



Town of Stewiacke

Summer Day Camp

& Childcare

Services Handbook

Contact Information

Town of Stewiacke
Director of Community Development
Erin Richard
902-639-2111 / 902-805-9236
erichard@stewiacke.net

Town of Stewiacke
902-639-2231
town@stewiacke.net

Town of Stewiacke
Recreation Programmer
Ben Grosvenor
902-639-2111
bgrosvenor@stewiacke.net

Introduction

The Town of Stewiacke is a small rural Town with a population of 1600. The Town has 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 weekdays 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 4 years to 12 years. For staffing camp purposes, 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, during Sports Week we will play different sports throughout the week, while at Water Week we have water balloons, a slip and slide and sprinklers.

Policies & Practices

Hours – Summer Day Camp

Full Day Hours: Monday-Friday 9:00am-4:00pm (excluding the holidays for town staff identified in their HR Policy). 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 (8:30am), and pick-up thirty minutes later (4:30pm).

Half-Day Hours: Monday- Friday 9:00am-12:30pm or 12:30pm-4:00pm. If you are looking to enroll your child for half-day programming, please indicate whether it will be a morning or afternoon. This is a limited and specialized option that does not always apply to availability within camps.

- 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 Director of Community Development to inform them. Please note that if a child is ill and unable to attend camp, there is no refund option.

Hours- After School Care

Program hours are dismissal at WRC (1:55pm) until pick up at Stewiacke Community Centre by 5:30pm.

If you have selected extra care hours for Inservice days/march break camp those hours follow the day camp hours from 9am-4pm.

- 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.

- Afterschool care will close if there is a power outage or extreme weather conditions (hurricane etc.) causing cancellation of school.
- If you are late picking up your child, you will be billed an extra \$5 per 5-minute intervals you are late.
- If your child is not in attendance during their registered days, the fees will still be implemented.

Age

Children must be 4 years of age to enroll in Summer Day Camp & Childcare Services programs. Until they have had their 4th birthday, they are not eligible to be registered.

Children cannot exceed the age of 12 years in programming. Children can attend 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 programs. If someone new is to pick up your child, a written notice will be needed to authorize the 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 campers' personal items, and cannot guarantee that the items will not be lost or broken.

After School Care Essentials

Your child is to bring the items listed below following school each day, in their book bag labeled with their name on it. There will be a requirement of indoor shoes to be left for After school programs. Parents/guardians will be able to choose if other items are left as well.

- Sunscreen/bug spray
- Change of clothes
- Water bottle
- Footwear appropriate for the weather outside play is daily (rain boots, winter boots, sneakers)
- Appropriate outdoor clothing
- Hat

Nutrition

Day Camp- 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.

After School Care- one afternoon snack will be provided to each child enrolled in the program.

Extreme Weather Safety

The Summer Day Camp & Childcare Services 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.

During the winter months, we will remain inside when the temperature is -12 with or without windchill.

Children 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. Children who are unable to apply their own sunscreen will have a staff member apply it, should parents agree on the registration form.

Dismissal

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

- Non-payment of fees
- If the Recreation Programmer, Director of Community Development and staff feel the program is not meeting the needs of the child
- If the parent displays behavior such as, but not limited to: profanity, verbal abuse or physical aggressiveness towards the staff
- If parents/guardians do not follow the practices in the Day Camp Handbook
- Excessive behavioral problems persist with the child
- Intentional damage to property
- Stealing
- Intentionally inflicting serious harm upon other campers, or staff

Behavior Guidance

The Town of Stewiacke's 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 to their best ability to the new environment. All programs 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 is inviting every child to take part in all programs regardless of differing abilities; adaptive programming will be applied. Staff will work with parents and children to develop a plan that will best suit campers individually if requested or suggested. It is noted that staff leaders are not trained behavior specialists.

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 Director of Community Development regarding whether our programs 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, such as your child attending programs with their support person.

