CAMP INFORMATION HANDBOOK

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SUMMER 2018
CITY OF LONDON Day Camps

www.london.ca/playyourway
WELCOME!

Our staff at the City of London Day Camps are looking forward to another summer of fun!

This information handbook is designed to provide you with valuable information regarding your camper’s upcoming summer experience at City of London Day Camps. Our goal is to provide families with quality programs that will give children a safe and fun summer experience. Our program design, staff selection and training, as well as our operation and management, are all geared towards ensuring that every child’s camp experience is meaningful and enjoyable.

There have been some changes to our program information over the past year. Please read through the booklet carefully.

### Dates of Operation

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**Please Note:**

- Not all camps will be open Week 8 and 9
- Some weeks may fill before the summer begins. Register soon to avoid disappointment!

### Program

City of London Day Camps offer a variety of activities for campers aged 5 to 12 years old (or beginning at age 4 for Junior Camps) such as sports, crafts, games, music, drama, neighbourhood outings, swimming, and outdoor programming. All Day Camps begin at 9:00 am and end at 4:00 pm. Extended hours are available for campers at an additional cost and run from 7:30 to 9:00 am for the AM Program and 4:00 to 5:30 p.m for the PM Program. Campers must be registered in these programs in order to take part in extended care. Single-day registration for the AM and PM Program can be done by calling Customer Service (519-661-5575).

### Our Staff

The City of London places a strong emphasis on hiring mature, enthusiastic, and qualified staff. Staff are required to be certified in Standard First Aid and HIGH FIVE® - Healthy Child Development. All City of London Day Camp staff are required to attend pre-camp summer training sessions, including sessions on City of London policies and procedures, risk management, inclusion, bullying prevention, and program planning. All staff must also pass a Police Vulnerable Sector Check before they are offered a position.

For Junior Camps, the staff to camper ratio does not exceed 1:8. For Day Camps, our ratio does not exceed 1:12. To allow for easy identification, camp staff are required to wear a staff uniform. Please speak with our staff if you have any suggestions, questions, concerns, or comments about your camper’s experience.
A Typical Day at Camp

7:30-9:00am AM Program for those who are registered. Campers are supervised during free play.

9:00-9:30am Campers who are not registered for the AM Program arrive at 9am, and the camp program begins with group games and welcome activities. Attendance is taken.

9:30am-12:00pm On days that the camp is not on a full-day trip, campers will break off into age-based camper groups for activities like games, crafts, and sports. Campers may also participate in TRACKS activities, activities led by special guests, or interest groups. Supervised snack time occurs at approximately 10:30am.

12:00-1:00pm Supervised lunchtime with free play outside (weather-dependent)

1:00-3:45pm Afternoon activities may be similar to those in the morning, or the camp may take a half-day trip or go swimming. Supervised snack time occurs at approximately 2:30pm (possibly later if the camp is swimming or on a trip).

3:45-4:00pm Campers participate in large group games before home time.

4:00-5:30pm PM Program for those who are registered. Campers are supervised during free play activities. PM Program campers who are registered for Swim At Camp will be taken to the pool by camp staff, and returned to camp by lifeguards.

Please note that the information above describes a general camp day, but each camp program is different and will follow a slightly different routine. Trip days will also follow a different routine than a typical day.

First Day Procedures

Parent/guardians will sign their campers in upon arrival and **hand in their Participant Information Form(s) to the staff at the sign in table.** Staff will show children where to place their belongings and where to go to join in camp activities. After the camp welcome, campers will be placed into camper groups according to age and assigned a Counsellor with whom they will remain for the majority of the week.

At pick-up time on the first day of camp, children will receive forms that detail all activities and special events taking place during their week at camp. Please take time to read over the paperwork when you receive it, and each morning please ensure that your camper brings the appropriate items to camp. Throughout your camper’s week, he/she may also bring home additional letters and permission forms for various special events. **Please watch for these forms and return them as soon as possible.**

Sign In/Out Procedures

Parents/guardians or designated Emergency Contacts must sign their campers in and out every day. If your camper will be walking home on their own, please complete the appropriate permission box on the Participant Information Form that allows him/her to sign themselves in and out. If camp staff do not recognize the individual picking up your camper, they will ask for photo ID before releasing your camper into their care. **Please ensure everyone who picks up your camper is aware of this policy.**

