

Grey Sauble Conservation Day Camp



Parents Information Handbook



2020

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Welcome Parents!

We are so excited to have your child(ren) join us at the Grey Sauble Day Camp! We are so thankful that you are entrusting your child(ren) to us and we hope that they will have an incredible time playing and growing at camp.

This package is designed to help answer any questions you may have about our programs and to provide you with information that we think is important for you to know.

The vision of the Grey Sauble Conservation Authority's Day Camp program is to connect your child(ren) with the natural world. Our camp allows children to spend their time exploring and connecting with nature. Through activities, crafts and outings, the opportunities for your child to grow are ample.

Yours in outdoor nature fun,

The Grey Sauble Day Camp Staff

Terms and Conditions

Application Process

Your application form can be emailed, faxed, mailed or dropped off at our office. We will be transitioning to online registration this year, so stay tuned! All applications are processed on a first come, first served basis. We cannot take an application over the phone. We require your completed application form and payment to secure your enrollment into the day camp.

Cancellation & Refunds Policy

If you must cancel your application refund requests must be received:

- 4 weeks prior to the day/week enrolled for a refund of 80%
- 2-3 weeks prior to the day/week enrolled for a refund of 50%
- Less than 2 weeks prior to the day/week enrolled, no refund will be issued.

Refunds are not given unless there are extreme circumstances that prevent a child from participating. Staff reserve the right to determine and assess these circumstances on a case-by-case basis and may ask for additional documentation such as medical note.

Any child who leaves during the session due to expulsion or any other reason that staff do not deem to fall under the “extreme circumstances” as noted above will not be refunded any portion of the program fees.

We reserve the right to cancel or alter the Grey Sauble Conservation Programs due to registration numbers or availability of staff.

Transfer Policy

If you wish to change the week your child has applied for, there will be a \$15.00 service charge to change your child’s application.

Payment

We accept debit, Visa or Mastercard and cheques. Our preferred method of payment is cheque. Full payment for all registered days is required. Cheques must be dated two weeks prior to the camp start date. Cheques are to be made payable to the Grey Sauble Conservation and will be cashed two weeks prior to the camp start date. Official Tax Receipts are issued in January of the following year.

Freedom of Information

Under the Freedom of Information Act, we cannot advise you of other children that are registered in our camp.

Day Camp Hours of Operation

Day Camp hours are from 8:30 am to 4:30 pm, Monday to Friday. We will be closed for all statutory holidays (Canada Day, Civic Holiday). When operating PD Programs and March Break Camps, these hours are also in effect.

Summer Camp early drop off is from 8:00 – 8:30 am for an additional \$5 per day.

Summer Camp late pick-up is from 4:30 –5:00 pm for an additional \$5 per day.

Summer Camp both early drop off and late pick-up is \$7 per day.

Early Drop Off/Late Pick Up rate for March Break and PD is \$5 per day.

This service must be arranged at the time of application or with the office prior to dropping off your child. Please remember that this service impacts our staff schedule. Parents will be billed for late pick-up after 5:00 pm at a rate of \$1.00 per minute.

Drop-Off/Pick-Up Policy

Upon arrival please go directly to the Pavilion located behind the Administrative building at the end of the parking lot. Any outstanding administration will happen here, such as any missing Camper Information Forms. All parent/guardians must accompany their child to the Pavilion to sign them in. Individuals signing a camper in and out must be over the age of 18 and have valid government issued photographic ID.

Campers are not to be dropped off before 8:30 am unless they are signed up for early drop-off. Campers must be picked up by 4:30 pm, unless they are signed up for late pick-up, and they must be signed out by an authorized adult. After 5:00 pm there is a \$1.00 charge per minute late fee. The additional charge is payable to Grey Sauble at the time the child is signed out.

Only those individuals specified on the registration form under authorization of release, can pick up your child from camp. If the counselors are unsure of who the individual is, they will request photo ID.

If your child needs to leave early or is missing a day from camp, or you are running late please leave a message with the Administration Staff at the office at 519-376-3076.

Health and Safety

Medical Information

All Camper Information Forms must be completed at the time of registration. If there are changes to your child's health, please contact the office. Campers cannot attend camp without these forms being completed.

