

# Grey Sauble Conservation Day Camp



## Parents/Guardians Information Handbook



2024

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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 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

## Registration Process

Registration for the Grey Sauble Day Camp is completed online via our software provider, Amilia. Those who are not able to register online can call the Administration Centre for assistance and make payment over the phone or in person. All registrations are processed on a first come, first served basis. We require your completed application form and payment to secure your enrollment into the day camp.

## Cancellation & Refunds Policy

Refund requests must be received:

- 8+ weeks prior to the week enrolled for a refund of 90%
- 4+ weeks prior to the week enrolled for a refund of 80%.
- 2 – 4 weeks prior to the week enrolled for a refund of 50%.

Less than 2 weeks prior to the start date of the specific week enrolled, refunds will not be given unless a doctor's note is provided verifying illness/injury. Refunds due to sickness/injury will be subject to a 20% administration fee. No part-day refunds will be given.

A refund will not be granted if a child is asked to leave Day Camp due to misbehavior.

Any child who leaves during the session due to expulsion or any other reason that staff do not deem to fall under the illness or injury as noted above will not be refunded any portion of the program fees (i.e., violent behaviour, failure to adhere to safety precautions etc.).

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

Full refunds will be given if the GSCA is forced to cancel a camp session.

## Transfer Policy

If you wish to change the week your child has signed up for, see the online registration software or call the Administration Centre.

Transfers can only be completed into sessions that are not yet fully booked.

## **Offline Payment**

We accept debit, Visa or Mastercard and cheques. Full payment for all registered weeks is required. Cheques must be dated two weeks prior to camp start date. Cheques are to be made payable to the Grey Sauble Conservation Authority and will be cashed two weeks prior to the camp start date.

## **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.

**We do not offer an early drop-off or late-pick up program.**

## **Drop-Off/Pick-Up Procedures**

Drop-off/pick-up happens at the Pavilion located behind the Grey Sauble Administration Building (237897 Inglis Falls Road) at the end of the parking lot. All parent/guardians must accompany their child to the Pavilion to sign them in/out. Individuals signing a camper in and out must be over the age of 18 and have valid government issued photo ID. Only those individuals specified on the registration form under authorization of release, can pick up your child from camp. If staff are unsure of who the individual is, they will request photo ID.

At the onset of each camp session any outstanding administration tasks will be completed at the drop-off table, such as any missing camper information forms.

In the event of inclement weather drop-off/pick-up will occur in the basement of the GSCA Administration Building.

Campers are not to be dropped off before 8:30 am, must be picked up by 4:30 pm, and they must be signed out by an authorized adult.

If your child is going to be absent, needs to leave early, or if you are running late, please call the Day Camp cell phone: 226-668-9669.

# **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/guardians will be notified. 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 during the registration process. Please contact the office prior to the first day of camp if you have any questions about our procedure.

Staff can provide reminders for campers to take medications at specific times but will not be administering any medications directly.

All medication is to be kept with staff while campers are on site, this includes over the counter items such as ibuprofen or allergy relief medication.

## **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.

## **Hand Washing and Sanitization**

Campers are encouraged to wash their hands regularly and staff will have hand sanitizer with them during offsite trips.

Equipment will be sanitized at the end of every day and more frequently if necessary.

## **Food Policy**

Tree nuts and other nuts: Due to the prevalence of life-threatening nut allergies, we ask that campers do not bring nut products 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: We ask that participants do not share or trade snacks, as this ensures the health, safety, and happiness of the camp 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/guardians 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 of a forgotten lunch and confirm any food allergies before providing extra food.

Provided Snacks: A couple of times each week, snacks are provided. This can be campfire snacks, either smores (chocolate, graham cracker, and marshmallow) or bannock (flour, baking powder, salt, water, and butter), as well as a frozen treat (i.e. freezie or 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.

Please avoid glass packaging, bottles, and containers where possible, as things get dropped, backpacks thrown and being outdoors in a public setting GSCA would like to avoid any instances of broken glass leading to injury.



## **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 GSCA Staff 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 Staff 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 to the point where staff are unable to safely host the child, the child will not be able to continue with camp.

Support workers must be 18 or over and have a working knowledge of the specific needs of your child. They must also obtain a Vulnerable Sector Check prior to being permitted as a support worker for the Grey Sauble Day Camp.

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:

- Cold or flu symptoms
- 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 in addition to a fully stocked first-aid kit. 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 a 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://outsideplay.ca) and

[http://www.saskatchewaninmotion.ca/assets/uploads/posts/1551969576\\_position-statement-on-active-outdoor-play.pdf](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 basic tools for building and creating.
- Climbing steep embankments.
- Running and hiking on uneven ground.
- The potential presence of wild animals and ticks.

## **Sunscreen 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, hat, and water bottle.

Campers will be reminded by staff to put sunscreen on prior to an activity outside. Please pack **spray**, waterproof sunscreen (SPF 30+). Sunscreen will be re-applied throughout the day at regular times and as needed at the direction of staff. If your child is more prone to burning, please indicate this on their medical forms so staff can support them appropriately.

It is important that campers understand the importance of sunscreen know how to apply it before camp. If possible, help your camper practice sunscreen application before camp starts. While staff will be able to assist, if necessary, we simply do not have the resources to apply sunscreen to 20 campers multiple times a day.

