



PARENT ' S GUIDE

Summer 2024

We invite you to read our parents' guide carefully. It furnishes you with all the necessary information to ensure that your child has a wonderful stay.

Have a great summer with us!

The Plein Soleil day camp team

TABLE OF CONTENTS

COMMUNICATIONS / IMPORTANT CONTACT DETAILS	1
1.1 Communications	1
Phone	1
Email	1
Message	1
Modification	1
1.2 Important contact details	1
Superviseures du camp de jour Plein Soleil	1
Sports Centre Reception desk.....	1
CHECK-IN AND CHECK-OUT PROCEDURES	2
2.1 Welcome/Departure	2
Password	2
2.2 Absence, late arrival and early departure	3
Absence*	3
2.3 Daycare service	3
2.4 Additional charges for late arrivals*	3
LIFE CODE	Error! Bookmark not defined.
3.1 Behavior management	4
If a series of disciplinary situations occurs, a communication will be sent to the child's parents or guardians.	4

IN MY BAG	6
LOST OBJECTS	7
MEDICATIONS, ALLERGIES, EMERGENCIES	8
6.1 Médicaments*	8
6.2 Allergies	8
6.3 Injuries	8
6.4 Emergencies	8
DISEASES	9
SWIMMING	9
SPECIAL ACTIVITIES AND OUTINGS	10
9.1 Departure and return	10
9.2 Outings	10
9.3 Special activities specialized camps	10
9.4 End-of-summer show	11
SURVEY	11
PRESENTATION OF THE SUMMER 2024 TEAM!	12



1. COMMUNICATIONS / IMPORTANT CONTACT DETAILS

1.1 Communications

Phone

If you would like to speak to a member of the Plein Soleil day camp team, please call

450 358-7099, # 7262

If there's no answer, leave a message. [We guarantee a prompt return.](#)

Email

To contact us by e-mail, here is the generic address for the day camp: camppleinsoleil@cfmws.com

Several members of the coordination and administrative teams have access to this mailbox. The person concerned will reply as soon as possible.

Message

In all your communications, please remember to include **your child's first and last name**. As this will help us respond quickly to accommodate your needs!

Modification

Please inform us of any changes in contact information (e-mail, telephone, address) or important information (health, allergies, medication) during the summer by contacting the Plein Soleil day camp administration directly at camppleinsoleil@cfmws.com.

1.2 Important contact details

Sports Centre Reception desk

Questions about payment, changes and cancellations

Email : camppleinsoleil@cfmws.com

Phone : 450 358-7099 # 7262

Day Camp Supervisors

Karelle Raymond-Choquette

Email : Raymond-Choquette.Karelle@cfmws.com

Chloé Dion

Email : Dion.Chloé@cfmws.com

PSP Recreation Coordinator Saint-Jean Garrison

Gabrielle Sexton

Email : Gabrielle.Sexton@forces.gc.ca



2. CHECK-IN AND CHECK-OUT PROCEDURES

2.1 Welcome/Departure

Arrival between 7 a.m. and 8:30 a.m. (daycare period)

The drop-off point is located at the back of building B-8 (Club Iberville) **at door P-2**. You may accompany your child to the sign-in table in front of the door. A counselor will greet your child and confirm arrival. No parents are allowed inside.

Departure between 3:30 p.m. and 5:30 p.m. (daycare period from 4 p.m. to 5:30 p.m.)

Departure is from the same location, **in front of door P-2**. At check-out, the parent must approach the attendance table to give the activity leader his or her name, the child's name, and password (chosen in advance). The counsellor will note the child's departure time and contact the group counsellor so that the child can pick up his or her personal belongings. The child can then leave the camp.

Password

You should have already determined a password when you registered. Please do not give it to your child, and only say it in front of our staff. If you can't remember your password, **we may ask for identification**. If a person wishes to pick up your child and does not know the password or is not on the list of people authorized to pick up the child, we will **refuse** the child's departure and contact you. The child will remain at camp until the parent's verbal authorization has been obtained.

Departure alone

If your child is allowed to leave the animation site alone, please notify us by e-mail. If you have already given your permission on the registration form, you do not need to send us this information again. In this case, departure time is 4 p.m.

