



SUMMER CAMP

PARENT GUIDE



Visit us online at haltonhills.ca/camps



Dear parents and guardians,

This Parent Handbook is your guide to partnering with us to provide the best experience possible for your child this summer. Please take the time to read and keep it handy throughout the summer as an information resource.

We believe that summer camp provides your child with the opportunity for healthy growth and development and to embark on new friendships. Our programs are designed to be age appropriate, safe and fun! To ensure that the programs are of the highest quality, we incorporate the HIGH FIVE® Principles of Healthy Child Development into all program designs.

Group participation is a fundamental part of recreation and is what camp is all about! We strive to provide a fun and safe camp environment for each child. Staff are trained in a variety of ways to encourage and support participants to join in with the group and be kind to their camper friends. We try to accommodate individual preferences within the group setting where possible. However, please consider whether your child enjoys interacting and participating in a group before registering. We want every child to thrive at camp!



We see parents as partners in this summer adventure and welcome your suggestions and comments. Please introduce yourself to our program staff at each location and get to know them. Each of our staff have been carefully selected based on their skills, talents and commitment to healthy child development. They will be happy to answer any questions you may have.

Please feel free to contact me should you have any questions.

Warm Regards,

Hannah Wasslen
Recreation Coordinator – Children
905-873-2600 ext. 2965

Table of Contents

Dear parents and guardians,	2
Table of Contents	3
We're committed to quality!	5
Principles of Healthy Child Development™	5
Our team	6
Assistant Coordinator	6
Program Leaders	6
Program details	7
Programming	7
Swimming & Splash Pad.....	7
Illness	8
Sign-in and sign-out procedures	8
If your child is unable to attend.....	8
Emergency Contacts	8
Ensuring positive experiences	9
Age appropriateness.....	9
Behaviour management policy.....	9
Medication	9
Children with special needs	10
Emergency procedures	10
Participant safety	10
Preparing your child for camp	11
What to bring to camp (rain or shine) list	11
Money and valuables	11
Packing a lunch	11
Nut alert	12
Sunscreen policy	12
Lost and found	12

Parents as program partners	13
Parent involvement.....	13
Registration reminders	14

We're committed to quality!

We believe that recreational programs and sports provide your child with the opportunity for healthy growth and development. To ensure the programs are of the highest quality, we incorporate the HIGH FIVE® Principles of Healthy Child Development into all program designs. HIGH FIVE® is a national program developed by Parks and Recreation Ontario. As an accredited member of the HIGH FIVE® Quality Assurance Process, the Town of Halton Hills is committed to providing children's programs that are grounded in the Principles of Healthy Child Development.



Principles of Healthy Child Development™

- **A Caring Adult:** Acts as a positive role model and allows the children to feel comfortable 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 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 we can help children develop competence, confidence, cooperation, creativity, and commitment.

HIGH FIVE
Canada's quality standard for recreation and sport programs.

Quality Framework
Accreditation Organizations meet the highest standard for quality in each of the 4 quadrants.

Excellence
Ongoing assessments that measure areas of strengths and areas for growth.

Staff Training
Trained in Principles of Healthy Child Development.

Boost Program Satisfaction
Using HIGH FIVE® Design Guidelines as the foundation to child-centered programs.

Caring Leaders
Committed to enhancing healthy child development within recreation and sport.

the best way to play™

Our team

Assistant Coordinator

If you have any concerns or suggestions regarding any aspect of our programs throughout the summer, please do not hesitate to contact the Assistant Coordinator who oversees the summer camp. They are responsible for the direct supervision of all site staff as well as handling any concerns or questions parents may have.

Please take a moment to meet the Assistant Coordinator at your child's site. They will be the ones wearing purple golf shirts! Assistant Coordinators can be reached on their cell phones during camp hours and their numbers will be on your parent newsletter. Please also feel free to contact the Recreation Coordinator, who is responsible for the operation of all summer programs throughout Halton Hills.

Program Leaders

A caring leader is an essential component in ensuring a positive day camp experience for all children. You will take comfort in knowing that all summer staff go through a thorough screening process including an interview, reference checks and criminal screening checks. As part of the Town of Halton Hills' commitment to the HIGH FIVE® quality assurance process, all of our leadership staff are trained in the HIGH FIVE® Principles of Healthy Child Development. This national training program focuses on understanding children and how to create programs that support their development.

In addition to the HIGH FIVE® training, all Program Leaders have a current Standard First Aid and CPR Certificate, and we provide an extensive pre-camp training program which includes topics such as daily camp procedures, understanding child behaviour, problem solving, working with children who have special needs, emergency procedures as well as practical experience leading games, crafts and other activities. Many of our Program Leaders also have specialized experience in skill instruction in the areas of theatre, dance, art and sports.



Program details

Programming

Programs will operate within the following ratios:

- Tyke programs & Play Outdoors JR – 1:7
- Adventure Splash 'n Fun JR – 1:8
- All other programs – 1:10

Each program will have their own designated program space and access to the outdoors. Program ratios are also supported with volunteers. Each camp will be sub-divided into squads (based on ratios & ages) to allow instructors to work with the interests and needs of the children within the camp to facilitate quality programs.

