



# Centre Wakefield La Pêche

## DAY CAMP

## Welcome!

Dear Parents & Guardians,

Welcome to Wakefield La Pêche Community Centre Summer Camp! Our program team has been working hard on this year's themes and activities and we are very excited to welcome your camper to our program.

This parent handbook is your guide to important details about our camp along with helpful tips to make your child's experience the best it can possibly be. Please take the time to review the handbook and keep it handy throughout the summer as an information source.

We believe that summer camp provides your child with the opportunity for healthy growth and development and a great way to make friends. Our programs are designed to be age appropriate, safe and fun. To ensure the programs are of the highest quality, we continue to incorporate the HIGH FIVE principles of healthy child development into all program designs.

We see parents as partners in this summer adventure and welcome your comments and suggestions.

Please feel free to contact us at any time should you have any questions.

Sincerely,

*Lindsay Farley*  
*Program & Camp Manager*

## About Us

The Wakefield La Pêche Community Centre Camp provides a safe environment to encourage and facilitate the positive social growth and development of children in the Wakefield and surrounding area.

Camp will provide a happy friendly place for children to have fun, build self- confidence, gain self reliance, and develop resourcefulness. We will provide age-appropriate, child-centered activities that are accessible to all campers. Our counselors will act as mature, positive, and compassionate role models, while providing a fun environment, a sense of security, and safety to the children.

## High Five

We are committed to implementing safety and quality measures for our children's camp as outlined in the High Five principles:

- ❖ **A Caring Adult:** A child needs warmth and guidance from a role model
- ❖ **Friends:** Friendship is a large factor in having fun, and socialization
- ❖ **Play:** Very important- kids need to play games and structured activities
- ❖ **Mastery:** Ensure activities are challenging, but attainable. Kids need to feel good about themselves, and accomplish anything!
- ❖ **Participation:** A child should never feel left out, and even if they aren't necessarily very good at something doesn't mean they shouldn't participate

## To Contact Us

To reach the camp staff, please call 819-459-3531 (when is session) or email [camps@centrewakefieldlapeche.ca](mailto:camps@centrewakefieldlapeche.ca)

Camp staff can be contacted for any of the following reasons:

- Report your child absent or late for the day
- Camp availability
- Registration
- Withdrawal / Refund (earlier than 7 days prior to start date, only accepted in writing)
- Payments including scheduled payments

## Feedback

If you have any feedback or concerns during the 2018 summer camp season, please contact Lindsay Farley, or our Camp Director, at 819-459-3531 or [camps@centrewakefieldlapeche.c](mailto:camps@centrewakefieldlapeche.c)

## Camp Program

### Camp Hours

Day Camp 8:30am – 4:30pm  
Morning Program 7:30am – 8:30am  
Afternoon Program 4:30pm – 5:30pm

### Late Fees

We provide staffing based on the number of campers registered in our programs. Therefore, if you are more than 15 minutes late picking up your child from the regular day program, the \$15 morning & afternoon program fee will be added to your account. If you are late picking up your child from the morning & afternoon program, a fee of \$1 per minute will be added to your account. These charges are payable in full on the Friday of the camp week, and your child will not be able to return to camp until the account is settled.

### Parking

Parking for drop off and pick up for the Wakefield Community Centre Camp is available in the parking lots at either end of the building. The roadways in front of the main door and at the end of the door near the skate park, must be kept clear for access by emergency vehicles.

### Drop Off and Pick Up

All Camps begin and end their day at the Wakefield Community Centre, 38 Valley Drive. Campers arriving late or needing to be picked up early should let us know ahead of time as we may be out of the building doing an activity.

### Sign In and Sign Out

Your child must be signed into and out of camp each day by a parent / guardian or other approved person as listed on their registration form. Children may not leave the grounds unless signed out by a parent / guardian. For children aged 9 or older, a parent / guardian may write and sign a note allowing their child to leave the grounds, but no child will be allowed to leave unless we have a note. Since we cannot guarantee that we will be able to check email or answer a phone call during the day, we need to have a signed note to allow your child to leave.

### If Your Child Won't Be At Camp

If your child does not arrive at camp, our camp staff will follow up with a phone call. If you know your child will be absent any day, please inform one of the camp staff. If your child is ill or unexpectedly won't be at camp, please call and leave a message at 819-459-3531 or email [camps@centrewakefieldlapeche.ca](mailto:camps@centrewakefieldlapeche.ca)

### Reimbursement / Cancellations

All cancellations must be received in writing. No cancellations will be accepted over the telephone. Cancellations made up to 2 weeks before the first day of camp will receive a full reimbursement. Cancellations made less than 2 weeks up to 48 hours prior to the first day of camp will be reimbursed at 50% of the fee. Cancellations made less than 48 hours before the first day of camp will not be reimbursed. Absence from day camp does not constitute a withdrawal from the program. A reimbursement will not be granted for those days.

