

Town of Halton Hills
Recreation & Parks

SUMMER CAMP

Parent Guide



Dear Parents and Guardians,

Welcome to summer time in Halton Hills. We have some great opportunities planned and look forward to working with both you and your family.

This parent handbook is your guide to assist us in providing the best experience possible for your child this summer. Please take the time to review the handbook and keep it on hand 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 (see page 4)

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,

Erin Carter
Recreation Coordinator - Children
905-873-2601 ext. 2965

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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 and Design Guidelines.

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 and guidelines we can help children develop competence, confidence, cooperation, creativity and commitment.

Parks and Recreation Ontario
416-426-7142



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Your Child's Leaders

Program Leader Qualifications

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 HIGH FIVE® Quality Assurance Process all of our leadership staff are certified in 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 of our summer 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 singsongs. Many of our program leaders also have specialized experience in skill instruction in the areas of drama, dance, art and sports.

Supervision Ratios

Our staff/participant ratios reflect our commitment to safety and high quality program supervision. Tyke camps operate with a maximum ratio of one leader to every seven (1:7) participants. Adventure Splash 'N Fun Junior operates with a 1:8 ratio. All other camps operate with a 1:10 ratio. In most cases, ratios are supplemented with support from our volunteers, all of whom have completed the volunteer screening process including a mandatory training session with criminal reference screening in accordance with the Town's Volunteer Management Policy.

Assistant Coordinator Contacts

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.

Erin Carter
Recreation Coordinator - Children
905-873-2601 ext 2965

Program Hours

Regular Hours

Camps run from 8:30am to 4:30pm at all sites.

On a regular camp day please drop off your child at 8:30am and pick up your child by 4:30pm. If your child arrives early or is picked up late on more than one occasion, you will be asked to register them in our extended hours program. Our staff put a lot of energy into providing a quality program for your children all day and they appreciate your efforts in complying with these requests.

Extended Hours

Extended hours are available for an additional fee for all camps. Extended care is available from 7:30 a.m. to 5:30 p.m. at all locations.

For safety reasons, please do not drop children off prior to the above scheduled time as our staff will not be available for supervision.

Please register for this service by 12 noon the Thursday prior to the week the camp begins.

Please note: If you are registering online or by phone for a camp with extended hours, register for the actual camp FIRST and then the extended hours program AS WELL.

Sign In And Out

Your child/children must be signed in and out by their approved escort each day. With your written permission, participants who come and go on their own to camp can sign themselves in and out. 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.

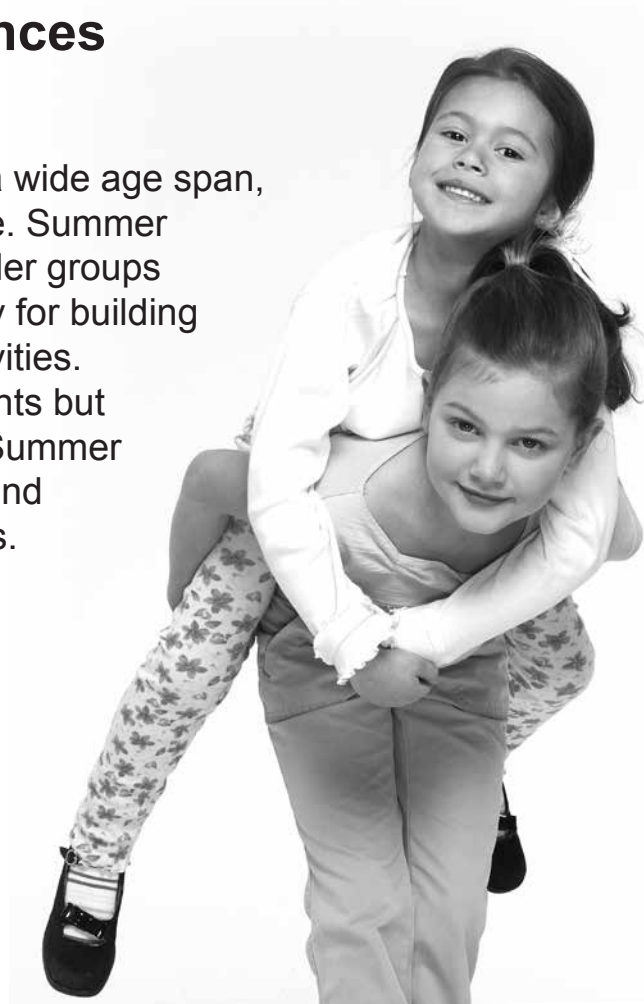
If Your Child is Unable to Attend

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, please call the Recreation and Parks Department by 8:30am, at 905-873-2601, ext. 2437 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. If your child is not able to fully participate in the program due to health reasons (ie. flu) do not send them to camp. 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 Appropriateness

Although most programs are listed with a wide age span, children will be grouped according to age. Summer Squads break up larger camps into smaller groups where campers have a better opportunity for building relationships and full participation in activities. Campers will have fun in camp wide events but emphasis will be on participation within Summer Squads to ensure more direct attention and incorporation of age appropriate interests.