Injuries at Camp

We are only able to accommodate and treat minor first aid injuries in the day camp setting. If a camper is unable to resume participation of their activities, parents will be notified to pick up your child. In the case of major/sudden illness or injury, emergency services will be utilized.

Medication Administration

If your child needs to take medication during camp hours, please indicate this on the application form. Please contact the office prior to the first day of camp if you have any questions about our procedure.

Epi-Pens

If your child requires an epi-pen, please be sure to notify staff upon arrival. We always encourage the camper to carry their epi-pen with them, but staff will work with families regarding the needs of their child and treatment plan.

In consideration of those with allergies to peanuts or nut products, we ask campers not to bring snacks and lunches containing peanut or nut products.

Food Policy

Tree nuts and other nuts: Due to the prevalence of life-threatening nut allergies, we ask that campers refrain from bringing nuts to day camp. Since day camp is in a public conservation area and our pavilion is used for event rentals, we cannot guarantee that the pavilion and area are nut free.

Snack-Sharing: In addition, we ask that participants do not share or trade snacks, as this ensures the health, safety, and happiness of the community. The exception is that siblings can share with each other.

Litter-Less Lunches: To practice our environmental consciousness, we ask campers to try to bring a healthy, low-litter lunch. At the same time, we ask that parents/caregivers consider the size/weight/safety of the containers in which their child's snacks are packed. Our program has us out on adventures on any given day and we seek to empower even our youngest campers to carry their own snacks and water bottles when we are out exploring.

Refillable Water Bottle: Please provide your child with a refillable water bottle. They will have access to drinkable water throughout the day and are encouraged to stay hydrated throughout the day. The water at the pavilion area is drinkable.

Forgotten Lunches and Hungry Campers: It happens to all of us at some point. We forget to pack our lunch! We know it happens and so we are prepared! We have some food and snacks on hand to get your child through the day. We will notify you when we are informed to confirm that your child can eat what we have.

Freezies: Every afternoon we provide your child with a refreshing treat near the end of the day. At our afternoon snack time, we will give each camper in attendance a freezie. If your child cannot have a freezie, please provide an alternative.

For PD Programs and March Break we will be having hot chocolate.

Other notes: We do not have access to refrigerator, microwave or hot water to enhance your child's lunches.

Special Needs and Accommodations

If your child has any serious medical conditions, behavioral concerns, or is attending camp with an aide/support worker, please discuss this with the Programs & Communications Planner prior to the first day of camp. Our goal is to provide a safe and fun environment for all our campers. This is best accomplished by working together to ensure that our staff can meet your child's needs. To assess whether your child will require additional support please use the following to guide your decision making.

Does your child need:

- Extra support for medical reasons? (e.g. insulin injections)
- Extra support for behavioural or social reasons (does your child require additional support beyond the classroom teacher?)
- Extra support for managing age appropriate life-skills such as dressing or toileting?

If you answered yes to any of the above guidelines, please read the Support Workers at Camp Section for more information and next steps.

Support Workers at Camp

Our staff's primary purpose is to provide a safe environment while facilitating engaging outdoors-based programming. If your child falls in any of the above categories and does require a support worker, it is the responsibility of the family to secure such support. Parents must disclose at the time of registration that a support worker will be attending with their child. For brief medical support, such as administering insulin injections or other medications, parents can arrange with the Day Camp Supervisor when to drop in to do so.

If a child demonstrates to staff that a support worker is required, parents will be notified and required to arrange for support to be provided before the child can return to day camp. If adequate information or support staff are not provided so that we are unable to safely host the child, the child will be not be able to continue with camp; a refund will be issued for any full days not attended.

Support workers must be 18 or over and have a working knowledge of the specific needs of your child.

There is no cost for the support worker to attend.

Illness Policy

In the following cases, we ask that your child(ren) stay home from day camp for at least 24 hours after their last symptom has subsided:

- Temperature over 101 degrees F or 38.3 degrees C
- Vomiting
- Diarrhea (watery, profuse stools)

Should the above-mentioned situations arise while at day camp, the affected campers will be asked to return home.

