size of 12 participants, all camps will have two leaders Two sites (Queen's Park & Lower Hume) have the option to expand to 18 participants, with an additional staff.

Wristbands will be worn during all hours of our day camp programs. Our department contact number will be included on these wristbands to provide quick and direct identifiable contact information if a child is ever missing.

PROGRAM LOCATIONS & DROP OFF/PICK UP PROTOCOL

Each of Discovery Day Camp locations has it's own unique drop-off and pick-up protocol, however all three fall in-line with BCRPA's recommended Covid-19 procedure.

DROP OFF/PICK UP

Drop off/pick up will happen at each individual park for the three camps running this summer. The exact locations can be found here:

Lower Hume Park - 660 E. Columbia Street, New Westminster

The Hume Park Camp will be located in the picnic shelter nearest to the parking lot and washrooms in the lower region of the park. Access to the parking lot can be found at the listed address above.

Queen's Park - Third Avenue, New Westminster

The Queen's Park Camp will be located in the picnic shelter to the west of the Bandshell and north of the Concession. Parking is located behind Queen's Park Arena, enter next to the Farm and follow the path North towards the large picnic shelter.

Port Royal Park - 210 Salter Street, New Westminster

The Port Royal Park Camp will be located in the picnic shelter at this park. Parking can be limited, however street parking is available.

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SIGN IN/SIGN OUT

All participants must be signed in and out of camp every day by a parent or responsible guardian over the age of 16. Only parents, guardians or those authorized for pick-up on the registration form may sign a child out of camp. The City of New Westminster will be asking for identification during this process, as a reminder. We also ask for your patience during this process. Children who are 10 years of age and older may sign themselves in and out of camp with a completed Walk to Home Permission Slip Form.

For this unique summer, our drop-off and pick-up procedure will be physically distanced in nature, which may take longer than previous years so prepare for a longer drop off time. Families will 'check-in' one-by-one with one of our summer program staff, before releasing their child to the program area.

PROGRAM HOURS

Regular camp hours are from 9:00 am to 4:00 pm. Please drop off your child between 8:45 - 9:15 am and pick up your child by 4:00 pm. Please do not drop your child off later than 9:15 am as we use this time to review safety procedures and other important information at the beginning of each day. Late arrivals can be disruptive and distracting to our staff and other campers. If your child arrives early or is picked up late on more than one occasion, you will be charged a fee of \$5.00 for every ten minutes of extended play. Payment must be cleared before the child can return to camp. Exceptions can be made in the case of emergency by the Program Coordinator.

REPORTING ABSENCES

Please report all absences by 8:30 am if your child is ill or unable to attend camp. Please call Canada Games Pool at 604.526.4281

Leave the following information on your voicemail message:

- Date you are calling
- Child's first and last name
- The program
- Program location
- And, reason for their absence

Other messages that you need to get to the camp Lead Staff can be left at this number as well (early pick up, running late, etc). Voicemails will be checked daily, Monday-Friday.

We ask that you **DO NOT SEND YOUR CHILD TO CAMP WHEN THEY ARE NOT WELL**. If your child is not able to fully participate in the program due to health reasons (ie. Fever, diarrhea, stomach ache, headache), or is exhibiting any symptoms of a cold, flu, or Covid-19 (with any coughing or sneezing) please do not send them to camp as they will not be permitted to attend. If you suspect or know your child has a contagious condition, please consult your doctor before sending your child to camp.

ENSURING POSITIVE EXPERIENCES

AGE SPECIFIC PROGRAMMING

In order to provide participants with the optimal opportunity for building relationships and full participation in activities, our day camps are designed with age appropriate games and activities. These include a wide variety of arts, sports and special interest items for children aged 5-12 years.

BEHAVIOR MANAGEMENT

We believe that positive day camp experiences strengthen and build each child's self-esteem. Program Leaders are dedicated to providing your child with a creative and innovative program that will spark their interest and keep them enthused. We have fun, play fair and show respect for others and ourselves.

It is the goal of the City of New Westminster's Parks & Recreation department:

- To promote the child's overall development through a balanced program
- To ensure the child's well-being and safety at all times
- To enhance the learning processes of each child and nurture their curiosity about the outdoors
- To develop in each child a positive self-image and self-concept
- To foster an appreciation and consideration for others and their differences
- To promote knowledge, respect and appreciation for the environment in which we live
- To maintain open lines of communication between staff, children and parents
- To provide healthy and nutritious snacks and meals to our participants

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BEHAVIOR GUIDELINES

Children who attend day camp are expected to follow the behavior guidelines and to interact appropriately in a group setting:

- We speak nicely and appropriately to one another
- We touch only what belongs to us
- We keep our hands and feet to ourselves
- We listen to our leaders
- We stay within the designated boundaries

When a child does not follow the behavior guidelines, we will take the following steps:

