



BEACONSFIELD

# 2023 Parents' Manual

# BEACONSFIELD DAY CAMPS

**Culture and Leisure**  
City of Beaconsfield  
1974 City Lane  
514 428-4520  
[rec@beaconsfield.ca](mailto:rec@beaconsfield.ca)

**Camp Coordinates**  
**Recreation Centre Camp:** 514 428-4400 ext.4524  
**Windermere Camp:** 514 829-2894  
**Beacon Hill Camp:** 514 926-1625  
[camps@beaconsfield.ca](mailto:camps@beaconsfield.ca)



# BEACONSFIELD 2023 DAY CAMPS

## PARENTS' MANUAL

### TABLE OF CONTENT

WELCOME TO THE BEACONSFIELD SUMMER CAMP PROGRAM.....	3
BEACONSFIELD CAMPS.....	3
CAMPER INFORMATION.....	3
ARRIVALS & DEPARTURES .....	4
WHAT TO BRING TO CAMP .....	5
WHAT NOT TO BRING TO CAMP.....	5
LUNCHES AND SNACKS.....	5
SUMMER CAMP BASICS.....	6
INTEGRATION AND SHADOWING .....	6
MEDICAL INFORMATION.....	7
REFUND AND TRANSFER POLICY .....	8
RL-24 SLIP – CHILDCARE EXPENSES .....	8
CODE OF CONDUCT.....	9

## WELCOME TO THE BEACONSFIELD SUMMER CAMP PROGRAM

Thank you for registering for one or more of our summer camp programs. The City of Beaconsfield is committed to providing a positive recreation experience for all participants in a safe environment.

Children will participate in a variety of fun activities, creating memories that will last a lifetime. We hope you will partner with us this summer to provide the most positive experience for you and your child.

It's natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize first-day "jitters". If you require further information prior to the start of camp, please contact us at [rec@beaconsfield.ca](mailto:rec@beaconsfield.ca) or **514 428-4520**.

## BEACONSFIELD CAMPS

A full week of fun - Monday to Friday 8:30 a.m. to 4:30 p.m.

Plus an Extended Day Camp Services from 7:30 a.m. to 8:30 a.m. and/or 4:30 p.m. to 6:00 p.m.

### RECREATION CENTRE

This full-service camp is offered to three age groups. Regular weekly activities include swimming, arts, sports, games, skating, library activities, and a weekly special event. Location: Recreation Centre, 1974 City Lane

JUNIOR GROUP:	Ages: 6 to 7 years
INTERMEDIATE GROUP:	Ages: 8 to 9 years
SENIOR GROUP:	Ages: 10 to 12 years

### OTHER LOCATIONS

This camp offers outdoor recreational swimming, sports, games, arts, and a weekly special event.

Location 1: Beacon Hill School, 170, Alton Drive  
Ages: 6 to 8 years  
Ages: 9 to 12 years

Location 2: Windermere Park, 303 Sherbrooke  
Ages: 6 to 9 years

## CAMPER INFORMATION

In order to register, a completed Information Form must be submitted for each child prior to the first day of camp.

Parents can download the Camper Information Form at [beaconsfield.ca/en/summer-camps](http://beaconsfield.ca/en/summer-camps) or call the Recreation Centre at **514 428-4520** to have the forms emailed to you.

## ARRIVALS & DEPARTURES

**Parents are not permitted to enter the camp facility.**

Day camp personnel will be outside to greet parents and children and to coordinate drop off and pick-up.

**Children not registered in extended services must be dropped off between 8:30-9:00 a.m., and must be picked up between 4:00-4:30 p.m.**

On rare occasions where children cannot be dropped off or picked up during these hours, parents must call to obtain a drop off/pick up appointment time.

- Recreation Centre      514 428-4520 (4524)
- Beacon Hill Camp      514 926-1625
- Windermere Camp      514 829-2894
- or by email              camps@beaconsfield.ca

**Parents may not drop off or pick up their child outside regular camp hours without having first made an appointment.**

Following the procedures outlined above, children registered in extended services **must be dropped off between 7:30-9:00 a.m., and must be picked up between 4:00-6:00 p.m.**

***Self-sign out will only be allowed for campers aged 10+ years with written consent from a parent or guardian.***

### **LATE ARRIVALS, PICKUPS AND ABSENCES**

If for any reason a child will be dropped off late, or need to be picked up during camp hours (doctor appointment, etc.), the parent must advise the camp supervisor in advance to schedule a drop-off or pick-up time. If your child will be late or absent from camp, notify the Camp staff by phone:

- **Recreation Centre      514 428-4520 (4524)**
- **Beacon Hill Camp      514 926-1625**
- **Windermere Camp      514 829-2894**
- **or by email              camps@beaconsfield.ca**

and provide the following information:

- The child's first and last name
- The specific camp group the child attends
- The day the child will be absent or late
- Your name and telephone number



