



# **PSP Recreation Camps -Parent Handbook-**



## **Parent Handbook**

PSP Recreation staff look forward to having your child(ren) in our camps!

### **Camp Philosophy**

All children deserve:

- To be a part of an inclusive, safe and nurturing community;
- To enjoy feelings of self-worth, success and dignity;
- To learn in camps with a low camper to leader ratio;
- To learn through a total communication approach;
- To be treated as individuals with unique needs, abilities and goals;
- To benefit from a partnership between camp, staff and parents;
- To have opportunities for intellectual, emotional, social and physical development;
- To be in an environment that is imaginative, expressive of one's own thoughts, experiences and dreams;
- To be acknowledged and recognized by leaders that they come from varying life circumstances and backgrounds, and to experience balanced programming based around those experiences;
- To have balance between individual and social, quiet and active, self-directed and guided experience.

### **BEFORE CAMP STARTS:**

Please make sure to fill out all the appropriate waivers, medical forms, and contact information that staff will need to make sure your child has a safe and positive experience at camp. These forms are available at reception or online on our website.

#### **Participant Information Form: (to be completed once per calendar year)**

PSP Recreation requires this form to be on file for every child registered in camp programs. No children will be able to stay in camp without a completed form.

Please ensure the [Participant Information Form](#) is completed and sent to [recreationcpac@forces.gc.ca](mailto:recreationcpac@forces.gc.ca) prior to noon on the Thursday before your child(ren) starts camp. If you have not returned this form by this time, you will be required to fill it out in person when you drop off.

#### **Release of Liability (waiver): (to be completed once per calendar year)**

PSP Recreation requires this [form](#) to be on file for every child registered in camp programs. Parents must fill this out on behalf of all minors and can put multiple children's names on one waiver.

#### **Permission to Administer Medication Form:**

This form is required whenever PSP Recreation camp staff will be required to administer medication to a child while at camp. See more info on page 4. The form can be found on our [website](#).



### **Inclusion Support Profile:**

Our vision is to create a community where all individuals feel valued and supported, and where participation in recreation activities is accessible to everyone. However, there may be times when specific program objectives, such as safety or specialized instruction, make it difficult to accommodate certain individuals. The level of support may vary based on program space, accessibility, resources and availability of trained inclusion support staff.

If your child(ren) require inclusion support, you will be asked to complete an [Inclusion Support Profile](#) prior to camp. See more info and our full Inclusion policy on our [website](#).

### **What to Bring:**

Please send your child with the following each day:

- A backpack that easily fits all the child's belongings that they are able to carry on their own for walking out-trips
- An easy-to-open water bottle
- Nutritious snacks and packed lunch (avoid nuts or shellfish, please)
- Adequate clothing for indoor and outdoor play (rain gear, boots, etc.)
- A spare set of clothing for your child
- Hat (spring and summer camps)
- Spray sunscreen (spring and summer camps)
- Swim gear and towel (weekly camp schedules will indicate which days this is required)

### **Personal items and electronics:**

Please keep personal toys and electronics at home. Children who bring personal toys or electronics, including cell phones, will be asked to keep them in their backpack. Personal toys and electronics have proven to prompt arguments, tend to get lost and/or broken, and promote exclusive play.

If your child requires a personal item to help with a safe transition into camp (i.e. a stuffy), please discuss with the leaders at drop off.

### **Camp Calendars and Parent Communication:**

An email will be sent to every parent who has registered a child(ren) in camp one week prior to the start of camp. The email will contain helpful reminders about the upcoming camp, as well as either a brief overview of the schedule for the day (for one day camps) OR a link to our camp website where Camp Calendars are posted.

Camp schedules are subject to change based on several factors (weather, staff availability, transportation) and parents are asked to brief their child(ren) on the possibility of changes. Staff will endeavor to follow posted schedules and only make changes when necessary.

Staff should also be attempting to remind all parents and guardians about anything required for the next day (i.e. swim gear) at pick-up time. At times in the busyness of pick-up time, these reminders may be missed so parents are asked to consult the calendars.



## **DURING THE CAMP DAY**

Please be prepared to stay a few minutes on the first day of camp to complete any missing forms, meet your camp leaders and help your child(ren) settle into camp.

### **Attendance:**

If your child is unable to make it to camp, please contact the camp phone number, listed on the camp [website](#) or call the PSP front desk at 250-363-1009.

### **Sickness policy:**

If a child is sick and not attending camp, parents should notify the camp by the start of the program. If they have not done so it is the responsibility of the staff to phone the parents until they receive word from them about their child and mark them absent for the day.

