



YWCA Summer Adventure Camp 2009

Adventure Camp for Children Aged 6-12; St. Thomas Kindercamp for Children Aged 3-5; Leader In Training for youth aged 13-16

Locations in St. Thomas, Aylmer & West Lorne

Dear Parents and Campers:

Welcome to the 2009 YWCA St. Thomas-Elgin Summer Adventure Day Camp. We hope that your children will enjoy their summer and have lasting memories. It will be an exciting and adventurous summer!

For those who attended camp last year you will remember our parent camp handbook. This parent handbook has been revised to update you on this year's camp season. Please read and review this handbook prior to your child attending camp. This booklet will assist you with questions regarding the policy, procedures and operations of our YWCA Summer Adventure Day Camp. It will also serve as a guide and reference through the duration of the summer. You will find enclosed a camp schedule, information about trips, and registration. It is important that you be familiar with all the information in this booklet to avoid confusion and misunderstandings.

We want to ensure that you are comfortable with the quality and leadership in our Day Camps. At any time should you have any questions or concerns regarding Day Camp please do not hesitate to contact us. If we are unavailable at the time of your call, please leave a message and we will return your call as soon as possible. Thank you for being a part of the YWCA Summer Adventure Camp.

THE YWCA MANDATE

The YWCA St. Thomas-Elgin is a registered, charitable, voluntary organization whose mission statement is as follows:

"Providing Leadership, Advocacy, Opportunities and A Voice - Empowering Women and their families every day!"

DAY CAMP PHILOSOPHY

The YWCA Summer Day Camp Program is a recreational program full of many adventures. Each day, children experience learning opportunities and fun activities including the following: games, crafts, stories, songs, sports, special outings, trips and much more.

HIGH FIVE

The YWCA is committed to the implementation of the HIGH FIVE Quality Assurance Process. HIGH FIVE was implemented in Ontario by Parks and Recreation Ontario (PRO). Along with PRO, we value children and what a positive recreation experience can do for them. All front line staff receive training related to their responsibility in delivering the Principles of Healthy Childhood Development. Supervisors evaluate each camp program using QUEST Tools. These tools help to determine which program areas are succeeding in promoting healthy child development and which ones could be improved upon. If you would like more information about this process or wish to review our camp policy and procedures which reflect HIGH FIVE please let us know.

PAYMENT

We require that payments for camp be made in full upon registration. If you are registering for more than 1 week of camp, post-dated cheques will be required in house (dated the Friday prior to the week of camp you are registering in) to hold your child's spot. If these arrangements are not conducive to your schedule please contact us to discuss alternative arrangements. This method helps us to continue to keep accounting costs low.

FINANCIAL ASSISTANCE

The YWCA recognizes that financial assistance may be necessary for some children to participate in the camp program. We will work with individual families to provide resources in seeking assistance in order to ensure that each child has an opportunity to get involved. If you require financial assistance, please speak with the Manager of Community Programming at 631-9800 for more information.

NSF CHEQUES

All NSF cheques will be charged a \$25.00 administration fee. Cash will only be accepted after the receipt of two NSF cheques.



Contact YWCA
1-800-461-0954
(519) 631-9800 - St. Thomas
(519) 768-0020 - West Lorne
519-765-2082 - Aylmer



LATE FEES

If you arrive to pick-up your children after your scheduled time a fee of \$5.00 for every 5 minutes is payable directly to the Camp Counsellor.

NOTE: Parent/Guardians who consistently arrive after camp hours will be contacted by the Program Coordinator to further discuss the situation.

EARLY BIRD REGISTRATION FOR WEEKLY RATE

Pre-register before June 5, 2009 and receive \$5.00 off each week you register your child in Adventure camps or \$2.50 off each week you register your child in ½ day Kindercamp in St. Thomas. Payment must be made in full (including post dated cheques in house) for all the weeks registered for Early Bird to qualify. Additional weeks requested after Early Bird will not apply to the discount.

EXCURSIONS

On scheduled day trips and/or outings if you do not wish your child to attend, you must make alternative arrangements. Counsellors will not be on site to watch your children. Trips occur on most Wednesdays throughout the summer. A school bus is arranged to transport children to and from the event. More details about the trips will be available at the YWCA or the campsite.

CHANGES IN REGISTRATION INFORMATION

Any changes in participant information must be relayed to our main office at 631-9800 immediately or given in writing to the camp counselor. Your child’s safety in the event of an emergency could depend on the accuracy of this information.

