



PARENT'S GUIDE

Summer 2026

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

Thanks to our partner



TABLE OF CONTENTS

1. COMMUNICATIONS / IMPORTANT CONTACT DETAILS	1
1.1 Communications.....	1
Location	1
Contact us.....	1
Modification.....	1
1.2 Important contact details	1
Sports Centre Reception desk.....	1
Plein Soleil Day camp	1
PSP Recreation Coordinator, Saint-Jean Garrison.....	1
2. CHECK-IN AND CHECK-OUT PROCEDURES	2
2.1 Welcome/Departure	2
2.2 Absence, late arrival and early departure	3
2.3 Daycare service.....	4
2.4 Additional charges for late arrivals*	4
3. CODE OF CONDUCT	5
3.1 Behavior management	5
3.2 Social Media	6
4. IN MY BAG	7
4.1 In my bag, I bring EVERY DAY.....	7
4.2 Dress code*.....	7
4.3 In my backpack, there's no... ..	7
4.4 Missing Meals or Snacks.....	8
4.5 References for healthy and environmentally-friendly lunches.....	8
5. LOST & FOUND	8
6. MEDICATIONS, ALLERGIES, EMERGENCIES	9
6.1 Medications*	9
6.2 Allergies	9
6.3 Injuries	10

6.4 Emergencies	10
7. DISEASES	10
8. SWIMMING	11
10. SPECIAL ACTIVITIES AND OUTINGS	12
10.1 Summer 2026 Outings	12
10.2 Departure and return.....	12
10.3 End of Summer Party.....	13
12. SURVEY	13
PRESENTATION OF THE SUMMER 2026 TEAM!	14



1. COMMUNICATIONS / IMPORTANT CONTACT DETAILS

1.1 Communications

Location

The day camp is located in Building B-8 (Club Iberville) at the Saint-Jean Garrison, at: **25 Chemin du Grand-Bernier Sud, Saint-Jean-sur-Richelieu, QC, J0J 1R0**

Contact us

If you wish to speak with a member of the Plein Soleil day camp team, call: **450-358-7099, ext. 668-6258 (starting June 25)** or **450-358-7099, ext. 668-7262 (at all times)**. If there is no answer, please leave a message and we will get back to you within 48 hours.

You can also email us at: camppleinsoleil@cfmws.com

Several members of the coordination and administrative team have access to this mailbox. The person concerned will respond as soon as possible. In your communications, please include your **child's full name**.

Modification

Please inform us of any changes to your contact information (email, phone, address) or important details (health, allergies, medication) during the summer by contacting the Plein Soleil day camp directly at camppleinsoleil@cfmws.com

1.2 Important contact details

Sports Centre Reception desk

Questions about payment, changes and cancellations

Email : info@sirst-jean@forces.gc.ca

Phone : 450 358-7099 # 668-7262 (at all times during our opening hours)

Plein Soleil Day camp

Late arrival, absence, early departure, or any other important information

Day Camp Coordinator

Anne-Sophie Tremblay (Grenouille)

Email: camppleinsoleil@cfmws.com or tremblay.anne-sophie@cfmws.com

Phone: 450-358-7099 # 668-6258

PSP Recreation Coordinator, Saint-Jean Garrison

Gabrielle Sexton (Pop-Corn)

