

West Lincoln

Your Future Naturally

Township of West Lincoln Summer Camp Parent Handbook 2023

Summer Camp Supervisor
905-957-3346 ext. 4682
camps@westlincoln.ca

INTRODUCTION

Program Philosophy

Our programs will provide fun balanced experiences from the resources and wealth of the West Lincoln Community. We will present experiences that will enhance the developmental process of each participant and a safe and structured setting will enable participants to grow socially, physically, intellectually, creatively, and emotionally.

Exceptional Camp Staff ensure the safety and wellbeing of all participants at camp. They encourage campers to expand their experiences in a safe setting that allows for growth and development.

Feedback from participants is an important part of the continual improvement of our programs. This type of information is valued and encouraged. Please contact Recreation Services at any time. 905-957-3346 ext. 4682



REGISTRATION

Registration opens Tuesday, May 2nd @ 9:00 a.m. in person at the West Lincoln Community Center or Online. Space is limited and will be first come, first served. The Camp Supervisor will be on-site for any questions parents may have. In order to maintain a high quality of program, space will be available based on staff to camper ratios. A ratio of 1 leader to 7 campers is adhered to with slight variation from time to time based on need. Registration information is available on our website www.westlincoln.ca.

Fees

Early bird registration rates begin May 2nd until June 2nd \$139.00/week

Regular registration rate \$153.00/week.

Extended care will be \$7.00/AM or PM per day.

Forms

All forms need to be completed and handed in to staff on the first day of camp:

- Anaphylaxis Action Plan (if applicable)
- Medication Form (if applicable)

Post Dated Cheques

West Lincoln Summer Camp does accept post-dated cheques. Cheques must be post-dated two weeks before the start of the program.

Refunds

Refunds will be granted if notice is given in writing at least two weeks prior to the first day of your child's enrollment. A 10% refund fee will be charged.



PROGRAM INFORMATION

Location

West Lincoln Summer Camp is held at the West Lincoln Community Centre (177 West Street, Smithville).

Opening and Closing Circles

Camp will begin and conclude each day with circle time. This is a place where campers will get to know each other, their leaders and the events of the day. This may also be used as a place and time to discuss rules and safety items at camp.

Structured Free Time

Each camper has unique needs and interests; therefore, a portion of each day will be dedicated to allowing the camper to choose an activity which interests them. Some examples of activities during Structured Free Time are reading, colouring, ball and catch games, board games, and social time.

Generic Camp Activities

Each day will include special theme based activities as well as generic camp games such as cooperative games, arts and crafts.

Age Appropriate

West Lincoln Recreation Services strives to offer developmentally appropriate activities. Campers must be the designated age to start camp.

Typical Camp Day

7:30 am - AM Extended Care

9:00 am - Opening Circle

9:30 am - Activities

10:15 am - Snack

10:30 am - Activities

12:00 pm - Lunch

12:30 pm - Activities

2:00 pm - Snack

2:30 pm - Activities

3:00 pm - Closing Circle

3:30 pm - Home Time

5:30 pm - PM Extended Care

GENERAL INFORMATION



Items to Bring to Camp

- Healthy lunch, drinks and snacks
- Water bottle
- Weather appropriate outdoor clothing & change of clothes
- Appropriate shoes (no flip flops)
- Spray Sunscreen
- Bug Spray (if desired)
- Hat
- Bathing suit and towel for swim trip days and splash pad visits

Personal Belongings

Campers should not bring anything from home that they do not want to lose or share with other campers. Electronic items such as iPods and cell phones should be left at home, unless needed for emergencies. West Lincoln Summer Camp is not responsible for the loss of valuables.

Lost and Found

Campers are in charge of their own belongings. Please ensure that everything is properly labeled. Items which have been left behind at camp can be found on the sign in/out table. Please communicate with staff if an item has been misplaced.

Medications

West Lincoln Summer Camp staff will administer medication to campers if required and proper administering information is given. Parents/Guardians are required to fill out a Medication Form which lists the names of medication(s), dosage and administering instructions.

Camper Illness

To reduce the spread of illness campers are required to stay at home when ill. In the event that a camper becomes ill at camp parents, guardians or emergency contacts will be contacted to pick up the camper immediately.

