



PARKGATE  
COMMUNITY SERVICES SOCIETY

## Parkgate's Summer Daycamps Summer 2011 Family Camp Guide

For families with children enrolled in  
Discoverers, Explorers, Adventurers,  
Before and After Camp and Camp On My Own

### WHAT EVERY PARENT NEEDS TO KNOW AND WHAT EACH CAMPER NEEDS TO BRING:

#### Consent Forms and Emergency Consent Cards

As most of our camp programs are licensed through the *Community Care Facility Act*, we are required to follow several regulations. **Mandatory** consent forms are included in this package.

For your child's safety, it is critical that camp staff receives accurately completed consent forms and the two Emergency Consent cards for your child. **Please allow at least 10 minutes on the first day of camp for completion of all cards and forms.** These forms will be kept on-file for the duration of the summer. You are not required to fill-in new forms each week.

#### Additional Supports, Allergies and Sensitivities

It is our commitment to provide a welcoming environment for all children. **Parents MUST inform the staff if their child has any allergies and/or an EpiPen.** If your child requires additional support while in the daycamp program, or has a serious allergy or sensitivity, please contact Rita Brown, Daycamp Coordinator, at 604-983-6381 or [rbrown@myparkgate.com](mailto:rbrown@myparkgate.com) prior to the start of camp so that we can work with you to provide your child with a safe, fun time in our camp programs. Parents may pick up medication permission forms from the Daycamp Coordinator.

#### Early Drop Off and Late Pick Up

Please do not drop your child off at the Community Center prior to 9:00 am unless he/she is registered in *Before Camp*. All children must be signed in and out by a parent/guardian at the beginning and end of every day, unless the parent/guardian gives permission for the child to arrive on his/her own (see accompanying permission form). Parents are requested to pick up their children promptly at 4:00. If you have not picked up your child or called the Community Centre by program end time, staff will phone the emergency contact given by the parents/guardian to pick-up your child. If that person is unavailable, and you have not contacted the Centre within 1/2 hour of closing time, we are required to notify emergency services of the Ministry for Child and Family Development. Children will not be sent home in taxis, nor will staff drive them home. It is very distressing for children to not know where their pick-up person is at the end of the day. If you are caught in traffic or a similar unpredictable event, please call the Parkgate Front Desk at 604-983-6350 and ask to leave a message for the Daycamp Coordinator regarding your situation. .

#### Before Camp and After Camp

*Before Camp* and *After Camp* are daycamp programs licensed through the Community Care Facilities Licensing department of Vancouver Coastal Health (North Shore/Coast Garibaldi region). *Before Camp* runs from 7:30 - 9:00 am and *After Camp* runs from 4:00-6:00 pm. Children must be pre-registered to attend these programs. Due to limited spaces, early registration is recommended.

Do not assume that if you arrive before camp start time or are late to pick-up your child, that there is a space for him/her in *Before* or *After Camp*. We are not often able to accommodate daily drop-ins.

#### Where to Meet and What to Bring

For all full-day camps, be sure to provide your child with a sturdy backpack containing the following items each day:

- Morning and afternoon snacks (PLEASE - NO PEANUTS OR TREE NUTS)
- A big and hearty, healthy lunch (PLEASE - NO PEANUTS OR TREE NUTS)
- A water bottle (a frozen water bottle helps keep lunches and snacks cool)
- Swimsuit, towel, and an extra t-shirt to be worn while in the water  
**(please advise staff if your child is a weak or non-swimmer)**
- A large brimmed hat to protect ears and the back of the neck
- Sunscreen with an SPF of 30 or higher

- Insect repellent
- Running shoes (keep flip flops in the back pack for play around water)

For children in *Camp On My Own*, please send a healthy snack and drink; a large brimmed hat; and sports sandals or running shoes (rocks from the outdoor play space get caught up in flip flops).

We request that your child arrives at camp with sunscreen already applied to all areas not covered by a bathing suit. On sunny days, staff will be reminding children to re-apply their sunscreen following lunch and after swimming. Staff will assist younger children with sunscreen application. We will be exercising a “t-shirts on” practice between 11:00 am and 3:00 pm. During this time, children will be expected to wear their t-shirts while outside (including while in the water), and encouraged to keep their hat on (activity permitting).

For children’s enjoyment please be sure to dress appropriately for each days planned activity. We encourage fun and activity at camp so avoid sending children in “good” clothes, loose fitting footwear or with items of personal value.

Children are discouraged from bringing favourite toys or collections to camp). Losing or misplacing a much loved toy at camp is distressing for the child and often causes disruption for other campers. Parkgate Daycamps HAS a “no electronics policy” (i.e. no cell phones or gameboys). **DO NOT SEND YOUR CHILD TO CAMP WITH A CELL PHONE OR OTHER ELECTRONIC ITEMS THAT MAY BE DAMAGED DURING THE DAY.**

### Which Camp is Right for My Child?

Our camp programs are designed so that children of similar ages and abilities can attend camp together.

