

# Day Camp Handbook

Preparations for happy campers!

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## Camp Locations

### Lower Hume Park - 660 East Columbia Street, New Westminster

Hume Park camps are located in the picnic shelter nearest 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 - 3rd Avenue, New Westminster

Queen's Park 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.

### Ryall Park - 920 Ewen Drive, New Westminster (at Ryall Park picnic shelter)

Ryall Park camps are located in the picnic shelter near Carter Street and Salter Street. Parking can be limited, however street parking is available.

### Fraser River Middle School - 800 Queen's Avenue, New Westminster

Fraser River Middle School camps are located in the gym and multipurpose room of the school. Drop off and pick up are at the back doors by the gym off Queen's Avenue.

### təməsewítx<sup>w</sup> Aquatic & Community Centre - 65 East Sixth Avenue, New Westminster

At təməsewítx<sup>w</sup> Aquatic & Community Centre, Day Camps are located in the Multi-purpose Rooms. Drop off and pick up at each room.

### Queensborough Community Centre - 920 Ewen Avenue, New Westminster

Day Camp is located in the Multi-purpose Room.

## Packing List

Camps run rain or shine! Please label all belongings 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 & snacks for a 7 hour day

Proper nutrition is important to child development, please stick to healthy options. Nut free includes: peanuts, peanut butter, and all tree nuts (almonds, cashews, Nutella etc.).

- **SUNSCREEN!**

Campers should arrive at day camp with sunscreen already applied, and with extra sunscreen. Program Leaders will ensure sunscreen is reapplied, however, due to potential allergic reactions, sunscreen will not be provided. Please ensure campers know how to apply sunscreen to their bodies. Young campers will be supported to ensure they have not missed any important spots.

## 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

<b>Camp hours</b>	9:00 am - 4:00 pm
<b>Drop-off</b>	9:00 am (unless registered in Before Care)
<b>Pick-up</b>	by 4:00 pm (unless registered in After Care)

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:

təmasewtx <sup>w</sup> 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

Do not send children to camp unwell. If a camper is not able to fully participate in the program due to health reasons (i.e. fever, diarrhea, stomach ache, head ache), 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 a contagious condition is suspected or confirmed, please consult a doctor before returning 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
- Out trips (i.e. skating, gymnastics etc.)

Each week has a theme that Program Leaders will work to incorporate. Camps use public transit to move locations throughout the day. 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 1:10 and outdoor programs are 1:8. Additional staff are added if the number of campers is increased. This is below the industry standard which is a 1:12 ratio.
- **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.

### **Expected behavior:**

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

### **Steps for addressing misbehavior:**

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

## Questions

Questions regarding the day camp program, campers' activities, concerns, etc. can be directed to Program Leaders. Assistant Programs Coordinators or Program Coordinator are also available should the Program Leader not be able to address questions or concerns.