

# Canada Games Centre 2022 Summer Camps Parent Handbook



## Welcome to Summer Camp!

Thank you for choosing the Canada Games Centre (CGC); we are confident that your children will enjoy their time here with us. We are committed to providing a safe, welcoming and inclusive environment, as well as ensuring that campers are having fun while actively engaging in a variety of activities. This handbook contains the standard policies and procedures for all summer camps at the CGC. Should you require any clarification regarding these policies, please contact our camp office using the information below.

## 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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## Admission Policy

**Age Requirements:** Each camp is planned specifically for its corresponding age group, and as such we are unable to accommodate exceptions. A child must be the age noted for the camp before the end of the camp week.

**Children must have turned 5 by December 31st, 2021 to attend camp. Children currently attending Pre-Primary programs must still meet the age requirements to attend camp.**

**Forms:** Parents/Guardians must complete and submit all camp forms (transportation, medical, permission) prior to their child attending camp. These forms will be sent out prior to the camp start date. Please be sure to include any special medical, dietary, cultural, and/or personal needs your child may have to help us establish a safe and comfortable environment for all.

**Inclusion Program:** We welcome children of all abilities in our summer camp programs. We offer an inclusion program for campers requiring extra support due to a physical, medical, behavioral and/or developmental disability. Campers will receive one on one support from an Inclusion Counsellor who is charged with meeting the camper's personal and developmental needs, making every effort to include campers in adapted activities, and ensuring their overall safety and happiness while in our care. While we are happy to try and accommodate all participants needs as best as we are able, please understand that some needs may be beyond our scope of accommodation. Please note that by not disclosing the needs of a participant prior to registration we may be required to withdraw the participant from the program until appropriate supports can be put into place or become available. For more information about this program and how to apply, please visit the [Summer Camps](#) section on our website. The application deadline for this program was May 9th, 2022.

## Camper to Staff Ratio

Each camp of 30 children will have a minimum of three (3) full-time camp counsellors. There will also be one additional part-time counsellor with the group, as well as volunteer counsellors-in-training (CIT) that will cycle through each camp daily. If participants are leaving the CGC grounds, this ratio will increase depending on the scheduled activity and size of the group.

## Daily Camp Routine

Though all camps differ in theme and specific activities, they do share an overall daily routine in terms of start and end times, lunches/snacks, Field House activities, outdoor active time and swimming.

**8:30am-9:00am Morning Drop-Off:** Unless registered for Early Drop-Off, campers are to arrive at the Field House each morning between 8:30am-9:00am. Please allow for extra time on Mondays for children to receive their bracelets for

the week and join their counsellors. Having your completed camper forms with you or sent in ahead of time will also speed up the process. Children will spend this time doing supervised non-structured free play and games.

**Throughout the Day:** Each camp has many structured activities built into the daily schedule. Activities are in keeping with the theme of the camp and are physically active and engaging. Children will also go outside (weather permitting) and participate in activities in the areas surrounding the centre.

**Swimming:** All camps will swim once per day (unless noted in the description) regardless of the weekly theme. Campers will be encouraged to swim; however, if they choose not to, no additional activities are planned for them during this time. Please note diving boards and water slides are not normally available during camp swim times. Summer Camps share the pools with open swim times; therefore, a swim test is completed every Monday morning to assess your child's ability in the water. More specific information on swim tests can be found in the pool guidelines section on page 6.

**Lunches/Snacks:** We encourage you to pack enough nutritious nut-free foods to help your child keep up with daily activities. Should your child forget their lunch, we will call you to bring one. Please note that we will not be able to escort them to Subway.

**4:15pm-5:00pm Afternoon Pick-Up:** Campers will be ready for pick up beginning at 4:15pm to help facilitate a quick pick up for all families. Like morning drop-off, children will spend this time doing supervised non-structured free play and games. All campers not enrolled in Late Pick-Up must be picked up no later than 5:00pm. A late fee will be charged for any participants not picked up by that time.

### **Drop-off and Pick-up Information**

All campers must be accompanied into the CGC and signed into camp daily by a parent/guardian.

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

Photo Identification will be required when picking up children from camp. Only the individuals listed on the Transportation form will be permitted to sign your child out at the end of each camp day. Please let us know if you would like to change this list by notifying us by email.

Should you need to pick up your child from camp before 4:00pm, please inform the summer camps office in advance by phone or email. As children may be in the pool or off site, getting your child out of camp may cause a delay in your schedule if you arrive unexpectedly.

Arrangements for children who would like to walk home at the end of the day must be made in advance by contacting the camp office directly. A permission form will need to be signed by a parent/guardian before we can allow a child to leave our supervision on their own.