**There is no reimbursement for missed days.**

## WHAT TO BRING TO CAMP

Pack these items in a backpack clearly identified with the child's name

### What to bring everyday:

- Peanut/nut-free lunch & snacks
- Reusable water bottle & extra drinks
- Sun hat & sunscreen
- Running shoes (NO SANDALS)

### Additional (if applicable)

- Swimwear and towel (on swimming days)
- Rain jacket & boots (if rain is forecast)
- Insect repellent & outdoor protective clothing
- Skates, helmet, warm clothes and gloves (for Rec Centre skating days)



**CLEARLY LABEL ALL BELONGINGS WITH YOUR CHILD'S FIRST AND LAST NAME.**

## WHAT NOT TO BRING TO CAMP

**Money/Valuables:** We ask that your child not bring any money or valuables including devices that can be a disruption to the camp. These include, but are not limited to, cell phones, iPods, Gameboys, and other handheld electronic video games, cameras or toys. Campers must keep their cell phones in their bags if they require them for after-hours camp use only. The City of Beaconsfield does not accept responsibility for articles brought to camp, which are lost, stolen, or damaged. To avoid disappointment, campers are encouraged to leave these personal items at home.

## LUNCHES AND SNACKS

Campers should bring a healthy lunch and snacks (fruits, vegetables, granola bars, juice) each day. Campers do not have access to fridges or microwaves, so lunches should be packed with an ice pack. On excursion days, campers **MUST** bring a lunch. Should a child arrive at camp without a lunch, the parent/guardian will be called and asked to bring a lunch.



**CAUTION: LUNCHES AND SNACKS MUST BE NUT-FREE**

**FOOD ALLERGIES:** Due to the number of life-threatening allergies to peanuts or nuts, all Beaconsfield summer camps are 'Nut Free' environments. Lunches containing peanut or nut products will not be permitted in camp areas.

## SUMMER CAMP BASICS

**SUN SMART:** We ask that parents apply sunscreen prior to their camper arriving and pack a bottle in their child's back pack so that it can be re-applied throughout the day. Camp staff will periodically check to ensure that children are wearing sunscreen. However, due to potential allergic reactions, we will NOT PROVIDE sunscreen to children. Please ensure that campers know how to apply sunscreen.

**HYDRATION:** Please pack a refillable water bottle labelled with your child's name each day. We will have frequent reminders and breaks for rehydration.

**INCLEMENT WEATHER:** Heat or rain won't stop the fun! Leaders are trained to handle severe weather conditions such as storms and heat conditions. During heat advisories, campers continue activities at a slower pace and schedules are adjusted to limit outdoor high energy activities during the hottest part of the day.

**LOST AND FOUND:** Check the camp location Lost & Found for misplaced items – they will only be kept for a limited time following the end of camp. Please discuss with your child the importance of caring for and keeping track of their belongings.

**PROGRAM EVALUATIONS:** Your feedback is valuable and we care about what you think of our programs. We are always open to suggestions and ways to improve our programs. For immediate feedback, please speak with the Camp Supervisor. Satisfaction surveys will be e-mailed at the end of camp. Please take a few minutes to provide us with your feedback.

**RECREATIONAL SWIMMING:** Recreational swimming periods, supervised by qualified lifeguards and summer camp staff, are included in day camp programs. Lifeguards will conduct weekly swim tests to determine whether or not campers need a personal floating device during free swim. The decision of the lifeguard must be respected by the child and the parent.

## CAMP TO PARENT COMMUNICATION

Families will be sent weekly emails providing information and schedules for:

- Swim and/or skating days and times (if applicable)
- Weekly special events
- Important notices or invitations

## INTEGRATION AND SHADOWING

Does your child require additional support at camp? While our camps aren't specifically designed to accommodate special needs, we are committed to making them accessible and supportive to children of all abilities.

Support is based on available resources and is not guaranteed. All campers requiring a shadow or special assistance will be met and their needs assessed before confirming registration. The City may not be able to provide companion support to families who have not indicated that their child has special needs on their medical forms.

## MEDICAL INFORMATION

It is extremely important that parents follow the guidelines listed below in order to ensure the health and safety of all campers. The City must be informed of all of your child's health issues (allergies, asthma, etc.) Please ensure that all medical concerns and/or special needs requirements are indicated on the camper information form.

### EMERGENCY PROCEDURES

- Leaders are trained in first aid, CPR, accident prevention and emergency procedures.
- Each camp location is equipped with a telephone and first aid kit.
- If a child becomes ill during camp hours, camp staff will contact the parent/guardian and ask that they come and pick up the child within 45 minutes.
- In the case of a minor accident or injury, Camp Staff will administer first aid, monitor the camper, and notify the parents/guardians. In the case of an emergency and/or serious injury, parents/guardians will be notified immediately. If necessary, an ambulance will transport the camper to the nearest hospital.
- An incident report will be completed for every accident/incident and parents will be informed.

