

# Canada Games Centre Summer Camps 2021

## Parent Handbook



## Welcome to Summer Camp!

The Canada Games Centre Summer Camps Program is happy to welcome you and your family to our facility. We will provide them with a safe and fun environment in which they can spend time with new friends and learn new things. This handbook contains the policies and procedures for our Summer Camps and will provide you with all the information you will need when sending your children to camp.

## General Information

Centre Address:	26 Thomas Raddall Drive, Halifax, NS	
Centre Hours:	Monday–Friday:	6:00am–9:00pm
	Saturday–Sunday:	7:00am–7:00pm
Centre Customer Service:	902.490.2400 ext. 7	
Summer Camp		
Office Hours:	Monday–Friday:	8:00am–5:00pm
Camp Office Phone:	902.490.2934	
Camp Office Email:	<a href="mailto:camps@canadagamescentre.ca">camps@canadagamescentre.ca</a>	

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## Welcome Information

In this section, you will find the standard policies and procedures for Summer Camps at the Canada Games Centre (CGC). Should you require any clarification regarding these policies, please contact the Camp Office.

### Admission Policy

The CGC Summer Camps offer an array of interactive activities for school-aged children. Our camps currently accommodate children ages 5.5 to 12. **Children must have turned 5 by December 31st, 2020 to attend camp.**

The CGC Summer Camps consist of six groups, ages 5.5 to 12.

Please note:

- In our groups of 15 including staff, physical distancing will not be enforced.
- All participants must wear non-medical masks in order to attend camp.
- Parents must have completed all camp participant forms (transportation, medical, permission) prior to their child(ren) attending camp.

### Camp Goals & Objectives

The Canada Games Centre commits to:

- Providing a safe, welcoming, and inclusive environment for all children
- Ensuring that all participants have fun, while actively engaging in a variety of activities
- Treating all participants with dignity and respect

Please be sure to discuss any special medical, dietary, cultural, and/or personal needs your child(ren) may have to help us establish a safe and comfortable environment for all.

To support [Physical Literacy](#) within our community, we continue to align our Summer Camps to the [Sport for Life \(S4L\)](#) model to help children get an active start in life. Children will be engaging in daily physical literacy-based activities. We've designed games and trained our staff to actively engage our campers in acquiring these skills. We are excited to offer this to our campers and hope to be a part of raising the next generation of healthy children who will be active for life.

### Camper to Staff Ratio

The current grouping method approved by the Province allows for groups of 15 without physical distancing. Within the groups, children and counsellors will

be allowed to intermingle, however, camp groups will be physically distanced from all other camp groups and CGC guests at all times.

### Drop-off & Pick-up Information

All participants must be signed into camp daily by a parent/guardian. Only the individuals listed on the Transportation form will be permitted to sign your child(ren) out at the end of each camp day. Please let us know if you would like to update this list by notifying us in writing at [camps@canadagamescentre.ca](mailto:camps@canadagamescentre.ca). **Each individual will be required to show photo identification before signing out their child(ren).**

Summer Camps run from 8:15am to 5:00pm daily. Drop-off runs from 8:15am-8:45am, while pick-up begins at 4:00pm and ends at 5:00pm. There will be two designated drop-off and pick-up locations during the summer. More information regarding drop-off and pick-up will be communicated via email closer to your camp start date.

Should you need to pick up your child(ren) from camp before 4:00pm, please inform the Summer Camps Office in advance by calling 902.490.2934 or by emailing [camps@canadagamescentre.ca](mailto:camps@canadagamescentre.ca). As children may be in the pool or off site, getting your child(ren) out of camp may take up to 20 minutes if you arrive unexpectedly. Please assist us in avoiding any delay in your schedule should you need your child(ren) to be ready to leave outside the designated pickup time.

Please ensure participants are dropped off on time for camp. It is very important that your child(ren) is (are) dropped off promptly so that all activities can begin on time. Should a camper arrive outside of the drop-off time, you may be delayed while we locate your child(ren)'s camp and have you sign them in appropriately.