### Early Drop-off and Late Pick-up Information

The CGC is happy to provide an early drop-off and late pick-up service for our summer camps. Parents/Guardians must pre-register children to use this service. Please register early as these spots fill up very quickly. This time will be used for free play, reading, and games. Camp Counsellors will not lead organized activities during this time.

**Times:** Early drop-off will start at 8:00am and continues until regular drop-off begins at 8:30am. All campers must be accompanied into the centre and signed into early drop-off by a parent/guardian. Late pick-up begins at 5:00pm and ends at 5:30pm. All campers being picked up during this time must be enrolled in the late pick-up program.

**Cost:** For either early drop-off or late pick-up, the cost is \$10 per week; for both early drop-off and late pick-up, the cost is \$20 per week.

### Late Fees

If a child is not picked up by 5:00pm (5:30pm for those registered in late pick-up), there will be a late fee charge of \$13.35/family per 15 minutes or part thereof.

Late fees will be billed to your myREC account and must be paid within 3 days. Late fees are billed to cover the cost of the leader's wages to remain with your child.

If any child is not picked up by 5:30pm, emergency contacts will be phoned to pick up the child. Multiple incidents of late pickup without a valid excuse or notification will result in a discussion to determine if our camp's operating hours meet the needs of the family.

### Pool Guidelines

Campers will participate in leisure swims daily. Please send your child with a bathing suit and towel each day they are at camp. Children will be supervised by NLS Certified lifeguards and camp staff who will be in the water with participants.

A swim test is offered each Monday lead by qualified lifeguards to determine if campers require a life jacket or belt during their leisure swim times. If it is determined that your child requires a life jacket or belt, they will not be allowed to enter the water without one.

**The swim test will be as follows:** Swim one length/width (20 metres) of the Competition Pool, then tread water for 1 minute. If the child cannot complete both

tasks confidently without stopping, they must wear a life-vest/safety belt in both the pools.

Even though your child may have completed swim lessons, they may still have to wear a life jacket or belt. This is because the lifeguard staff feels that without direct and personal supervision (such as in a swim class) they 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 as we will not be the only group in the pool. If a participant refuses to undergo the swim test, then they will be required to wear a life jacket or belt. Children will only have to successfully complete a swim test once.

### What Should Campers Bring?

Please be sure to label all items with your child's full name or initials. Please send the following items daily:

- Indoor, non-marking sneakers. Children will not be able to participate in activities in the Field House without indoor footwear. Sandals, Crocs or boots are not appropriate footwear for active games.
- A water bottle
- Lunch and snacks (nut-free - please clearly label any homemade items and nut alternatives such as WowButter)
- A bathing suit and towel
- An extra change of clothing in case of accidents or spills
- Appropriate outdoor gear depending on the weather
- Sunscreen with a minimum of SPF30 labeled with first and last name of camper. Please apply sunscreen each morning before your child 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 may like!

All campers should be dressed appropriately for the weather as we would like to be able to bring children outside as often as possible. As the weather can change dramatically from morning to afternoon, please be sure that your child comes to camps prepared for all types of weather.

### Lost and Found

It is your child's responsibility to keep their belongings together and safe throughout the day. Before any camp leaves a designated area, a sweep is done, and any unclaimed items are placed in the lost and found. We ask all parents/guardians to check the lost and found on a regular basis if you suspect that your child is missing items. Due to the high volume of items left throughout the summer at the Centre, the CGC donates all items in the lost and found to an outside agency at the end of each week. The CGC is not responsible for any lost or stolen items.

## Lunches and Snacks

Parents/Guardians are responsible for packing nutritious snacks and lunches. Our camps are very active, so please ensure that you pack enough food to keep your child'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. Please use insulated bags and ice packs as necessary.

Pre-ordered Subway lunches will not be offered through the CGC this year and we are not able to escort your child to Subway at lunch time to pick up a lunch due to camp ratios, please plan accordingly.

All lunches and snacks 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 have a snack containing nuts, 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 with a soy-butter product (such as Wow Butter), please label it appropriately. These are easily mistaken for nut-butters and your child will not be permitted to eat the item.

## Medication

Camp staff are only permitted to give prescription medication if a medical form is filled out and the medication is authorized by a physician. Staff members are not permitted to administer a non-prescribed medication (ie. Advil, Tylenol, anti-histamines, etc.) All prescription medications must be labelled and in their original container with the child'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 our participants have, we will make parents/guardians aware of any food and/or product that cannot be brought to the facility. Parents/guardians are encouraged to discuss their child'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 and inhalers are required to be always with the participant.

