



Town of Stewiacke

Summer Day Camp

Policy

Contact Information

Town of Stewiacke
Recreation & Physical Activity Coordinator
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Town of Stewiacke
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Introduction

The Town of Stewiacke is a small rural Town with a population of 1400. The Town owns many different facilities that the Recreation Department uses during the summer months. The Recreation Department in Stewiacke has a goal: to offer quality recreation programming for members of the community, whether that is offering adult programming in the evenings, senior programming throughout the week days or weekend/summer programming for children.

The Town of Stewiacke started incorporating Summer Day Camp programming into the Recreation Department's work plan in 2015. The Summer Day Camp program runs throughout the months of July and August. Programming is open to children ages 5 years to 12 years and open to all abilities (inclusion is a priority). For staffing the Town of Stewiacke has a pairing ratio of 1 leader to 8 children.

The Town of Stewiacke's day camps are all themed weeks. Each day of the week we will have a few program plans that relate to the theme. For example; Sports Week we will play different sports throughout the week, while at Water Week we have water balloons, a slip and slide and sprinklers.

Summer Day Camp Policies

Hours

Full Day Hours: Monday-Thursday 8:30am-4:30pm (excluding the Canada Day Holiday, Natal Day Holiday and Labor Day). If you are to request an earlier drop-off or later pick up, please notify staff. The summer staff can authorize drop off thirty minutes earlier (8:00am), and pick-up thirty minutes later (5:00pm).

Half-Day Hours: Monday- Friday 8:30am-12:30pm or 12:30pm-4:30pm. If you are looking to enroll your child for half-day programming, please indicate whether it will be a morning or afternoon.

- If your child has not been picked up by the time listed on the registration form, the parent/guardian will be called, and if not answered the emergency contact will be called.
- Day camp programming will only close if there is a power outage or extreme weather conditions (hurricane etc.)
- If your child is going to be absent for the day(s) he/she was registered for, please call the Recreation & Physical Activity Coordinator to inform them. Please note that if a child is ill and unable to attend camp, there is no refund option.

Age

Children must be 5 years of age to enroll in Summer Day Camp programs. Until they have had their 5th birthday, they are not eligible to be registered.

Children cannot exceed the age of 12 years in Summer Day Camp programming. Children can attend camp until their 13th birthday but will not be allowed to participate after that.

Pick Up/Walking Authorization

On your child's registration form, you will be required to indicate 3 different individuals who have the parents'/guardians' authorization to pick up the child following camp. If someone new is to pick up your child, a written notice will be needed to authorize release of the child into their care. If this is not provided, we will not release the child into their care until a parent/guardian has been contacted.

Camp Essentials

Your child is to bring the items listed below each day that they attend camp, in a book bag with their name on it.

- A change of clothes
- Sunscreen
- Bug spray
- Snacks
- Lunch
- Water bottle
- A hat
- Sneakers

Please remember to take your child's bag home at the end of each day. The book bag also serves as a safe space for campers to put their art work, clothing and lunch cans.

Please do not bring toys to camp. We are not responsible for such toys as we cannot guarantee that the toys will not be lost or broken.

Nutrition

The Town of Stewiacke does not provide snacks or lunch for campers. Campers are required to bring enough food for 2 snack times and lunch. Our nutritional break times are 10:00am in the morning for first snack, 12:00pm for lunch and 2:00pm for second snack. We recommend that each camper bring healthy snacks and healthy lunches. We DO NOT allow food sharing at camp. We DO NOT allow nuts at camp. The Community Centre does have a microwave that campers can use to heat their food. If we are at a different location we will not have access to a microwave. Please take note of the location each week. **If your child has had nuts before coming to camp, please ensure they have washed their face and hands.

Extreme Weather Safety

The Summer Day Camp programs spend many hours outside each day, as we believe in connecting children to nature and exposing the participants to all the positive opportunities the outdoors has to offer. During the months of July and August, the temperature is known to be extremely warm and the UV index high. This is why we recommend that the campers bring water, dress appropriately and have sunscreen with them. When the temperature outside has reached 35 degrees Celsius with or without the humidex we will remain inside.

Campers are encouraged to have sunscreen applied before arriving at camp. Before we go outside all children will be required to apply another coat of sunscreen. Campers who are unable to apply their own sunscreen will have a camp councillor apply it, should parents agree (please see attached registration form).

Dismissal

The Town of Stewiacke reserves the right to remove any child from camp for the following reasons:

- Non-payment of fees
- If the recreation director and staff feel the program is not meeting the needs of the child
- If the parent displays behaviour such as, but not limited to: profanity, verbal abuse or physical aggressiveness towards the summer day camp staff
- If parents/guardians do not follow the policies in the Day Camp Policy
- Excessive behavioural problems persist with the child
- Intentional damage to property
- Stealing
- Intentionally inflicting serious harm upon other campers, or staff

Behaviour Guidance

The Town of Stewiacke's summer camp staff plan and work hard to develop programs that will have a positive impact on all campers. All programs will follow a strict schedule, close to the same schedule daily (activities will vary) to help children adjust at their best ability to the new environment. All day camps offer free play and structured play activities, these differences give all children time to be part of team play and singular play, while expressing themselves as individuals. The Town of Stewiacke day camp has a focus on inclusion, inviting every camper to take part in all programs no matter what abilities or disabilities. Staff will work with parents and campers to develop a plan that will best suit campers individually if requested or suggested.

