



YWCA SUMMER Adventure — CAMP —

A NEW ADVENTURE EVERYDAY
AT THE YWCA!

WELCOME

Welcome to the 2015 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!

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. Thank you for being a part of the YWCA Summer Adventure Camp.

*children who are three years of age must be entering JK in September and toilet trained.

Date	Field Trip	Theme
wk 1: Jun 29 - Jul 3	Galaxy Cinemas	Club Hollywood
wk 2: Jul 6-10	Ray's Reptiles	Bugging Out
wk 3: Jul 13-17	East Park Gardens	To the Extreme
wk 4: Jul 20-24	Greenview Aviaries	Into the Jungle
wk 5: Jul 27 - 31	Park 'n' Bowl/Cy's	Disco Days
wk 6: Aug 4-7	Horseshoe J Dude Ranch	The Outback
wk 7: Aug 10-14	Clovermead	Into the Woods
wk 8: Aug 17-21	East Park Gardens	Ocean Commotion
wk 9: Aug 24-28	Kusterman Berry Farms	Barnyard Palooza

NEW THIS YEAR!

(St. Thomas location only)

- Explorers Camp: ages 3 1/2 to 5yrs
- Adventurers Camp: ages 6-7yrs
- Trailblazers Camp: ages 8-12yrs

St. Thomas & Aylmer Locations!

Mitchell Hepburn Public School,
95 Raven Ave., St. Thomas

McGregor Public School,
204 John St. S., Aylmer



YWCA ST. THOMAS - ELGIN
www.ywcastthomasegin.org

YWCA St. Thomas-Elgin | 1-800-461-0954
(519) 631-9800 – St. Thomas | (519) 765-2082 - Aylmer

St. Thomas Explorers (3 1/2 - 5yrs): 519-639-5685
St. Thomas Adventurers (6-7yrs): 226-919-5191 | St. Thomas Trailblazers (8-12yrs): 519-619-6517
Aylmer Camp (6-12yrs): 519-636-7118 | Aylmer Camp (3 1/2 - 5yrs): 226-919-6973



OUR MISSION

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!"

OUR 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.

LICENSING

In order to fully support families with children ages 3.8 to 12 years of age the YWCA Summer Adventure Camp is licenced through the Ministry of Education. This will now allow families with children in JK/SK to potentially receive Ontario Works childcare subsidies in YWCA camp programs. The YWCA will continue to maintain our high quality summer camp program through following the Day Nurseries Act regulations and standards, as well as the Ministry of Educations expectations. The program will be inspected by the Ministry Program Advisor to ensure all requirements are met.

STAFFING

Each program room will be staffed by a Registered Early Childhood Educator or Otherwise Approved staff of equivalent background. In addition, these site supervisors will be supported by camp leaders who are college and university students. All staff are trained in First Aid and CPR, High Five Principles of Healthy Childhood Development and YWCA policies and procedure.

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. Pre-arranged credit card payments are also welcome. 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. For families that require subsidized care please speak with the Childcare Manager at 519-631-9800 for more information. Appointments can also be made through Ontario Works for full or partial subsidies. We encourage families to call early because case workers are busy this time of year: 519-631-9350 (option 3). Camp subsidies can also be acquired through Jumpstart. Please inquire at our front desk for more information.

NSF CHEQUES

All NSF cheques will be charged a \$25.00 administration fee. After the receipt of two NSF cheques, only cash will be accepted, at our office.

LATE FEES

If you arrive to pick-up your children after your scheduled time a **fee of \$1.00 for every minute** is payable directly to the Childcare Manager. **NOTE: Parent/Guardians who consistently arrive after camp hours will be contacted by the Childcare Manager to further discuss the situation.**

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. During off site excursions (ie. swimming or field trips) staff to child ratios of 1:15(ages 6-12) and 1:10(ages 3.8-5) will be maintained. Staff will take head counts during transition and a buddy system will be in place. Staff will take attendance prior to leaving school and upon arrival of off site location. Staff will carry the cell phone, first aid kit and registration binder to all off site locations. 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 children's 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.