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 fair and show respect for others and ourselves. The guidelines for program participation will be clearly outlined to participants.

1. Keep hands and feet to yourself.
2. Speak nicely to each other.
3. Touch only what belongs to you.
4. Stay within the activity area.
5. Listen to your leaders.

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 905-873-2601, ext. 2965 to discuss how best we can provide the support your child needs.

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.

As mentioned earlier, all Program Leaders have current First Aid and CPR Certification. In the event of a minor injury (eg. 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 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:

- Water bottle
- Lunch & drinks
- Additional snacks
- Comfortable running shoes (open toe sandals are not appropriate)
- Sun hat and sunscreen
- Raincoat in case of inclement weather
- Bathing suit and towel
- Please mark your child's name on all articles using permanent marker

REMEMBER!

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



Money/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 (i.e. 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 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 WILL NOT be allowed at camp. Program Leaders are trained in recognizing and responding to allergic reactions, including the use of epi-pens.

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.

It is important that your child has nutritious lunches and snacks while participating at camp. Here are a few healthy lunch suggestions:

- Pizza slices
- Fresh fruit (eg. apples, grapes, bananas)
- Dried fruit
- Vegetables (eg. carrot or celery sticks)
- Cheese & cracker packs
- Egg or tuna salad
- Pitas & humms
- Muffins and baked goods
- Sliced meat & cheese





Swimming at Town of Halton Hills Pools

Swimming will occur twice a week. Review the [Parent Newsletter](#) weekly to find out exact swimming days for specific camps. **Please always send a bathing suit and towel the first day of camp.** To ensure both a fun and safe swimming experience, all pools are guarded by qualified lifeguards and the camper/ staff ratio is maintained (please see 'Supervision Ratios'). All swimmers are evaluated by aquatic staff to determine their ability. They are then given a coloured wristband which identifies their swimming ability and where they can swim in the pool (ie. shallow vs. deep end). Our campers walk or are bused to the pool closest to their camp. All pool rules and guidelines for walking in a group are reviewed before each departure.

Please Note: Due to safety concerns, children 6 years old and under do not go swimming. However, they do have access to outdoor water activities. Please always send a bathing suit and towel.

Bus Trips

A number of our summer camps go on a one-day bus trip on Wednesdays. Bus trips for speciality camps may vary throughout the summer. Please be sure to check the weekly [Parent Newsletter](#) for trip specific information.

The safety and whereabouts of each child is our primary concern during bus trips. When applicable, all participants must wear their bus trip t-shirt on trip day (see Bus Trip T-shirts). All procedures are reviewed with the children ahead of boarding the bus including rules about behaviour on the bus, safety and the buddy system. Packed lunches are required for all trips - no lunch items will be purchased.

All bus trips will go ahead as scheduled rain or shine. In the case of severe weather, an alternate location has been pre-arranged. If your child is unable to go on the bus trip, please let us know immediately by calling 905-873-2601 ext. 2437.

If the bus is running behind schedule due to unforeseen circumstances, you will be advised.

Bus Trip T-Shirts

Many camps require participants to purchase and wear bus trip t-shirts on trip days (usually Wednesday). In this case, the t-shirt is a mandatory component of our program and will enhance your child's safety during our bus trips. T-shirts will be available on site for purchase. If you already own a bus trip t-shirt from the previous year, you are not required to purchase another one.

Note for Specialty Camps: Due to the age of the participant and/or nature of the camp, we do not require participants to purchase a t-shirt. If this pertains to your child's camp, the Assistant Coordinator will notify you in the Parent Newsletter.

T-shirt purchase is required on the 2nd day of camp for the camps that have scheduled bus trips which require a bus trip t-shirt.

T-shirts are \$10 each

Keep in mind you only need to purchase one t-shirt per camper. If a camper has a shirt from last year, feel free to use that shirt.

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, prior to camp start date. The Parent Newsletter will outline the main activities scheduled for the week (eg. swimming dates, off-site trips, etc.). If you would like a paper copy, please ask the Program Leaders to provide you with one.

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 on site 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 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 with Reg-e on the Town website at www.haltonhills.ca or by phone with Tele-Reg at 905-873-2498.

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 is so important to receive before camp starts.

Manual registration forms are available at all Town facilities or on our website at www.haltonhills.ca. Manual registrations can be faxed to 905-873-1587, mailed or dropped off at Recreation & Parks at the Civic Centre, Acton Arena & Community Centre or Gellert Community Centre.





For additional information please feel free to call the
Program Information Hotline
905-873-2601 ext. 2275