One-on-One Attention

The Town of Stewiacke will maintain an average ratio of 1 leader to 8 children. If you have concerns that this will not be adequate for your child, please speak to the Recreation & Physical Activity Coordinator regarding whether our camps are able to accommodate your child's needs. Our staff will make every effort to accommodate individual needs, however we are not staffed to provide one-on-one attention for extended periods of time. If your child requires significant amounts of one-on-one attention, whether due to age or any other factor, the supervisor may ask to meet with you to discuss some solutions, or to discuss whether our camps are able to accommodate your child.

Discipline

For daily disciplinary actions: Each child will start with a clean slate every day. Parents will be informed about any disciplinary actions.

- First incident, verbal warning to child from Staff
- Second incident, 5 minute time out
- Third incident, 10 minute time out, inform Erin; Recreation & Physical Activity Coordinator
- Fourth incident, Parents will be called to pick up child

Disciplinary Action for Reoccurring Incidents

- First occurrence of the child accumulating 3 or more incidents in one day, brief discussion with parents, notifying them of incidents and consequences
- Second occurrence of the child accumulating 3 or more incidents in one day, written letter sent home to parents
- Third occurrence of the child accumulating 3 or more incidents in one day, written letter sent home to parents dismissing the child from the camp.

Suspected Child Abuse

All cases of suspected child abuse (physical, emotional, verbal, sexual or neglect) must be reported to the Department of Community Services (DCS) by law. The following instructions have been given to staff.

Colchester District Office - Child Welfare

60 Lorne St.,
Truro, Nova Scotia, B2N 3K3
Phone: (902) 893-5950
Fax: (902) 893-5609

- If a child makes a disclosure, staff will be careful listeners, DO NOT ask leading questions (this is for DCS professionals)
- Staff will thank the child for telling them and be sympathetic
- After a disclosure is made, the staff member should inform the Recreation & Physical Activity Coordinator, but it is the responsibility of the person who heard the disclosure to report to DCS as soon as possible
- Staff are also responsible to report suspected cases if a third party has informed us and we do not know for sure that it has been reported
- It is not left to the discretion of the staff to decide if the disclosure is true or not, that is for the DCS professionals.
- Staff are to pay close attention to the actions and words of children who are acting developmentally inappropriate for their age (i.e. a 5 year old talking about sex in a manner they should not know, or simulating sexual acts); these are also to be reported.

Amber Alert

Should a child wonder away from the facility that the day camp is being offered, the Town of Stewiacke Day Camp Staff will gather all other campers into a secure location, and the Recreation & Physical Activity Coordinator will contact Parents as well as other Stewiacke Town Staff. After searching for the missing child with no result, the Town will notify the police and proper personnel.

Staff Expectations

Under no circumstance will summer staff use any of the following forms of discipline: shaking, shoving, slapping or any other form of aggressive contact; shouting in a negative manner, screaming belittling or degrading the children.

☺The staff will respect the children, show positive attitude towards the children and staff will express discipline statements positively whenever possible.

First Aid

Town of Stewiacke staff are trained in First Aid and will treat any major or minor injuries that occur. If it is necessary that the child be taken to the hospital immediately, an ambulance will be called, and the parents will be contacted and asked to meet their child at the hospital. A Town of Stewiacke staff member will accompany the child to the hospital. All charges will be the responsibility of the parents.

Healthy and Safety

Your child's physical health is not only a concern for you but for the Town of Stewiacke day camp as well. In order to prevent spread of infections/illnesses, children are not permitted to attend the camps with any of the following symptoms and should remain home until they are symptom free.

- Earache
- Difficulty breathing
- Persistent cough or runny nose
- Diarrhea
- Fever of 37.3C or 99F
- Vomiting
- Rash
- Eye infection

The Stewiacke Day Camps are not, responsible to care for sick children, nor are staff trained to do so. The camps would like to keep all the campers protected from these illnesses. Children should remain home until they are feeling well enough to participate in camp activities. We cannot let children who are feeling sick stay inside should we have an outdoor activity planned.

Staff do not administer any medication other than puffers or epi-pens which are a necessity and must be on hand at all times. Antibiotics should be given at home. We do not give your child

over the counter medications such as Tylenol, Gravol or cough medicine so please do not bring them. Parents will be required to fill out a Medication consent form.

Fees & Schedule

Please refer to the Stewiacke Day Camp Registration form for fees and scheduling of camps.

Parental Consent and Agreement

I have received a copy of the Town of Stewiacke Summer Day Camp Manual, I understand that I must comply with these policies while my child is enrolled in camp. Failure to comply with the policies outlined, will result in your child being removed from camp.

_____ Signature Parent/Guardian

_____ Date