Campers affected by communicable diseases including but not limited to measles, chicken pox, mumps, flu, strep throat, viral pneumonia, conjunctivitis (pinkeye), etc., are asked to stay home from day camp until their health care provider (i.e. doctor, nurse, etc.) has communicated that it is safe for them to attend. Any outbreak of communicable disease will be communicated to parents via email.

Head lice is not considered a communicable disease but rather an annoying condition which spreads rapidly. If a participant is affected by head lice or nits are present, we ask that you:

- Contact staff at Grey Sauble Day Camp immediately so that other families can be informed (the affected individuals will remain anonymous)
- Follow the treatment suggestions found on the Grey Bruce Public Health website. See their Head Lice pamphlet or presentation for more information.

Emergencies

All Day Camp staff are trained in our emergency procedures. A copy of the procedures, including camper emergency contact information, is always carried by the staff. The emergency/first aid backpack is equipped with such things as various sizes of bandages, antiseptic wipes and tensor wraps. All staff are required to have their First Aid certification at the time of employment.

Active Outdoor Play Statement

Grey Sauble Day Camp is an outdoor based program and as such we recognize that there is some level of inherent risk. Staff work together to assess and manage risks with your child.

A large part of our programming, Forest Time, encourages self-directed play in the forest. There are inherent risks associated with any outside play, and these risks are an essential component of healthy child development. For more information visit [outsideplay.ca](http://www.saskatchewaninmotion.ca/assets/uploads/posts/1551969576_position-statement-on-active-outdoor-play.pdf) and http://www.saskatchewaninmotion.ca/assets/uploads/posts/1551969576_position-statement-on-active-outdoor-play.pdf

We believe response to risks to be an essential skill for children to acquire and for adults to support. By embracing physical, emotional, and social risk taking we provide an environment

for children where they feel in control of their own self-regulation, capable and trusted to make decisions for themselves.

Our staff spend time doing safety training and learning our policies and procedures. We do this to ensure that we create an environment and culture that takes safety seriously and uses a proactive approach to keep your child safe. Campers also actively play a role in personal and group safety.

Our staff will use the following principles when assessing risk and being proactive in your child's safety:

- Assess changing conditions (i.e. weather).
- Conduct daily site inspections prior to camper's arrival.
- Set up a safe space with boundaries and safety guidelines.
- Observe the children's interactions with each other and with nature.
- Provide support to children during more challenging activities.
- Make adaptations to activities or schedule.
- Head counts throughout the day, especially before and after we transition locations.
- Use of a "Buddy System" with campers.
- Use of 2-way radios when campers are spread out across a location.
- Use of a cell phone to request support from other staff and for emergencies.
- Provide reminders to campers about their personal health and safety such as reminding campers to drink water and apply sunscreen.
- Redirect play that is becoming dangerous.
- Provide instructions for safe play in water.

Perceived "Risky" activities we may engage which include, but are not limited to:

- Playing with sticks.
- Fort building.
- Digging in soil.
- Exploring in and around bodies of waters such as the Sydenham River.
- Using tools for building and creating.
- Climbing steep embankments.
- Running and hiking on uneven Ground.
- The potential presence of wild animals and ticks.
- Inclement weather. Staff do, however, follow strict guidelines pertaining to lightning and tornado warnings.

Sunscreen & Bug-Spray Policy

To ensure every child can fully participate in all outdoor and indoor activities, campers must bring suitable clothing for all types of weather. This includes sunscreen, bug-spray, hat, and water bottle.

Due to the nature of sunscreen allergies, Grey Sauble Conservation staff will not provide or apply sunscreen. Campers will be reminded by counsellors to put sunscreen on prior to an activity outside. Please pack **spray**, waterproof sunscreen (SPF 60+).

It is important that campers understand the importance of sunscreen and bug-spray and know how to apply it before camp. Please encourage all campers to wear a hat when participating in outdoor activities.

Parents must apply sunscreen and bug-spray in the morning before the camper arrives.

Weather Policy

We spend most of our day outside and as such we ask that you dress your child(ren) accordingly and to be aware of forecasted weather and seasonal changes.

Our staff consult weather forecasts regularly and use this information to plan their day (i.e. how far to hike, when to go swimming, etc.)