If your child arrives by his or her own means and is absent for the day, **you MUST notify us by 9 a.m. the same morning**. We will try to contact you to confirm the absence.

2.2 Absence, late arrival and early departure

Absence*

If your child will be absent from day camp, please contact us before 8:30 a.m. by phone at **450 358-7099 # 7262** or via e-mail at camppleinsoleil@cfmws.com. Please write us an email or feel free to notify us with a voicemail message, you must mention **your child's first and last name, the day and the reason for absence**. **Please note that the day camp team does not make verification calls in case of absence.*

Late arrival and early departure

If you plan to arrive after 8:30 a.m. or if you plan to pick up your child earlier than 3:30 p.m., please let us know **by phone or e-mail** as soon as possible so that we can accommodate you to the best of our ability!

2.3 Daycare service

This year, childcare is included for all. This means you can drop off your child between 7 a.m. and 8:30 a.m. in the morning, and between 3:30 p.m. and 5:30 p.m. at the end of the day. Please respect these hours. If you are late at the end of the day, you will be charged a penalty.

2.4 Additional charges for late arrivals*

A fee will be charged for any child **leaving after 5:30 p.m.**, the daycare's closing time, to cover the cost of staff who must remain on site in case of delays. The late fee is **\$5 for every 15 minutes**. We still ask you to call us to inform us of any delay. **The penalty will be applied automatically, and payment must be made by the following evening at the sports center reception desk or by paying the exact amount on site.*



3. CODE OF CONDUCT

Children are fortunate to live in an environment where team spirit, respect and fun are the objective of the day. Fun and educational methods are used to encourage good behavior on everyone's behalf. The code of conduct will be presented to the children at the start of camp, and a reminder will be given every Monday.

Respectful and participative, thou shalt remain.

Thou shalt follow thy group at all times.

Thou shalt bring a smile and good humor every day.

Thou shalt form friendships.

Thou shalt help everyone.

3.1 Behavior management

In reference to **PSP's Policy for Managing Children's Behavior at Community Recreation Activities**, PSP expects children to enjoy the program and respect others in all activities. PSP takes a positive approach to behavior management, striving to be fair, reasonable, and consistent, and to keep everyone safe. When behavior problems arise, PSPs strive to help each child succeed by implementing the following behavior management measures. Initial action is based on the severity of the behavior.

Step 1 – Meeting

When a disciplinary incident occurs, the child is informed and given a description of the behavior change required. Program staff and the child will discuss the situation and discover ways to redirect the behavior and resolve the problem.

Step 2 - Time out or break

In the event of further incidents, the child may be asked to "take a break". A "break" is a period of 5 to 10 minutes that the child spends quietly reflecting on the incident.

Program staff will discuss expected behavior, then ask the child to rejoin the group or activity.

Step 3 - Communication with parents or guardians

If a series of disciplinary situations occurs, a communication will be sent to the child's parents or guardians.

Step 4 - Program suspension

A child who disregards instructions or behaves negatively at any time will be suspended for at least one day. A communication will be sent to parents or guardians to pick up the child before the end of the program or class on the same day. Emergency contacts will be called if parents or guardians cannot be reached. A behavior improvement plan may be required before the child can return to the program or class.

Step 5 - Program expulsion

If the child's behavior remains unacceptable, the parents or guardians are informed, and the child is withdrawn from the program for the remaining weeks in which he or she is enrolled. Expulsion may include a prolonged ban from the facility or other programs.

This decision must be made in consultation with senior management. A refund will be made on a pro rata basis for the days the child attended the camp.

Non-accepted behaviors include the following:

- Insults, inappropriate (vulgar) or hurtful language ;
- Sexual assault or gestures, physical, verbal and psychological violence ;
- Intimidation, physical and verbal threats ;
- Running away ;
- Theft and extortion (taxing) ;
- Breakage of equipment and disrespect for the environment ;
- Non-respect for regulations and people ;
- Compromising the child's safety or that of another child.

Extreme behavior that jeopardizes the safety or integrity of the children will result in immediate expulsion from the program, without warning.



