

# Summer Day Camp Participants Manual

The Village of New Minas Recreation Department is excited to offer our Summer Day Camp program again this summer.

Our program is guided by the following key guiding principles:

- Outdoor play
- Physical Literacy
- Inclusive and culturally responsive practices

## Payments

- Cost- \$120 per week or \$30/day if there are part time spots available.
  - All payments can be made payable to the "Village of New Minas"
  - All payments must be made at the New Minas Village Office, online through your Univerus Recreation Account or via E-Transfer to info@newminas.com.
  - Methods of payments include: post-dated cheque, cash, debit, e-transfer, VISA or M/C (credit card payments can be made online or over the phone - 902-681-6972)
- Payments MUST be made no later than the outlined payment dates below, or your child will be removed from camp. If you need to make payment arrangements, you must contact the Recreation Office *prior* to the due date.**

**Week 1: June 21st**

**Week 2: June 28th**

**Week 3: July 5th**

**Week 4: July 12th**

**Week 5: July 19**

**Week 6: July 26**

**Week 7: August 2**

**Week 8: August 9**

## Hours of Operation

Summer Day Camp is open daily from 7:30AM-5:00PM Monday to Friday. New Minas Recreation will not be responsible for your child before 7:30AM, even if a staff member is currently present.

## Holidays

New Minas Recreation does not operate Summer Day Camp on Holidays.

We will not be offering camp on the following Holidays:

July 1st- Canada Day

July 26th- Staff Reset

August 5th- Civic Holiday

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## **Attendance**

Your child will be charged for the entire week that they have been registered for, regardless of attendance. If your child is not attending, please let the recreation coordinator know by emailing [ericad@newminas.com](mailto:ericad@newminas.com) or by phoning 902-681-6577.

## **Arrivals and Departures**

Our doors open at 7:30AM at the Louis Millett Community Complex and will end at 5:00 each day. A lot of our staff are students and/or have second jobs. It is extremely important that your child is picked up on time each day. Failure to do so will result in \$1/minute extra fee. If your child has not been picked up within 30 minutes of closing and no communication has been had, staff will be required to phone Community Services and/or the RCMP.

Participants will only be released to the people listed on the attached pick up form. Failure to notify the staff that someone other than those listed, is picking up your child, will result in the child not being released until confirmation has been obtained. Pick up persons may be asked for a valid ID if they are not recognized.

*Please note that even if one staff member has met the person, that does not mean another has.*

We will not release children to anyone aged 12 years or under; your child must be picked up by someone who is 13 or older with valid ID.

Please be sure to contact a staff member to let them know you are leaving with your child if outside of designated check out times. Parents will not be able to text their child from the parking lot and have them come out. Children must be signed out.

Please note that without a court order, staff are not legally allowed to withhold a child from a legal parent or guardian, however we will do everything we are capable of to ensure all children arrive home safely. All such incidents shall be recorded and kept on file with New Minas Recreation. If your child has specific custody arrangements, please advise the recreation coordinator.

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## Health Policy

Please do not send your child if there is any question of illness as we are not equipped to accommodate/isolate sick children.

**Fevers** are a temperature of 99.5 F or 37.5 C or higher. Children must stay home for a minimum of 24 hours after a fever break for known causes such as an ear infection for example, or 48 hours after fever break if the cause is unknown.

**Vomiting:** If the first episode happens in our care we will contact parents to pick up the child. Children must stay home for a minimum of 24 hours after the last episode of vomiting without medication and are feeling well enough to participate in daily activities.

**Diarrhea or loose stool:** If happens while in our care parents will be notified. Children can stay so long as another episode does not occur and your child is still well. If another episode happens within an hour and/or your child is unwell, parents will be required to pick up their child as soon as possible. Children are required to stay home for a minimum of 24 hours after the last occurrence without medication.

**Rashes:** Open sores need to be closed before returning ie: scabbed, healed, sealed over and must be covered with a bandage to return. This includes cold sores, hand foot & mouth, chicken poxes, other poxes, etc.

**Eyes:** Red, itchy, swollen and unusual discharge are all symptoms of pink eye. Parents will be contacted to pick up as soon as possible. Eyes will need to be clear of the symptoms to return.