If you are contacted to pick up your child due to illness or behaviour-related issues, we are able to accommodate a 30-45 minute grace period. We understand that many parents will have to come from work, but please respect that having a child outside of their camp impacts the number of counsellors available to facilitate the program for the remaining participants.

### Camper Expectations

This section will outline the expectations of each participant enrolled in our Camps, as well as safety guidelines and what you can expect from our staff. These expectations are key to ensuring a fun and respectful environment for

all participants. Please take the time to review these expectations with your child(ren) so they know what to expect while at camp.

## Canada Games Centre Camp Guidelines

### Respect for Property:

- CGC property and other campers' belongings should be respected at all times.
- The CGC and CGC Summer Camps are not responsible for lost or stolen items such as: toys, cell phones, laptops, iPads, gaming systems, money, jewellery, etc. The use of these items is not permitted during camp hours, so please leave all electronic devices, toys and valuable items at home.

### Respectful Language:

- Profanity and Foul Language will **not** be tolerated.
- Verbal harassment of any kind will **not** be tolerated.

### Providing a Safe Space:

- Campers should be aware of the personal space and boundaries of others, and respect when other campers verbalize or otherwise establish their limits.
- Children will be removed from camps if caught using inappropriate and excessive physical contact, language, harassment, bullying, or violating the COVID-19 safety measures in place.
- Participation in all camp activities is expected.
- To protect your child(ren)'s personal privacy, we ask your permission to take photos for promotional materials on our permission form. These photos will be protected, and your children will not be named online. If you have any concerns, please contact the Camp Office.

## Behavioural Guidelines

The following guidelines may be used if a child is unwilling to participate or cooperate while in camp:

- Limits will be set and enforced consistently and fairly.
- A brief break period may sometimes be required. A participant may be removed from an activity for a short period of quiet time. This may be required if a participant is distraught and/or emotional and needs a brief period of time to cool down. They will remain under supervision and will not be placed outside camp parameters or in harm's way.
- Reinforcement of positive behaviour will be used at all times.

- Staff are encouraged to refrain from simply saying “no,” and are instead encouraged to explain why something should, or should not, be done.
- Staff will assist participants in resolving any conflicts that may arise.
- Parents will be called if behavioural problems persist.

### Disciplinary Guidelines

After above noted corrective measures have been taken to address inappropriate behaviour, any participant who continues to disrupt daily camp activities, show disrespect to other campers or staff, or who bullies other campers, will be subject to the below consequences. These will be issued at the discretion of the Summer Camp Supervisor and will be discussed thoroughly with parents/guardians.

**First Warning:** The participant will be taken aside and spoken to about their behaviour. It will be explained that the behaviour must not continue, why it is not acceptable at camp, and what further consequences may be if the behaviour continues. Participants may be removed from the group for a period of time if necessary. At the end of the day, parents/guardians will be notified of the incident.

**Second Warning:** Should similar behaviour continue the participants will be removed from camp and meet with the Summer Camp Supervisor in order to discuss the continued behavioural issues. This meeting will be documented, and the parent/guardian will be provided a written copy of what was discussed. The parent/guardian will be required to sign off to acknowledge that they were informed of their child’s continued behavioural challenges.

**Dismissal:** After the above attempts are made to address the behavioural concerns of a participant, they will be removed from camp. This will occur after a meeting with the Summer Camp Supervisor and the Manager, Recreation and Program Services, the participant and/or the participant’s parents/guardians. Depending on the severity of the inappropriate behaviour, the participant may not be permitted to participate in future activities and/or programs hosted by the Canada Games Centre.

**Automatic Dismissals:** A participant may be automatically dismissed from camps for any other extreme behaviour that staff deems intolerable and unable to be corrected.

### Pool Guidelines

All of our summer camps swim daily. Please send your child(ren) with a bathing suit and towel each day they are at camp. Each swimming session will



be supervised by NLS Certified lifeguards, as well as Camp Staff who will be in the water with participants.

A swim test is completed each Monday to assess participants' swimming abilities.

The swim test consists of the following:

- Swim one length/width (20 metres) of the pool, then tread water for 1 minute. If a participant is unable to complete both tasks confidently, they must wear a life-vest/safety belt while swimming.