Food Recommendations

West Lincoln Summer Camp is an active atmosphere. During a normal camp day we break for a snack once in the morning and once in the afternoon. We have a lunch break in the middle of the day and consistent water breaks throughout the day. Due to the active nature we recommend that children are sent with plenty to eat and drink. West Lincoln Summer Camp encourages healthy eating in agreement with the Canada Food Guide. Campers will not have access to a microwave or a refrigerator. Things can be kept cool by using an ice pack and insulated lunch bag. We also encourage parents/guardians to send litter-less lunches when possible.

Nuts/Allergies

We cannot guarantee a completely allergen free facility; however, we will make the best effort to accommodate the needs of our participants. We promise to work with parents and guardians to ensure the safest facility for all of our campers. In order to facilitate this safe environment please inform the Camp Supervisor of any allergies. **As a parent of a camper, please remember not to send any food items that contain peanuts and/or tree nuts in lunches.**

PEANUT &
TREE NUT
FREE
ZONE

SUMMER CAMP CODE OF CONDUCT

Township of West Lincoln Camp Behaviour and Code of Conduct

At camp, we strive to provide a fun, safe, and respectful environment for all of our campers. We believe that every child has an equal right to have an excellent camp experience. It's for that reason that we always keep a close watch on any anti-social behaviour such as teasing or bullying which may affect another camper's experience. Parks and Recreation Services has a zero tolerance policy towards **violence, bullying and harassment**.

Please remind your children that if they notice such behaviour from another camper, they should quietly inform their Camp Leader or any other staff member immediately so that they can promptly rectify the situation.

If problem behaviour is serious or persistent and should the Camp Supervisor, in consultation with camp staff and the Coordinator of Recreation Services, feel that a particular camper is a threat to any fellow camper, staff member or guest, he/she will be asked to leave the camp immediately.

Parents or Guardians will be notified and requested to pick up the child. There will be no refund of camp fees for the current week; however, refunds will be made for any remaining weeks.

Your child must:

- Be able to take instruction and follow direction from camp staff
- Not behave in a manner that negatively affects another camper's experience
- Understand that they may not physically or verbally hurt others, and they will respect the feelings, safety and personal integrity of themselves and others
- Respect camp property and/or another camper's property. Parents/Guardians will be responsible to pay for any damages deliberately caused by their child by defacing or damaging said property.

Guidelines are for the protection and benefit of all; violations can result in immediate removal from camp.

Unacceptable Behaviour

Behaviour deemed inappropriate includes but is not limited to:

- Leaving the instructed boundaries unless accompanied by a camp staff member
- Threatening behaviour, bullying, offensive or insulting language, verbal or physical abuse to other campers, staff or guests
- Borrowing of other's possessions without their consent
- To be in possession of a weapon or implement that staff deem dangerous or potentially dangerous
- Any illegal activity

In the event that an individual's behaviour is deemed by staff and/or supervisor to warrant immediate dismissal from the program, parent/ guardians will be contacted and informed of the decision and sent written notification.



CAMPER ATTENDANCE & PICK UP AND DROP OFF

Regular Hours

Summer Camp regular hours are 9:00 a.m. to 3:30 p.m.

Extended Care

7:30 a.m. to 9:00 a.m. is AM extended care \$7.00/day

3:30 p.m. to 5:30 p.m. is PM extended care \$7.00/day

Drop Off and Pick Up

All campers must be dropped off and signed in at the West Lincoln Community Centre lobby. Parents/ Guardians must show ID for the first few times for staff to get to know each parent or guardian. A camper will not be released unless the pick-up person is on the list of approvals that was submitted at registration. If there is anyone that will be picking up your child/ren, please notify the camp staff to ensure the safety of the camper.

Walk Home

Campers who reside close to West Lincoln Community Centre can walk home at the conclusion of daily programming. Parents or Guardians must complete the *Permission to Walk Home* form for this to occur.

Absent Participants

If a participant will be absent or dropped off early, please contact the Summer Camp Supervisor at (905) 957-3346 ext. 4682. Late fees will be applied if necessary.

CONTACT US

Questions During Camp Operation Days?

If you have any questions about the daily programs, please direct your questions to any of our exceptional staff who are available when you drop off or pick up your children. All Summer Camp Staff have First Aid Training, and have been fully trained in all Township of West Lincoln policies and procedures. The Summer Camp Training Program is extensive and effective.

Contact Information

If you have any questions, comments or concerns please feel free to contact the Recreation and Wellness Programmer/Summer Camp Supervisor at (905) 957-3346 ext: 4682 or camps@westlincoln.ca