**Lethargy:** If your child is feeling unwell and unable to participate during the day, please keep them home. While in our care if they do not want to participate, wants to go to sleep, won't eat etc. without any other symptoms parents will be notified and we will reassess after one hour. If they are not recovered after a rest, parents will be contacted to pick up.

**Covid19:** We actively follow the symptoms check list for families, staff and children. Please test as necessary and stay home. Children are to stay out until testing can be re-done in 2 days time. If positive, please stay home until symptoms improve.

**Any illness that prevents your child from taking part in regular activities, they will be required to be picked up.**

## Lice

It is the responsibility of the parent/guardian to notify staff members if their child has lice at anytime while attending. Children with lice are asked to remain home until after the second shampoo treatment (one week) is given and all nits removed. All parents/guardians will be notified immediately if this occurs and head lice checks will take place accordingly.

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## Medications

Staff are unable to administer medication however, we can give friendly reminders to children if they are required to take any in our care. All medications are the responsibility of the parents/guardians. All medications must be in original container, with original label. Medications can be kept in the Recreation Office and we will do our best to remind your child when it is time for them to take their medication.

## Allergies

All allergies are to be made known to the program coordinator prior to your child starting with us. We need to know the allergy, severity and what to do in the event of your child coming in contact with the allergen. If an Ephinephrine injection is required we are to have:

- An injection stored at the centre at all times (not to be brought back and forth daily)
- A signed medical form stating that the staff have permission to administer the injection.

## Incident Reports

Staff are required to complete an incident report form for any accident which requires first aid treatment by the staff. It will be signed by the staff member who administered treatment, the parents/guardians, the Director of Recreation and each form will be placed on file. Parents/Guardians will be informed of the injury at an appropriate time (depending on the extent of the injury), maintaining confidentiality of any concerned parties. Incident reports will be provided each day at pick up.

## Emergency Medical Treatments

It is the staff members' responsibility to handle emergency medical treatments for which they are trained. Each staff member will keep updated training in First Aid and CPR. If a child requires medical treatment, the parent/guardian will be called at an appropriate time (depending on the extent of the injury) and required to take the child for professional medical attention. If the parent/guardian cannot be reached, an authorized person will be called to fulfil this responsibility and contact with the parent/guardian will continue to be sought.

If contact with the parent/guardian or authorized person has not been made and your child requires immediate medication attention, a staff member will accompany your child to the Valley Regional Hospital Emergency Department. Staff will continue to attempt to reach a contact person, who will be expected to meet the child at the hospital. Staff must return to the centre as soon as possible. If your child requires emergency medical treatment due to a life-threatening incident, an ambulance will be called and a staff member will accompany your child to the hospital.

You are responsible for all costs involved in emergency medical treatment, including emergency transport costs if required.

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## **Emergency Closure, Evacuation and Fire Drill**

At the Louis Millett Community Complex we will have quarterly fire drills. We will take the children out of different doors and routes each time and teach them which door is the best exit in the right situation. We will all meet at the designated muster point at our mailbox. Staff members will take attendance to account for all participants. Should the fire be real or any other emergency situation occurs, children will be taken to a place of safety out of the elements and parents/guardians will be contacted to come and collect the children. The Evacuation Plans will be posted in the classroom.

The Louis Millett Community Complex has a generator, which will kick in within 3 minutes of a power outage.

## **Environmental Awareness**

Environmental awareness will be highly valued within the center making use of, where possible, recycled and energy efficient products. Strict recycling policies will be implemented.

## **Lunches & Snacks**

New Minas Recreation does not provide lunch or snacks. Please send your child with enough food/snacks to last the entire day. We have 2 designated snack times and a designated lunch time. We are a nut free facility.

## **Outside Play**

It is our policy to have the majority of our program be outside play based. We play outside for a minimum of 90 minutes per day.

Children will go outside unless:

The Heat-Humidity is too high (judged daily)

The UV index is above safe limits (judged hourly)

Torrential downpour

It is important to send your child dressed appropriately, with extras in their bag each day as to not interrupt the flow of our program.

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## **Child Abuse Reporting**

As per the protocols outlined by the Department of Community Services for the prevention and reporting of child abuse, any staff member who has reasonable grounds to suspect a child may be abused or neglected has a legal obligation to report the matter to the local child welfare agency.