In the event that your camper must leave early, a note must be provided indicating the time when your camper is leaving. If you pick up your camper early, please notify your camper’s Counsellor before leaving. **PLEASE NOTE** that only those listed as Parent/Guardians and Emergency Contacts on your camper’s Participant Information Form will be allowed to pick them up from camp. You must send a signed note if your camper will be picked up by someone other than those you have listed.
Late Pick-Up Policy

Sometimes we experience parents/guardians who are chronically late picking up their campers at the end of the day. The City staff will not leave children unattended and we will not permit staff to work alone in these circumstances. The result is that our staff are unfairly asked to work longer following an already tiring day, they may have to cancel personal plans, and the City must spend additional tax dollars to compensate them.

In order to recover these costs, the City has a policy of charging additional supervision fees when children are not picked up at the appropriate times. Recognizing that sometimes circumstances are completely unavoidable, first instances are treated as an education opportunity. Subsequent instances will be charged to the family. Chronic situations will result in your camper being unable to register for programs.

Trips

All camps, including Junior Camps, will also go on one trip per week to a local area attraction. Trips will be indicated on your camper’s program plan, along with instructions regarding what campers will need to bring on the trip. All trips also require a signed permission form by parent/guardians in order for campers to attend. The majority of our trip costs are included in the weekly camp fee. Transportation will be by school bus unless otherwise noted. Trips may be cancelled in the event of inclement weather such as extreme heat or rain. We will do our best to arrange an alternate date in the case of a cancellation.

“He came home one day so proud that he could read Green Eggs and Ham. He was excited and told me how another camper had helped him with the hard words!”

- Parent of City of London Jr. Day Camper.

Swimming

In addition to general camp activities, all camps will go swimming at least one afternoon per week at a City of London pool. Your camper’s permission form will indicate when and where this activity will take place. All City of London pools are staffed by qualified lifeguards and campers are given a swim test on their first visit to the pool to ensure their safety while in the water. On swim days, please send a bathing suit, towel, and plenty of sunscreen. Alternate activities will be provided for children who do not wish to swim. Please note that many pools close Week 8 or 9, so not all camps will be able to go swimming during those weeks, but camp staff will make an effort to plan extra water activities. We have limited options for indoor swim and may not always be able to reschedule swims that are pre-empted due to rainy weather.

As of July 2013, City of London Aquatics modified its admission and supervision policy to enhance safety supervision within our facilities. These policy changes are representative of recommendations from the Lifesaving Society of Ontario, along with recommendations from the Ontario Coroner’s Office in relation to the most recent drownings in supervised pool settings. These new supervision ratios state that our youngest campers and non-swimmers must be supervised in a 1:4 ratio while swimming. As this ratio is difficult to meet within our existing staff to camper ratios, the changes may result in younger campers using a wading pool or spray pad on some swim days. However, we will make an effort to ensure all campers have the opportunity to swim in a “big pool” at least once per week (weather-dependent).

The Swim Lessons at Camp program is offered for an additional fee at specific sites for those campers registered in the PM Program. Camp staff will walk swimmers to the pool in time for their lessons, and lifeguards will walk them back to camp afterwards. All campers participating in the Swim Lessons at Camp program must be signed out by a parent/guardian at the camp location, not at the pool. Please consult the Spectrum for details on Swim at Camp. All questions regarding this program must be directed to lifeguards. Camp staff will not have information on your camper’s progression.
Lunch and Snack

Each day your camper will require a lunch, snacks, and drinks including a reusable water bottle. Snack and lunch periods will be supervised by camp staff. To avoid loss or confusion, please place your camper’s name on his/her lunch bag and containers. Lunch containers should be well ventilated, easy to clean, washed and aired every day. Please do not use glass thermos bottles or glass juice containers.

Here are a few tips that may be helpful when packing your camper’s nutritional lunch:

- Sandwich fillers best for hot days are cheese, dry sausage (salami etc.) and jam.
- Fruits, raw vegetables, crackers, nut-free granola bars, and low-calories cookies are always excellent choices for snacks.
- We are unable to refrigerate children’s lunches. You may wish to freeze juice boxes the night before. They will thaw just before lunchtime and can serve as an ice pack to keep food cool.

Please make an effort to send healthy foods with your camper. Children who eat healthy meals and snacks will have more energy to participate in camp activities! If you need assistance providing snacks for your camper, please see your Camp Coordinator.