Please encourage your child(ren) to wear appropriate coverings (i.e. long sleeves and a hat) when participating in outdoor activities.

**Parents must apply sunscreen 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.), light rain will not stop camp so ensure campers are sent to site with appropriate clothing and footwear for the day.

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 Administration Centre.

In the event of catastrophic weather events such as tornados or flooding, GSCA may be required to cancel camp for a day or more. In this event the standard cancellation policy will apply (see above **Refund Policy**).

## **Swimming Policy**

There is no swimming at the GSCA Administration Center, however there are shoreline activities along the Sydenham River and Georgian Bay shoreline while on site that may involve walking in shallow water (see **River/Water Play** for more information).

Children at summer camp may have scheduled swims at local pools such as the Harrison Park Pool. Swimming rules are discussed prior to arrival at the pool and again before entering the pool. GSCA will not be providing swim wear if a camper does not arrive with it. **Campers should bring their swimwear with them daily to camp** as schedules may be adjusted on short notice to accommodate inclement weather or other needs.

Staff and campers are expected to comply with all pool rules. When swimming the pool staff (lifeguards) will be the ultimate authority regarding safety, GSCA rules still apply but will be superseded by the pool rules.

Please indicate to staff the level of comfort your child(ren) has around water and swimming during registration. If your child(ren) cannot swim, or has strong dislike/aversion to swimming, please inform staff and an alternate activity can be provided for them. GSCA staff are not swimming instructors and will not be offering swimming lessons to campers.

Before entering the pool, lifeguards will have the campers complete a swim test to ensure safety in the water. If a camper is unsuccessful in the swim test, they will be provided with a lifejacket to allow them to participate. Campers who do not wish to swim will not be forced to; however, should they change their mind they will still need to complete the swim test before entering the water.

Ultimate discretion for access to the pool will rest with the pool staff.

## **Behaviour Management Procedures**

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

Campers 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, 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 and staff.
- 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.

Camp staff 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, outside of standard late-pick up procedures.

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**

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>

If any ticks are found on site during camp session parents will be notified. If a tick is found on a camper after they have left site GSCA asks that you report the finding to staff so they may inform other parents.

## **River/Water Play**

Once the river levels have receded after the spring thaw, we will often go into the river or shallow water of Georgian Bay to explore and catch crayfish. This activity requires shoes that can get wet as we go into the river/shoreline. Acceptable footwear includes sandals with back and toe-straps, 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 engage in an alternate activity.

## **Program Information**

### **Typical Day at Camp**

While we strive to provide campers with variety throughout each week at camp, we also create routines so that your child knows what to expect when they are with us.

<b>Time</b>	<b>Schedule</b>
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 and sunscreen (if needed)
3:15* pm	Forest Time
4:30 pm	End of Day – Pick-Up

\*The core of our programming happens between 9:00 am and 3:00 pm. It is recommended that your child arrives by 9:00 am as we often head off-site to explore. 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 9:00 am and 3:15 pm,



please arrange this with day camp staff at least 1 day prior so accommodations can be made. If an unexpected situation arises and your child(ren) need to be picked up early, please call the Day Camp cell phone (226-668-9669) to arrange a pickup. If a camper should need to be picked up early while we are off-site the parent/guardian will be responsible for arranging alternate transportation.

## **Packing List**

We will be exploring different areas of the Grey Sauble property and beyond every day. Each child must have a backpack that they can comfortably carry. Please label your child's belongings with their first and last name.

We want campers to be as prepared as possible, but this can often result in a heavy backpack. Please feel free to bring a waterproof bin containing all things listed below, which can be left at the pavilion throughout the day. Please note that bins will at times be left unattended, and we are not responsible for lost or stolen goods or for clothes that get soiled from active participation.

Some items may not be used every day, but it is important to bring all items daily, in the event any unexpected schedule changes occur (i.e. shifting around swimming to accommodate weather). Items worth noting are marked with an asterisk.

### **Every day your child should have packed with them:**

- A Healthy, low-litter lunch with snacks
- Refillable water bottle with child's name on it
- Sunscreen with child's name on it
- Bug spray (optional) with child's name on it
- Change of clothes
- Hat
- Backpack with child's name on it
- 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
- Lighters or matches

### **Winter Items Packing List:**

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

### **Personal Electronics**

An important aspect of camp is connecting with nature, this is hard to do while staring into our phones. We request that personal electronics such as laptops, cell phones, iPods, tablets, speakers, and handheld gaming devices are left at home.

### **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 provide some context 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, forgotten food will be thrown out) 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.

### **Program Cancellation Due to Staff Absence**

There may be times throughout the program where Day Camp will have to be cancelled due to staff shortage.

**It is very important that you check your email every morning before departure to ensure that camp has not been cancelled for that day.**

### **Grey Sauble Day Camp Contact Information**

#### **Grey Sauble Administration Building:**

If you have any questions or concerns about the information presented in this package, please contact the Grey Sauble Day Camp Staff before day camp starts:

519-376- 3076 or [daycamp@greysauble.on.ca](mailto:daycamp@greysauble.on.ca)

#### **Day Camp cell phone:**

If your child is going to be absent, needs to leave early, or if you are running late, please call the Day Camp cell phone: 226-668-9669.