



CKRecreation 
MUNICIPALITY OF CHATHAM-KENT

Parent Handbook

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Our Camp Staff

We're dedicated to providing our staff with all of the tools that they need to deliver a safe and fun summer for your child! All of our staff are certified with High Five's Principles of Healthy Childhood Development as well as Standard First Aid and CPR. Summer team members also undergo extensive camp specific training that teaches them how to effectively program plan, be a strong leader and deal with almost any situation that may arise in a camp setting. Rest assured that your child is in good hands this summer and let our winning team put some fun in your child's summer!

Our Programs

Supervision Ratios

Safety is our number one priority at camp! In order for our staff to properly supervise your children, strict child to leader ratios are in place at all of our program locations. Camps with small children aged 3 to 6 have a maximum ratio of 1 leader for every 7 participants and all other program have a ratio of 1 leader for every 10 participants. In order to ensure adequate staff are on site at all times, our registration system closes at 4:00 the Friday prior to the commencement of any program.



Program Hours

The hours of our summer day programs are as follow;

KIDventure Day Camps

8:30 – 5:00

Stay-N-Play Centres

8:30 – 4:30

Late Pickup

We understand that life is unpredictable and sometimes unexpected events arise in your daily life. However, our program staff members put a lot of effort into daily program delivery at camp and expect to leave their job on time at the end of the day. We ask that you make every attempt to pick your child up on time. In the event that you are late picking your child up on more than one occasion, a late fee of one dollar for every minute that you are late will be applied to your account.

Sign In & Out

It is extremely important to us that your child be signed in and out by one of your approved escorts each day. On the participant information form that you filled out, you indicated three escorts that would be permitted to sign your child in and out of the program that they are registered for. In the event that someone other than one of those outlined on the participant info form will be picking up your child, we ask that you notify program staff. We do require written permission for those children old enough to sign themselves in and out of the program. As part of our safe arrival policy, program staff are required to call the parent of any child that regularly walks to the program if they have not arrived 15 minutes following the start of the program.

If Your Child Is Unable to Attend

It is important that our program staff are aware if your child is unable to attend camp on a specific day. If you are aware that your child will be away in advance, we ask that you communicate this information to program staff through your child's communication log book. If your child's absence is last minute and you have not had the opportunity to inform program staff ahead of time, please call the camp cell phone to inform staff of the absence.

Safe Arrival Policy

If your child has your permission to walk to and from a camp program and normally does so, program staff will call to ensure that they are not coming to camp in their absence if they have not arrived 15 minutes after the start of the program.

Keeping Your Child Safe This Summer

Medication

If your child requires medication to be given to them during program hours, an additional form (the Medication Usage and Consent form) must also be filled out. These forms are available on our website at www.chatham-kent.ca/recreation or at each of our program locations. All medication must be prescribed by a physician and in their original container with directions for administration on the label. Over-the-counter drugs cannot be given to participants by staff unless accompanied by a doctor's note.



Program staff will supervise your child when it is time for them to take their medication but will not actually administer it. All medication must be stored in the program lock box.

Severe Allergies

If your child has a severe allergy, we ask that you notify the customer service representative upon registration along with the program staff on the first day of the program. You will also need to fill out an Anaphylaxis Alert Poster form (also available on our website) complete with a photo of your child and all of their information. This poster will be posted onsite at your child's program to ensure that all staff members are aware of your child's allergy. If your child's allergy is severe enough to require an Epi-Pen, you will also need to fill out an Administration of Epi-Pen and Inhaler form (available....) on your child's behalf, permitting our program staff to assist in administration of these items when necessary.

Sun Safety at Our Programs

Sun safety is a matter that we take very seriously. We need your help to ensure that your child is being adequately protected from the sun as much of program takes place outside. We ask that you take the time to apply the first application of sunscreen at home with your child before bringing them to their camp program. Each participant will be required to bring their bottle of sunscreen, clearly labeled with their name, to the program each day. Throughout the day participants will be reminded to apply their sunscreen by program staff. We also ask that parents with younger children practice applying sunscreen at home so that children can apply the majority of sunscreen to themselves.

In the event that your child forgets sunscreen, program staff will write a reminder in the parent communication log.

Behaviour Management

We believe in our campers and their inherent goodness, however in order to maintain an enjoyable camp experience for all of our participants we use a graduated disciplinary system.



Our Behaviour Management Policy

1. Verbally remind the campers of the rules and standard of behaviour
2. Verbally remind camper and 'time away' from activity
3. Discuss behaviour incident with parent in person if possible or on the phone with parents of children who walk to and from camp (send home letter and ask parent to discuss with child and sign)
4. Removed from camp for 1 day
5. If camper finds it too difficult to modify their behaviour and persistent negative behaviour continues the camper will be discharged from the program

In order to keep you, the parent, up to date on your child's behaviour while in our programs, a section of our parent communication log has been dedicated to behaviour. Please review this log each day for information about your child's day!