Discipline

For daily disciplinary actions *The Town of Stewiacke is implementing a major and minor incident process. Please find the attachment "Schedule A" at the back of this handbook.*

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 4 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 wander away from the facility that the program is being offered, the Town of Stewiacke Staff will gather all other children into a secure location, and the Recreation Programmer & Director of Community Development 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 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, showing a 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 programs as well. In order to prevent the spread of infections/illnesses, children are not permitted to attend the programs 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 and After School Care Services are not responsible to care for sick children, nor are staff trained to do so. The programs would like to keep all the children protected from these illnesses. Children should remain home until they are feeling well enough to participate in 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. If there are other health concerns brought forward by parents, the town staff will work with parents/guardians and the child on a situation basis, to accommodate.



Fees & Schedule

Please refer to the Stewiacke Day Camp Registration form for most recent fees and scheduling of camps. Fees and themes are attached to this document, updated yearly for each summer season. For reference, 2023 fees and themes are attached.

After School Care fees are set at \$15.00 per day. Payment is made monthly, in advance (due the 30th of the month). If there are changes to the school calendar, in way of unexpected school closures, we will not offer after school care, nor do we reimburse or credit your account because of these unexpected changes.

If you wish to withdraw from Summer Camps, we will require a two-week notice for a refund on your payments. If the notice is less than two weeks, no refund will be issued for withdrawals or cancellations. For After School Care, a two-week notice is also required, and payment must be made through the date specified in your notice.

If you sign up for programs or camps, payment is required. Please note that if you register but do not attend, you will still be charged.

Parental Consent and Agreement

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

Signature Parent/Guardian

Date



Discipline Policy

Minor infractions: disruptive to the learning environment, handled by the supervising staff member in the situation (parents may or may not be contacted depending on the interventions needed)

Major infractions: more serious or repeated inappropriate behaviors, meet with administration and parents receive notification

Minor Infraction	Major Infraction	Consequence
1st Offense Violation of any rule listed below		Verbal Warning to student
2nd Offense Violation of any rule listed below		10 Minute Time Out
3rd Offense Violation of any rule listed below	1st Offense Violation of any rule listed below	Warning letter or call to parents
4th Offense Violation of any rule listed below	2nd Offense Violation of any rule listed below	1 week suspension from an activity or expulsion from the program depending on the severity of the incident.
5th Offense Violation of any rule listed below	3rd Offense Violation of any rule listed below	Expulsion from the activity or across programs for 1 semester or 1 year

- **Program leaders have the authority to use their judgement and discretion in choosing a consequence for infractions.**
- **In cases where the safety, security, and well-being of the program, staff, or children are compromised, a more severe consequence will be implemented.**



Examples of major and minor Infractions

Minor Infractions

Minor Disruption

Talking out, blurting, low-intensity behaviors that cause inappropriate disturbances.

Defiance or Disrespect

Rolling eyes, refusing to participate, huffing/sighing, not following directions

Inappropriate Language

Swearing, Cursing, Talk about inappropriate things and/or make sexual comments, Mature/immature discussion that is not typical of their age, Inappropriate innuendoes

Physical Aggression/Contact

includes intentional behaviors like bumping, pushing, shoving, and unwanted touching, as well as aggressive sports interactions

Major Infractions

Chronic or Major Disruption

Screaming, yelling, throwing objects that have potential to harm.

Blatant/Excessive Defiance or Disrespect

Includes non-compliance, insubordination

Abusive Language / Profanity

Includes verbal threats and intimidation, excessive swearing, hate language

Physical Fighting / Hurtful Touching or Threat of Physical Violence

Includes spitting, biting, unwanted inappropriate touching



Minor Infractions

Lying/Cheating

- Purposefully going against the rules of the game to gain an unfair advantage.
- Purposefully providing an untrue statement with intent to deceive

Wandering

- Entering into areas that are out of sight from leader supervision and without permission.
- Entering into areas that are restricted i.e. the back storage room, the kitchen, upstairs, etc.

Major Infractions

Leaving the Property without Permission, Hiding from staff

This includes any threat to run away from the premise.

