

The Township of Zorra  
Summer Day Camp 2017  
Welcome Package  
Policies & Procedures

## Welcome to Zorra's Summer Day Camp

Hello Families,

The Township of Zorra is proud to announce the creation of a Summer Day Camp provided from July 3<sup>rd</sup> - September 1<sup>st</sup>, and would love to share further details to you. We understand the significance of your decision to send your child to camp, and we are very excited that you have chosen our Summer Day Camp. It is our goal, as Township of Zorra staff, to deliver not only a safe, quality program, but also to help engage our participants in such a way that they have ample opportunities to grow as a person.

Your child will experience days full of games, crafts, outdoor activities and trips to local parks and the library. Additionally, special guests at times will be brought to provide fun entertainment for all campers. This camp will give your child the opportunity to build life long friendships!

This welcome package is intended to help you navigate your child's summer camp experience as well as inform you of policies and procedures conducted within the program. Please take the time to look through the information.

We are excited to help your child have the best summer yet! If at any time you have questions or concerns while your child is participating in our summer day camp, our staff will be more than willing to attend to your needs and resolve any conflicts. The contact information is provided on the last page of this package.

Sincerely,

Summer Day Camp Staff and Township of Zorra

# PROGRAM INFORMATION

## VISION AND MISSION STATEMENT

With the belief that municipal recreation is an essential component of a quality community, the Zorra Township Recreation Department has the vision of a friendly, safe, affordable, family oriented rural community built on a foundation of respect, volunteerism and prosperous business.

Zorra Township is committed to providing a safe, inclusive and quality camp program that will benefit children's abilities while using maintained parks and facilities. The program is designed to provide children ages 5-10 with a variety of fun experiences that promote a healthy, active lifestyle. We will ensure our staff will provide an environment that promotes healthy child development at all times.

## CAMP POLICIES

### STAFF REQUIREMENTS

- i) Prior to placement in a leadership position, all staff must succeed in demonstrating their ability to provide positive quality leadership to children through a pre-selection screening program. Leader qualifications are monitored on an ongoing basis to ensure they are current.
- ii) All staff must provide a satisfactory report from vulnerable police record check prior to employment with Municipality.
- iii) All facility and administrative staff who come into contact with children will demonstrate the ability to interact positively with children.
- iv) The Zorra Township Summer Day Camp staff are HIGH FIVE certified. All camp leaders and volunteers receive core training on healthy child development, child guidance, communication with parents, policies and procedures, and safety and emergency procedures.

### CAMPER REQUIREMENTS

- v) Our camp rules and regulations are designed for your child's safety. Leaders will explain the rules on the first day of camp. No child will be allowed to wander off unsupervised or to leave the group at any time without permission. Please be sure that your child understands these rules. We reserve the right to dismiss a camper who refuses to abide by these policies, or who does not adjust to the group situation
- vi) Please be sure that your child understands that he/she is responsible for his/her personal belongings. We cannot take responsibility for money or expensive valuables brought to camp, and highly recommend they are left at home. Zorra Township is not responsible for any lost, stolen or damaged personal belongings.
- vii) All children are expected to treat others in a respectful manner. We are committed to zero tolerance for bullying, racism, sexual harassment, substance abuse and

disrespectful behaviour displayed by children towards others. Staff are to take preventative measures at all times and are to intervene appropriately as required. Cases that cannot be resolved may result in removal of a non-compliant participant from a program or facility.

#### SAFETY

- viii) First Aid kits are in the Leaders possession and adequately stocked at all times. In the event of an off-location trip or outdoor activity, all Leaders will have a First Aid kit on hand.
- ix) Sunscreen should be applied at home prior to arrival at camp. The use of sunscreen is monitored by Leaders at the program, and time will be given for the children to re-apply it after lunch and before swimming or other extended outdoor activities. Campers should be able to apply independently or with minimal aid under supervision.
- x) All play equipment, play spaces and supplies are thoroughly checked by program leaders to ensure conditions are safe prior to use by children.
- xi) As required by law under the Child and Family Services Act of Ontario, leaders report suspicions or disclosures of child abuse to the local child-welfare agency. Staff are trained to recognize and immediately report any concerns re: parent/legal guardian/caregiver behaviour (i.e. impaired, violent, child abuse etc.)
- xii) Sanitary procedures, including washing hands, disinfecting toys and equipment and cleaning all areas of the program space that are used, are followed for all elements of children's programs.

