



SUMMER DAY CAMP



Parent Handbook



2022

Township of Brock Summer Day Camp Handbook 2022

This document is available in alternate formats upon request. Please contact the Clerk's Department 705-432-2355.

The Township of Brock Summer Day Camp

The Township of Brock is committed to providing families with a safe, exciting and affordable summer camp experience. Our goal is to keep your kids active and encourage opportunities for learning, growth, making friends while having FUN and making memories that will last a lifetime.

Ages

Day Camp programs are open to children 4-12 years of age. Campers **MUST** be 4 years old by the time they start camp, and must not have reached the age of 13 during camp. Camp programs will be created and designed directed to the specific age group of campers.

Mini Mites — 4-6 years of age
Junior — 7-9 years of age
Senior—10-12 years of age

Camp Hours

Camp hours are 8:30 a.m. to 4:30 p.m. daily. Staff do not start their shifts until 8:30 a.m., early drop offs are not permitted. Campers should be picked up promptly at 4:30 p.m. or late penalties may apply.

Safe Arrival and Dismissal

The Township of Brock is committed to providing a safe and secure environment for your child(ren). Our safe arrival and dismissal process ensures that campers are only released in to the care of their parent/guardian, or an individual designated by the parent/guardian at the time of registration. **Everyone** who picks up a child from camp is **required** to show government issued photo identification (ID) every time they pick up. Individuals are expected to sign in the child in at the start of the day, and sign them out at the end of the day with a camp staff. Staff will be wearing bright yellow T-shirts for easy identification.

Leader Qualifications:

All camp staff are hired through an application and interview process, and selected based on their experience and enthusiasm. All staff must have:

- Standard First Aid and CPR Level C
- Vulnerable Sector Check

In addition to these qualifications, all staff are required to attend pre-camp training sessions on child safety and programming.

Program Schedules

Prior to the first day of camp, an overview of the week will be emailed to participants. Please ensure that the email you provided on your online account is accurate.

Supervision Ratios

Children ages 4-6— 1 Counsellor to 10 Children
Children ages 7-12—1 Counsellor to 15 Children
Ratios may be enhanced with support from trained youth volunteers and Leader-In-Training Participants.

Location

Camp will run at the **Foster Hewitt Memorial Community Centre** in Beaverton, **Rick MacLeish Memorial Community Centre** in Cannington, and **Sunderland Memorial Arena** in Sunderland.

Inclement Weather:

Staff are mindful of hot, and stormy days and will adjust the programs as required. As a general guideline most outdoor activity is planned during non-peak hours. On days the temperature exceeds 34 degrees Celsius, indoor activities will be planned. If lightning and/or thunder is present campers will be moved inside for indoor activities.

Sun Safety:

Sunscreen should be packed daily and applied regularly. We encourage you to show your child how to apply sunscreen appropriately. Hats should also be worn, or packed every day. Please label children's items including hats and sunscreen bottles.

What to Wear:

Be prepared! Dress for the weather and for the activities you'll be participating in. Bathing suit and towels should be packed daily for outdoor water games. Dress for a mess, old clothes are best! Closed-toe shoes are encouraged for all the activities your child will be participating in. Sandals are not suitable for our adventures.



Lost and Found

Did you leave something behind? Any items left behind will be kept at the facility until the end of the summer. Items must be picked up in person. Please label everything.

Medications / EpiPen's & Inhalers

If prescription medication is required during a program, parents/guardians must complete the Administering Medication form at the time of registration. Medication must be stored in its original container with only enough for one day's worth of medication. This container must be provided to camp staff each morning. EpiPens and Inhalers must be kept in a separate fancy pack/case to be worn at all times.

Code of Conduct/Behaviour

Campers are expected to behave appropriately while in the care of programs they are participating in. We have these expectations in place to ensure that all participants are able to enjoy a welcoming, safe, positive and rewarding camp experience. It is also a necessary requirement of participants to behave appropriately:

- Respect for themselves
- Respect for the property
- Respect for others
- Positive camp participation in all activities
- To be safe and have fun!

Persistent behavior issues are discussed between the staff and their immediate supervisor prior to determining the consequence. Please note expulsion from camp is a last resort, but may be implemented if warranted.

What to Bring

- Nut-Free Lunch
- Snacks
- Refillable Water Bottle
- Bathing Suit & Towel
- Spare Set of Clothes

Please leave electronics and toys at home. Township of Brock will not be held responsible for lost, stolen or damaged items. Label **all** of your child's belongings.

Allergy Awareness

Peanut/nut products are not permitted at camp. Any allergies should be listed in the medical concerns on the registration form.



Participants with Additional Needs

We strive to ensure the successful and safe participation of all campers in our camps. If your child has extra support needs or a health condition you **MUST** inform us upon registration.

Inclusive Support

The Township of Brock wants to provide integrated and inclusive programs for all children and youth in the community. To ensure that your child get the camp experience and support needed please provide us with information on your child if:

- Extra support is used at school
- Extra help is needed at home for basic care
- A physical, medical, behavioral and/or developmental disability that could affect your child's safety or ability to participate

The Township of Brock has the right to remove participants from a program if they cannot follow the code of conduct. The Township of Brock Refund Policy will apply.

Township of Brock Summer Day Camps

Registration and Payment

Camp availability can be checked online through the Township website. Availability can only be guaranteed at time of processing the registration. The Township will not “hold” spots for individuals. Registration will be accepted online only through our registration software. Confirmation of registration will be emailed upon completion.

Refunds/Cancellations

If you want to cancel enrolment/request a refund in a day camp, you must provide one-week advanced notice by emailing recreation@townshipofbrock.ca. You will be asked to complete a “Request a Refund Form” There is a \$20 service fee for all cancellations. The Township of Brock reserves the right to cancel or alter any programs, times, costs or locations outlined in this brochure without notice as required, due to low enrollment, change of policy or availability of facilities or instructors. The service fee will not be charged if we cancel one of the day camp programs.

Switching Sessions

If you have enrolled in a camp program, and wish to switch the sessions your child is attending you must provide one-week advance notice by emailing recreation@townshipofbrock.ca. You will be asked to complete a “Switch Session Form”. You can only switch to a session of similar value. There is a \$20 service fee for switching sessions.

COVID-19

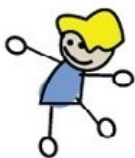
The Township of Brock Summer Day Camp remains committed to providing a safe and enjoyable environment for our campers, their families, and our staff team. We continue to work with provincial and local health authorities and follow all public health guidelines to ensure a safe summer camp experience for all. Please note that summer camp programming is subject to change without advanced notice, due to the fluid nature of the COVID-19 pandemic. The Township of Brock will make every effort to promptly communicate the status of programs with registered participants, should modifications be necessary.



Feedback Options

We value community feedback and want to hear about your personal experiences with our programs and facilities. An online customer feedback survey will be emailed at the end of the summer. This is your opportunity to tell us what we are doing well, and where we may need to make improvements.

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