Technology

During Day Camp hours, cell phones and electronic devices must be kept at home or in backpacks at all times. Devices should not be used unless parents/guardians contact leadership and special permission is granted.

- Any use of media devices for cheating, bullying, harassment, or unauthorized recording or photography will be considered a serious violation.

PRICING INFORMATION

2023



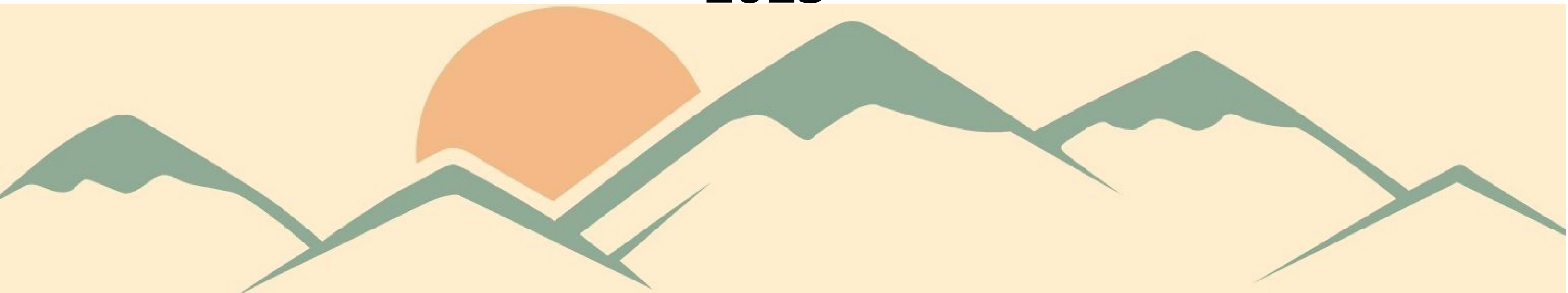
	<u>Cost</u>
July 4-7: Sports Camp	\$80
July 10-14: Imagination Camp	\$90
July 17 - 21: Camp Olympics	\$90
July 24-28: Splash Camp	\$90
July 31-Aug 4: Challenge Camp	\$90
August 8-11: Mystery Camp	\$80
August 14-18: Adventure Camp	\$90
August 21-25: Travel Camp	\$TBD



Payment can be made at Town Hall, 295 George St, Stewiacke.
Or
E-Transfer: town@stewiacke.net

SUMMER SCHEDULE

2023



July 4 - 7: Sports Camp@ Community Centre, 9am - 4pm

Campers will be taught the basic skills in a variety of indoor and outdoor sports, including soccer, pickleball, volleyball, baseball and frisbee.

July 10 -14: Imagination Camp@ Community Centre, 9am - 4pm

Campers will have lots of opportunities to maximize their imagination and creative abilities through art, s, crafts, baking, creating, and drama..

July 17 - 21: Camp Olympics@ Community Centre, 9am - 4pm

Campers will experience some of the classic games that they know and love, including Time Bomb, and Dr. Dodgeball. Campers will also have the opportunity to participate in new games and activities, led by our team of leaders

July 24 - 28: Splash Camp@ Community Centre, 9am - 4pm

A Summer Camp favourite with lots of Slip n Slide, and plenty of time at the Splash Pad.

July 31-Aug. 4: Challenge Camp@ Community Centre, 9am - 4pm

Campers will have to rely on their talents, skills, teamwork, and brains to take on fun daily challenges, all of which will result in lots of laughter and fun!..

August 8 -11: Mystery Camp@ Community Centre, 9am - 4pm

Everyday, a new mystery to be solved! Campers will have to put their skills to the test as they participate in treasure hunts, scavenger hunts, and other mysterious activities.

August 14 -18: Adventure Camp@ Stewiacke River Park, 9am - 4pm

Campers will get to adventure all around the beautiful Stewiacke River Park, as they learn outdoor skills, and participate in lots of fun outdoor activities.

August 21- 25 -Travel Camp@ Community Centre, 9am- 4pm ***

Campers will hop on the bus and travel to a fun destination each day