If a child becomes sick at camp, staff will make a phone call to the child's contact parent.

Children may not attend camp while they have ANY symptoms of illness such as:

- Fever
- Known or suspected communicable diseases (chicken pox, measles, pink eye, hand, foot and mouth, etc.)
- Diarrhea
- Vomiting
- Very repetitive or persistent cough
- [Head lice](#)

Parents will be expected to collect their child from camp if the child exhibits any of the above during camp.

When a child is feeling ill, they will be given a quiet area to rest and will remain under supervision until they feel better, or their parent/guardian picks them up. Camp staff will not administer medication, unless indicated on the [Permission to Administer Medication form](#).

Children can attend camp if their symptoms are consistent with a previously diagnosed health condition (e.g. seasonal allergies) or symptoms have resolved, and they feel well enough to return to regular activities and their fever has resolved without the use of fever-reducing medication (e.g. acetaminophen, ibuprofen). In the event of head lice, a [treatment](#) that kills live lice and eggs must be completed prior to the child returning to camp.

### **Sign out procedures:**

At dismissal, a designated adult that is listed on the participant information form must sign out each child. Please ensure that your child is picked up promptly by the program end time. If someone other than an authorized person is picking up your child, please notify the camp staff ahead of time and note that the leader will ask to see identification before releasing the child.

If no one arrives to pick up a child by program end, staff will:



- a) Attempt to contact all adults listed on the participant information form
- b) If no one answers per (a), staff will contact the Military Police

If you wish for your child to sign themselves out at the end of the day, the child must be 9 years of age or older and a [Permission to Self Sign Out](#) form will need to be completed. The form can be received from camp staff or is available on the website or from the front desk.

### **Food and drink policy:**

We promote healthy eating and nutritional habits. Safe drinking water is available for all children, and we encourage them to drink as much as they would like throughout the day. Water bottles are filled before leaving for out-trips and scheduled water breaks are part of each day.

Children are encouraged to eat a small snack mid-morning, lunch around midday and an afternoon snack mid-afternoon. Staff will check children's lunch kits to ensure they are eating throughout the day. However, campers will never be forced to eat anything or any activities withheld because they have not eaten. Instead, a conversation will be had with parents at the end of the day, informing them if their child was choosing not to eat.

At the time of registration and on the participant information form, parents are asked to indicate any allergies. If there is a severe or life-threatening allergy present that requires an epi-pen, the child is responsible for carrying the epi-pen at all times and there will be an additional emergency plan required.

We ask that parents avoid sending nuts or shellfish to camp, as they are common anaphylactic allergens.

### **Screen time policy:**

Children will not receive regular screen time as part of camp schedules. Occasionally, movies may be shown for programming purposes and in the event of persistent inclement weather.

Please do not send cell phones or electronics to camp. If your child requires a cell phone for contact purposes before/after camp, they will be asked to keep it in their backpack during the day.

### **Medication policy:**

Please give any medications that your child requires **directly** to one of our leaders. We are able to administer **prescription medication only**. A Permission to Administer Medication form must be filled out prior to camp. This form can be found on our website or received from camp staff.

If your child requires non-prescription medication during the camp day, it must be discussed and disclosed by parents or guardians to the camp leaders. Our preference is to have all medications taken and kept at home, whenever possible.

### **Sunscreen & sun safe during summer camps:**

PSP Recreation camps practice sun safety during our spring and summer camps. Children are asked to:

- Come to camp with sunscreen already applied.
- Bring their own sunscreen to camp due to individual allergies or preferences.



- Apply their own sunscreen (for the protection of camp leaders, staff will not from apply sunscreen to the children. If younger children need assistance, it will be applied with another leader present).

When outside or at the beach, camps will have regular sunscreen and shade breaks where everyone STOPS -SLOPS on sunscreen, SLURPS a drink, SLIPS on a shirt and SLAPS on a hat.

### **Visitors**

Visitors will not be allowed at camp unless permission has been previously granted. This applies to staff, campers and volunteers. On occasion, parents may request to visit with their children while at an out-trip location or on lunch.

If a parent does want to visit, please notify the camp staff PRIOR to and they will decide on a case-by-case basis. If the parent wishes to take their child out for lunch, they must sign out the child on the sign in/out sheet and sign them back in when they return.

### **Air quality and high temperatures:**

Air quality and high temperatures can have a direct impact on the health of humans and the environment.

As per Vancouver Island Health Authorities recommendation, PSP Recreation camps will monitor the Province of British Columbia's current Air Quality Advisories and adjust programming as necessary.

When "Feels Like" temperatures reach 30 degrees Celsius and above, programming will be adjusted.