Nut-Free Policy: While it is impossible to guarantee a peanut-free environment, the City of London’s first priority for all of our programs is the safety of our participants. Due to the growing number of severe nut-related allergies, we ask parent/guardians’ cooperation. Please DO NOT send peanut butter, nuts or foods that contain nut by-products with your camper. If you send a substitute that looks like peanut butter (eg. soy butter), please notify camp staff. Thank you for your help with this serious matter.

Special Lunches and Snacks

Some camps offer optional special lunches once per week for an additional cost. These will be indicated on your camper’s program plan and in an order form. We ask that payment is made by cash only (no cheques) and that money is given DIRECTLY to camp staff.

Many camps also sell freezies and frozen yogurt tubes at snacks and lunch for a low cost. Your camper may wish to bring some spare change to purchase either of these options. Please ask about pricing on your first day of camp. If you send money with your camper for these options, please hand it directly to camp staff at the beginning of the day or send it with your camper enclosed in a labeled envelope or Ziploc bag. Campers will not be allowed to purchase food from vending machines during camp.

“Staff had the capacity to use a variety of inclusion techniques that were used and shared for a consistent and safe environment.”
- Parent of City of London Day Camper.

Camper Belongings

We expect campers to be responsible for the items they bring to camp. Camp staff will help manage their belongings, but it is important that campers know what they are bringing each day. Please do not send your camper with toys, money (unless for camp-related purchases), electronics or card games of any kind, or sharp objects. We cannot be responsible for any valuables brought to the camp. Occasionally your camper’s Counsellor may request specific items to be brought to camp for special crafts or activities. We will notify you in advance if this occurs.

The Corporation of the City of London is not responsible for items left on City property or in City buildings. However, staff will display items and those not recovered will be kept in a lost and found box until the end of the summer. Unclaimed articles will be given to a charitable agency on the last day of camp.

We recommend that ALL of your camper’s clothing and personal items be clearly labeled with his/her full name.


What Should My Camper Wear to Camp?

Camps operate during inclement weather. Adequate shelter has been provided to accommodate campers in case of poor conditions. Please dress children according to weather. Shorts and a t-shirt are ideal for most days. Please also pack a light windbreaker or jacket in your camper’s bag. Some sites are air-conditioned and can be quite cool, so your camper may wish to wear a sweater or sweatshirt while inside. When damp or rainy weather is expected, please send a rain jacket and rain boots.

Camps should come to camp in clothes that can get dirty. Paint, glue, and grass stains are likely and are all signs of a fun day.

We recommend that sunscreen be applied at home every morning and that you send a bottle of sunscreen with your camper each day, labeled with your camper’s name. Please also send a sunhat every day.

Campers must wear close-toed shoes. No black rubber soled shoes, sandals, flip flops, or Crocs please! We recommend running shoes. We are an active group at camp!

Special Needs

We are proud to have a large number of campers with special needs in our programs. Parents/guardians of a camper who has special needs should identify their needs upon registration or before registration if the camper requires extra staff support. This includes epilepsy, severe allergies, learning disabilities, emotional/behavioural issues, autism, physical disabilities, etc. All information will be treated with strict confidentiality. This information helps us determine staffing needs, increase staff awareness, and assists us in making your camper’s experience as safe and rewarding as possible.

Camps on TRACKS

TRACKS is a peer-mediated support program that is a component of all of our Day Camps. Through Camper Awareness activities, a reward system (typically stickers and small group prizes), and fun lessons, campers learn different skills that they need in order to be a good friend to peers who might be different than them. TRACKS activities typically take place on Mondays and Tuesday of each week, and campers practice the skills they learn throughout the remainder of the week. If you have any questions about TRACKS, please speak with your Camp Coordinator.

DID YOU KNOW?

Research shows that the number of quality, positive words a child hears in an hour can dramatically impact their future success.

To learn more, visit 2000wordstogrow.ca

London’s Child and Youth Network (CYN)

The Child and Youth Network (CYN) is a collaborative impact network in London that supports happy, healthy children and youth today...caring, creative responsible adults tomorrow. The CYN’s 150+ member organizations and individuals span the education, health, recreation and social services sectors but are united in their dedication to building strong families in the community by breaking down the barriers that put our children, youth and families at risk. Our programming places an emphasis on the priority areas of Healthy Eating / Healthy Physical Activity (HEHPA) and Literacy, and the structure of our programs focuses on the priority area of Ending Poverty.