4. IN MY BAG

4.1 In my bag, I bring EVERY DAY...

- ☀ Bathing suit ;
- ☀ Towel ;
- ☀ Sandals or slippers for the pool ;
- ☀ Running shoes (mandatory at all times) ;
- ☀ Hat or cap ;
- ☀ Comfortable clothing suitable for the weather and/or the activity ;
- ☀ Sunscreen ;
- ☀ A cold lunch and two healthy snacks in a lunch bag with ice packs + utensils ;
- ☀ A bottle of water ;
- ☀ A change of clothes (1 sweater, 1 pair of shorts and underwear).

*Please apply sunscreen in the morning **BEFORE** your child arrives at camp. There will be a second application before lunch and a third after swimming.*

4.2 Dress code*

- Sportswear that allows movement ;
- No skirts or dresses ;
- Running shoes ;
- Hat or cap ;
- No jewelry ;
- Swimsuit that allows movement.

**Please identify all items to avoid loss.*

4.3 In my backpack, there's no...



- STOP Meal to be reheated ;
- STOP **Foods containing peanuts or nuts ;**
- STOP Game consoles ;
- STOP Glass containers ;
- STOP Cards or valuables (financial or sentimental).

4.4 References for healthy and environmentally-friendly lunches

We are increasingly aware of the need to adopt environmentally-friendly gestures on a daily basis, as well as healthy lifestyle habits. We are asking parents and children to try to reduce their single-wrapping waste by banning items such as zip-lock bags, packaged snacks, disposable utensils, etc., and by offering healthy snacks and meals that will sustain children throughout the day at day camp.

We'll be offering several workshops over the summer aimed at empowering children and building their skills as young citizens.

References for healthy lunchbox ideas

1. <https://www.msss.gouv.qc.ca/professionnels/promotion-de-la-sante/saines-habitudes/liens-utiles/>

Reference for a zero-waste lunch

1. <https://unpointinq.ca/dossier-special/boite-a-lunch-zero-dechet/>
2. <https://ici.radio-canada.ca/mordu/1378/10-trucs-pour-un-lunch-zero-dechet>



5. LOST & FOUND

Each child will be allocated a specific box in which to store their personal belongings. It is forbidden to bring objects or toys from home, unless it is for integration purposes or to facilitate a crisis. In this case, you must discuss the matter with a supervisor or your child's counselor.

Lost items will be collected on a table at the entrance to the day camp (outside, weather permitting). Please check regularly.

Unclaimed items will be sent to a local organization at the end of the summer. Food from forgotten dishes will be discarded daily.

We are not responsible for lost or stolen items.



6. MEDICATIONS, ALLERGIES, EMERGENCIES

6.1 Medications*

If your child is taking medication or needs to take medication during day camp, you **MUST** discuss this with an on-site supervisor.

**Please note that only supervisors and youth workers, accompanying a child with special needs, may administer medication to children. An authorization form must be completed and submitted to the coordinating team. Medication must be in a container marked with the child's name and dosage.*

6.2 Allergies

If your child suffers from an allergy, you must **ABSOLUTELY** discuss it with a supervisor on site. If your child has an EpiPen (auto-injector) and this has not been mentioned in the health form, it is very important to inform us on the child's first day of day camp or as soon as an EpiPen has been prescribed.

In the event of an allergic reaction, you may or may not have given us permission to administer a dose of EpiPen. We will contact you before doing so, unless your child's airway appears to be rapidly obstructing.

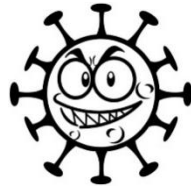
6.3 Injuries

Our animators and youth workers are all trained in First Aid and CPR. Here are the steps our team will take in the event of an injury :

- 1- Assess the condition of the child and the premises ;
- 2- Ensure the safety of the other children in the group with another activity leader ;
- 3- Notify a member of the coordination team ;
- 4- Administer first aid ;
- 5- If the injury is major, we will contact the child's parents/guardians as you may need to go to hospital ;
- 6- Fill out an accident report with as many details as possible (given to the coordination team).








6.4 Emergencies

The Plein Soleil day camp coordination team will make the decision to transport a child by ambulance if it deems the situation necessary and if we are unable to reach parents and/or emergency contacts. Parents will be billed for any costs incurred.