## A Typical Day of Camp

A typical day of camp is broken down as follows:

9:00 to 9:15 Welcome!

9:15 to 10:30 Rules/Expectations (every Monday), games, hikes, adventures 10:30 to

10:45 Snack

10:45 to 12:00 Activity, craft

12:00 to 1:00 Lunch

1:00 to 2:15 Activity, story time, craft

2:15 to 2:30 Snack

2:30-3:45 Activity, games

3:45-4:00 Clean up

During storms and extreme heat, the children will remain in the air-conditioned Centre to play cards and games, do crafts, etc. We may occasionally watch G-rated movies on the big screen in the Gwen Shea Hall.

## During the summer, Wednesday Trips to Lac Philippe

Every Wednesday, weather permitting, we go to Lac Philippe for the day. The bus leaves at 9:00 am **sharp** and returns at approximately 2:30pm. Please don't be late on Wednesdays or the bus may leave without your camper.

## Medication & Allergies

Should your child have severe or life threatening allergies or require medications to be administered during our program, please contact us to make the necessary arrangements. The Wakefield Community Centre Summer Camp is not equipped to deal safely with the storage and administration of a variety of medicines, so each situation will be dealt with individually in order to minimize risk in transportation, storage, and administration of medication. While all staff are trained in standard first aid, CPR A, and AED, the administration of medication is beyond their level of training.

You are responsible for ensuring that your child's medical information is up-to-date and that camp staff is informed of any changes to what is listed on the registration form. This should happen prior to your child's arrival at camp.

## Prescribed Medication

Wakefield camp staff will only administer oral medication to participants when it has been prescribed for use during camp hours provided a current consent form, signed by the participant's parent or guardian, is on file.

## Severe & Life-Threatening Allergies

All camp staff has received training in the following:

- (i) anaphylactic allergies and their potential severity,
- (ii) recognition of the symptoms of anaphylaxis,
- (iii) administration of EpiPen<sup>®</sup>,
- (iv) recognition of the potential symptoms and/or warning signs of a participant in medical distress.

Please note that EpiPens must be worn by the child at all times. To minimize risk, Wakefield Camp will not be storing any medications or EpiPens overnight.

## Head Lice

Camp staff will be doing regular head checks for lice. Any camper found to have head lice or nits will need to be picked up immediately. Campers will not be able to return to camp until a lice treatment has been administered.

## Behaviour Management

We believe that positive camp experiences strengthen and build each child's self esteem. Camp counselors are dedicated to providing your child with a creative and innovative program that will capture their interest and keep them engaged. Our camp thrives on the mottos of: "have fun", "play fair", and "show respect for others and yourself".

Camp staff will review the guidelines for each camp at the beginning of the week. Our program participation guidelines are simple:

- No bullying, in any form
- Keep your hands and feet to yourself
- Speak nicely to each other
- Touch only what belongs to you
- Stay within the activity area
- Listen to your counselors
- Ask a counselor for help if you need it
- Respect the environment (pick up your garbage, clean up after yourself)

Additional age-appropriate guidelines based on the specific camp activities will be reviewed with your child.

Behaviors that are unacceptable at camp will be communicated to you at sign out or, if necessary, we will call you. Your support is appreciated in having a follow-up discussion with your child.

Based on the intent and severity of the incident, a participant may be withdrawn from the program.

## Children with Extra Support Needs

The Wakefield Community Centre Camp is strongly committed to the principles of inclusion and integration where these principles support the growth and development of the child. If your child requires extra support to participate or manage a health condition, please contact us so that we can ensure we do whatever is necessary to support their involvement. Our Camp Director will call all the parents and children who have identified themselves as needing extra support. Our process of "assessment" is intended to learn about your child and the specific coping mechanisms that work for him or her.

## Safety

### Emergency Procedures

All camp staff members have access to first aid kits and the emergency medical services (911). Camp staff members are certified in Emergency First Aid, Level A CPR and Automated External Defibrillator (AED). For moderate injuries, your child may be dealt with on-site. In the unlikely event of a serious injury, emergency medical services will be called immediately to respond to the situation. You will be contacted immediately with information regarding the incident. If an ambulance is required to transport your child to the hospital, a member of our staff will accompany your child or a staff member will be

sent to meet your child at the hospital.

## **Participant Safety**

Your child's wellbeing is our number one priority. We believe that hazard elimination is the key to prevention but also that participation in some activities involves risks. Our camp counselors have designed their daily activities with safety in mind. Camp programs are reviewed by a member of our management team for safety, as well as a balance of activities. Constant supervision is essential to our ability to ensure safety standards are implemented and adhered to in each camp program.