To learn more about the Child and Youth Network, visit http://londoncyn.ca. To learn more about how easy it is to incorporate literacy into your daily life, visit www.thisisliteracy.ca.
Illness
If your camper becomes ill during the day, a parent/guardian will be called to take them home. The Middlesex-London Health Unit recommends that parents keep their children home for 48 hours after their last bout of vomiting or diarrhea. This will prevent illness from spreading throughout the camp. Please do not send children to camp if you suspect they aren’t well. Children who are ill upon arrival will be sent home, as will children who come to camp after getting sick at camp the day before. We are unable to provide refunds due to illness.

Absenteeism and Late Arrivals
Please help us keep our day on schedule by arriving by 9am each day. This is especially important on trip days. If you arrive late and miss the bus, no refund will be given for the day. Due to ratios, we are unable to leave a staff back at camp to supervise children who do not arrive on time.

If your camper will be away from camp or late on a particular day, please notify their Camp Coordinator or Counsellor in person or with a note in advance, or by phone on the morning of his/her absence (before 9:30am if possible). Your Camp Coordinator’s cell phone number is included in your welcome letter.

Head Lice
If head lice are detected on any campers, we will advise all parents/guardians by letter or in person. Camp staff will check participants for head lice unless the parent/guardian has indicated they do not wish their camper to be checked. If your camper is found with head lice, they must stay home until they have been treated and are completely nit/lice free. We are unable to provide refunds to families who are absent from camp due to head lice.

Medication
Please follow the below procedure when sending medication to camp:
1. Upon arrival to camp on the first day, please notify your camper’s Camp Coordinator that your camper needs to take medication during camp hours. They will provide you with a Medication Consent form. You must read, fill out, and sign the form stating the type of medication, dosage and dispensing time.
2. Send the medication in the original prescribed container.
3. Please send enough medication for the full week on the first day.
4. Medication should be given directly to the Camp Coordinator or Senior Counsellor by an adult.

If your camper has a severe allergy, please provide camp staff with a recent photo of them to ensure all staff can easily identify them on site. If your camper carries an Epi-pen, please be sure that staff are aware of this. We require you to complete a form allowing us to assist in administering them.
Important Forms
The following forms can be found online and in each mail-out package. Please read them thoroughly.

Participant Information Form
This form must be completed for each child attending and returned to staff on the first morning of camp. Please do not mail or fax this form, or hand it in to our Customer Service clerks. This form provides camp staff with essential contact and medical information about your camper, as well as detailing their swimming abilities. This form also permits staff, with your consent, to check your camper for head lice should lice be detected at their camp, and to assist your camper with applying sunscreen. This form will also indicate who will be the only people allowed to pick up your camper each day (those listed under Parent/Guardian and Emergency Contacts), and allow staff to take your camper’s photograph for promotional purposes.

Camper Behaviour and Code of Conduct Form
It is extremely important that campers understand the rules established for the camp program. Counsellors will discuss these points with campers on the first day of camp. Failure to abide by camp rules will result in a letter being discussed with you that must be signed before your camper can return to programs. Please read over the Behaviour Code of Conduct form that accompanies this package in order to familiarize yourself and your camper with our procedures. If your camper is suspended or expelled from camp due to their behavior, no refund will be given.

Please note that warnings carry over between City of London camps, and from week to week.

Does your teen need something FUN to do this summer? Try the following:

Leader in Training for ages 13-18
Develop your leadership skills, gain practical experience at a City of London children’s summer program, and enhance your opportunity for future employment in recreation. Great experience for building your resume, and placement hours in our children’s summer programs can be used towards high school volunteer hours.

Youth Camp for ages 12-15
For those who want a different, fun, and active camp experience, sign up for YOUTH CAMP! Special events, lots of trips, swimming, and more. While some trips will be planned by leaders each week, youth will also play a role in choosing and planning many of their own activities.

The above programs run at various sites throughout the city during the summer. See the Spring/Summer Spectrum or www.london.ca/spectrum for details!

For full program descriptions, to find out information about Financial Assistance, and to register for any of these programs, call 519-661-5575 or visit Spectrum Interactive at www.london.ca/spectrum.