Even though your child(ren) may have completed swim lessons, they may still be required to wear a life jacket or a life belt. This would be the case if the lifeguard staff feels that without direct and personal supervision (such as in a swim class) your child(ren) may not be strong enough to keep themselves above water for the duration of their swim time. This is not to discourage children and their abilities, but to ensure proper safety. If a participant declines to attempt the swim test, they will be required to wear a life jacket or life belt for the duration of their Summer Camp. Participants will only have to complete a swim test once throughout the summer, unless they were unsuccessful in their original attempt, and would like to try again later in the summer.

### **Off-site Activities**

During the course of the day, we will have use of several areas in the immediate vicinity of the CGC. Children will be accompanied by the Summer Camp Staff and have means of communication with Camp staff at the Centre if necessary.

### **What Should Campers Bring?**

Children should be dressed appropriately for the weather, as we would like to be able to take children outside as often as possible. As the weather can change drastically from morning to afternoon, please be sure that participants come to camp prepared for all types of weather. Please send the following items to camp daily:

- Appropriate outdoor gear depending on weather
- An extra change of clothing in case of accidents or spills
- Athletic wear, including indoor, non-marking sneakers, shorts, T-shirts, etc. Please do not send your child(ren) in sandals or Crocs, as they are not safe for most activities, and are not permitted in the Field House. Participants will not be permitted to take part in Field House activities if they do not have appropriate footwear.
- A bathing suit and towel

- A water bottle
- Lunch and snacks (nut-free – please clearly label any homemade items and nut alternatives such as WowButter)
- Sunscreen with a minimum of SPF30. Please apply sunscreen each morning before your child(ren) arrives at camp. They will re-apply sunscreen throughout the day.
- A hat. If children are not properly protected, we cannot spend as much time outside as we would like! Non-medical mask (and an extra!)
- **Please label of your child(ren)'s belongings with both first and last names.**

### Lunch & Snacks

Parents/guardians are responsible for packing nutritious snacks and lunches. Our camps are very active, so please ensure you pack enough food to keep your child(ren)'s energy up throughout the day. Participants have one snack in the morning, as well as one in the afternoon. Participants will not have access to a refrigerator or a microwave. Use insulated bags and ice packs where necessary. Please note that Subway lunches will not be offered this summer.

All lunches must be nut-free, as we have children with severe airborne anaphylactic allergies. Camp staff will do a daily lunch check for any pre-packaged snacks that do not have the "nut-free" logo. Should your child(ren) have such a snack, they will not be permitted to eat it, and it will be sent home with a notice that the food item should not return to camp for the safety of others.

If you send your child(ren) with an alternative to nut butter/products, **please label appropriately**. These are easily mistaken for nut-butters, and your child(ren) will not be permitted to eat the item if not clearly labeled.

### Medication

Camp staff is only permitted to give prescription medication if a medical form is completed and signed by a parent/guardian.

- Camp staff are only permitted to give prescription medication authorized by a physician. Staff are not permitted to administer a non-prescribed medication (i.e. Advil, Tylenol, antihistamines, etc.) All prescription medications must be labelled and in their original container with the participant's name, prescribed dosage, and doctor's name clearly visible.
- All medications must be given directly to a staff member each day for proper dosage. Medication **cannot** be stored in your child's bag as the risk of improper dosage by children is extremely high.



## Anaphylactic Allergies

The CGC is an allergy aware facility. As we become aware of the types of allergies present in our camps, we will inform parents/guardians of any food products that cannot be brought to the facility. Parents/guardians are encouraged to discuss their child(ren)'s individual allergy needs with staff, as we need to be aware of any problems that may arise. All lifesaving devices such as Epi-Pens, asthma inhalers, etc. are required to be with the participant at all times.

## COVID-19

Children showing any of the symptoms currently listed by Nova Scotia Public Health will be removed from the group and parents/guardians will be called to come pick them up.

If you are contacted to pick up your child due to illness, we are able to accommodate a 30-45 minute grace period. We understand that many parents will have to come from work, but please respect that having a child outside of their camp impacts the number of counsellors available to facilitate the program for the remaining participants.