	<p>NAME: _____</p> <p>DATE: _____</p>	<p>Behavior Report</p> <p>Whatever issue occur throughout the week our team will refer you to the use of the chart to the left.</p> <p>Our camp operates on a ZIBO to balance policy. Excess behavior will result in immediate dismissal from the program.</p> <p>More specific details can be found in the daily report section.</p>
<p>From Us To You...</p> <p>A communication log between parents and staff</p> <p>Way to go! Much FUN!</p> <p>Sticker Pad</p> <p>Monday Sunday Wednesday</p> <p>Thursday Friday</p> <p>Bring back to camp every year and receive a sticker!</p>		

<p>Daily Report</p> <p>Monday</p> <p>Tuesday</p> <p>Wednesday</p> <p>Thursday</p> <p>Friday</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Parent Feedback Form</p> <p>I received the summer camp guide and used the information when registering my child.</p> <p>Registration Process was easy, convenient and excellent customer service was provided.</p> <p>Location is convenient and facility is clean and safe.</p> <p>Hours of Operation are suitable for my child.</p> <p>Program staff are approachable, friendly and made the experience enjoyable for my child.</p> <p>Supervision - There is adequate supervision in the program and I think the ratio of 1 leader to 10 children is acceptable.</p> <p>Camp Activities are enjoyable, safe, appropriate and well organized.</p> <p>Program Fees are reasonably priced and is a good value for the money I pay.</p> <p>Trips offered were well planned and my child was excited about attending them.</p> <p>Overall Experience were you and your child happy with the summer program?</p> <p>The most important factor when choosing a camp program (select one):</p> <p><input checked="" type="checkbox"/> Location <input type="checkbox"/> Hours <input type="checkbox"/> Theme</p> <p>The most important factor when deciding why you should send your child to camp (select one):</p> <p><input checked="" type="checkbox"/> Fun <input type="checkbox"/> Fun level <input type="checkbox"/> Activities <input type="checkbox"/> Friends</p>
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Emergency Procedures

Your child's safety is our number priority. All of our program staff members have undergone extensive training in dealing with just about anything that could happen in a camp program setting. Staff members are also trained in Standard First Aid and CPR and are certified to deal with situations requiring first aid. In the event of a minor injury staff will treat the injury and inform you of it upon pickup.

In the unlikely event of a serious injury to your child, emergency 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 staff will accompany your child.

Preparing Your Child for Camp

What Does My Child Need To Bring To Camp?

Please send the following to camp with your child each day;

- Lunch & drinks
- Extra snacks
- Running shoes
- Sunscreen and sun hat
- Bathing suit & towel
- Water bottle

Please ensure that all of your child's belongings are labelled with permanent marker!

When Packing Your Child's Lunch

We ask that you provide your child with a nutritious lunch and snacks along with plenty of drinks for the camp day. We also ask that parents send a water bottle so that program staff can ensure your child remains hydrated throughout the day. Because our programs sites do not allow for refrigeration of lunches, we ask that parents use an ice pack or freeze their child's drink to serve as an ice pack.

Camp Readiness

For some children being in an all day camp program can be a big adjustment and we want to make sure that your child is ready for our camp programs. To help you determine if your child is ready for camp we have provided some indicators;

- your child can take part in activities and games with instructions that are suitable to their level
- your child is comfortable interacting with other children their own age
- if your child has already gone to school, they were able to stay without any issues
- your child will be able to participate in the camp program and follow safety rules

If your child is four years old or older and meets all of this criteria, we feel confident in their ability to successfully participate in our summer camp programs.

Nut Awareness

Due to the number of allergies related to nuts and nut products of our participants and staff, peanuts, peanut butter and foods that contain nut by-products will not be allowed at our programs.

Swimming at Municipality of Chatham-Kent Pools

Swimming will occur daily for all KIDventure programs and once weekly for Stay-n-Play centres. All municipal pools are staffed by qualified lifeguards. All swimmers are evaluated by aquatic staff to determine their ability. Program staff will remain onsite at all times during swimming and will swim with program participants.

Field Trip Wednesdays

Participants of KIDventure day camp programs will take part in a field each Wednesday throughout the summer. We have developed an extensive field trip procedure to ensure your child's safety while offsite. Area coordinators attend all offsite trips for added supervision. All program participants will be required to wear an identification wristband while on offsite trips so that they can be easily identified.

We Need Your Help!

Parent Involvement

We need your help as a parent! We ask that you take the time to introduce yourself to program staff and offer comments and suggestions to them as you see fit. If you have a special skill that you would like to share at one of our programs please speak to program staff as parent volunteers are welcomed.

Parent Communication Log Book

Our parent communication log book has been designed to keep you, the parent, up to date with camp happenings. We understand that at the end of a long day your priority is to get home quick. Program staff will use the parent communication log for reminding you about issues that do not require us to take your time discussing. Things like trips days and programming reminders will be communicated through this log book. We ask that you review the log with your child each night to ensure that they are prepared for camp!

We care about the your thoughts and perceptions about our programs. We take great pride in the programs that we offer and are always looking to make them better! You can help us by filling out the parent evaluation form attached to the your child's Parent Communication Log Book prior to the end of each week!

Check out our recreation programs survey at www.chatham-kent.ca/recreation to help us serve you better!

Registration Deadline

In order to provide your child with the highest quality of programming and prepare our program staff for the upcoming week, our registration deadline for KIDventure and Stay-n-Play programs is no later than **4:00 on the Friday prior to the start of the program.**

How Can I Register My Child?

For your convenience, we have developed several methods for you to register your child. They include;

- 1) Online at www.chatham-kent.ca/reconnect.
- 2) By telephone at 519.360.1998 or by calling your local Municipal Centre.
- 3) In person at your local Municipal Centre.