



BEACONSFIELD

DAY CAMPS AND PARKS PROGRAMS PARENTS' MANUAL

Culture and Leisure

City of Beaconsfield
1974 City Lane
514 428-4520
rec@beaconsfield.ca



Camp Office

From June 19 until August 23
1974 City Lane
514 428-4400 ext.4524
camps@beaconsfield.ca

BEACONSFIELD DAY CAMPS AND PARKS PROGRAM

PARENTS' MANUAL

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1. 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 camper.

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 or 514 428-4520.

2. BEACONSFIELD CAMPS

2.1 BEACONSFIELD DAY CAMPS

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

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

See details below and the Contact magazine for dates, outings and fees.

DISCOVERY CAMP

This full-service camp is offered to two age groups (6 to 9 years and 10 to 13 years). Regular weekly activities include swimming, arts, sports, games, skating, library visits, a weekly outing and/or special event.

Location: Recreation Centre, 1974 City Lane

JR/SR: 6 to 9 years

PLUS: 10 to 13 years

ADVENTURE CAMPS (2 locations)

This camp offers outdoor recreational swimming, sports, games, crafts, a weekly outing and/or special event.

Location 1: Beacon Hill, Chalet, 100 Harwood

Ages: 6 to 10 years

Location 2: Windermere Chalet, 303 Sherbrooke

Ages: 6 to 10 years

COLOUR YOUR WORLD – ART CAMP

Young artists develop their talents and discover a variety of fine arts techniques such as sculpture, drawing, painting, collage, mosaics, self-portrait and still life. This camp also includes a weekly outing and/or special event.

Location: Centennial Hall, 288 Beaconsfield Blvd.

Ages: 7 to 10 years

2.2 BEACONSFIELD PARKS PROGRAM

Monday to Thursday 10:00-15:00

Ages: 7 to 10 years

A drop-in program designed for children who wish to participate in activities at the park, but who do not require full time care because they have a parent/guardian at home. The program includes games, sports and crafts.

Location 1: Christmas Park Chalet, 424 Beaconsfield Blvd.

Location 2: Shannon Park Chalet, 340 Preston

3. CAMPER INFORMATION

In order to register, each camper is required to submit a completed Camper Information Form prior to attending camp.

Download the Camper Information Form at beaconsfield.ca/camps or pick-up up a paper copy at the Recreation Centre. Provide as much detail as possible about your child to ensure a safe, secure and enjoyable camp experience.

4. CAMP NEWSLETTER AND PARENT COMMUNICATION

Families will be sent regular e-mails providing information and schedules for:

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

5. 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 interviewed and their needs assessed before confirming registration. To help decide if our camps are right for your child, please contact Nancy Steward at nancy.steward@beaconsfield.ca

6. ARRIVALS & DEPARTURES

6.1 DISCOVERY, ADVENTURE AND COLOUR YOUR WORLD HOURS

Camp hours are Monday to Friday from 8:30 a.m. to 4:30 p.m.

Supervised camper drop off hours are between 8:30 and 9:00 a.m. and pick up is between 4 p.m. and 4:30 p.m. sharp. This is for parents' convenience and to allow for all campers to be present for the start of the day. If a child is to be dropped off or picked up outside of these hours, the camp staff must be notified.

Campers may not arrive earlier than 8:30 a.m. and must be picked up promptly by 4:30 p.m. unless registered in the Extended Day Camp Service (EDCS).

6.2 EXTENDED DAY CAMP SERVICE (EDCS)

If you require extended hours of care for your child, register for the Extended Day Camp Service (EDCS) where Campers participate in supervised recreational activities that include sports, crafts and games. EDCS is offered as a weekly session. Refer to the Contact magazine for dates and pricing. Note: Fees are not prorated for part time use.

EDCS Locations: Windermere; Beacon Hill and the Recreation Centre

*Colour Your World campers are escorted to/from the Recreation centre to Centennial Hall

EDCS Hours: Monday to Friday from 7:30-8:30a.m. and 4:30-6:00p.m. for an additional fee. Children may not be dropped off before 7:30 a.m. and must be picked up before 6:00 p.m. Campers not picked up by 6:00 p.m. may be charged late fees.

6.3 LATE ARRIVALS AND ABSENCES

DISCOVERY, ADVENTURE AND COLOUR YOUR WORLD

If your child will be late or absent from camp, notify the Camp staff by phone 514 428-4400 ext.4524 or by email at camps@beaconsfield.ca and provide the following:

- 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.

PARKS PROGRAM

Due to the drop in nature of this program, parents need not advise the City of a child's absences or late arrivals.

6.4 SAFE ARRIVAL AND DISMISSAL PROCEDURES

A Safe Arrival and Dismissal procedure will be implemented to ensure that participants are only released into the care of the persons designated on the Camper Information Form.

Persons listed on the Camper information form will be required to sign the camper in and out each day. For the safety of your child and all of our campers the person may be asked to show photo identification to our camp staff upon sign out. We understand that this takes extra time at pick-up, however, it ensures the safety of children in our care.

Only the persons listed on the information form will be permitted to pick up your child.

You can update your list of designated persons at any time by calling or emailing the camp office.

In exceptional circumstances, such as an emergency, when a person not designated on your list will pick-up the child, you must advise the Camp staff at 514 428-4400 ext. 4524 or 514 428-4520. We will ask for photo identification from that person before releasing the child in their care.