#### DISCIPLINE

- xiii) Minor Offence
  1. Verbal Warning – leader will explain to child what was done wrong and appropriate behaviour.
  2. If the offence continues, the child is given a break or a special privilege is taken away (swimming, craft, game). Leader will explain appropriate behaviour to the child.
  3. If the offence continues, communication will be made to the parent by phone call/in person. Parents will be encouraged to discuss the issue with their child.
- xiv) Major Offence
  - 1) Verbal Warning – explain what was done wrong and the rules and consequences.
  - 2) If offence continues, a phone call to parents explaining behaviour will be made.
  - 3) If offence continues and the safety of program is affected, the child may be dismissed from the program for the day, the week or the season depending on the situation.

#### PRIVACY

- xv) The Zorra Township & Recreation Department protects the privacy of the children and families involved in our programs. All confidential information pertaining to children and their families will be kept secure at all times. During the program,

registration forms are kept in a secure location at all times and are not to be revealed to anyone outside of the program and the department. At the end of the program, all registration forms and other confidential information will be kept at the township office at all times.

- xvi) Photography of children may occur during camp for media purposes. If you do not wish for your child to have their picture taken at any time and did not indicate so on the registration form, please inform a staff member.

#### MEDICAL

- xvii) Should a child show symptoms of illness while attending our camp, leaders follow procedures to help the child receive proper care. The camp coordinator will come in to aid the camper. This may include bringing them back to the scout hall if at an off-site location and contacting parents depending on the situation.
- xviii) Under no circumstances are staff or volunteers to administer prescription medication or non-prescription medication to a child. All parents must be advised of this policy. In the case of an emergency, and if indicated to do so on the child's medical form, staff may assist campers with medications and other medical procedures.
- xix) A child may be restricted from a program or facility if he/she has contracted a contagious illness or a condition that could affect the health and safety of others, or if his/her continued participation in an activity or program could have a negative implication for his/her own health and safety.

## DAILY LOGISTICS

### SIGN IN AND SIGN OUT

Camp hours will be from 9:00am to 4:00pm, with regular drop off starting at 8:30am and regular pick up ending at 4:30pm. Before and after care is available from 7:30am-8:30am and 4:30pm-5:30pm at an additional cost of \$20.00 for the week.

Camp will start each day with parent sign in at the Thamesford Scout Hall which is located at 221 George St, Thamesford ON. Only individuals who have been indicated on the registration forms can pick-up campers at the end of the day. These individuals must provide signature before taking the camper home. Any exceptions will be made aware to camp staff during drop-off. Pick-up will occur at the same location as drop-off, and individuals who are picking up a child may be asked to show identification so please be prepared to do so.

If your child will be absent from camp or late, please call Morgan (Camp Coordinator) at 519-643-6848. A safe arrival procedure is in place for our camp program; therefore, if we are not made aware of a camper's absence, we will phone home to ensure the camper is safe.

# CAMP LOGISTICS

## ILLNESS & EMERGENCY PROCEDURES

If a camper becomes ill during the program day and is unable to participate in activities, the parent/guardian will be notified by the camp coordinator. If a camper is hurt, all camp staff have First Aid kits with them at all times. Camp staff members are certified with standard First Aid and Level C CPR and AED. If the situation should require immediate medical attention, emergency medical services will be called immediately to respond to the situation, and the camp coordinator will contact and inform the parent/guardian as soon as possible. If an ambulance is required to transport your child to the hospital, the camp coordinator will accompany your child and remain with him/her until a parent arrives, so that a child is never left unattended.

## MEDICAL INFORMATION

Township of Zorra camp staff will supervise the taking of oral medication by campers when it has been prescribed for use during camp hours; however, our staff cannot administer medication throughout the program hours to any camper without the following:

- Consent indicated on the child's camp registration form
- All prescription medication must be kept in the original pharmacy container in which it was received. The container should include the doctor's name, name of medication, procedures for use, and the child's name.
- **Please Note:** If your child has an epi-pen or an inhaler, these items must also be accompanied with a completed medication form and checked in at the program office.

## WHAT TO SEND TO CAMP?

Please pack a refillable water bottle, sunscreen, a **nut free lunch and two healthy snacks**. When packing your child's lunch, please make sure it is full of healthy choices to keep your child energized! Additional items include: backpack, sun hat, extra weather appropriate clothes, bathing suit and towel. Please bring bathing suit and towel in a plastic bag so wet suits can be kept in them after swimming time. Participants will need to wear proper footwear to engage in all the activities. This may be running shoes, crocs, or sandals with a heel strap but running shoes are strongly recommended. Personal items such as video games, iPods, cell phones, digital cameras etc. are strongly discouraged from being brought to camp.