<b>Daycamp</b>	<b>School program or grade in Fall 2011</b>	<b>Meeting Location</b>
On My Own	entering 1 <sup>st</sup> and 2 <sup>nd</sup> of preschool or Kindergarten	Childminding Room
Before & After Camp	entering Kindergarten through grade seven	Family Resource Centre
Discoverers	entering Kindergarten, grade one or two	Family Resource Centre
Explorers	entering grade three and four	North-Wing Multi-Purpose Room
Adventurers	entering grade five, six or seven	Parkgate Youth Centre

### Security and Safety

Providing each child with a fun, adventure filled and safe camp experience is our primary goal. All children must be signed in and out each day by a parent/guardian, unless the parent/guardian gives permission for the child to arrive on his/her own (see accompanying permission form). If alternate arrangements need to be made, please speak with the Camp Coordinator prior to the end of the day. If your child is not going to be attending one of the days for which he/she is registered, please inform the camp staff (please refer to the Spring/Summer Leisure Guide for the refund policy).

### Camp Supervisors, Leaders and Volunteers

Each camp has one Camp Supervisor who is responsible for overseeing the staff and operation of each camp, as well as the organization of the day-to-day activities. Leaders support and work closely with the Supervisors to ensure that the camp exceeds the expectations of the children, parents and community. Supervisors and Leaders are experienced in the field of childcare and are Emergency First Aid certified. Volunteers are an important part of our Summer Daycamp Program as they provide another means of support to the staff and children. All staff and volunteers have completed a criminal record check before working with the children in the Summer Daycamp Program.

### Behind the Scenes

Rita Brown is the full-time Daycamp Coordinator. If you have any feedback, questions or concerns. Rita can be reached at 604-983-6381, [rbrown@myparkgate.com](mailto:rbrown@myparkgate.com) or through the Parkgate Front Office at 604-983-6350.

Tamara Piekaar is the Child Care and Family Programs Manager. Her role in the summer daycamp program is to oversee administrative aspects of camp, including child care subsidy claims. Tamara can be reached at 604-983-6365 or [tpiekaar@myparkgate.com](mailto:tpiekaar@myparkgate.com)

### Receipts

With the **exception** of *Camp On My Own* all Parkgate daycamps are licensed through CCFL. *It is the parent’s responsibility to retain receipts as proof of childcare expenses for income tax purposes.*



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Name of Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Allergies** \_\_\_\_\_

**PHOTOGRAPH RELEASE FORM**

The Parkgate Community Services Society volunteer, donor, client, community member, or individual contractor hereby gives permission for their photograph to be taken and any other pertinent information required, for the purposes of publication in brochures, web sites, program guides, annual reports or other promotional material by Parkgate Community Services Society.

Parent/Guardian Signature: \_\_\_\_\_

**DISPLAY OF CHILDREN’S NAME PERMISSION FORM**

Due to revised regulations of the Community Care Facility Act through the Vancouver Coastal Health Authority, the Society is required to receive written permission from parents/guardians to allow for any display of children’s names. This includes posted allergy alerts or art displays. Please sign below giving your consent. I hereby give my permission for the staff at the Parkgate Community Services Society’s summer daycamp program to have the name of my child displayed in the facilities.

Parent/Guardian Signature: \_\_\_\_\_

**OUT TRIP PERMISSION FORM**

The very nature of summer daycamp programs involves taking children on outings. These outings are part of the daycamp program. The schedule of these outings is communicated to families through the weekly newsletter. These outings may be within walking distance of the facilities, or may involve the use of rented transportation, public transportation or the Society’s vans. Please sign below giving your consent. I hereby give my permission for the staff at the Parkgate Community Services Society’s summer daycamp program to take my children on outings from the Parkgate Community Centre or the Seymour Youth Centre.

Parent/Guardian Signature: \_\_\_\_\_

Parkgate Community Services Society complies with the Personal Information Protection Act (PIPA) and the Privacy Information and Electronic Documents Act (PIPEDA). Information collected on this form is used in the normal course of communication through Parkgate Community Services Society in accordance with these legislations. If you have any questions about the collection or use of this information, contact our Privacy Officer at 604-983-6350.

Any unauthorized copying, disclosure or distribution of the information given by the volunteer, donor, client, community member or individual contractor for the above purposes is strictly prohibited.

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**PICK-UP PERMISSION FORM**

The Parkgate Community Services Society requires written consent for those persons that the parent/guardian authorizes to remove the child from the facility. On the Emergency Consent card, there is a space for 1 (one) Emergency Contact or pick-up person. Please sign below giving your authorization for persons other than the child's parents/guardians to pick-up. I hereby give permission for the staff at the Parkgate Community Services Society's summer daycamp program to release my child to:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**CHILD DEPARTING/ARRIVING ON OWN FORM**

The Community Care Facilities Licensing recommends adult supervision of children at all times. Should children depart or arrive to the facility without adult supervision, these arrangements need to be authorized by the parent/guardian. By signing below, and providing details of the arrangement, you are giving your consent. I hereby give my permission for the staff at the Parkgate Community Services Society's summer daycamp program to:

Allow my child to arrive to the daycamp program on his/her own

Allow my child to leave the daycamp program on his/her own

Details: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**GETTING TO KNOW YOUR CHILD**

Prior to the start of camp, we would appreciate knowing as much as possible about your child. Please share with us, any information that would assist staff to connect with and support your child in our camps.

Does your child benefit from additional help at school?

Is there anything that may affect your son/daughter that would be helpful for us to know (e.g. recent changes at home, trouble sleeping, etc.)?

Would your child benefit from additional supports in a group setting?       Yes       No

If yes, please explain. \_\_\_\_\_

The Summer Daycamp Coordinator is interested in your feedback and information. Please feel free to contact Rita Brown at 604-983-6381.

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