



# DAY CAMP PARENT HANDBOOK

## WELCOME TO CAMP!

We are excited to have your Camper join us! It is sure to be a memorable season at the beach! Please read this document in its entirety to ensure your Camper gets the most out of their experience.



## Recreation & Leisure Services

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### Day Camp – Parent Handbook

Welcome to the South Frontenac Township Swim and Day Camp Program! Please find enclosed the necessary and important information you will need to make your Campers experience at Day Camp that much more enjoyable and successful.

We have prepared a fun-filled session for your child, and we look forward to making this a camp to remember!

#### Important Contact Information

##### Tim Laprade

Recreation and Facilities Manager

Phone: 376 3027 ext. 2231

Email: [tlaprade@southfrontenac.net](mailto:tlaprade@southfrontenac.net)

##### Sam Burgoyne

Day Camp and Swim Lesson Coordinator

Phone: 613 985 7946

Email: [campcoordinator@southfrontenac.net](mailto:campcoordinator@southfrontenac.net)

##### Eve Hussey

Clerical Assistant – Public Services

Phone: 376 3027 ext. 4331

Email: [pwsupport@southfrontenac.net](mailto:pwsupport@southfrontenac.net)

#### Day Camp Staff

Our Camp Staff are energetic young adults who have experience working with children, enthusiasm, strong leadership skills, and sound judgment. Many of our staff members are pursuing post-secondary education in the child and youth/education field. Camp staff work hard to promote a positive and fun camp experience in a supportive environment and make healthy connections with your child.

Please check in with your child each day to ensure they are having positive experiences. If there are any concerns, please contact the Day Camp Coordinator.

Our swim instructors are all fully qualified with Standard First Aid with CPR-C, Water Safety Instructor Certification, National Lifeguard Service Certification, and some staff members are even qualified as Emergency First Aid Instructors. All Camp Staff possess First Aid and CPR certifications, and clear Criminal Records Checks.



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### Camp Locations

- Sydenham Point Park – 4410 Point Park Road, Sydenham
- Gilmour Point Park – 1763 Wellington Street, Battersea
- McMullen Beach – 6089 Carleton Drive, Verona

### Hours of Operation, Transportation, & Cost

#### Before and Aftercare

This option allows for Campers to join us for both before and after care. Campers can join us for before care from 7:30 am - 8:00 am. After care is from 4:00 pm - 5:00 pm.

Cost: \$30/ week (\$24 on weeks with a holiday)

#### Core Camp Hours

Camp operates from 8:00 am – 4:00 pm Monday – Friday (excluding holidays).

Cost: \$150.00/ week (\$120.00 on weeks with a holiday)

#### Transportation

We're offering a shuttle bus service to our other locations to help families with transportation. The east bound bus leaves The Point Park at 7:30 am, stops to collect more Campers at the carpool on North Shore Road at 7:45 am and arrives at Gilmour's Point Day Camp at 8:00 am. The west bound bus leaves The Point Park at 7:30 am, stops to collect more campers at Centennial Park at 7:45 am and arrives at McMullen Beach at 8:00 am. In the afternoon, it's all aboard the buses at 4:00 pm, the east bound bus heads back to the carpool for 4:15 pm and then to The Point Park for 4:30 pm. The westbound bus heads back to Centennial Park for 4:15 pm and then to The Point Park for 4:30 pm.

Cost: \$30/ week (\$24 on weeks with a holiday)

#### Unexpected Late Pick-Up/ Drop-Off

We understand that emergencies may occur that cause you to be delayed. If you find yourself in such a situation, please call the site coordinator. This courtesy will alleviate anxiety on the part of the staff and your child and give us a general idea as to when we can expect you.

#### Statutory Holidays

Our staff deserve a break, too! We do not operate camp on any statutory or civic holidays.



**SOUTH  
FRONTENAC**

**Public Services Department**

2490 Keeley Road, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4331

[recsupport@southfrontenac.net](mailto:recsupport@southfrontenac.net)

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### Signing In and Out

Children must be signed in by an adult in the morning. A designated pick-up list should be assigned at the time of registration. Staff members will not release a child to someone other than the people designated. If you need to add to your designated pick-up list, please call the Camp Coordinator in advance, to inform them of the addition.

Whoever picks the child up **MUST** present photo identification at the time of pick-up. For safety purposes, please keep your child with you during sign-in and sign-out.

### Weather

Our camps and swim lessons run regardless of the weather. We simply adjust the location and activities as appropriate. Outdoor activities can still be enjoyed and sometimes our fondest memories are those rainy days.

Swim lessons will only be cancelled in cases of thunder/lightning storms or extremely cold water, lessons will still be held in the rain. In the event of lesson cancellations, we will do our best to contact you before the lesson start time. Please dress your child and pack to be prepared for any weather.

### Active Programming

Our camps encourage walking feet, which means that your child will walk to and from many of the outdoor planned activities. This is just one of many ways that staff will be encouraging a healthy lifestyle for campers. Please ensure your child has suitable walking shoes.