If a child is sent home with COVID-19-like symptoms, please contact 811 for an assessment. Individuals need to stay home when they are unwell, even if their symptoms are mild.

## COVID-19 FAQ

**What is going to happen to participants who have a runny nose because of allergies, or a chronic cough, or other chronic ailment? Will they keep getting sent home? Do we keep them home?**

If a participant has a chronic cough, seasonal allergies, or other known medical condition, families are encouraged to bring that to our attention. Parents are encouraged to monitor their children for new or worsening symptoms.

**Do participants have to wear a mask while at camp?**

All participants are required to wear a non-medical mask while inside the Centre.

**Will participants be able to remove their masks to eat, drink, or when taking part in physical activity?**

Yes, participants can remove their masks when they are eating, drinking and when taking part in indoor physical activity where a mask cannot be worn. Masks are not required during outdoor activities.

#### **How will participants be screened each day?**

- Staff will monitor children and report any symptoms to parents/guardians immediately.
- Families are required to screen their children daily for signs and symptoms of COVID-19 at home before coming to camp.

#### **How often will participants be required to wash their hands during the program?**

Campers will be encouraged to practice hand hygiene (Wash hands or use hand sanitizer) often, including, but not limited to:

Each time they enter or leave a new space.

Before:

- Entering their camp room
- Eating/drinking/handling food
- Outdoor activities

After:

- Sneezing
- Coughing
- Blowing their nose
- Eating/drinking/handling food
- Outdoor activities
- Cleaning

#### **What is the CGC doing to limit interactions between cohorts as well as members and guests?**

- Separating cohorts by a minimum of 2 metres.
- Making use of outdoor spaces and assigning cohorts to specific spaces/rooms.
- Implementing schedules that allow spacing based on building traffic.

#### **What steps is the CGC taking to ensure rooms and equipment are being properly cleaned for Summer Camp participants?**

We've implemented a number of new cleaning and safety measures as part of our reopening plan. Following the Public Health guidelines for facilities, our new protocols for safety include health screening, social distancing, building

wide touch-free initiatives, augmented cleaning practices, and reminders of good hand washing & respiratory hygiene.

For a full list of the steps we are taking, please refer to our website <https://canadagamescentre.ca/facility-reopening/safety-cleaning/>.

### Lost & Found

It is your child(ren)'s responsibility to keep their belongings safe throughout the day. Before any camp leaves a given area, a sweep is done, and any unclaimed items are placed in the lost and found. Please note, any lost items will be disposed of at the end of each week. Please label your child(ren)'s belonging to help avoid items being lost. The CGC is not responsible for any lost or stolen items.

## Centre Guidelines

### Cancellation Policy

Cancellation notice must be received a minimum of 14 days prior to the first day of camp to qualify for a refund. Refunds will be processed for the full amount of the fee paid, minus an administrative charge of 10%. Any cancellations received within 7 days of the program start date will not receive a credit or refund.


A camp may be cancelled due to insufficient registrants. The Canada Games Centre monitors registration levels prior to the start of programs to ensure quality programs are offered. A great camp could be cancelled if there are not enough registrants. Register early to avoid program cancellations.

### Parking

The CGC is adequately equipped with parking for our patrons. The CGC is not responsible for accidents and/or theft that may occur in the CGC parking lot. Parents are asked to **not park in the fire lane** or the adjacent library parking lot as it is a private lot, and they do ticket and/or tow vehicles not using their facility.

### Child Abuse Protocol

By law, all persons are required to report suspected child abuse. The duty to report suspected child abuse and neglect overrides the confidentiality of all professional relationships and includes information considered to be privileged. Every person in Nova Scotia is required by law under the Children and Family Services Act to report child abuse and neglect. If any child reports



suspected abuse to a CGC employee, we will report the accusation to the proper authorities.

### **Comments, Concerns & Suggestions**

The CGC Summer Camp Staff are always happy to hear feedback from you about the quality of our programs. If you have anything that you would like to discuss, please do not hesitate to call the Summer Camps Office at 902.490.2934 or email [camps@canadagamescentre.ca](mailto:camps@canadagamescentre.ca).