



PARKGATE
COMMUNITY SERVICES SOCIETY

Parkgate Community Centre and the Seymour Youth Centre Summer 2010 Family Camp Guide

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

Welcome to Camp Parkgate Summer Daycamp Programs

Thank you for choosing Camp Parkgate Summer Daycamp programs for your child's summer daycamp experience. Parkgate Summer Daycamp programs have an outstanding reputation for first class summer programs for children. Operating since 1989, Camp Parkgate is a multi-age full day, week-long camp program, held Monday to Friday between 9:00 am and 4:00 pm. We offer *Before Camp* (7:30 – 9:00 am) and *After Camp* (4:00 – 6:00 pm) to extend your child's day at camp. We also offer *Camp On My Own*, a preschooler's first camp experience, for half days (9:00 – 11:30 am), and *Bring It On*, for pre-teens.

In 1983, the Parkgate Community Services Society registered as a non-profit organization providing programs and services out of the Seycove Community Centre. In 1999 the Society entered into a partnership agreement with the North Vancouver Recreation Commission, to oversee and manage the operations of the Parkgate Community Centre. In 2001, the Society assumed responsibility for managing the Seymour Youth Centre. Today, the Society manages these community centres and provides services from other satellite locations.

The goal of the Parkgate Community Centre daycamp program is to provide an enjoyable and challenging experience for every child, through trained and exceptional camp staff, educationally sound programs and first class customer service. Our goal is to provide a safe, high quality, play-based summer camp experience for preschoolers, children and youth.

What Makes Our Programs Special?

Our priority is to provide your child with a safe, challenging, fun summer camp experience. We offer programs with a maximum staff to child ratio of 1:15. Our summer daycamps are coordinated into groups of 30 or less, with an emphasis on placing children into appropriate age groupings for their development, interest and safety.

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. These include obtaining parent/guardian consent for:

- Taking and displaying of photographs
- Responding to a child in the event of an emergency when medical attention is needed
- Displaying of children's names (i.e. on art work, on sign-in sheets, on allergy alert lists)
- Participation on out trips
- Allowing individuals other than parents/guardians to pick-up children after camp
- Allowing children to arrive and/or depart from the camp program on their own
- Administering of prescription and non-prescription medications

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.

First Day of Each Week

Please pick up a copy of the weekly newsletter, which outlines specific details about the planned activities for the week. Please see the Camp Supervisor if you have any questions or concerns about the weekly activities.

Daycamp Programming



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Detailed information about daily camp activities and out-trips will be available after June 1st at the Parkgate Community Centre front office and online as well as the daycamp bulletin board (located down the hallway by the Child and Family Resource Centre). We endeavour to keep to the posted daily schedule, however individual daily activities are subject to change based on weather, transportation and coordination with other camp activities.

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.

Please 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*. In past summers, the *Before* and *After Camp* programs were at capacity for most days. As such, we were often unable to accommodate some daily drop-ins.

Additional Supports, Allergies and Sensitivities

It is our commitment to provide a welcoming environment for all children. 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 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.

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). Sign-in and sign-out forms are conveniently located near each camp's entrance. Parents are requested to pick up their children promptly at 4:00 pm as staff spends the time after camp preparing for the next day. 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. This will help us prepare your child for a later pick-up.

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
- A **big** and hearty, healthy lunch
- 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. If your child does not have his/her own sunscreen, staff will use the daycamp program's sunscreen on your child. Parents will be notified at pick-up if daycamp sunscreen has been applied on their children. 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).



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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. Accidents (e.g. spilled food or lost clothing) may occur; losing a favorite piece of clothing at camp is upsetting. Every day at camp is busy and filled with activities that encourage children to interact and play with one another. Children are discouraged from bringing favourite toys or collections to camp (e.g. Game Boy, iPods, WebKinz). Losing or misplacing a much loved toy at camp is distressing for the child and often causes disruption for other campers. Parkgate Daycamps does have a "no electronics policy" (i.e. no cell phones or gamesboys).

Daycamp Program

On My Own
Before and After Camp
Discoverers
Explorers
Adventurers
BRING IT ON

Meeting Location

Childminding Room
Family Resource Centre
Family Resource Centre
North-Wing Multi-Purpose Room
Youth Centre
Seymour Youth Centre

Which Camp is Right for My Child?

