



Parkgate Community Services Summer Day Camps Summer 2017 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 ABOUT OUR SUMMER DAY CAMPS

Mandatory Consent Forms: Please make sure you are filling out forms with the Parkgate Community Services Logo in the top left hand corner. **We cannot accept forms with the NVRC logo!**

Parkgate Community Services summer camp programs are licensed by the Provincial Government through *Community Care Facilities Licensing*. In order to leave your child in our care, **mandatory** consent forms must be filled out by parents/guardians. These forms can be found online at <http://www.myparkgate.com/child-family/daycamps/> or hard copies are available at the Parkgate front desk. For your child's safety, it is critical that camp staff receive these accurately completed consent forms. **We encourage you to save yourself time on the first day and complete these forms in advance. The forms can be dropped off at the Parkgate front desk for the Day Camp Coordinator.** If you are unable to drop them off in advance, ***please allow at least 10 minutes on the first day of camp for staff to review all the forms.*** These forms will be kept on-file for the duration of the summer. You are not required to fill out new forms each week.

Camp Supervisors, Leaders and Volunteers

The daycamps offered by Parkgate Community Services Society are licensed by Community Care Facilities Licensing, a department of Vancouver Coastal Health. Being a licensed service provider means that we maintain high standards with respect to physical space, safety, guidance, programming, and health and hygiene. Camps are led by educated, first aid certified, experienced camp leaders in compliance with licensing regulations around staff/child ratios. In addition we welcome up to 3 awesome volunteers per camp each day! Each camp has one Camp Supervisor who is responsible for overseeing the staff and the operation the 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. Our volunteers are an important part of Summer Daycamp 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

Nicole Hocevar is the Summer Daycamp Coordinator. If you have any feedback, questions or concerns Nicole can be reached at nhocevar@myparkgate.com or through the Parkgate Front Office at 604-983-6350. Cherie McLaughlin, the Child Care and Family Services Manager oversees the administrative aspects of camp, including child care subsidy claims. She can be reached at 604-983-6365 or at cmclaughlin@myparkgate.com

Children with Extra Support Needs:

It is our commitment to provide an inclusive, welcoming environment for all children registered in our day camps. If your child requires additional support while in our camps, please contact the Summer Day Camp Coordinator, at nhocevar@myparkgate.com prior to the start of camp so that we can plan for your child's inclusion into camp.



Children with Sensitivities, Allergies or other Health Conditions:

Whether your child has a mild or severe allergy or sensitivity, it is really important to share this information with us before your child's first day at camp. **For some conditions that require medications such as an Epi-Pen or asthma inhaler, you will be required to fill out separate permission forms (which require a doctor's signature).** Please email the Summer Day Camp Coordinator in advance to ask for the forms. You can also find the forms on our website at <http://www.myparkgate.com/child-family/daycamps/overview> **Please note: Your child will not be able to participate in our camps until the forms are completed and on file.**

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*. Parents are required to pick up their children promptly at 4:00pm. 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 and ask them 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 at the Ministry for Child and Family Development. Children cannot be sent home in taxis, or driven by our staff. If you are delayed by an unpredictable event, please call the Parkgate Front Desk at 604-983-6350 and ask to leave a message for the Camp in which your child is registered.

Before Camp and After Camp

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*. We are often not able to accommodate daily drop-ins.

Safe Release of Children

Providing each child with a fun, adventure filled and safe camp experience is our primary goal. In order to ensure a safe arrival and departure for children in our camps, and to facilitate sharing of information, **we require that all children be signed in and out by a parent/guardian at the beginning and at the end of every day.**

If alternate arrangements for pick up 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 (refer to the Summer Leisure Guide for the refund policy).

Receipts

All **full** day Parkgate Community Services Society daycamps operate as licensed child care. If you will be claiming your camp fees for income tax purposes, *it is your responsibility to retain your receipts as proof of childcare expenses for income tax purposes.*

Illness

Your child is unable to attend camp if they are too ill to participate in the planned activities or if they have symptoms such as fever 38 degrees Celsius or higher, vomiting and/or diarrhea. If your child has a communicable illness such as chicken pox, or a rash that is undiagnosed, they will also not be able to attend camp. Please speak to staff if you have questions.



Other Information, Including What to Bring

Along with the emergency consent form (and medication form if needed), please bring a current 4' x 6' photo of your child. Licensing regulation requires that we have a photo of each child registered in our camps.

For all full-day camps, be sure to provide your child with a sturdy backpack (that they are able to carry themselves) containing the following items each day:

- Morning and afternoon snacks (**PLEASE - NO PEANUTS OR TREE NUTS**)
- A **big** and hearty, healthy lunch in an insulated container (**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 (*inform staff if your child is a novice or non-swimmer*)
- A large brimmed hat to protect ears and the back of the neck
- Sunscreen with an SPF of 30 or higher labeled with your child's name
- Running shoes (keep flip flops in the back pack for play around water)
- Rain gear, as appropriate

For Camp on My Own, please provide your child with the following items each day

- A morning snacks (**PLEASE - NO PEANUTS OR TREE NUTS**)
- A water bottle (a frozen water bottle helps keep snacks cool)
- A large brimmed hat to protect ears and the back of the neck
- Sunscreen with an SPF of 30 or higher labeled with your child's name
- A full change of clothing in case your child gets wet (we may have water play opportunities)

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 make sure they are dressed appropriately for each day's planned activity. Avoid sending children in "good" clothes, loose fitting footwear or with items of personal value.

At times our staff will offer special treats to the children (such as popsicles on a hot day). We therefore discourage you from sending sugary items like chocolate bars or candy to daycamp. We also encourage you to pack a litter free lunch using unbreakable containers. We are often outside for lunch and may not have garbage cans readily available.

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 Summer Daycamps has a "no electronics policy". **PLEASE DO NOT SEND YOUR CHILD TO CAMP WITH A CELL PHONE OR OTHER ELECTRONIC ITEMS AS THEY MAY BE DAMAGED OR LOST.** If needed, you will be able to pass a message on to your child by calling the Parkgate Front Desk at 604-983-6350.