### Health Policies

For the safety of other children please **notify staff or the Day Camp Coordinator if your child develops a communicable disease** (pink eye, chicken pox, etc.). Children should not return to a program until cleared by a physician.

If your child is simply not feeling well, you can help stop the spread of germs by keeping them at home until they feel better or symptoms have subsided.

For the health and safety of our staff members and children in the camp, if a child continues to have “accidents” and/or requires diaper changes, they may be asked to leave the Day Camp Program.

### What to Bring Each Day

Please ensure your child has the following items **every day**.

**[www.southfrontenac.net](http://www.southfrontenac.net)**

*Natural, Vibrant and Growing – a Progressive Rural Leader.*



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### Attire:

- Running shoes
- Sandals or water shoes (*optional*)
- Hat
- Jacket
- Rain gear (*jacket and boots*)
- Hot weather gear
- Swimsuit and towel
- Sunglasses (*optional*)
- Lifejacket/ floaties (*optional*)
- Extra set of clothes (*in case of water games/rain/accidents*)

### Personal Items

- Sunscreen** (waterproof)
- Water bottle (we have water refilling stations at all camp sites)
- Lunch and morning snack
- Medication (*as needed*)
- Non-electronic toy (*optional - for free time*)
- Book (*optional - for free time*)

**Please Note: Electronic devices are not permitted Day Camp unless discussed with the Site Coordinator.**

### Food:

Please note we have a full size fridge at all camp sites for lunches.

- A healthy lunch (***nut free please***)
- Lots of healthy snacks (***afternoon snack will be provided, nut free please***)
- Plenty of water (***no pop please***)

### Nuts and Nut Related Products

Do **not** send your child with any product containing nuts or nut by-products, as children with severe allergies participate in our programs regularly. Please inform us of any other allergies we should be aware of.

### Camp Preparation

Remember to check that you have...

- Labeled all your child's clothing/ personal items with a first and last name.



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- Notified the Site Coordinator if there are any changes to your family contact information, camper information (medical etc.).

### Lost and Found

Please label all items! The Day Camp Program is not responsible for any lost or stolen articles. Please do not send your child to camp with any valuables, jewelry, electronics etc. Staff regularly performs a site-check at the end of every day and all items that are found are put in the lost and found.

At the end of each day, the staff will lay out the items for the parents and campers to see at the drop off/pick up area. Lost and found items will be donated to the Hartington Community Caring Centre 5 business days after each session.

### Payments and Withdrawals

Payments will not be accepted at the day camp site, all payments must be handled at the Public Services Office located at 2490 Keeley Rd, in person or by using our online registration system.

If you need to withdraw your Camper, please contact the Camp Coordinator as soon as you can to allow for another Camper to join us if we have a wait list. A prorated refund may be available to you.

### Medical Conditions, Disabilities, and Behavioural Circumstances

We request full disclosure of any medical conditions, disabilities, or behavioural circumstances. Full disclosure of this type of information gives our staff a better understanding of the special needs and unique qualities of your child. This helps staff be better prepared for each session and to ensure that your child has a positive and fun camp experience. Please provide this information when registering for the program.

### Behaviour Code of Conduct

At our Day Camps we want every child to have fun, make new friends, succeed, and accomplish new skills. Camp is not a place for negative attitudes or behaviours. If a child is interfering with the safety and integrity of the program, the staff will do everything they can to work with the child and manage their behavior.

Camp guidelines are in place for the safety of all campers. It is of utmost importance to us that all campers feel safe and respected. Parents will be informed of serious incidents.





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### Discipline

Discipline is the ongoing process of helping children to develop inner controls so that they can manage their own behavior in a socially acceptable way. Discipline is administered through firm statements, redirection of behavior or removal from the group or activity. The following procedures will be used in handling discipline situations:

1. A verbal warning will be the immediate action in correcting inappropriate behavior (depending on the severity of the situation).
2. Time outs will be issued if behavior is not corrected. This involves a child sitting out from activities for a time that is appropriate. The incident is documented and submitted to the Swim and Day Camp Coordinator.
3. Loss of Privilege: The leader will remove the child from the activity and will be sent to a camp coordinator. A coordinator will explain the unacceptable behavior and work with the child to find alternate solutions.

Parents will be contacted if repeated incidents require that a child be removed from the program for a portion of the day, or if the incident is quite severe.

Any violent, physical, or threatening actions will receive an immediate incident report and may result in suspension from the program. The Day Camp Program reserves the right to dismiss a participant whose behavior endangers the safety of themselves, others, or if inappropriate behavior does not stop. No refunds will be issued. Upon receiving three incident reports, the Day Camp Coordinator will contact a parent/ guardian to request a meeting to discuss disciplinary problems and solutions.

### Still have Questions?

Please do not hesitate to contact us at [campcoordinator@southfrontenac.net](mailto:campcoordinator@southfrontenac.net). We want your Camper to have the best camp experience possible and would be happy to answer any additional questions you may have.