



**COLE HARBOUR PLACE**

**SUMMER DAY CAMP**

**PARENT GUIDE**

## **WHAT DO CAMPERS NEED?**

Campers will need to bring the following items to camp each day

- Swim suit
- Towel
- Snacks
- Lunch (optional lunch program)
- Hat
- Sunscreen
- Backpack
- Water bottle
- Proper footwear
- Extra change of clothes

## **SKATING CAMP**

Skates, gloves/mittens and helmet every day. Helmet is mandatory  
Please ensure child (ren) have proper attire for being on the ice. Long sleeves and pants are mandatory.

## **FOOTWEAR**

Sneakers are the preferred footwear for day camps. It can be difficult to participate in all activities without proper footwear. Open sandals, Crocs, and flip-flops cause difficulties when running during a game, or going on a walk/hike. Also these tend to be kicked off in favor of bare feet. We will insist the children have something on their feet at all times when not in the pool areas.

**\*\*\*PLEASE LABEL ANYTHING YOUR CHILD BRINGS TO CAMP\*\*\***

## **WHAT TO LEAVE AT HOME**

Campers **MUST** leave the following items at home for safekeeping:

- MP3 Players / iPod
- Video Games
- Money (if needed keep it sealed in backpack)
- Toys from home
- Anything you value and do not want others to use or get lost.

***Cole Harbour Place is not responsible for lost or stolen items***

## **CAMP HOURS**

We will start our day at 8:30am and get the day underway with attendance, instructions and groups for the day. At 4pm we will re-convene the campers for a review of the day, lost and found check and we have some games until 5pm.

Our Sunrise hours begin at 7:30am. There are puzzles, games, coloring and other low energy activities to help campers wake up and get ready for the day. The Sunset hours run from 5:00pm to 6:00pm and contain much the same activities to wind down the day and prepare everyone to head home. Each of these extra hours cost \$2.00 per hour/ per day.

## **LUNCHES**

Cole Harbour Place Day Camps are nut sensitive. We do have children with nut allergies in some weeks of camp. Our staff will check lunch bags for nut products. We do allow children to eat products that have the label "May contain traces of..." We have a hand washing procedure in place for after every snack and lunch.

## **CHILD INFORMATION SHEET/WAIVER**

The purpose of this form is to gather contact and emergency information about your child(ren). It also provides us important information about what we need to do to make sure your child(ren) are safe and happy.

Please complete the form to the fullest extent you can. It is very important to identify swimming ability and any other information we should know about your child to make their experience at camp better.

When we ask for your child(ren)'s swimming ability we are asking where they can comfortably manage themselves in the water and also where parents are comfortable letting them go. The information sheet also lets us know of any medications/allergies that we need be aware of. If the parents do not know the swimming ability of their child we have staff available who can give swimming assessments.

## **MEDICATIONS**

If your child requires medicine to be administered by Day Camp staff please let the staff know at the beginning of the day and fill out the forms to arrange proper procedures and complete the documentation.

If your child requires medicine that needs to be taken during day camp hours we will need to complete the required documentation and adhere to the following policies:

- ❖ The Medication form must be completed by the parents outlining the medication, what it is for, when and how and how often it should be taken.
- ❖ The medication must be in the original bottle with a label.
- ❖ Staff will be responsible for administering medication when necessary or monitoring the child while taking the medication.

## **SUNSCREEN**

It is the responsibility of parents to send their child(ren) with sunscreen during camp.

Day Camp Staff will remind children to apply sunscreen at each snack time, lunchtime and after any swimming or water activities.

On our waiver form, there is a section to check off if you allow CHP day camp staff to assist your child with sunscreen application. If you do not want our staff to assist your child, we will encourage the child to put sunscreen on themselves.

## **LOST AND FOUND**

There will be a lost and found area set up for the end of each day to display any items left from the day's activities. Please label everything your child is bringing from home so it can make its way back. We do tend to have mystery items that appear at the end of the day that no one seems to own.

Day Camp staff will go through the items at the end of the day and show the campers everything to try and get it matched to the owner. At the end of each week anything left unclaimed will be placed in the Aquatics Lost & Found.

Items will be kept until the end of the summer and discarded through local charities or garbage.

# **DAILY OPERATIONS**

## **SIGN IN / OUT PROCEDURES**

A parent or guardian must sign the child in at drop off and sign out at pick up. Anyone else listed on the Child Information Sheet may sign in or pick the child up.

- If you require someone other than the names on the Child Information Sheet to pick up your child(ren), please call 464-5100 and leave a message for the Day Camp Supervisor. The person coming will be required to show I.D to Day Camp staff when picking up the child.

**EXCEPTION:** For older children (10 years old and above), a permission slip can be completed allowing the child to sign him or herself in and out of the program. Staff reserves the right to not allow a child to leave if they deem it unsafe, ie weather, too dark, etc.

## **EARLY PICK-UP**

If you need to pick your child(ren) up early, please see the activity sheet on the day camp room door for campers' locations. Any activities we are doing outside will have the location posted on the door of the day camp room, we will always return no later than 4pm. If an emergency please contact our front desk downstairs.

## **INCLEMENT WEATHER**

Please ensure your child(ren) is equipped with gear for wet weather. We will take the children outside, from time to time, in wet weather, as long as there is no rain falling.

## **INJURIES**

All Day Camp Staff are certified in First Aid and Child CPR. Any minor bump, bruises, cuts, and scrapes will be dealt with by staff on-site. Cole Harbour Place also has lifeguards and security with advanced first aid training who can assist.

In the event of a serious injury that requires an ambulance, one will be called immediately and parents will be contacted as soon as possible.