

VWCA Summer Camp Parent Handbook



Victoria West Community Association
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Program Hours

VWCA Summer Camp operates Monday – Friday from 9:00am – 4:00 pm.

Location: Victoria West Community Center Fireplace room.

2024 Summer Camp Offerings

Week 1	July 7-11, 2025	The Great Canadian Adventure
Week 2	July 14-18, 2025	Little Artistes
Week 3	July 21-25, 2025	Sporty Sprouts
Week 4	July 28-Aug 1 2025	Treasure Hunters
Week 5	Aug 5-8, 2025	Dinosaur Explorers (4 day week)
Week6	Aug 11-15, 2025	Silly Scientists
Week 7	Aug 18-22, 2025	Little Thespians

Summer Camp Typical Daily Timeline

- 9:00** - Campers should use washroom before coming to camp.
- Arrival & Optional Snack Time, Free Choice Table Activities
- 10:00 - Washroom Break and get ready
- 10:15 - Activity #1
- 12:15 - Washroom Break, Lunch, quiet activities
- 1:15 - Activity #2
- 3:15 - Washroom Break/Snack
- 3:30 - Free time
- 4:00* - End of Day

*Please arrive no later than 3:55 to pick up at the end of each day. Please note that we do not provide options for late pick ups however, if there is an emergency preventing you from arriving on time, please notify the program as soon as possible and prior to the end of the day.

**There are days that we will be leaving the community center on outings, on these days we will be leaving by 9:30 am at the latest. Please arrive at the center by 9 am.

What to bring?

Please check the **weekly camp newsletter** for specific needs for each day of the camp.

In addition, please always have the following available in your camper's backpack:

- A change of clothes* (top, pants, underwear, and socks).
- Food: enough for 2 snacks, lunch and a refillable water bottle in a lunch box with an icepack
- Outside Wear: Please ensure campers are dressed in weather appropriate clothing, as the Summer Camp program will be spending time outside every day. (ex raincoat/boots, sunscreen, wide brimmed sun hat).

Wildfire Smoke

Our camp leaders' phones have the WeatherCan apps installed with air quality notifications. In the event of a poor air quality alert, we will follow the government recommendations.

During moderate air quality days, we may reduce our time outside and/or avoid more strenuous activities. If we have more severe air quality, we will avoid going outside and create active play opportunities that are appropriate for indoor spaces.

Pickup and Drop Off Policy

Parent/Caregivers must check in with the camp leaders so they can sign your camper in and out of the program. Campers may never sign themselves out, walk home or leave the premises without being signed out by an authorized person. Please indicate on the Summer Camp Application Form the name and phone number of anyone who is authorized to pick up. If you wish to add someone to your authorized pick-up list, please notify the leaders in person or send us an email. Leaders may ask you or your designated pick-ups for photo ID.

Parent/Caregivers Code of Conduct

We are very proud of our community. We do ask that parent/caregiver to observe the following as good decorum:

- Treat their children and other campers with respect both verbally and physically.
- Treat each staff member with respect.
- Treat each other with kindness and respect.
- Use a soft voice while inside the program areas.
- Refrain from using inappropriate language. There are many ears listening.
- If you have a conflict with a camp leader, other parent/caregiver, or any other campers, please take it to the Team Lead or Childcare Manager immediately. Any misunderstandings can be cleared up through the office
- Smoking and vaping tobacco or cannabis are strictly prohibited inside the centre or on or near centre property.
- Campers will not be released to parents/caregivers who appear to be under the influence of alcohol or other intoxicating substance.
- It is the responsibility of the parent/caregiver to ensure Registration Forms have the most updated and correct addresses, phone numbers and lists of emergency contacts

Attendance

Please tell camp leaders in person or text/call the camp phone to inform us when a camper will not be attending on days they are enrolled or if they will arrive late/be picked up early.

Punctuality

To ensure a smooth experience for all campers and families, please adhere to the following schedule:

- Drop-off time is between 9:00-9:30 a.m. If you anticipate arriving later, kindly coordinate with the Team Lead in advance. On excursion days, please ensure prompt drop-off at 9:00 a.m. to facilitate a timely departure.
- Pick-up time is between 3:30-3:55 p.m. If you require an earlier pick-up time, please arrange this with the Team Lead beforehand. Please aim to arrive no later than 3:55 p.m. for pick-up.

Your understanding is crucial in ensuring the smooth operation of our camps. As camp leaders' schedules are dependent on these times. Please note that we do not offer options for late pick-ups but understand that emergencies can happen. We kindly ask that you notify us if you anticipate running late for pick-up. Additionally, we recommend allowing at least 5 minutes prior to closing to collect your child, ensuring a timely and efficient end to the day's activities for all participants.

Refund Policy

You can withdraw your registration at any time however, a full 1 month's notice before the start date (prior to the Monday of the week before) of each camp is required to receive a refund. There is no refund or reduction of fees offered for a child missing camp due to personal reasons such as illness or behaviour challenges.

Guidance / Harassment and Bullying Prevention

Victoria West Community Centre believes that all children attending our camps have the right to learn in a safe, caring and orderly environment with a focus on physical safety, social connectedness, inclusiveness and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity.