## Camper Expectations

This section will outline the expectations of each child enrolled in our camps, as well as safety guidelines and things you can expect from our staff. We are

charged with the safety of many children, and these expectations are important to ensure a fun and respectful place for all participants to enjoy. Please take the time to review these expectations with your child so they know what to expect while at our program.

#### **Respect for Property:**

- Respect for CGC property and for other participants belongings.
- The CGC is not responsible for lost or stolen items such as: cell phones, laptops, travel DVD players, gaming systems, iPods, money, wallets/purses, jewellery, etc. As the use of these items will not be permitted during program hours, please leave all electronic devices at home.

#### **Respectful Language:**

- Profanity and Foul Language will **not** be tolerated
- Verbal harassment/bullying of any kind will **not** be tolerated
- Children will be removed from camps if excessive and inappropriate language, harassment or bullying is continuous and/or excessive

#### **Providing a Safe Space:**

- Campers should be aware of the personal space and boundaries of others, and respect when others verbalize their limits.
- Participation in camp activities is encouraged. Children may not be unattended in program spaces.
- Leaving the program space at any time is strictly prohibited. Children are only to leave their group when accompanied by a member of the Camp staff.

#### **Behavioural Guidelines**

The following forms of consequence-based discipline may be used if a child is unwilling to participate or cooperate while in the program:

- 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 period of quiet time. A break period may be enforced when 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 program parameters, or in harm's way.
- Reinforcement of positive behaviour will be always used; staff are encouraged to refrain from statements using 'no', but rather explain why something should or should not be done.
- Staff will assist participants in resolving conflicts that arise, and redirect participants to another activity before issues may occur.



- Parents will be called if behavioural problems persist, and the next course of action taken will be up to the discretion of the Program Leaders in conjunction with the Summer Camp Supervisor.

### Disciplinary Guidelines

After the above noted corrective measures have been taken to deter inappropriate behaviour, any child who continues to disrupt program activities, is disrespectful of other participants or staff, or bullies other participants 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 after the fact.

**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 in camps, and what further consequences may be if the behaviour continues. Participants may be taken away from the group for a period if necessary. Parents will be made aware that we gave the child a warning verbally at the end of the day.

**Second Warning:** Should the same behaviour continue; the child will be removed from the program and will meet with the Summer Camp Supervisor in order to discuss why the unacceptable behaviour is continuing. This meeting will be documented, and parents/guardians will be given a written copy of what was discussed. The parents/guardians will be required to sign off to acknowledge that a staff member spoke with them about their child's continued behavioural challenges.

**Final Warning/Dismissal:** After the above attempts are made to address the behavioural concerns of a participant, the participant will be removed from the program. This will occur after a meeting between the Community Recreation Coordinator and the participant's parents/guardians. A refund will not be given for the remainder of the week, and any additional weeks for which the participant is registered will be subject to the cancellation policy.

\*\*Depending on the severity of the inappropriate behaviour, the participant may not be permitted to participate in future activities/programs held by the Canada Games Centre. This will be at the discretion of the CGC Senior Management Team.

\*\*Any physical contact in the Aquatic's Centre is subject to elevated disciplinary actions as the risk associated with foul play in the pool area is much higher than other locations in the building.

**Automatic Dismissals:** Should a participant partake in any of the following types of behaviour, immediate dismissal from the program will occur. The CGC Summer Camp Program may automatically dismiss a participant for any other extreme behaviour that staff deems unacceptable and unable to be corrected.

- Physical Violence/Harassment/Bullying. Less serious incidents will be dealt with using the above-mentioned disciplinary methods, but in extreme cases, automatic dismissal may occur.
- Violent and inappropriate language directed at any participant or staff
- Drugs (unless otherwise prescribed by a physician) and alcohol of any kind consumed before or during any CGC Program

### Health and Safety

Children with obvious symptoms such as fever, diarrhea, vomiting, rash, persistent cough and/or breathing difficulties should be symptom free for 24 hours before attending or returning to camp.

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 camp impacts the number of counsellors able to deliver the program to the remaining children. Please discuss any concerns with the time limit if contacted by staff.

### Cancellation Policy

Cancellation notice must be received a minimum of 14 days prior to the first day of camp to qualify for a refund. Refund 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.

We will credit your Canada Games Centre account for the full amount of the fee paid, less an administrative charge of 10% up to 7 days before the program start date. Any cancellations received within 7 days of the program start date will not receive a credit or refund.

Some camps may be cancelled due to insufficient registrants. We monitor 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. Please 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 **not to 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).