Email : Gabrielle.Sexton@forces.gc.ca or sexton.gabrielle@cfmws.com

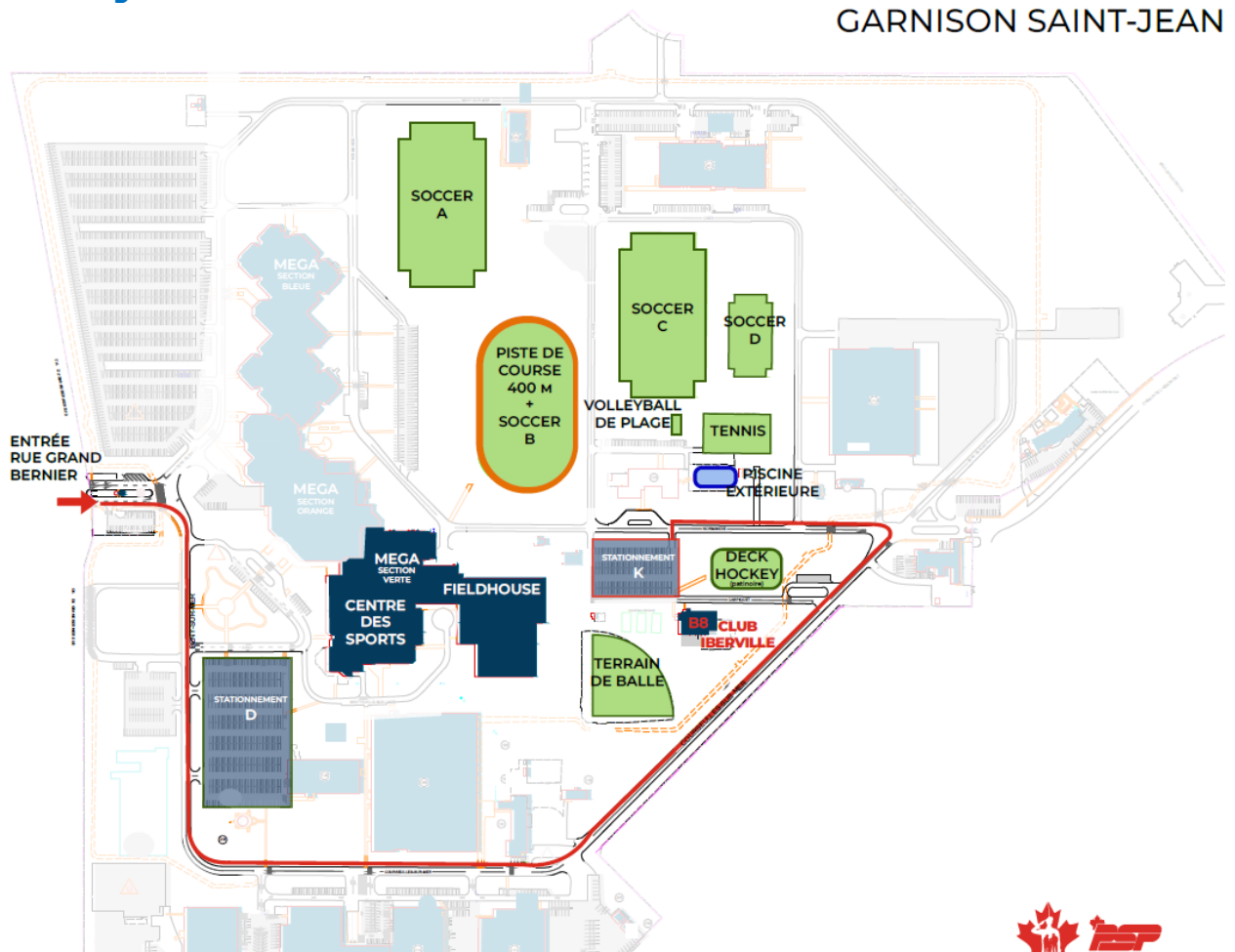
Phone : 450-358-7099 # 668-7261



2. CHECK-IN AND CHECK-OUT PROCEDURES

2.1 Welcome/Departure

How to get there



The day camp is located in Building **B-8 (Club Iberville)**, shown in red on the map. From the Grand-Bernier gatehouse, take the right turn and go around the main building. Use parking lot K, then follow the pedestrian path to reach the back of the building. A gravel parking lot is also available, but spaces are limited.

Access is also possible via the Gouin gatehouse: a commissioner is on site from **7:00 to 8:00 a.m.** only. When exiting, wait until the barrier is completely closed behind you. Outside these hours, access is restricted to cardholders; please check with your chain of command if needed.

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 the building.**

Departure between 3:45 p.m. and 5 p.m. (daycare period from 3:45 p.m. to 5 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. or at the time indicated on the form you completed.

Departure with a day camp staff member

If your child is authorized to leave the activity site with one of our employees, a formal transportation agreement must be provided to the day camp coordination team.

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 # 668-6258** 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**.

If your child arrives on their own and is absent for a day, you **must inform us before 8:30 a.m.** that same morning. Otherwise, we will attempt to contact you to confirm their 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 3:45 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 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 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.

3.2 Social Media

To ensure the safety and confidentiality of all participants, we ask parents to ensure that their children do not follow or add day camp staff on **social media**. This measure helps maintain appropriate professional boundaries and protect everyone's privacy



4. IN MY BAG

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

- ☀ Bathing suit ;
- ☀ Towel ;
- ☀ Sandals or slippers for the pool ;
- ☀ Bag for wet items ;
- ☀ 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 reusable 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 ;
- Skirt or dress permitted with shorts or pants underneath
- Running shoes or closed-toe sports sandals
- Hat or cap ;
- No jewelry ;
- Swimsuit that allows movement.

**Please identify all items to avoid loss.*

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



- Meal to be reheated ;
- Items or toys from home**
- Game consoles ;
- Glass containers ;
- Cards or valuables (financial or sentimental).

4.4 Missing Meals or Snacks

If your child **forgets their snacks or lunch**, we will provide them with snacks to meet their dietary needs. However, if this situation occurs frequently, a fee of \$5 will be charged each time your child does not have a complete meal.

**Fees will be applied automatically, and payment must be made before Friday by visiting the sports centre reception or by paying on site with the exact amount.*

4.5 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://unpointcinq.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 has an allergy, you **must** discuss it with a staff member on site. We will take steps to reduce the risk of an allergic reaction. If your child has been prescribed an auto-injector (such as an EpiPen®), it is mandatory that it be kept easily accessible and protected from heat at all times. We recommend leaving a second dose at the day camp if possible. It is the parent's responsibility to provide a functional, non-expired auto-injector for their child before they participate in camp activities.