In the case of predicted thunder and lightning or high-winds, day camp staff will ensure campers are close to shelter so that it can be accessed quickly should thunder and lightning or high-winds occur. During thunder and lightning and high winds, campers will stay under shelter (in the basement of the Administrative Building, In the case of extreme cold (-20 C) or heat (35 C), day camp staff will limit participants' length of exposure based on age/outerwear, and will constantly assess campers' comfort and safety, and watching for signs of temperature related health issues. If the cold or heat becomes too much, we will move into the temperature controlled Administrative Building.

Swimming Policy

Swimming rules are discussed prior to the first swim. Children at summer camp swim regularly at local pools such as the Harrison Park Pool and on occasion at local beaches such as Hibou.

Staff are expected to have children comply with all pool rules. Children who are 6-9 years old must pass the swim test to swim by themselves OR have a guardian who is 14 years of age or older with the following ratio of supervisors to swimmers: 1 supervisor to 4 swimmers not wearing lifejackets: 1 supervisor to 8 swimmers wearing lifejackets.

For the swim test, the child must swim 2 widths of the shallow pool using proper front crawl or breaststroke without stopping. Their face is expected to be in the water to demonstrate that they are comfortable in the water.

Behaviour Management Procedures

It is our goal to provide a safe, secure, and healthy environment for all children who attend the Day Camp.

Campers attending the Grey Sauble Day Camp are expected to interact appropriately and respectfully with fellow campers, camp staff, and the environment. Campers are expected to follow the Grey Sauble Day Camp's zero tolerance rule for bullying and/or violence of any kind.

The Grey Sauble Day Camp reserves the right to dismiss a camper at their sole discretion if, in their opinion, the camper is a hazard to, or impairs the safety or rights of others, or appears to have rejected the reasonable controls of the camp or has failed to cooperate with camp rules in any manner. A refund will not be granted if a camper is asked to leave the Grey Sauble Day Camp due to misbehaviour.

Camper Code of Conduct:

- I pledge to be a responsible camper.
- I will show kindness to all living creatures, both big and small.
- I will treat all games, toys and other equipment with respect and care.
- I will not leave the group and will always stay on the path.
- I will be patient and show good play in all games and activities.
- I am here to learn about the wilderness, to have fun and explore!

We expect all campers:

- To respect all campers at camp.
- To take responsibility for one's own actions.
- To be honest in all interactions.
- To care for themselves and those around us.
- To treat each camper with compassion and fairness.
- To include all campers in camp activities.

Counsellors have a support network of supervisors to aid them in certain situations or concerns that may arise. It is our hope to keep every child at camp during the session. We will not hesitate to quickly inform parents/guardians of their child's behaviour if it disrupts the program (fighting, bullying, swearing, stealing, hitting, and general misbehavior). If a solution is not found the camper will be sent home and there will be no refund of camp fees. In certain circumstances, we will be forced to withdraw children from camp. Depending on the severity of the circumstances, notice may be waived.

The following circumstances may warrant termination:

- Assault or threat of assault by parent/guardian will result in immediate termination.
- Non-payment of fees.
- Non-compliance with the policies and procedures of the site.
- Parents' use of abusive language or any inappropriate behaviour towards others.
- Any destructive, violent behavior by a child that is harmful to the child, staff, property or other children.
- Consistent lateness in picking up a child *Please note that depending on the situation your child may be temporarily suspended from the program and parents will be required to find alternate arrangements.

Ticks

We will provide parents with health information regarding ticks. While we do not conduct our programming in tall grass, we will be around it.

To help prevent ticks:

- Use bug-spray with DEET or icaridin (always follow directions).
- Wear closed-toe shoes, long sleeves and pants.
- Tuck your shirt into your pants, and your pants into your socks.
- Walk on paths.

To check for ticks:

- Do a daily full body tick check on yourself, your children, your pets and your gear.
- Shower or bathe within two hours of being outdoors.
- Put your clothes in a dryer on high heat for at least 10 minutes.

If a tick is found on your child and it has imbedded itself, you will be called and asked to pick up your child. It is recommended that you contact your health care provider immediately. For more information on ticks, please contact the Grey Bruce Health Unit or <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/lyme-pamphlet.html>

River Play

Once the river levels have receded after the spring thaw, we will often go into the river to explore and catch crayfish. This activity requires shoes that can get wet as we go into the river. Acceptable footwear includes Keen sandals, crocs, water shoes, rubber boots or even old running shoes. Children who do not come with the appropriate footwear including flip flops or other sandals without a backstrap will be given the choice to catch crayfish from the shore or to sit on the shore doing an alternate activity.