Swimming & Splash Pad

Tyke programs will visit a splash pad three times per week. Camps in Georgetown will visit to the Gellert Community Centre splash pad & camps in Acton will visit the Prospect Park splash pad.

Other programs will swim three times per week. Campers in Acton will walk to the Acton Indoor pool and where needed participants in Georgetown will take a bus to get to the Gellert Community Centre.

A swim test must be completed by all campers **each** time they go swimming. In order to successfully complete the swim test, children must be able to swim 2 uninterrupted widths of the pool as per aquatics regulations. The test may also include 1 minute of treading water. If a child doesn't pass the swim test, they will swim with a staff member and remain in the shallow end. If camper's do not pass, they are eligible to try again on the next swim day.

In programs other than Adventure Splash 'n Fun, children who are 6 years old regardless of their swim ability will be directly supervised (within arm's reach) at all times by a Program Instructor/volunteer. Participants 10 years of age and under who do not pass the swim test must also remain under direct supervision (within arm's reach) at all times by a Program Instructor/volunteer. If they are 11+ years of age and have not passed, they are free to go in the shallow end by themselves.

Illness

We kindly ask all participants to stay home if they aren't feeling well. If a participant begins to feel unwell or show symptoms, the participant must be picked up within one hour of parent/caregiver being contacted.



Sign-in and sign-out procedures

Everyone picking up a camper(s) from our camp programs will be required to show photo ID **every time** they pick up a child/children. Photo ID allows staff to ensure that campers are only released into the care of their parent/guardian or into the care of an individual designated by the parent or guardian. Please ensure you update your account with accurate contact information prior to the start of Summer Camp. Please ensure that all persons listed as escorts on the prompts are aware of this requirement and all information is up to date. Children must be signed in and out by their approved escort each day. With your permission, child/children (10 years of age and older) can sign themselves in and out of camp. Please inform Program Leaders in advance if your child is unable to attend camp. We will follow up with a phone call if an expected participant has not arrived.

If your child is unable to attend

It is important for us to know if your child is unable to attend camp. Please send a note with your child (in advance if possible) so we can plan accordingly and advise his/her leader not to expect them. If your child is ill, or not attending for another reason, please call the Recreation and Parks Department by 8:30am, at 905-873-2600, ext. 2965 to advise us that they will not be attending. We will inform the location staff immediately. Please do not send your child to camp when they are sick.

Emergency Contacts

Emergency contacts are required for all participants in case the primary contact is not available. Please ensure the emergency contact fields are filled out and are **DIFFERENT** from the primary contact. We ask that 2 emergency contacts are provided for each camper. Emergency contact information can be updated in your Xplor account at any time. Please ensure it is updated prior to Summer Camp starting.

Ensuring positive experiences

Age appropriateness

Although programs are listed with a wide age span, each camp will be divided into squads based on ages & ratios. The smaller squads will allow campers to have more direct attention, a better opportunity for building relationships and full participation in activities.



Behaviour management policy

We believe that positive 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 pique their interest and keep them enthused. We have fun, play fairly and show respect for others and ourselves. The guidelines for program participation will be clearly outlined to participants. Behaviours that do not contribute to the well-being of the child and the team will be tracked on our behaviour checklist form. The sole purpose of this form is to keep parents/guardians informed of instances when your child has received a consequence for inappropriate behaviour. Your support is appreciated in having a follow-up discussion with your child. Based on the intent and severity of the incident, a participant may be withdrawn from the program. As confidentiality in this process is key, Program Leaders are instructed to keep forms in a secure location and do not share the information with individuals outside the program setting.

Medication

If your child requires medication during the program, an Authorization for Administration of Medication form must be completed. These forms are available from the program site or can be mailed upon request. Only medications prescribed by a physician will be considered for administration on site. Medication must be stored in its original container with the child's name, appropriate dosage and directions for administration on the label. All medication must be signed into the care of summer camp staff by the parent or guardian. The medication will be kept secure and will be signed back into the care of a parent or guardian at the end of the day or week as requested. Medication such as epi-pens and asthma puffers will be carried by the child's Program Leader or carried by the camper if indicated on the Administration of Medication form by the parent or guardian. Staff do 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.

Children with special needs

We strive to ensure the successful and safe participation of all children in our camps. If your child has a special need or health condition, we ask for your help in letting us know well before the camp start date. Please contact us at 905-873-2600, ext. 2965 to discuss how best we can provide the support your child needs.

Participants who require inclusion support for camp programs are required to register for “Inclusion Support – Full Day” or “Inclusion Support – Half Day”. There is a separate course code for each week of inclusion support. You must register for each week that inclusion support is required. There is no fee to register for the inclusion support. Payment for the program will be made once the intake process is complete. **Participants who require inclusion support do NOT need to register for a space within the actual camp program.**

Emergency procedures

Your child’s safety is our number one priority. We believe that hazard elimination is the key to accident prevention. Our Program Leaders are trained to inspect program sites daily for any potential hazards. Activities and games are planned with participant safety in mind and are always monitored to ensure that safety standards are maintained. All program sites have access to a telephone and Program Leaders carry a First Aid kit. All Program Leaders have current First Aid and CPR Certification. In the event of a minor injury (e.g., scraped knee, etc.), Program Leaders will apply basic first aid by cleaning the wound and applying a bandage. In the unlikely event of a serious injury, emergency medical services will be called immediately to respond to the situation. You will be contacted immediately with information regarding the incident. If an ambulance is required to transport your child to the hospital, a member of our staff team will accompany your child.