Our approach to behaviour guidance is to assist campers in developing self-control, self-confidence, and ultimately self-discipline and sensitivity in their interactions with others. The Centre's approach to discipline is positive, pro-active and consistent with the developmental age and stage of each camper. We encourage acceptable behaviour such as being respectful to ourselves, to others, and to centre property and learning to follow Centre rules such as walking calmly when inside and staying in designated areas. Unacceptable behaviour can consist of but is not limited to fighting (or play fighting), lack of respect for others, teasing, throwing objects and running in building. This applies whilst at the centre, at a program-related activity or in other circumstances where engaging in the activity will have an impact on the centre environment.

The consequences of unacceptable behaviour will be applied in a fair and consistent manner, will respect an individual's right, taking into account their age, maturity and special needs, if any. Consequences will be restorative rather than punitive.

Behaviour Management Guidelines:

1. The first incident of inappropriate behaviour will result in the camper being redirected from the activity. The leaders will discuss the rules with the camper and the reason that their behaviour is inappropriate. The camper will be supported by the staff to make more appropriate choices and find problem solving solutions.
2. If inappropriate behaviors persist, escalate in frequency, or pose a risk, our camp leaders will promptly reach out to parent/caregiver to collaboratively explore solutions and options to address the situation. Depending on the severity of the incident, you may be contacted to arrange for immediate pick-up of the camper.
3. If the agreed upon solutions to address concerning behavior prove ineffective, a formal meeting will be scheduled for alternative strategies. If issues persist, the Centre reserves the right to discharge the child from the camp, and future camps, for the safety of all participants.

Illness

For the health and well-being of your child and other camp participants, please keep your child at home if they are sick. If, during the day, we see that your child is not feeling well, we will call you to pick them up promptly. **Please Note: We ask that parents keep their child home until they have been symptom-free (without the use of fever, vomiting or diarrhea reducing medication) for at least 24 hours.**

Below is a general list of illnesses that would prevent your child from being allowed to attend the VWCA Summer Camp as well as a general guideline for the camp leaders to call you to pick up your child promptly.

- A fever exceeding 38°C or 100.4°F
- An infection for which the child has not been on an antibiotic for at least 24 hours.
- A child vomiting or complaining of severe headaches or stomach aches.
- A child who has diarrhea.
- A child who has been constantly coughing or has a runny nose with thick discharge.
- A communicable disease such as pink eye or head lice. Parents are required to notify the Childcare Manager or Team Lead immediately if their child contracts a communicable disease.

Medical Information

It is important for the Centre to have all relevant medical information at hand to ensure the safety of all our campers, including:

- **Full Disclosure:** Parents/Caregivers must fully disclose all medical information about campers during registration (information as specified in the medical section of the application and/or registration form). Disclosure is vital so that the Centre can take any medical precautions as becomes necessary – such as requiring an EpiPen be kept in the program areas for a camper with a severe nut allergy.
- **Immunization:** In the event that a camper is not immunized against a certain illness or disease, the family is advised that in the event of an outbreak, or an immediate threat of an outbreak, the child will need to temporarily stay home from the camp to protect them from becoming ill and prevent the spread of the disease
- **Medication:** Camp Leaders should be notified of any prescription or non-prescription medication a camper is taking. In the case where a leader may be required to administer medication, please complete a “Permission to Administer Medication” form which can be provided to you by the Team Lead.
- **Allergies:** Parents/Caregivers must notify the Centre of any allergies. Emergency medications such as an EpiPen or puffer must be kept on premises for campers prescribed them for severe and life-threatening allergies.

Accidents/Incidences

For minor injuries, campers will be tended to immediately by a camp leader. Appropriate first aid will be administered, if necessary (soap and water and/or an icepack, bandage), or comfort and support given should that be more appropriate. It will then be shared with the whomever is picking up the camper that day.

In case of a Serious Accident:

- The camper will be tended to immediately by a camp leader who will ascertain the extent of the injury, begin first aid if it is appropriate and inform the Childcare Manager/Team Lead as soon as possible through another staff member
- For very serious injuries we will also call 911. (Parents/Caregivers will be expected to assume responsibility for any expenses incurred.)
- Parents/caregivers will be notified
- Should the camper need to go to the hospital, and you cannot be reached, the camper will be accompanied by a member of staff who will take along all their necessary medical information; care card number, family doctor (as listed on the registration form) etc.

Additional Needs

If your child has special learning or medical needs, please discuss this with the Team Lead who will work together with the parent/caregiver to determine the best course of action to help support the child to have a successful and safe camp experience.

Service Continuity Policy

We understand the importance of mutual understanding and adherence to our camp policies and procedures outlined in this handbook. Our aim is to ensure a harmonious and safe environment for all participants in our summer camp programs. Your cooperation ensures a positive and enriching experience for all. In the rare instance where policies or procedures are not being upheld, we follow a progressive approach:

1. Reminders and Guidance: We are committed to assisting parents/guardians in understanding and complying with our policies. We will remind you of the policies and encourage you to review the handbook.
2. Supportive Correction: Continuous non-compliance may necessitate further action. In such cases, we will offer additional support and clarification to facilitate adherence to our policies.
3. Service Termination: In instances where repeated non-compliance persists, we reserve the right to discontinue camp services. This decision is made with careful consideration and in the best interests of all campers, families and staff.

Contact information:

Childcare Manager – Jack Tharp

Email: childcaremanager@victoriawest.ca

Phone number: 250-590-8922 ex:1

VWCA Summer Camp Team Lead – Jackie Inglis

Email: outofschoolcare@victoriawest.ca

Phone Number: 250-508-0142 (cell phone)

Summer Camp Leaders

Phone Number: 250-508-5935 (cell phone)

Victoria West Community Centre: 250-590-8922

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