



Arran Elderslie Summer Day Camp

Parent Information



WELCOME!

Welcome children and parents to our Summer Day Camp Program. We are busy planning a variety of fun and exciting activities this summer. We are excited to be offering this program to our residents and are looking forward to the first day of camp and meeting all of our participants!!

Child Information Record

This 2 page record is for us to know as much as we can about your child before the first day of camp! Please fill it in and return to the Municipal office PRIOR to the first day of camp.

Camp Details

Summer Day Camp is for children 5-11 year's old.
Held at the Community Centre. Generally the children will be grouped in a large group for most activities, but may be divided into smaller groups based on age or activity and the number of participants.
The program will utilize the following facilities for activities: based out of the Community Centre, Curling Club, Play Grounds, Pool, and will visit various local attractions around town. Children will walk to and from all of these activities.



Camp Arrival and Departure

When you drop off and pick up your child from camp, please accompany your child to and from the Community Centre. It is an excellent opportunity for our staff to meet with you.

Please do not arrive prior to 7:30am. Should you be early please wait with your child until the doors are open.

Prompt pick-up between 4 and 5:30pm is expected. Please respect 5:30pm as the latest pick up time. An extra charge for every 15 minutes after 5:30pm will be applied. Camp participants must check in and out at the beginning and end of each day. A Staff member will be located at the door during drop off and pick up times. Please review this policy with your child and ensure they check in and out with camp staff every day.

ONLY THE INDIVIDUALS AUTHORIZED ON THE CHILD INFORMATION RECORD Page 2, WILL BE PERMITTED TO PICK UP YOUR CHILD. ANY CHANGES MUST BE COMMUNICATED IN WRITING.

Child Absent

If your child will be absent due to illness or other reasons please contact: 363-3039 ext 117 after 7:30am. If we do not hear from you, we will be following up with your work number and/or emergency contact.
No refunds will be given.

Weekly Newsletter

A weekly Newsletter will be distributed each week, a newsletter will be e-mailed to you.
Newsletters contain a lot of very important information about your child's camp, please look for it.

Privacy

The Municipality of Arran-Elderslie respects the privacy of all individuals. It is essential for us to collect information about our campers and their families for registration and safety purposes. The information we collect is stored in a secure database at the office and all hard copies are contained in a binder only staff have access to.

Sun Smart

All campers are asked to bring **waterproof** sunscreen with a minimum SPF 30. This is applied in the morning before program commences and again after lunch. Staff will assist the campers in applying their sunscreen if assistance is needed. Everyone is encouraged to drink plenty of water per day (don't forget your water bottle). Please label your child's container with first and last name.



Medications

If your child must take any medications while at camp, the medications must be kept in the staff area at the Community Centre. If you send any medications with your child, please ensure that you have indicated this on your Child Information Record. All medications sent must be given to the camp staff for safe storage.

Allergy Sensitivity Alert

Due to the number of life threatening allergies to nuts, we asked that parents refrain from sending food items containing nuts or traces of nut products.

Sick or Ill Campers

Should your child become sick or ill while at camp, they will be asked to rest in the staff room for a short period of time. Should they become too ill to return to the program, the primary contact will be notified to pick the camper up. If we cannot reach the primary contact, we will contact the secondary and emergency contacts if needed.

Behaviour Expectations

At camp, we want each child to have fun, make new friends and succeed. If a child is interfering with the safety and integrity of the program, staff will do everything that we can to work with the child and manage behavior. If it continues, this will be a cause for concern and the parents/guardians will be contacted. All campers must conduct themselves in a respectful and courteous manner by respecting other campers, staff, equipment and the facility. We ask for the assistance of parents/guardians to ensure that the children are aware of unacceptable and/or disruptive behavior and that those behaviours will not be tolerated at camp.

Camp Inclusion

Campers with special needs are welcome to attend camp with their own qualified support person. Parents of a child who has special needs should identify these needs upon registration. When you have made arrangements for your child's support, please contact us so that we can discuss and ensure a smooth transition into camp. We require this information in order to increase staff awareness and assist us in making your child's camp experience safe and rewarding.

Supporting your child at camp

Our camp strives to serve all children, but sometimes regular programming cannot meet a child's needs. The Municipality of Arran Elderslie reserves the right to withdraw a child for disruptive behavior, or if the program and staff supervision is insufficient for a child's needs. If required it is the responsibility of the family to find support or alternate care.



Please note: The Municipality of Arran-Elderslie reserves the right to cancel part or the entire program if participant numbers are not sufficient to run the program.



Schedules and Invoicing

Completed 2 page registration forms are due in by no later than June 15th. An invoice will be created by office staff for all days registered for. You may make several payments over the course of the summer, or pay one lump sum. Final due date will be August 16th at which time penalty will be applied to your invoice. After June 15th schedules are final, and no switching of days, or additions of days will be allowed. This is for the safety of all participants.

What to bring each day

Please label and send the following with your child daily

- Bathing suit•Towel
- Hat
- Sunscreen
- Lunch with snacks (nut free)
- Active shoes that can get wet
- Active clothes that can get dirty
- Refillable water bottle



Please leave at home!

- Cell phone
 - iPod
 - Electronic games
 - Weapons (or anything that may look like a weapon)
 - Jewellery
 - Money
 - Toys and Trading Cards
 - Clothes that cannot get dirty!!
- Staff and the Department are not responsible for lost or stolen items brought to camp.

WE HOPE YOU HAVE A WONDERFUL CAMP EXPERIENCE!

For Questions or Concerns

Katrina Eke – Program Coordinator – 519-363-3039 ex 117
Recreation Manager – 519-363-3039 ex 123
Please report your child's absence to 226-974-0156 by 7:30am