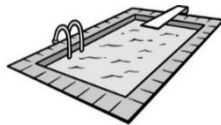


7. DISEASES

Your child **MUST** stay home if he or she has any of the following symptoms:

-  Fever within the last 24 hours ;
-  Diarrhea in the last 24 hours ;
-  Vomiting in the last 24 hours ;
-  Undiagnosed rash ;
-  Infectious disease ;
-  Presence of parasites (lice) ;
-  Dizziness.

Please call us to report your child's absence and symptoms. In this case, we will be able to accommodate you by rescheduling the missed days. Failure to report the reason for your child's absence and then claim a refund will not be permitted.



8. SWIMMING

Children can enjoy the pool any day the weather permits. In the event of bad weather or a special outing or activity, bring your child's swimming gear in case the weather changes in the afternoon, or the activity or outing is cancelled.

If your child needs a personal flotation device and has one, they can bring it along. However, for safety reasons, it will be the responsibility of the lifeguard team to judge whether your child's jacket is suitable for open bathing at day camp. Please identify your child's jacket or float.

A swim test will be performed every Monday for all newcomers to the day camp. If your child's swimming ability changes over the summer, it will be possible to re-evaluate their swimming level. The lifesaving team will be responsible for evaluating your child's swimming ability. Our goal is always to ensure your child's safety.



9. SPECIAL ACTIVITIES AND OUTINGS

All children registered for the week have access to that week's outing/activity. Please note that no activities will take place on the day camp site during outings. If your child does not wish to participate, he/she will have to stay at home.

9.1 Departure and return

Departure is normally around 8:45 a.m. and return to camp is scheduled for 3 : 45 p.m. We may have to modify departure and return times for outings that are further from the camp site. These changes will be communicated to you by e-mail in the weekly mailing of the Friday preceding the week in question.

If you arrive late and we have already left, you will be responsible for your child and he or she will not be able to participate in the outing.

9.2 Outings

Here are the outings offered for summer 2024:

- Week 1 : Exporail St-Constant (Thursday, June 27)
- Week 2 : Funtropolis St-Hubert (Tuesday, July 2)
- Week 3 : Granby Zoo (Thursday, July 11)
- Week 4 : Bromont Water Park (Tuesday, July 16)
- Week 5 : Ninja Factory (Friday, July 26)
- Week 6 : Montréal Science Centre (Thursday, August 1)
- Week 7 : UPLA and Mont St-Grégoire hiking activity (Tuesday, August 6)
- Week 8 : SURPRISE at camp (Thursday, August 15)

Please note that the day of the outing is subject to change due to weather conditions, without prior notice.

9.3 Special activities specialized camps

Specialized day camps (arts/cultural activities and sports/outdoor activities) will have the opportunity to go beyond the camp site by participating in activities related to their specialties. The specialized arts and culture camp will include culinary activities, an art gallery outing, a museum outing, a special flower arrangement activity, jewelry-making activities, a singing workshop, dance workshops and more.

The camp specializing in sports and outdoor activities will include sports workshops, kayak/canoe initiation workshops, kayak/canoe outings, an archery workshop, an orienteering workshop, a survival workshop, and more.

Please note that the day of the activity is subject to change due to weather conditions, without prior notice.

9.4 End-of-summer show

An end-of-summer show will be presented on the last day of day camp, **Friday, August 16th, 2024**. An invitation will be sent to you. The show will take place in the auditorium and will feature all the children present that week.



10. SURVEY

A survey will be e-mailed to you after each week of camp.

We invite you to complete this survey regularly. This survey will enable us to improve the quality of our services based on your feedback.

We are always available to answer your questions or hear your comments. We look forward to hearing from you!

PRESENTATION OF THE SUMMER 2024 TEAM!



BROCOLI



FOURMI



BUTTERFLY



TROPICANA





FRAISINETTE



FÉE



DORA



STITCH



POGO



KIWI



COCCINELLE



SPAGHETTI





ZUCCHINI



TOUPIE



BASILIC



PHOENIX





REX



MYRTILLE



MERLIN



OUR TEAM AWAITS YOU!

. . .