1. Start directing the child to a more appropriate behavior
2. The child is reminded of the behavior guidelines and rules, and a discussion will take place to identify why this behavior may be happening and how we can support the camper to understand the behavior guidelines
3. If the behavior persists, the parent/guardian will be notified of the problem
4. Staff will document this situation to include, what the behavior problem is, what provoked the problem, and the corrective action taken
5. Staff notifies the Program Coordinator
6. Staff schedules a progress check or a follow-up conference with the participant and parent/guardian to identify an action plan
7. If the problem persists and a child continues to disrupt the program, The City of New Westminster reserves the right to suspend a child from the program. Expulsion from the program will be considered in extreme situations

The following behaviors are not acceptable and may result in immediate removal of a participant for the remainder of the current program day, week or possibly the entire summer:

- Endangering the health and safety of children/or staff, members or volunteers
- Stealing or damaging the City of New Westminster or personal property
- Leaving the program without permission
- Refusing to follow the behavior guidelines or rules
- Using profanity, vulgarity or obscenity frequently
- Acting in a lewd manner

ZERO TOLERANCE FOR BULLYING AT CAMP

The City of New Westminster's Parks & Recreation department train their day camp leaders to understand clearly how bullying is defined and are given the tools to prevent, manage and stop it at camp if it takes place. We have zero tolerance for any sort of bullying (this may include, but is not limited to, name calling, signaling out, hitting, shoving and aggressive behaviour). Zero tolerance means that your child may have to be picked up immediately if any sort of bullying occurs. This zero tolerance policy includes parental behaviour towards staff and may result in the child being removed from our program.

FAMILY GRIEVANCE PROCEDURE

In our daily communication with families, we strive to resolve issues that may come up. However, if at any time a parent feels that an issue has not been addressed or resolved and it may need to be pursued further, we are here to support that process by providing several opportunities for recourse. The early identification and communication of a concern and prompt initiation of a resolution can help avoid further problems. If you do have a question, concern, or issue, the following steps will help facilitate the problem solving process:

- Speak with the Program Leader about your concern; they will work with you to determine a mutually agreeable course of action or immediately escalate it to the Assistant Program Coordinator.
- If, after speaking to the Program Leader, you still feel the issue is not resolved, contact the Assistant Program Coordinator.
- If, after speaking to the Assistant Program Coordinator, you still feel this issue is not resolved, contact the Program Coordinator.

While parents may not agree with every decision made by the City of New Westminster's Parks & Recreation department and staff, in most cases, parents and staff find enough common ground to continue. However, a disagreement may emerge that is severe enough that the parent(s) cannot remain a constructive member of the program. In such cases, the City of New Westminster and the family should consider whether another environment would be more suitable for the family. In the very rare case where parent/guardian behaviour undermines mutual trust and respect, including verbal abuse, the use of threats, bullying and other similar behaviour, the City of New Westminster reserves the right, at any time, to immediately expulse the child from the program.

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PARTICIPANT INFORMATION FORMS

Day Camp participant information forms consist of emergency contacts, about who is authorized to pick up/drop off your child, and medical information (allergies, fears, disorders, etc.). Any information listed on medical forms is strictly confidential and will not be disclosed to a third party, so please be candid. If you have multiple children attending Day Camp, a separate form is required for each child. If your child requires medication, you must state it on the medical form before your child starts camp. The medication must be in its original container and handed to the Lead Staff in charge of your child's camp when you drop it off each day. Only medications prescribed by a physician will be considered for this arrangement. Medication must be stored in its original container with appropriate dosage and directions for administration on the label. Medication such as asthma puffers will be carried by the child in a backpack if authorized by the parent or guardian. Staff will not administer medication but will supervise participants capable of administering their own. In case of a life threatening situation where the participant is unable to administer medication such as an epi-pen or asthma inhalers, staff will assist.

These forms are available online at newwestcity.ca/outdoordiscovery add hyperlink

[COVID-19 daily questionnaire.](#)

EMERGENCY PROCEDURES

Your child's safety is our number one priority. Activities and games are planned with participant safety in mind and are always monitored to ensure that safety standards are maintained. All Program Leaders have current First Aid Certification and programs have a first aid kit with them at all times. In the event of a minor injury to your child (scraped knee etc.), staff will apply basic first aid by cleaning the wound and applying a bandage. In the unlikely event of a serious injury to your child, emergency services will be called immediately to respond to the situation. If there is an emergency at camp the Lead Program Leader will make every attempt to contact the participant's parents/guardians. If they cannot be contacted, then the person you list as the emergency contact on your medical information form will be called. Please look over the contact information that is on the medical form, and keep us up to date if anything changes.

SUMMER WEATHER RESTRICTIONS POLICY

To ensure the safety and comfort of all program participants, the City of New Westminster has developed a Weather Restrictions Policy for their Recreation Programs. For all participants, our time will be spent outdoors, in the event we experience any of the following programs would be cancelled for the day:

1. Poor Air Quality due to smog or forest fire smoke.
2. Extreme Weather Advisory – lightning strikes, severe rain, extreme heat or similar.

Decisions regarding the cancellation of daily programs would come in conjunction with the City's Weather Restrictions Protocol and would occur by 8:00am of each day and all participants would be contacted by City of New Westminster Parks & Recreation staff.