Program Information

Typical Day at Camp

While we strive to make each day a little different than the day before and some weeks will have different activities based on themes. We do also strive to create a routine so that your child can know what to expect when they are with us.

Time	Schedule
8:30 am	Sign-In, Free time activities while we wait for everyone to arrive
9:00* am	Welcome & Announcements
9:30 am	Activity Block 1
10:15 am	Snack & Sunscreen Time
10:30 am	Activity Block 2

11: 15 am	Activity Block 3
12:00 pm	Lunch with free time activities & reapply Sunscreen
1:00 pm	Activity Block 4
2:00 pm	Activity Block 5
3:00 pm	Snack (Freezies) & Sunscreen
3:15* pm	Forest Time
4:30 pm	End of Day – Pick-Up

*The core of our programming happens during this time. It is recommended that your child is here by 9 am as we often head off-site to explore and experience all that Grey Sauble has to offer. We always aim to be back by 3:15 pm if you wish to pick-up your child before 4:30 pm. If you need to pick up your child between 9 am and 3:15 pm, please arrange this with the Day Camp Supervisor.

Sign In/Sign Out Policy

At Grey Sauble Conservation we provide 2 opportunities for parents/guardians and staff to connect. We ask parents/guardians to come to the pavilion when dropping off their child (ren) and sign in with one of the staff. The same happens at pick-up. If there is someone new to the staff at pick-up, they will ask for photo ID to confirm that they are on the approved pick-up list. Changes can be made to the list by talking to the Day Camp Staff or calling the Administration Office.

At drop-off staff will let parents/guardians know what the plan is for the day, make sure campers have everything they need.

At pick-up, staff will let parents know what is happening the next day and provide some information about how their child's day went.

Packing List

We will be exploring around the Grey Sauble Property every day. Each child should have a backpack that they can comfortably carry. Please label your child's belongings with their first and last name. We are not responsible for lost or stolen goods or for clothes that get soiled from active participation.

Every day your child should have packed with them:

- A Healthy Low-Litter Lunch with Snacks
- Refillable Water Bottle
- Sunscreen with child's name on it
- Bugspray with child's name on it
- Change of clothes
- Hat
- Backpack

- Running Shoes
- Outdoor Clothing – please do not wear uncomfortable clothing or skirts/dresses as we will be engaging in various active games
- Rain gear
- Bathing Suit and Towel
- Water shoes that either cover the foot or have a strap on the back

Please leave these items at home:

- Electronic devices (cellphones, games, music, etc)
- Flip-Flops
- Expensive clothing
- Expensive or irreplaceable toys or objects that can be lost or broken
- Gum
- Knives or Multi-tools

Winter Items Packing List:

- Winter coat
- Snow pants
- Hat
- Mitts
- Boots
- Indoor shoes
- Change of clothes
- Extra socks
- Scarf or neck warmer

Communication

The Day Camp Staff like to check-in daily with all parents upon drop-off and pick-up. There we provide updates on program and tell you a bit about your child's day. At the end of the day is when we update you on any minor first aid that occurred, any incidents and some of what your child got to experience that day.

During the office hours of 8:30 a.m. to 4:30 p.m., please feel free to contact the Administrative Staff to pass along a message. They can be reached at 519-376-3076.

Be sure to inform the Administrative Staff if your child will be late or absent for the day.

Day Camp Staff will call parents to update on urgent or important situations such:

- Health or medical concern
- Severe Behavioural Incident

- Forgotten Lunch

In case of an emergency, parents/guardians will be contacted by telephone after emergency personnel (if required) have been contacted.

Lost and Found

At the end of the day, the Day Camp staff will gather clothing or lunch items (lunch kit, water bottle) left behind and put it in the lost and found box. Often the box is out during drop-off and pick-up for parents to check and we go through the items with the children as well as we do want to reunite lost items with their owners. However, at the end of the summer all items remaining in the bin will be donated.