### **EXPECTATIONS AND GUIDELINES:**

All PSP Recreation camps have the following expectations of campers:

- Be Safe
- Be Respectful
- Be Kind
- Have Fun

Camp expectations encompass a wide variety of rules and are reviewed in depth at the beginning of each week and then briefly each morning (for multi-day programs).

Additionally, the [PSP Community Recreation Positive Behaviour Framework](#) outlines what behaviours are expected (Green Light) or unexpected (Yellow or Red Light) at camp. **All parents are asked to read and review the Positive Behaviour Framework with your child(ren) before starting camp.** The framework is also part of all registration forms and a signature is required.

All children/youth will be treated respectfully, in ways that protect their well-being, individuality, self-worth and self-esteem. Unacceptable or inappropriate behavior must be dealt with by using **positive** child/youth guidance measures and behavior management practices.



### **Behavior reports:**

This form will be completed when there are any yellow light or red light behaviors that require follow up. Camp staff will fill in form completely with the assistance of any staff who dealt with the behaviour and if necessary, discuss with parents at pick up and have them sign and add any relevant comments.

### **Time to think sheet:**

This form may be completed for repeated yellow light behaviours or for any red light behaviours. It will be sent home to be returned and discussed with camp staff before the child is allowed back into camp. In some cases, this may require parents to delay drop off time or adjust schedules to meet with the Team Leader.

### **Removal from camp:**

In situations where unexpected behaviours persist or there is a serious red light behaviour, PSP Recreation reserves the right to remove a child from camp, either for a temporary suspension or indefinitely. The camp supervisor, coordinator or manager will be in contact with a parent before any camp suspensions or removals. Refunds will be provided for any full days that a child is asked to not return to camp.

The following are **unacceptable forms of discipline or behavior management** and may never be used by staff:

- Corporal punishment, physically aggressive or harmful treatment of children/youth;
- Sexual abuse and sexual harassment of children/youth;
- Threatening behaviour, harassment, abuse and stalking using the internet and other forms of online and computer communications;
- Leaving children/youth unattended;
- Depriving children/youth of nurturing care and not meeting their basic, human needs;
- Any form of prejudicial behaviour or derogatory comments directed at children/youth due to their race, ethnicity, religion, gender, ability, socio-economic status, personal characteristics or life circumstances;
- Mocking, ridiculing, embarrassing, threatening, intimidating, evoking fear or any other form of verbal, emotional or psychological abuse of children/youth; and
- Swearing at or in front of children/youth.

Any leader suspected of these behaviours may be removed immediately from having any contact with children/youth and will be subject to a full investigation into their conduct.

### **Treatment of Staff:**

Parents are also asked to adhere to camp expectations when interacting with staff.

Bullying, intimidation, or use of disrespectful language towards staff will not be tolerated. Parents should ask to speak with a supervisor or coordinator if they feel they are not being heard or cannot work out a particular concern or issue with staff.



### **EMERGENCIES:**

All PSP Recreation staff have been trained to follow emergency procedures during emergency situations such as fire and earthquakes. Please note that all camps are equipped with cellular phones and staff will attempt to contact parents/guardians during/after an emergency situation.

In case of a medical emergency, staff will follow these procedures:

- 1) Perform first aid as necessary, call emergency services as necessary
- 2) As soon as possible, contact the parent/guardian listed on the participant information form
- 3) If the child needs to be taken to hospital (which will be by ambulance, depending on the severity of the emergency, there is a possibility that staff may decide to take the child to hospital and then call the parent(s) en route
- 4) If the parent(s) or guardian listed on the participant information form cannot be located, staff will attempt to contact any and all alternate contacts on the form

### **WITHDRAWALS/CANCELLATIONS:**

Withdrawals and cancellations require a minimum of 10 or more days' notice prior to the start of camp. Less than 10 days', no refund will be granted.

No refunds or credits are given for days absent due to illness, appointments, extracurricular activities, etc.

### **LATE FEES:**

Parents/adults authorized to pick up children are required to do so before the published end time for each camp program.

In the event of pick-up after the program end time, the following fees may apply:

- 0-9 minutes late - \$10
- 10-19 minutes late - \$25
- 20-30 minutes late - \$40

Parents or adults authorized to pick up children must notify camp staff by telephone of their lateness. Charges will be applied on a case-by-case basis.

### **Questions or Concerns:**

Please contact 250-363-1009 with any questions or concerns or review our camp website at [www.cfmws.ca/esquimalt](http://www.cfmws.ca/esquimalt)

We thank you in advance for following these procedures for all camps!