## **Suspected Substance Use**

Should any staff member suspect that a person is under the influence of a substance at the time of pick up, the following steps will be taken:

A staff member will offer to phone a taxi to take the parent and child home.

A staff member will offer to call one of the people listed on the emergency contact list.

If these offers are refused and the parents leave the property in a motor vehicle with the child, the staff member is obligated to phone 911 to report the incident.

All such incidents shall be recorded and appropriate action will be taken.

## **Clothing and Needs**

Children should wear inexpensive comfortable play clothes. Many of our daily activities include active, educational, hands on, messy experiences and your child's clothes will get dirty. Soiled clothing will be placed in a plastic bag in your child's backpack. Please label all items of clothing with your child's name or initials. While every effort is made to protect your child's clothing and possessions from loss or damage, New Minas Recreation cannot guarantee that this will not happen. Please check the lost and found box regularly. Please send a minimum of 1 change of clothing for the day. Please send your child in the appropriate clothing for the day. We spend the majority of our time outside, no matter the weather.

## **Termination Policy**

If you plan on withdrawing your child from the program for any reason, you must notify the Recreation Coordinator on the Thursday before your child starts at camp. If notified after this date, and their spot is not able to be filled, you will be billed for the week in full.

Participation is important to run a successful day camp. If your child is refusing to participate on a consistent basis and it interrupts the flow of the program, day camp may not be an appropriate fit for your child. Summer Day Camp is not child care, but a recreation program. If we feel that your child is not a good fit for camp, we will give as much notice as possible.

If your child is a threat to safety of staff or other participants, New Minas Recreation reserves the right to terminate the care that day.

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*Please share the following information with your child:*

## **Participant Expectations**

- ✓ Be Kind – Keep hands, feet, and objects to yourself
- ✓ Be Respectful – To leaders, others, yourself and environment
- ✓ Be Safe – Follow instructions, ask your leader for help, and always have a leader in sight

## **Inappropriate Behavior**

- Refusing to follow the behavior guidelines
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or community property)
- Refusal to cooperate with staff
- Disrupting the program
- Leaving the program location without permission
- Endangering the health and safety of children and/or staff
- Physical violence or bullying/teasing toward another participant or staff
- Any other behavior staff deem inappropriate for the given situation

## **Discipline Guidelines Following Inappropriate Behavior**

- Staff will redirect the participant to more appropriate behavior.
- If inappropriate behavior continues, the participant will be reminded of behavior guidelines and expectations, as well as the two strike policy, and the participant will be asked to decide on action steps to correct their behavior.
- Staff will document the situation and parents will be notified at pick-up.
- If the situation is not resolved and inappropriate behavior continues, each participant will get two strikes before the participant will be dismissed from program and may be denied permission to return.







New Minas Recreation  
& Community Development

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## **Participation Contract**

*(please sign & return to the Village Office)*

Participant Name: \_\_\_\_\_

*I, \_\_\_\_\_, the guardian/parent for the above indicated camper have read the New Minas Summer Day Camp Manual and understand/agree with the outlined expectations of the participant & parent/guardian for participation in the New Minas Summer Day Camp program.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Pick up Permission Form**

*I \_\_\_\_\_ (Name of legal guardian) give my permission for \_\_\_\_\_ (child) to be picked up from New Minas Summer Day Camp Program by the people named below:*

- Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
- Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
- Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
- Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Only those authorized individuals listed above will be permitted to sign out the participant from the New Minas Summer Day Camp Program\**

## **Photo Release:**

*Throughout the year, our staff often take photos and videos of the participants in our programs. The photos are included in collages, posted on facebook or instagram, included in brochures or on our website.*

*By signing this release form, you are giving your consent for our staff to use these pictures.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Medical Treatment Form I \_\_\_\_\_ (Name of legal guardian) give permission for New Minas Recreation to seek emergency medical treatment for \_\_\_\_\_ (child) in the event that I cannot be reached. This includes but is not limited to emergency transport, epinephrine injection, medical treatment as advised by a physician.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Medical Treatment Form**

*I \_\_\_\_\_ (Name of legal guardian) give permission for New Minas Recreation to seek emergency medical treatment for \_\_\_\_\_ (child) in the event that I cannot be reached. This includes but is not limited to emergency transport, epinephrine injection, medical treatment as advised by a physician.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_