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

Camp

On My Own
Discoverers
Explorers
Adventurers
BRING IT ON

School program or grade in Fall

entering 1st or 2nd year of preschool
entering Kindergarten or grade one
entering grade two or three
entering grade four, five or six
entering grade six or seven

Camp BRING IT ON

Camp BRING IT ON is a special summer daycamp program designed for youth looking for a little "extra" excitement and challenge. This is a full-week – sorry, no daily drop-in options. There are two overnight trips planned for Camp BRING IT ON. To ensure the safety and enjoyment of all camp participants, we have developed responsibility and behaviour guidelines to ensure that every participant enjoys a safe program. The Seymour Youth Centre is located at 949 Lytton Street, and is located in-between Ice Sports and Ron Andrews recCentre. Please enter off of Berkley Avenue or Lytton Street. The telephone number of the Seymour Youth Centre is 604-983-6673. For more information, contact Rita Brown at 604-983-6381. Participants in the Camp BRING IT ON program will be asked to sign an agreement of understanding that outlines the following guidelines:

Respect for Camp BRING IT ON participants and staff:

- No swearing or related gestures
- No violence (i.e. physical acts or language)
- No bullying or intimidating actions

Safety

- Respect and follow boundaries as set out by staff
- Adhere to safety regulations during all activities

Responsibilities of Camp BRING IT ON participants:

- Come to camp prepared and ready to participate in all activities
- Understand and follow the rules and guidelines for Camp BRING IT ON
- Be considerate and respectful of others
- Be responsible for own personal belongings
- Be safe – follow sunscreen and t-shirt practices as outlined in *Camp Family Handbook*

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



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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 attached leaflet on the refund policy).

Transportation

Children will arrive to out trip locations on foot (for local out trips), using public transit (for many outings in North Vancouver), on rented school buses (for most outings to Vancouver and beyond) or on one of the Society vans.

Lost And Found

Things are bound to go missing this summer so be sure to check the lost and found boxes on a regular basis (located around the far side of the front office at Parkgate Community Centre). Please label all of your child's belongings (including snack and lunch containers). At the end of the summer, all lost and found items at the Seymour Youth Centre will be brought to the Parkgate Community Centre.

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. Erin Smith, Volunteer Coordinator, oversees the placement of all volunteers in the summer daycamp program. Erin can be reached at 604-983-6354 or at esmith@myparkgate.com

Behind the Scenes

Rita Brown is the full-time Daycamp Coordinator. Rita has worked with Parkgate Community Services Society since September 2007 as the supervisor of the School Age Care program. Her role this summer is to train staff, take care of pre-camp issues and oversee the running of all the summer camps. She will be actively involved with each individual camp and will be available throughout the summer if you have any feedback, questions or concerns. Rita can be reached at 604-983-6381, rbrown@myparkgate.com or through the Parkgate Front Office at 604-983-6350.

Tamara Piekaar is the Child Care and Family Programs Manager. Her portfolio includes licensed Child Care and Family Programs. Her role in the summer daycamp program is to oversee administrative aspects of camp, including childcare subsidy claims. Tamara can be reached at 604-983-6365 or tpiekaar@myparkgate.com

Receipts

With the exception of *Camp On My Own*, *Camp Parkgate BRING IT ON* all Camp Parkgate camps are licensed through CCFL. Retain your receipts as proof of childcare expenses for income tax purposes.

Have a great summer!



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**Parkgate Community Services Society
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Name of Child: _____

Address: _____

Phone: _____

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 you 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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**Parkgate Community Services Society
SUMMER 2010 Daycamp PERMISSION TO ADMINISTER MEDICATION**

*****This is form is only for children who receive regular medications for persistent conditions*****

Date: _____

Name of Child: _____

Address: _____

Phone: _____

I hereby give my permission to the staff of the Parkgate Community Services Society's summer daycamp program to administer:

_____ (Name of Medication) _____ (Prescription Number)

to my child according to the doctor's orders and instructions (these will be on the vial or bottle of prescription drugs or non-prescription drugs and on form below). The medication must be in its original container with all usage instructions in-tact.

Parent/Guardian Signature: _____

Physician: _____

Administering instructions: _____

Date commenced: _____ Date stopped: _____

DATE	TIME	DOSSAGE	COMMENTS	STAFF SIGNATURE

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