BAG LUNCHES

Families are asked to provide each camper a healthy lunch in a thermal bag with an ice pack, labelled with the child's name. This will ensure that the child's lunch food is safe to eat and maintains appropriate temperature. Lunches need to remain nut free.

SNACKS

The YWCA will be providing snacks for all children in the morning and afternoon. These 2 snack breaks will be consistent each day and provide campers with nutritional energy! Snacks will include a minimum of 2 food groups and a beverage. Please provide a water bottle for your child so it can be refilled and they can stay hydrated all day.

SWIMMING

The YWCA will have water based activities every afternoon weather permitting. These activities will include trips to local community swimming pools and splash pads. A weekly water activities schedule will be posted at each camp. Please make sure your child comes to camp prepared for water activities daily. If you wish to discuss any concerns about your child participating in public swimming, please do not hesitate to contact the Childcare Manager.

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 Childcare Manager. Please note that permission will be given only under special circumstances.
- A written request must be submitted to Camp Staff one week in advance detailing the reasons for this arrangement. Please see Camp Staff for the appropriate form.
- Prior to implementation, the Childcare Manager will need to approve the request. The Childcare 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 Childcare Manager.

DOOR ENTRY

Families arriving at Mitchel Hepburn PS are asked to use the main front doors and proceed to the following rooms; Explorers Camp (3 1/2 -5yrs) Room 160, Adventure Camp (6-7yrs) Activity Room, Trailblazers Camp (8-12yrs) Room 167. Families arriving at McGregor P.S are asked to use the main front doors and proceed to room 108 (age 6-12) and room 110 (3 1/2-5yrs). Both schools will have signage helping you get to the right location.



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 Camp Cellular Phones at:

St. Thomas Explorers Camp (3 1/2 - 5yrs): 519-639-5685

St. Thomas Adventurers Camp (6-7yrs): 226-919-5191

St. Thomas Trailblazers Camp (8-12yrs): 519-619-6517

Aylmer Camp (6-12yrs): 519-636-7118

Aylmer Camp (3 1/2 - 5yrs):226-919-6973

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 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/MANAGEMENT

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 Childcare Manager. All individuals who participate in the YWCA Program are expected to treat others in a respectful manner. The YWCA supports an environment free from bullying, racism, sexual harassment, and disrespectful behaviour. Staff will take preventative measures at all times and intervene appropriately as required. Situations that cannot be resolved may result in removal of a non-compliant participant from the YWCA program. Appropriate action will consider the following: seriousness of offense, actual or potential risk or harm to child, recent performance, frequency of occurrence and previous disciplinary action taken. 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. ****



YWCA SUMMER Adventure CAMP

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 Visa or MasterCard. 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.**

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.

Changes: All changes must be made in writing and authorized with your signature. Changes must be made by noon on the Friday before the affected scheduled camp week.

Receipts: Camp fees may be tax deductible. Statements will be issued at the beginning of February for total amount. Duplicate receipts may be subject to an additional fee.

Cancellations: Cancellations received in writing by noon on the Friday before the scheduled camp week will receive a refund less the \$10.00 administration fee. There will be no refunds once the week has started unless they are accompanied by a doctor's note.

Hours: Regular camp hours are Monday-Friday 7:30am-5:30pm. 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.

Please be aware that all day trips are weather permitting. 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. 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.

Things to Bring:

- **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! (nut free). Our camps do provide a morning and afternoon snack daily. Snack menus will be posted weekly at each camp.
- **Plenty of fluids** - A reusable water bottle.
- **Clothes** - Clothes appropriate for the weather and the outings.
- **Be sun safe!** - SPF 30+ sunscreen and a hat with a brim.
- **Bathing suit and towel**
- **Indoor shoes**

A Positive Attitude!

Office Hours:		
Day	St. Thomas	Aylmer
Mon.	9:00 – 5:00	9:00 – 4:30
Tues.	9:00 - 9:00	9:00 – 6:00
Wed.	9:00 – 5:00	9:00 – 4:30
Thurs.	9:00 - 9:00	9:00 – 4:30
Fri.	9:00 – 5:00	9:00 – 4:30