## BEHAVIOUR MANAGEMENT

We encourage and support a team environment between our participants, leaders and volunteers. There is a zero tolerance for bullying at camp. All bullying related behaviour will be reported on a discipline form and parents of the bully and the bullied will be made aware of the

situation at the end of the day. Parents will be kept up to date with any disciplinary actions that occurred throughout the day. It is our intention to maintain open communication between home and program staff. We have fun, play fair and show respect for ourselves and others. By working together as a team, we can help your child enjoy and get the most out of their camp experience.

## INCLEMENT WEATHER

Camp will run rain or shine! Swimming will be weather permitting as the pool is outdoors but, campers will still be swimming in the rain. In the case of extreme heat temperatures, activities will be moved indoors for campers to stay cool, and additional water and shade breaks will be given while outdoors. On very wet days, camp will use the Thamesford Scout Hall.

## PHOTOS

Photos will be taken throughout the camp season and may be posted on the Township website or Township Facebook page. If you do NOT want your child's photo taken and did not already indicate so on the child's registration form, please let us know prior to camp.

## SWIMMING

We will be swimming every afternoon! Admissions guidelines for public swim are as follows depending on age and swimming abilities. Campers will be given a wrist band indicating which category they are in. The band system is specific to supervision, not where the camper can go swimming in the pool.

Six Years and Under:

- Red Band
- Under direct supervision of a guardian 13 years or older within arms reach

Seven Years Old to Ten Years Old:

- Yellow Band
- Must complete the swim test to be eligible to swim unsupervised
  - Swim test includes: One-half length of front swim and 30 seconds of treading water
  - Swimmer must pass the test with confidence
  - All tests are passable under lifeguard discretion
- If swimmer passes the test with ease, he or she will be given a green band
- If swimmer does not pass, they continue to swim with a life jacket or under direct supervision
- No swim test is final. Lifeguards may ask child to retake the test or remain in the shallow end if child shows signs of fatigue or lack of skill

Eleven Years and Older:

- Green Band
- May swim unsupervised
- Under lifeguard supervision, swimmer may be asked to complete a swim test or to remain in the shallow end

A guardian is someone 13 years or older accompanying a child. Direct supervision is attentive and within arms reach of the child. Bands must remain on wrist of swimmer at all times.

#### Supervision Ratios

-For Children 6 Years & Under:

- No life jackets= 1 guardian: 2 children
- With Life Jackets= 1 guardian: 4 children

-For Children 7-10 Years:

- Without Life Jackets= 1 guardian: 4 children
- With Life Jackets= 1 guardian: 8 children

## FREQUENTLY ASKED QUESTIONS

**Q: What if I am late to pick up or drop off my child?**

A: If you are going to be late, please call the Camp Coordinator, Morgan Bates, at 51-643-6848. We understand that parents are busy and everyone is late from time to time. If you are persistently late, a late fee may be applied.

**Q: What if my child is going to be absent?**

A: If you have signed your child up to be at camp and they are going to be absent, please let us know by calling or emailing the Camp Coordinator, Morgan, at 519-643-6848 or [moebreabates@hotmail.com](mailto:moebreabates@hotmail.com). We take attendance daily and will call home if a child is absent.

**Q: What if someone else is picking up my child?**

A: Please inform us or provide us with a note if someone who is not a parent or caregiver of the child is picking them up from camp. This note should include the name of the person who is picking up the child, the date and your signature signifying your permission. If someone comes to pick up your child without prior consent, we will call you for your verbal permission before releasing your child.

**Q: Can my child travel to and from camp alone?**

A: Your child's safety is very important to us. An authorized parent or caregiver must pick up their child from camp. Written permission from a parent or caregiver is required to allow a child to leave camp alone.

**Q: What if I need to pick up my child during the camp day?**

A: Call the Camp Coordinator to make arrangements to meet your child's group at the designated meeting area. It is best to make arrangements ahead of time, as your child may be away from the main site in an activity and it may take some time for the camp to walk back and meet you.

**Q: How does after camp swimming lessons work?**

A: Leaders will take the camper to the pool for their swimming lessons and remain with them for the duration of their lesson. Parents need to indicate whether they will pick their child up from the pool immediately following their lesson, or from the scout hall no later than 5:30pm. This information will be asked upon the first day of camp.

**Q: Can my child walk home from camp on their own?**

Children may leave camp on their own if a note is provided from the parent on the first day of camp giving permission to do so.

## CONTACT INFORMATION

**Morgan Bates**

Summer Day Camp Coordinator  
Township of Zorra  
519-643-6848  
[moebreabates@hotmail.com](mailto:moebreabates@hotmail.com)

**Stephanie Starchuck**

Recreation & Facilities Program Coordinator  
Township of Zorra  
519-617-7977  
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