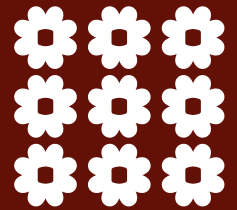


Day Camp Handbook

Preparations for Happy Campers!

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Camp Locations

Anvil Centre - 777 Columbia Street, New Westminster

Camps are located in various rooms. Drop off and pick up are in the lobby on the main floor.

Queen's Park - 3rd Avenue, New Westminster

Camps are located in the picnic shelter west of the bandshell and north of the concession. Parking is located behind Queen's Park Arena, follow the path past the concession, north towards the large picnic shelter.

təməsew̓txʷ Aquatic & Community Centre - 65 East Sixth Avenue, New Westminster

Day Camps are located in the Multi-purpose Rooms.

Queensborough Community Centre - 920 Ewen Avenue, New Westminster

Camp is located in the Multi-purpose Room.

Packing List

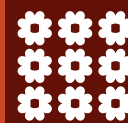
Camps run rain or shine! Please label all belongings with your child's name and send the following each day:

- Refillable water bottle
- Comfortable running shoes
- Hat
- Sunglasses
- Raincoat (just in case)
- Bathing suit
- Towel
- Healthy, Nut-Free Lunch and Snacks for a 7-Hour Day
Proper nutrition supports child development, so please pack healthy options.
Nut-free means no peanuts, peanut butter, or tree nuts (such as almonds, cashews, Nutella, etc.)
- Sunscreen

Please apply sunscreen to your child before camp and pack extra. Camp Leaders will help with reapplication but cannot provide sunscreen due to allergy concerns. Campers should know how to apply it themselves; younger campers will get assistance to ensure full coverage.

Sign In & Sign Out

A guardian (16+ years) must sign in and sign out campers each day. Only parents, guardians or those authorized for pick-up on the registration form may sign out a camper. Staff will ask for identification during this process. Your patience is appreciated.



Program Hours

Camp hours: 9:00 am - 4:00 pm or 10:00 am - 3:00 pm

Late arrivals can be disruptive and distracting to staff and campers. Early drop-off or late pick-up on more than one occasion, will be charged \$5.00 for every ten minutes of extended play. Payment must be cleared before the camper can return. Exceptions may be made in the case of emergency.

Absences

Please report all absences by 8:30 am if a camper is ill or unable to attend camp (unless this has been discussed with the Program Leader ahead of time). Please call:

təməsewtx ^w Aquatic & Community Centre	604-777-5100
Queensborough Community Centre	604-525-7388

Leave the following information on your voicemail message:

- Date you are calling
- Campers first and last name
- Program name
- Program location

Program Leaders can be contacted by voicemail at the numbers above (early pick up, running late, etc.). Voicemails will be checked daily, Monday - Friday.

Illness

Keep your child home if they're sick or unable to fully participate. Campers with cold, flu, or COVID-like symptoms (e.g. fever, diarrhea, stomach ache, coughing, or sneezing) will not be allowed to attend. If a contagious illness is suspected or confirmed, consult a doctor before returning to camp.

Daily Activities

Program Leaders plan a variety of activities for campers to fill the 7 hours of the program. These activities include:

- Art
- Games
- Free play
- Local out trips (i.e. skating, gymnastics etc.)

Program Leaders will make adaptations when necessary to ensure all campers can participate and are included. For example, some campers may opt out of an activity like skating or gymnastics. While Program Leaders will always encourage participation, they will also respect comfort levels and have alternative activities for all campers.



Safety

Safety is taken seriously with:

- Safe leader-to-camper ratios. Indoor programs are 1:12 and outdoor programs are 1:10. Additional staff are added if the number of campers is increased.
- Safety supervision. All Program Leaders are trained to do constant head counts and to keep their eyes on campers at all times.
- Participant Information Forms (PIFs) are required to be filled out as they contain important emergency contact information, authorized pick-up, allergy and medical information. These forms are required to be filled out every week. These forms will be available at each camp location and will also be emailed out prior to the camp beginning. The form may be returned by email in advance, or printed and returned in person on the first day.
- First Aid training. All staff have been trained and certified in first aid and will apply basic first aid when the need arises. In the event of serious injury, staff will activate necessary emergency services. Guardians or emergency contacts will be informed in the event a camper is injured.

Behaviour Guidelines

Behavioral Guidelines: Camp is a positive, safe space with zero tolerance for bullying.

Campers must:

- Speak kindly and appropriately.
- Respect others' belongings.
- Keep hands and feet to themselves.
- Listen to Leaders.
- Stay within designated boundaries.

Steps for addressing misbehaviour:

- Staff guide camper to appropriate behaviour.
- Camper reminded of guidelines, with discussion to understand and offer support.
- Guardian notified if behaviour persists.
- Incident is documented and Program Coordinator notified.
- Progress check or follow-up conference scheduled with participant and guardian.
- Child may be removed if behaviour becomes a risk to other participants or staff.

Questions

For questions about the day camp program, activities, or concerns, please ask Program Leaders on site.

If needed, Assistant Program Coordinators or the Program Coordinator can assist. General inquiries can be sent to recreation@newwestcity.ca.