



Kingston



Summer Day Camp



2017 Camper & Parent/Guardian Guide

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Welcome to the Kingston Summer Day Camp!

We are so excited to begin the 2017 season and see some familiar faces and meet those we have yet to know. The Kingston Summer Day Camp provides recreational activities to children ages 5-12 for 8 weeks of fun during the summer. These activities include organized games, sports, arts and crafts, guest speakers and day trips. We have something to offer everyone who comes to camp and we strive to introduce new activities that your camper may not have had the opportunity to experience before!

This guide is to help prepare you and your child(ren) for the upcoming summer at day camp. If you have any further questions after reading this guide, please feel free to contact the Supervisor at any time.

We can't wait for another summer of fun and we look forward to seeing everyone this summer!

Kind Regards,

Alxys C.

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Once trips are finalized and all leaders have been hired, this information will be distributed to all registrants and updated on our promotional material immediately.

General Camp Information

Location: The Kingston Summer Day Camp will take place at the Kingston Recreation Hut, which is located adjacent to the Credit Union Centre (Kingston Arena) on the corner of Elm Street & Westwood Avenue by the playground.

Rec Hut Phone Number: 902-804-2267 (CAMP)
Village Office Number: 902-765-2800

Camp Hours: Each day will begin at 8:00am and end at 3:30pm Monday - Friday, except Holidays. We offer before care starting at 7:30am and after care until 4:00pm each day for an extra fee.

Attendance: A parent/guardian must 'sign in' their child before and after each day of camp by coming in the Recreation Hut, unless they are walking or biking and the Supervisor has been notified. Children will only be permitted to leave camp with a preauthorized person, unless otherwise discussed with the camp Supervisor. If your child needs to leave early on a particular day, please send a note with them.

Cancellation: We have a waitlist of campers who are eager to join in on the fun! Due to this, cancellation must take place three business days prior in order to receive a full refund.

Health Guidelines

Head Lice:

We ask that you thoroughly check your child's hair for the presence of head lice prior to attending the Day Camp. Should your child have head lice or acquire head lice, we ask you to inform the Kingston Recreation Department as soon as possible so we can notify our other campers and staff.

Medication and Allergies

Please advise us of any allergies, conditions or medications that your child may have so that we can prepare for the week with this in mind and so that they can be safe and have fun at camp. Please note that camp staff will *NOT* administer medications. Also, please remember that our camp is **NUT FREE**. We thank you in advance for planning your child's snacks and lunches for the safety of others.

Influenza Policy:

- Reinforce message among staff and children about the importance of frequent hand washing, coughing or sneezing into their sleeve or arm and not sharing drinks, or utensils. These are crucial steps in helping to stop the spread of the virus. The Day Camp will also provide alcohol based hand sanitizer for staff and campers.
- Continue usual environmental cleaning practices. No special cleaning regimen is required. Day Camp should ensure there are sufficient supplies of liquid soap (no bar soap) and paper towels in the bathrooms.
- Flu symptoms for seasonal flu:
Cough – Fever/Chills – Fatigue – Body aches/headaches – Sore throat – Vomiting/diarrhea
- Children or staff who have influenza type symptoms will be asked to leave the day camp and treat the symptoms and not return to Day Camp until the symptoms have subsided. Refunds may be issued on a case by case basis. Parents/Guardians will be notified of children's symptoms immediately and asked to keep their children home for the health and safety of the remaining day camp participants. Like any illnesses, should symptoms worsen, they should visit a doctor or walk-in clinic and be sure to mention any travel history.

Influenza Policy Continued:

- Parents/Guardians are asked to advise the Day Camp Staff if you or your children have recently been in contact with someone who has the flu.
- There is no evidence to suggest that closing programs or cancelling events would help stop the spread of the virus.
- If the flu is identified in the Day Camp, Kingston Recreation Department will discuss with participants' Parents/Guardians for further courses of action.

Remember: Wash your hands for at least 20 seconds under warm water often as a form of prevention and spread of Flu.

Behaviour Guidelines

For the safety of all campers the Kingston Day Camp staff have created behaviour policies which will be in place the entire summer. We ask that you please review these guidelines with your camper(s) before they attend their first day of camp.

If the behaviour of a camper is negative in a physical manner and as a result the camper intentionally injures or attempts to injure another camper or staff member, the camper will be sent home immediately. Depending on the severity, the camper may have the opportunity to come back the next day. No refund will be issued.

All other behaviours, including but not limited to: inappropriate use of language, bullying and not following camp guidelines ,will be dealt with on a case by case basis. Our main course of action is to have a learning conversation with those involved. These learning conversations allow campers to understand why a situation escalated to a certain point and strategies are discussed to avoid the behaviour from happening in the future. If this first step does not work, the Supervisor will speak privately with the Parent/Guardian to come up with a future course of action. If the behaviour continues and jeopardizes the safety of other campers and/or staff, becomes overly disruptive , or any other circumstance that our staff members deem inappropriate, the Supervisor and Recreation Director reserve the right to dismiss a camper for the rest of the day, or summer.

We try our best to accommodate everyone who comes to our camp. Safety, however, is our number one concern. Please help us by filling out the Inclusivity Form attached with this guide, so that we can ensure proactive measures are in place before your camper attends. We believe everyone deserves the opportunity to come to camp and we want to make sure all involved have an amazing experience!

If an incident/accident occurs that our staff deems concerning or severe in nature, an incident/accident report will be reviewed with the Parent/Guardian and will require a signature.

What To Bring

- A positive attitude
- Healthy lunch and snacks **nut free**
- Change of clothes
- Bathing suit
- Towel
- Water (in a reusable water)
- SUNSCREEN (we recommend SPF 30 or more)
- Hat

• Please note that our Rec Hut is equipped with a fridge and microwave. Campers will have access to these utilities under the supervision of Day Camp Staff

• It is very important that on trip days, your camper does not bring anything to eat that is microwavable or that needs to be refrigerated.

Lost & Found: Although we try our best to ensure each camper goes home with what they brought that day, there are times when something will get left behind. We have a lost and found at camp and ask that you please check this regularly.

No electronics or toys such as game boys, iPods, etc. to be brought to camp. Gaming cards such as Pokémon, Yu-gi-oh, etc., are also not permitted as they take attention away from our planned activities.

Please ensure any item that is valuable does not come to camp. Please label belongings with your camper's name to help locate missing items faster. Any item not claimed within three weeks will be donated to the Red Cross.

On trip days when we take a bus, please feel free to bring something to pass the time. The Kingston Summer Day Camp or the Village of Kingston cannot be held responsible for any missing, lost or stolen item(s).