Participant safety

While children are attending Town of Halton Hills programs, our primary objective is to ensure that participants have a happy and safe recreational experience. Please be aware that our staff

are legally obliged to observe the terms of the Ontario Child and Family Services Act. Town of Halton Hills' staff receives training on protocol principles to follow regarding established legislation and standards with respect to the reporting of a child in need of protection.

Preparing your child for camp

What to bring to camp (rain or shine) list

To make the most of your child's time at camp, please ensure that you inform our Program Leaders of any special needs or medical conditions that your child may have and that the following items are brought with your child each day:

- Full water bottle
- Lunch, drinks and additional snacks
- Comfortable running shoes (open toe sandals are not appropriate)
- Sun hat and sunscreen
- Raincoat and boots in case of inclement weather
- Please mark your child's name on all articles using labels or permanent marker
- Bathing suit and towel on swimming days

REMEMBER: We're a hearty bunch at day camp and a little rain doesn't stop us from going outside!



Money and valuables

The Program Leaders will not be responsible for any money or valuables brought to the programs. Access to vending machines and concessions is not permitted during program time and on trips. We strongly discourage participants from bringing any electronic devices (e.g., video games, iPods, cell phones, digital cameras, etc.) and money from home. If a participant rides their bike to camp, it is the individual's responsibility to ensure the bike is left in a secure location during camp hours.

Packing a lunch

Please provide your child with a nutritious lunch, snacks and plenty of drinks for every day of camp. We recommend insulated lunch bags or packing a frozen drinking box or ice pack in your

child's lunch to keep the food cold and fresh. Refrigerating your child's lunch overnight also helps. As part of our attention to camper safety, we have regular water breaks, so please pack a full water bottle.

Nut alert

Due to the number of nut related allergies of our participants and staff, peanut butter, nuts and foods that contain nut by-products are not allowed at camp. Program Leaders are trained in recognizing and responding to allergic reactions, including the use of epi-pens. It is important that your child has nutritious lunches and snacks while participating at camp. With safety a priority for everyone, we ask that you join us in our commitment to providing a safer environment for all participants and staff.

Please note the following facts:

- Severe allergic reactions (anaphylaxis) can cause shock, cardiac arrest and death if not treated promptly.
- Food allergies affect about one in four people. That is 25% of the population.
- Trace amounts of nut can cause a fatal reaction for severely allergic individuals.

Sunscreen policy

We are all concerned with the damaging effects of the UVA and UVB ultra-violet rays. For this reason, we request that all parents send sunscreen, sunglasses and hats with their children. Program Leaders will periodically check to ensure that children are wearing sunscreen. However, due to potential allergic reactions, we will **NOT PROVIDE** sunscreen to children. If your child arrives at camp without the proper sun protection, we will send a reminder note home. In order to assist the Program Leaders, please ensure your child knows how to apply sunscreen to their bodies.

Lost and found

Each program location will have a lost and found box. Please check the box regularly to see if anything belongs to your child. Program Leaders and participants review the lost items daily and hopefully all items will be claimed by their owners. Please put your child's name on all of their belongings to assist us in finding the rightful owner. Any items not claimed by summer's end will be donated to charity.



Parents as program partners

Parent involvement

Please take the time to introduce yourself to your child's Program Leaders. Your comments and suggestions are most welcomed. If you have any special skills that you would like to share in areas such as crafts, sports and games please let us know!

Parent newsletter: You will receive a Parent Newsletter by email, a week prior to camp start date. The Parent Newsletter will outline the main activities scheduled for the week.

- **Program plans:** We want you to know what we will be doing! On the Monday of each week, program plans will be posted on the Parent Boards at each location. Should you have any questions or suggestions regarding these plans, please see the Assistant Coordinator.
- **Program evaluations:** Your feedback is valuable and we care about what you think of our programs. We are always open for suggestions and looking for ways to improve our programs. For immediate feedback, please speak with the Assistant Coordinator on site. Program Evaluations forms will be shared electronically, you will receive a link to complete the evaluation. Program Evaluations are also available at each site. Please complete the form and return it before the completion of camp. Your assistance will help us to fine tune the rest of the summer and to plan for next year.



Registration reminders

We strongly encourage all families to register well in advance of the program start date as space is limited. Register the easy way on the Town website at www.haltonhills.ca/register. Whether you register online or by manual registration form, you'll be prompted to provide us with the vital medical information and emergency contacts that are important to receive before camp starts. [Manual registration forms](#) can be downloaded from the Town's website. Completed registration forms can be mailed or submitted by drop box at Town Hall. Call at 905-873-2600 ext. 2275, if you require assistance.