Your child must be able to carry their auto-injector with them. There are belt pouches specifically designed for carrying this type of emergency medication. If you believe your child is able to self-administer their epinephrine in case of an allergic reaction, take the time to discuss it with them and inform their counsellor. Make sure they understand how to use it and are comfortable handling the device. Please note that if your child experiences an allergic reaction and is unable to use the auto-injector themselves, and no first responder is present, the law allows any person on site to administer it.

In the event of an allergic reaction involving a child who does not have a prescribed auto-injector, you have indicated whether or not you authorize us to administer a dose of epinephrine. We will contact you before doing so, unless your child's airway appears to be rapidly obstructed.

Please note that after administering a dose of epinephrine, we will call 9-1-1 and the child will be transported to the hospital immediately by ambulance.

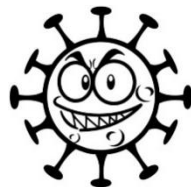
6.3 Injuries

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.

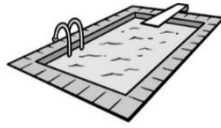


7. DISEASES

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. PHOTOS

To share memories from the activities held each week, we will post **photos** on our website. These photos will only include children whose parents have given **permission for photography**. We are committed to respecting each child's privacy and obtaining the necessary consent before any publication. Please follow the link below to access the photo gallery: [CFMWS | MFRC | Montreal Region | CFMWS](#)



10. SPECIAL ACTIVITIES AND OUTINGS

Only children **registered** for the weekly outing will be allowed to participate. If you change your mind and wish to add or remove your child from the outing, please contact us and we will do our best to accommodate you. Children who do not attend the outing will be grouped together and will take part in activities on site. Your child may be supervised by a different counsellor than usual and may be grouped with younger or older children. We will make every effort to create groups that are as **balanced** as possible.

10.1 Summer 2026 Outings

Here are the outings offered for summer 2026:

Week	Date	Special activity or outing
Week 1	June 29th to July 3rd	Thursday, July 2: Mini-Putt (indoor or outdoor)
Week 2	July 6th to 10th	Wednesday, July 8: Centre de plein air l'Estacade
Week 3	July 13th to 17th	Wednesday, July 15: Bromont Water Park
Week 4	July 20th to 24th	Wednesday, July 22: Safari Parc
Week 5	July 27th to 31st	Wednesday, July 29: Clip'n Climb
Week 6	August 3rd to 7th	Wednesday, August 5: Funtropolis
Week 7	August 10th to 14th	Thursday, August 13: UPLA Mont St-Gregoire
Week 8	August 17th to 21st	Tuesday, August 18: Ékilib Parc

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

****Please note that the camp will be CLOSED on Wednesday, July 1st due to the statutory holiday.***

10.2 Departure and return

Departure is normally around **8:30** a.m. and return to camp is scheduled for **3:30** 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** at the camp site and we have already left for the outing, you will have the option of bringing your child directly to the activity (with prior **authorization from camp management**), or you will be responsible for your child for the remainder of the day. If staffing ratios allow, we may also offer your child a place in one of the groups staying on site.

Please note that no refunds will be issued for outings your child did not attend.

10.3 End of Summer Party

An end-of-summer celebration is planned during the final week of day camp (**August 17 to 21**). An **invitation** will be sent to you in the coming weeks. All **children who attended the day camp, along with their families**, are invited to join us for a wonderful time. We have many exciting surprises in store, thanks to the generous support of **BMO Bank of Montreal**



11. MORE INFORMATION ABOUT OUR SERVICES

To view our various **programs related to the day camp**, please visit our website: [CFMWS | MFRC | Montreal Region | CFMWS](#)

To explore PSP offerings at the St-Jean Garrison and in Montreal, please visit our website: [CFMWS | MFRC | Montreal Region | CFMWS](#)



12. SURVEY

A survey will be sent to you **by email** twice during the summer.

We invite you to complete it, as it will help us improve the quality of our services based on your feedback.

We are always available to answer your questions or hear your suggestions. Please do not hesitate to **contact us!**

PRESENTATION OF THE SUMMER 2026 TEAM!



GRENOUILLE
Coordinator



MYRTILLE
Supervisor



TULIPE
PAM Leader & Counsellor



STITCH
Youth Worker Leader





VIKING
Counsellor



BARBIE
Counsellor



DORA
Counsellor



YODA
Counsellor





BASILIC
Counsellor &
PAM leader



BALOO
Counsellor



HIP HOP
Day care
Counsellor



TOUPIE
Support worker





FRAISINETTE

Support worker

PAPILLON

Support worker



NINJA

Support worker



OUR TEAM AWAITS YOU!