PREPARING YOUR CHILD FOR CAMP

What to Bring to Day Camp:

To make the most of your child's time at day camp, please ensure that the following items are brought with your child each day:

- Healthy lunch and snacks for a 7-hour day
- A water bottle that can be refilled throughout day
- Comfortable running shoes
- Sun hat and sunscreen
- Raincoat (just in case!)
- Bathing suit and towel

REMEMBER: A little rain won't stop the program from running, so always come prepared!

MONEY AND VALUABLES

Program leaders will not be responsible for any money or valuables brought to summer camps. Access to vending machines and concession will not be permitted during program time. We ask that all participants leave any electronic devices (i.e. video games, iPods, cell phones, digital cameras, etc.) and money at home.

PACKING NUTRITIOUS LUNCHES

Please provide your child with a nutritious lunch, drinks and plenty of snacks for every day of camp. Refrigeration is not available at camp therefore we recommend insulated lunch bags or packing a frozen water bottle or two in your child's lunch to keep the food cold and fresh. As part of our attention to participant safety and outdoor nature of our day camps, we have regular water breaks, so please pack a water bottle that can be refilled. We ask that you send your child to day camp with snacks and a full lunch every day. There is a strict 'no sharing of food' policy in our day camp programs. The City of New Westminster wants to encourage healthy food choices; nutrition is important for our children's growth and development. Proper nutrition will help them maintain consistent energy throughout the day.

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NUT ALERT: NUT FREE CAMP

Due to the number of nut related allergies of our participants and staff, peanut butter, nuts and foods that contain nut by-products WILL NOT be allowed at camp. Camp Leaders are trained in recognizing and responding to allergic reactions, including the use of Epi-pens. We ask that you and your family please join us in our commitment to providing a safer environment for all program participants by reviewing the following facts about food allergies. Kids love peanut butter, but there are many other healthy lunch alternatives:

- Sliced meat & cheese
- Leftover dinner (pasta, salad)
- Fruit/Vegetables
- Egg salad/tuna salad

SUNSCREEN/SUN PROTECTION

We are all concerned with the damaging effects of the UVA and UVB ultraviolet rays. For this reason, we request that all parents send sunscreen, sunglasses and hats with their children. Day camp staff will make time within the day to ensure children apply and reapply their sunscreen. However, due to potential allergic reactions, we will NOT provide sunscreen to children. We ask that child arrives at day camp with sunscreen already applied; if your child arrives at camp without the proper sun protection, we will send a reminder note home. In order to assist program leaders, please ensure your child knows how to apply sunscreen to their bodies. We will support younger participants to ensure they have applied properly and have not missed any important spots.

LOST AND FOUND MANAGEMENT

If your child is attending day camp for multiple days, we ask that you periodically check for missing items and label frequently brought items. Program Leaders will make their best effort to ensure nothing is left behind, but are not responsible for items lost during program time.

COVID-19 & DAY CAMPS

We are committed to offering a day camp experience that this fun, safe and full of experiences to your child and the safety of our camp participants (campers, their families and program leaders) is always the City of New Westminster's Parks and Recreation department's first priority. We understand that many parents may have general concerns regarding the current COVID-19 respiratory illness and potential implications for our Summer day camp programs.

You can view the [City of New Westminster's COVID-19 Safety](#)

Also available is our [Summer Programs COVID-19 Safety Plan](#)

As a City, we are actively monitoring and following the guidance of the BC Office of the Provincial Health Officer and the BC Centre of Disease Control - 2019 Novel Coronavirus (COVID-19) BC public health guidance for schools and childcare programs and the British Columbia Recreation and Parks Association - Guidance and Consideration for Children's Day Camps during COVID-19 Pandemic.

Based on the health guidance for schools and childcare programs we have made the plans for a heightened level of health and safety at our summer camps. These include:

- Smaller camp size, maximum 18 campers (6:1 staff ratio)
- No daily camp registration, weekly camp registration only
- Routine daily screening for all staff and campers
- Routine and frequent environmental cleaning
- Explicit policy for children or staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing not coming to day camp
- Promote good hygiene and respiratory etiquette
- Hand washing will happen continuously throughout the day
- Maintain cleaning and disinfecting policies
- Physical distancing (activities will all have the central idea of being socially distant)
- Each child will have a bin that contains their supplies and their toys
 - o Bin contents will include:
 - Personal supply bag
 - Play equipment (lego, ball, bean bags etc)
 - Each child will be given their own craft "kit" zip lock bag containing scissors, glue stick, crayons, and felts to reduce cross contamination
- They will have their own designated area to put their belongings and when they need to go to their bag it will be done in an orderly fashion.
- No food sharing
- Programs held 100% outdoors
- Designated sign-in and sign-out area for parents

Information on the COVID 19: Public Health Guidance for Childcare Settings can be viewed here:

www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_child_care_guidance_-_2020_may_15_-_final.pdf

Information on British Columbia Recreation and Parks Association - Guidance and Consideration for Children's Day Camps during COVID-19 Pandemic can be viewed here:

bcrpa.bc.ca/media/244229/summer-camps-covid-19-guidelines-considerations.pdf