ADMINISTRATION OF PRESCRIPTION MEDICATION

Medication may only be taken by children with the written authorization from the parent or guardian. The medication must be in the original container clearly labeled with the child’s name, name of medication, date of purchase, expiry date and instructions for storage and administration. **NO OVER THE COUNTER MEDICATIONS** will be administered. When possible we encourage medication be given at home. Forms for administration of drugs are available at each campsite. They must be completed and signed before medication is administered.

SIGN IN/OUT

To ensure the safety of all the children attending our program, parents/guardians are expected to come into the camp and sign an attendance sheet upon dropping off and picking up children each day. This will allow us to be aware of all childrens’ whereabouts at all times. It is also a great opportunity for you to talk to camp counsellors about your child’s day, discuss any questions or concerns, and review the parent information bulletin board.

Wk	Dates	Trip
1	June 29 to July 3 *No camp July 1 - Canada Day	Pinafore Park
2	July 6 to 10	Tilsonburg Water Park
3	July 13 to 17	Greenview Aviaries
4	July 20 to 24	East Park Gardens
5	July 27 to 31	Horseshoe J Dude Ranch
6	August 4 to 7 *No camp August 3 rd - Civic Holiday	Springwater Conservation Area
7	August 10 to 14	East Park Gardens
8	August 17 to 21	Tilsonburg Water Park
9	August 24 to 28	Fanshawe Pioneer Village
10	August 31- Sept 4	Story Book Gardens

Aylmer Camp will run during Week 10 with sufficient enrollment only.

*Day trips occur Wednesdays, with the exception of Thursday July 2nd, weather permitting.

Day trips cancelled due to weather may be rescheduled for an alternative day during the same week depending on facility and transportation availability. No Refunds are issued for day trips cancelled due to weather.

<p><u>Changes:</u> All changes must be made in writing and authorized with your signature. Changes must be made by the Friday before the affected scheduled camp week.</p>
<p><u>Receipts:</u> Camp fees may be tax deductible. Statements will be issued at the end of December for total amount. Duplicate receipts may be subject to an additional fee.</p>
<p><u>Cancellations:</u> Cancellations received in writing the Friday before the scheduled camp week will receive a refund less the \$10.00 administration fee. <u>There will be no refunds once the week has started unless they are accompanied by a doctor’s note.</u></p>
<p><u>Hours:</u> Regular camp hours are Monday-Friday 8:00am-5:00pm. Extended care in the AM or PM may be arranged from 7:30 - 8 am or 5 - 5:30pm for an additional \$2 per half hour. You may drop off or pick up your child at a convenient time during regular camp hours. If your child will be arriving after 9am or departing prior to 4pm, please advise camp counselors in advance.</p>
<p>Please also be aware that day trips are scheduled on Wednesdays. Departure times will vary - it is important that your child arrives on these days on time to meet the bus. See your parent corner at your camp location for more details.</p>

SWIMMING

Traditionally the YWCA has gone to the local swimming pool during the afternoon weather permitting. The swimming schedule is outlined for your convenience in this handbook. Please make sure your child/ren come(s) to camp prepared to go swimming as appropriate. If you wish to discuss any concerns about your child participating in public swimming, please do not hesitate to contact the Program Coordinator.

St. Thomas	3-4 times per week weather permitting
Aylmer	4 times per week weather permitting
West Lorne	1 time per week weather permitting

SAFE ARRIVAL and DEPARTURE

In order to ensure that all children arrive and depart from the program safely we request that parents adhere to the following guidelines:

- Children aged 10 years or older may sign themselves in and out of the program with prior parental consent. However, children under the age of 10 will not be permitted to leave the program without anyone under the age of 14 years old. If for any reason, parents require their child under the age of 10 to sign themselves out of program or be accompanied by an older sibling/friend/relative under the age of 14, arrangements must first be made and approved by the Program Manager. Please note that permission will be given only under special circumstances.
- A written request must be submitted to Program Staff one week in advance detailing the reasons for this arrangement. Please see Program Staff for the appropriate form.
- Prior to implementation, the Program Manager will need to approve the request. The Program Manager reserves the right to deny this request based on the nature of the request and the overall safety of the child. If the request is denied the parent will be notified in writing. Parents have the right to appeal the decision and request a meeting with the Program Manager.

INFORMING COUNSELLORS OF ABSENCES

If your child is scheduled to attend Day Camp and is unable to because of illness or another reason a call needs to be made to the YWCA office at (519) 631-9800 or 1-800-461-0954.