## **Field Trip Safety**

Our Camp makes weekly field trips to and from the Wakefield Community Centre. We provide bus transportation and our camp staff has received training in managing groups off-site including loading and unloading buses as well as en route supervision. All off-site locations are approved by management and must have access to emergency medical services.

## **SunSmart**

Hats, sunglasses, shirts, and sunscreen are required for campers to protect themselves from the effects of the sun. Camp staff will assist our younger campers to apply sunscreen.

## **Swimming**

Our Wednesday field trips to Lac Philippe include swimming and water activities. If you have concerns about your child's swimming ability, please indicate those concerns to camp staff well in advance of the trip. If your child requires one, you must ensure they are sent with a Canadian government approved and properly fitted PFD (personal flotation device). Please clearly label your child's PFD, as camp staff cannot be responsible for identifying which PFD belongs to whom.

## **Lost & Found**

Look for lost articles in the lockers just inside the doors to the Community Centre. Camp counselors will make efforts to reunite those items clearly labeled with their owners. Unfortunately, we are unable to retain items past the end of the summer as we get ready for our fall programs. All unclaimed items are donated to charity. Please ensure that you label each item with your child's full name.

## **Summer Camp Survey**

We welcome feedback at any point during the summer. Feedback can be addressed to any of our camp counselor or the Camp Directors. Look for our summer camp survey in late August / early September as we seek your input to improving our services for next year. Also, we always welcome your feedback at [camps@centrewakefieldapeche.ca](mailto:camps@centrewakefieldapeche.ca)

## **Preparing Your Child for Camp**

### **New Campers (and parents!)**

For those new to camp, the first day of camp can be as scary as the first day of school. For that reason, we recommend you bring your child to the Center Wakefield La Peche Community Centre before their summer camp begins. Many of our campers get to know the Community Centre through the WAY (Wakefield Activities for Youth) or by playing on the soccer field or by attending one of our programs.

## Summer Camp Parent Handbook 2023

Arrival on the first day can be overwhelming – for both children and parents. Yes, we have a fairly large camp program; but don't worry. You will be greeted by one of our counselors when you arrive and they will welcome your child and help them get settled.

Please speak to your child about attending camp. If your child is apprehensive or has concerns, please alert our staff members so that they can ease your child's mind and make the first day as easy and enjoyable as possible.

### What to Bring to Camp

We have provided you with a 'tear-off' checklist at the end of this document with a list of what to bring to camp every day. While it is prudent to provide for both rain and shine and all other eventualities, please remember that children must be able to carry their belongings. We recommend a suitable sized backpack with comfortable straps. We do not recommend "multiple bags".

### What NOT to Bring

Camp counselors are not responsible for money or other valuables brought to camp. We strongly discourage participants from bringing any electronic devices (e.g. video games, ipods, cell phones, digital cameras, etc.) and money from home. The CWLP is not responsible for any lost, stolen or damaged items.

### For Campers Arriving/Departing by Bike

It is the responsibility of each camper to have a lock for his or her bike. Please supply a lock suitable for ensuring the security of your child's bike.

### Packing a Lunch & Snacks

Please provide your child with a nutritious lunch, snacks, and plenty of drinks for every day of camp. Refrigeration is available, as is a microwave oven. As part of our attention to camper safety, we have regular water breaks, so please pack a water bottle. If we need to purchase a lunch for your child, an amount of \$12 will be added to your account, payable on the Friday of the camp week.

### Nut-Free

The Wakefield Community Centre Camp is a nut-free operation. Please do not send any food items that contain nuts, or traces of nuts. Any lunches containing obvious traces of nuts will be discarded and one will be purchased for your child, at your cost. **We do have campers with severe nut allergies, so we appreciate your cooperation.**

However, the Wakefield Community Centre and many of the locations we use are open and accessible to the public so we cannot guarantee every place we go will have a nut-free policy.

### Water

Please pack a decent sized water bottle each day. Your child should aim to drink at least one full 500ml bottle by the end of the day. Opportunities will be available to refill water bottles. For lunches, water is best, juice or other beverages are suitable but should be limited to ½-1 cup per day of 100% fruit or vegetable juice



# What To Bring To Camp

- Backpack
- Lunch
- 2 healthy snacks
- Water bottle
- Sun Hat
- Sunscreen
- Athletic footwear (campers do walk between activities and will play field games, etc.)
- Swimsuit (just in case we play sprinkler games)
- Towel
- Extra weather appropriate clothing (a little rain does not stop us from going outside!)