6.5 SELF SIGN-OUT

Self-sign out will only be allowed for those campers aged 10+ years with written consent from a parent or guardian. See Camper Information Form.

6.6 EARLY DEPARTURES

If a child must leave camp early for a scheduled appointment, inform camp staff in advance to ensure that your child is back in the camp room upon your arrival.

7. WHAT TO BRING TO CAMP

Pack these items in a backpack that's comfortable and not too heavy to carry.

What to bring everyday:

- Peanut/nut-free lunch & snacks;
- Reusable water bottle & extra drinks;
- Sun Hat;
- Sunscreen (waterproof is recommended) ;
- 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 (on skating days).



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

8. 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-hour 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. Access to vending machines is not permitted during program time and on trips. We would appreciate that you discuss these matters with your child prior to the start of camp. Thank you for your cooperation.

9. LUNCHES AND SNACKS

Campers should bring a healthy lunch and snacks (fruits, vegetables, granola bars, juice) each day. This is optional for Parks Program participants however snacks are recommended.

The Recreation Centre canteen hours vary & may not be open at lunch time.

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.

10. SUMMER CAMP BASICS

SUN SMART: We ask that parents apply sunscreen prior to their camper arriving and pack a bottle in your 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 Recreation Centre 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 most camp programs with the exception of Parks Programs. Lifeguards will conduct weekly swim tests to determine whether or not campers need a lifejacket during free swim. The decision of the lifeguard must be respected by the child and the parent.

11. EXCURSIONS, EVENTS & TRANSPORTATION

11.1 DISCOVERY, ADVENTURE AND COLOUR YOUR WORLD CAMP EXCURSIONS

Details about Excursion or Special events are emailed to parents, are on the website and are posted at camp entrances. This information will include:

- The name and location of the event or destination;
- A list of items campers should bring;
- The departure and arrival times;
- The consent form (if necessary).



Excursions are an integral part of the program; we do not offer alternate activities for children not participating and there is no reimbursement if a camper chooses not to participate on the excursion

11.2 EXCURSION DEPARTURE TIMES

On excursion and special event days, it is imperative that children arrive at camp at the time specified on the excursion information form.



PLEASE NOTE THAT BUS DEPARTURE TIMES ARE STRICTLY ADHERED TO.

Buses will not wait for late arrivals.

Campers arriving after the bus has departed will have to return home.

11.3 TRANSPORTATION

Campers travel by school bus or STM shuttle service. (STM is used for local transport only)

- All campers going on the excursion must travel with the group on the bus.
- Children unable to depart and return at the specified times will not be permitted on the excursion.
- For security reasons, parents are not permitted to drive their child to/from a destination, nor are they allowed to accompany the group on the excursion.
- Certain destinations will require a separate parental/guardian Permission Waiver. Check your child's backpack!

12. MEDICAL INFORMATION

It is extremely important that parents follow the guidelines listed below in order to ensure the health and safety of all campers. Therefore it is imperative that parents complete in detail the Camper information form.

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 care requirements are documented during your camp registration.

12.1 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.
- 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 is completed for every accident/incident and parents are informed.

12.2 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 (including excursions.)

12.3 EPINEPHRINE

- If your child requires an Epinephrine auto-injector, clearly label it with your child's name.
- Show the staff responsible for your child where it is kept and always store it in the same place.



ENSURE YOUR CHILD KNOWS HOW TO USE THE AUTO-INJECTOR AND REVIEW THESE PROCEDURES REGULARLY.

12.4 ILLNESS AND FEVER



If your child has a fever or communicable disease such as Pink eye, Chicken pox, infection, etc., PLEASE KEEP THE CHILD AT HOME UNTIL THEY ARE NO LONGER CONTAGIOUS.

Call the Camp office at 514 428-4400 ext. 4524 to advise us of your child's absence.

If a child becomes ill during the program and is unable to participate in activities, Camp staff will contact the parent/guardian and ask they come and pick up the child within 45 minutes.

12.5 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.

13. 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 incidents, parents will be notified immediately and may be asked to sign a Behaviour Report.

13.1 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 physical safety and security of themselves, participants, staff or property, or if they continuously disrupt the proper flow of activities.
- Parents/guardians will be notified should a situation arise.

13.2 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 strives 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 and participate in camp activities;
- Stay with your group and listen to your group leaders;
- Respect camp rules, the facility and program equipment;
- Do not fight, yell, spit, bite, hit or curse ;
- Do not bully or act aggressively;
- Tell a leader if you are having issues with another camper.

13.3 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.

13.4 SUSPENSIONS AND EXPULSIONS

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

14. REFUND AND TRANSFER POLICY

- Refund or transfer requests 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 (not sufficient funds).

14.1 DISCOVERY, ADVENTURE AND COLOR YOUR WORLD CAMPS REFUND AND TRANSFER POLICY

- Requests received before June 1st will be subject to a fee of \$25 (+tax) per child, per week.
- Requests received after June 1st and a minimum of 7 days prior to the start of the week will be subject to a fee of 50% of the total paid per child, per week.
- No refunds will be granted for requests received within 6 days of the start of the week.
- Registrations are not transferable from one child to another, nor from one week to another.

14.2 PARKS PROGRAM

- Refunds are not granted for this program.
- A transfer from one park to another is subject to a \$10 (+tax) transfer fee per child.

15. 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.

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