NO refund will be issued because our fees allow a space in the camp to be reserved for your child. If it is a prolonged illness and payment has been received, a written doctor's note must be submitted to the YWCA office. Post-dated cheques will be returned at this time. All fees are allocated to the substantial operating costs of the program that are planned well in advance.

RELEASING CHILDREN TO AUTHORIZED and NON AUTHORIZED ADULTS

To ensure the safety, of the children in our programs, we request that parents list all authorized individuals who can pick up their children. These names must be listed on the registration form. All individuals will be asked for photo identification prior to the children being released from the program. If a person comes to pick a child up and is not listed on the form or the staff have not received written notification, children will not be released to the individual. Please be advised that the YWCA requires a copy of all custody papers in order to enforce these proceedings. If a parent comes to pick up a child and we do not have the papers to enforce the custody issue, we cannot deny the parent access. The YWCA will take all measures to contact the parent with the custody to verify release of the child and will try to dissuade the non-custodial parent from taking the child.

BEHAVIOUR CONCERNS

The YWCA Summer Day Camp is a recreational program providing fun and safe activities for your children throughout the summer. Please be advised that summer camp does not provide your child with one to one supervision unless otherwise arranged with the Program Coordinator. Unfortunately, not every child is best suited for this type of environment and if persistent behaviour concerns are raised we may ask you to find alternative care for your child/ren. The YWCA strives to ensure the safety of all children and staff and any child that jeopardizes this safety could be suspended and/or dismissed from the program immediately.

**We appreciate your support assisting us in implementing policies. The safety of all children attending our programs is our first priority. **

HOW TO REGISTER

1. Contact or stop by a YWCA office to obtain and complete YWCA Day Camp registration forms. All areas of information are essential for emergency purposes. PLEASE NOTE ALL registration forms must be fully completed at the time of registration before children will be able to attend camp.
2. Make Payment Arrangements. Post-dated cheques are required in house for the number of weeks your child is registered. This will ensure your child has a spot in camp held. Cheques are made payable to the YWCA St. Thomas-Elgin. Without payment children will not be put on the weeks attendance. This could jeopardize your child's spot in the camp.
3. If you wish to make a registration over the phone the YWCA will accept debit cards or credit cards. You must still fill out an application with either a faxed copy or make arrangements prior to your child attending camp to fill out the application. Registrations over the phone will only be accepted at our St. Thomas office at 631-9800 or 1-800-461-0954.



Summer Adventure Camp 2009

Things to Bring:

YWCA St. Thomas Elgin
 16 Mary St. W. St. Thomas ON
 1-800-461-0954
 519-631-9800

Aylmer Community Services
 25 Centre St. Aylmer, ON
 519-765-2082

West Elgin Support Services
 160 Main St. West Lorne, ON
 519-768-0020

WITHDRAWALS:

We request that you notify our office of withdrawals from the camp program the Friday prior to the scheduled week your child(ren) were registered to attend camp.

No refunds will be issued once the week commences without a doctor's note.

The YWCA of St. Thomas-Elgin reserves the right to cancel summer camp programs if enrollment is insufficient. Refund in full only when the YWCA cancels programs.

PLEASE NOTE: The YWCA St. Thomas-Elgin is not responsible for lost, stolen or damaged items. Please do not send valuable items with your children to camp. We recommend that electronics and or hand held games such as ipods, mp3 players, Nintendo DS, etc. are not sent with children to camp. Due to high volumes of children at any given time the counsellors will try their best to keep all belongings together, however we cannot guarantee this. The YWCA will not reimburse for lost, stolen or damaged items.

A Nutritious Lunch and Snacks

The program has many scheduled activities. Please ensure you send enough food to get your child through the day. Don't forget ice packs to keep lunches cool!



Plenty of Fluids

A bottle of water

Clothes

Clothes appropriate for the weather and the outings we are attending.

Be Sun Safe!



SPF 30+ Sunscreen and a hat with a brim



Bathing Suit



Indoor Shoes

A Positive Attitude!

Office Hours

Day	Location		
	St. Thomas	Aylmer	West Lorne
Monday	9:00 - 5:00	9:00 - 4:30	9:00 - 5:00
Tuesday	9:00 - 9:00	9:00 - 7:00	9:00 - 5:00
Wednesday	9:00 - 5:00	9:00 - 4:30	9:00 - 5:00
Thursday	9:00 - 9:00	9:00 - 4:30	9:00 - 5:00
Friday	9:00 - 5:00	9:00 - 4:30	9:00 - 5:00
Saturday	10:00 - 4:00		