### MEDICAL ISSUES, ILLNESSES, ALLERGIES AND MEDICATION

Camp staff are not permitted to provide or administer medication but will supervise participants capable of administering their own. In the case of a life-threatening situation where the participant is unable to administer medication such as an EpiPen or asthma inhalers, staff will assist. If your child wears a 'Medic Alert' bracelet, note this on the medical form and ensure the bracelet is worn at all times while at camp.

### EPINEPHRINE



IF YOUR CHILD REQUIRES AN AUTO-INJECTOR (EPIPEN) ENSURE THAT THE CAMP STAFF ARE ADVISED AND KNOW WHERE IT IS LOCATED IN THE CAMPERS BAG. ALSO ENSURE THAT THE AUTO-INJECTOR IS NOT EXPIRED, THAT YOUR CHILD KNOWS HOW TO USE IT AND REVIEWS THIS PROCEDURE REGULARLY.

### ILLNESS AND FEVER



IF YOUR CHILD HAS A FEVER OR COMMUNICABLE DISEASE SUCH AS PINK EYE, FLU, CHICKEN POX, INFECTION, ETC., PLEASE KEEP THE CHILD AT HOME UNTIL THEY ARE NO LONGER CONTAGIOUS.

## HEAD LICE CONTROL

Head lice can show up in any camp because children are in close contact with one another. If your child is diagnosed with head lice, please inform the camp staff immediately.

Should head lice be detected on a camper, the child's parents will be asked to come and collect the child within 45 minutes.

In order to prevent the spread of the parasite, parents will be required to administer the suggested anti-lice treatment before returning the child to camp. If, after the initial treatment, the lice problem persists, the City reserves the right to refuse a child's return to camp.

If a case of head lice is reported, the City will notify, by email, all parents whose children are in the same group as the child afflicted with lice.

## REFUND AND TRANSFER POLICY

- Refund request must be submitted in writing to the City.
- Forms are available at the Recreation Centre reception.
- A \$35 fee will be charged for all NSF cheques (insufficient funds).
- Requests received on or before May 31 will be subject to a fee of \$25 (+tax) per child, per week.
- Requests received on or after June 1st and a minimum of 7 days prior to the start of the week will be subject to a fee of 50% (+tax) of the total paid per child, per week.
- No refunds will be granted for requests received within 6 days or less of the start of the week.
- Registrations are not transferable from one child to another, nor from one week to another.

## RL-24 SLIP – CHILDCARE EXPENSES

To claim the tax credit for childcare expenses, the information shown on the RL-24 slip must be entered in Schedule C of either your income tax return or that of the other person supporting the child.

In order to prepare the RL-24, the City requires the social insurance number of the parent paying the registration fees on the information form. Please ensure that the social insurance number you give is that of the person paying for the camp.

In February 2023, the City will prepare and mail the RL-24 to the parent having paid the registration fees.

## CODE OF CONDUCT

Our camps aim to create an atmosphere where each camper feels safe and respects the rights of others. If a child experiences behavioural problems, we will utilize positive behaviour management strategies to improve the child's conduct. If a child is involved in any incident, parents will be notified immediately and may be asked to meet with a Camp Supervisor and sign a Behavior Log.

### DISCIPLINARY GUIDELINES

Camp staff and supervisors will approach inappropriate behaviors in the following manner.

- Disruptive behaviour will be handled in a fair, consistent and supportive manner using progressive behaviour management strategies and logical consequences.
- The City of Beaconsfield reserves the right to withdraw a child from camp should their behaviour jeopardize the safety and security of themselves, participants, staff or property, or if a child's behaviour continuously disrupt the proper flow of activities.

### CAMPERS CODE OF CONDUCT

Our camp staff will work with campers to encourage respect of camp rules. We ask that parents also discuss and reinforce these behavioral expectations with their child. Camp staff strive to maintain an atmosphere of mutual caring, respect, and understanding by enforcing the following.

- Show respect and consideration for staff and fellow campers and their property
- Be cooperative, listen to the camp staff, and participate in camp activities
- Respect camp rules, the facility and program equipment
- Do not fight, yell, spit, bite, hit or curse
- Do not tease, bully or act aggressively

### PARENT'S CONDUCT

If parents have a concern they wish to address, they are encouraged to discuss the issue with a Camp Supervisor. Parents are not permitted to approach other campers without parental consent.

### SUSPENSIONS AND EXPULSIONS

In the case of physical or emotional violence or serious misconduct, the City of Beaconsfield reserves the right to suspend, deny participation in an excursion or expel a child from camp. Suspensions may be immediate.



Physical violence or bullying toward another camper or staff member will result in immediate dismissal from the camp program. Camper fees are non-refundable if a camper is sent home for disciplinary reasons.