



Parent Handbook 2022

Welcome to Camp Orillia!



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The City of Orillia Community Services Department is thrilled to be hosting Camp Orillia, an alternative day camp this summer. Camp Orillia will assist those returning to work who require child care. Camp Orillia will incorporate public-health measures as laid out by the Province of Ontario and the Simcoe Muskoka District Health Unit.

This guide has been prepared to provide you with information regarding staff, daily activities/routines, and camp to get your camper ready for the summer. Please take time to read this guide carefully with your child and keep it on hand for easy reference throughout the summer.

Leader Qualifications

All leadership staff go through a thorough screening process including a formal and practical interview, reference checks and vulnerable sector screening.

At least one staff member at each facility will have current Standard First Aid & CPR-C Certificate. All staff will attend pre-camp training sessions, which include topics such as program planning, understanding child behavior, problem solving, and working with children with special needs as well as emergency procedures. Experience leading games, songs and crafts is also a component of training.

Program Conduct and Goals

We aim to provide enjoyable activities in a safe and positive environment. We expect all campers to be courteous and respectful to all participants and staff; use non-offensive language at all times; support and appreciate each other; solve problems in a fair and peaceful manner; include others in activities; and play without bullying or teasing others.

Play Fair!

The goal of our camps is to ensure that all campers have a rewarding, memorable, safe and fun experience. Providing a safe environment is a collaborative process. We ask the parents/guardians talk about the following camp rules and guidelines with their child(ren).

- Respect others and their property
- Hands off
- Understanding conflict vs. bullying.
- Listen to camp counsellors
- Stay with your group
- Use appropriate language
- **Have fun!**

Appropriate Behaviour Procedure

All City of Orillia Recreation and Youth Services day camp participants are expected to behave and act respectfully and appropriately towards all other participants and staff for the duration of their time at camp. Serious behaviour that directly inhibits staff or participants' safety during a City of Orillia Day Camp Program will be dealt with promptly by camp staff. Camp staff will deal with any unwanted behaviour promptly by the City's RESPOND Procedure forms. Parents, caregivers, and program supervisors will immediately be aware of these behaviours. Serious behaviours warrant an expedited response and could result in removal from the program before completing the above steps at the discretion of the Recreation and Youth Program Supervisor.

Examples of serious behaviours include but are not limited to:

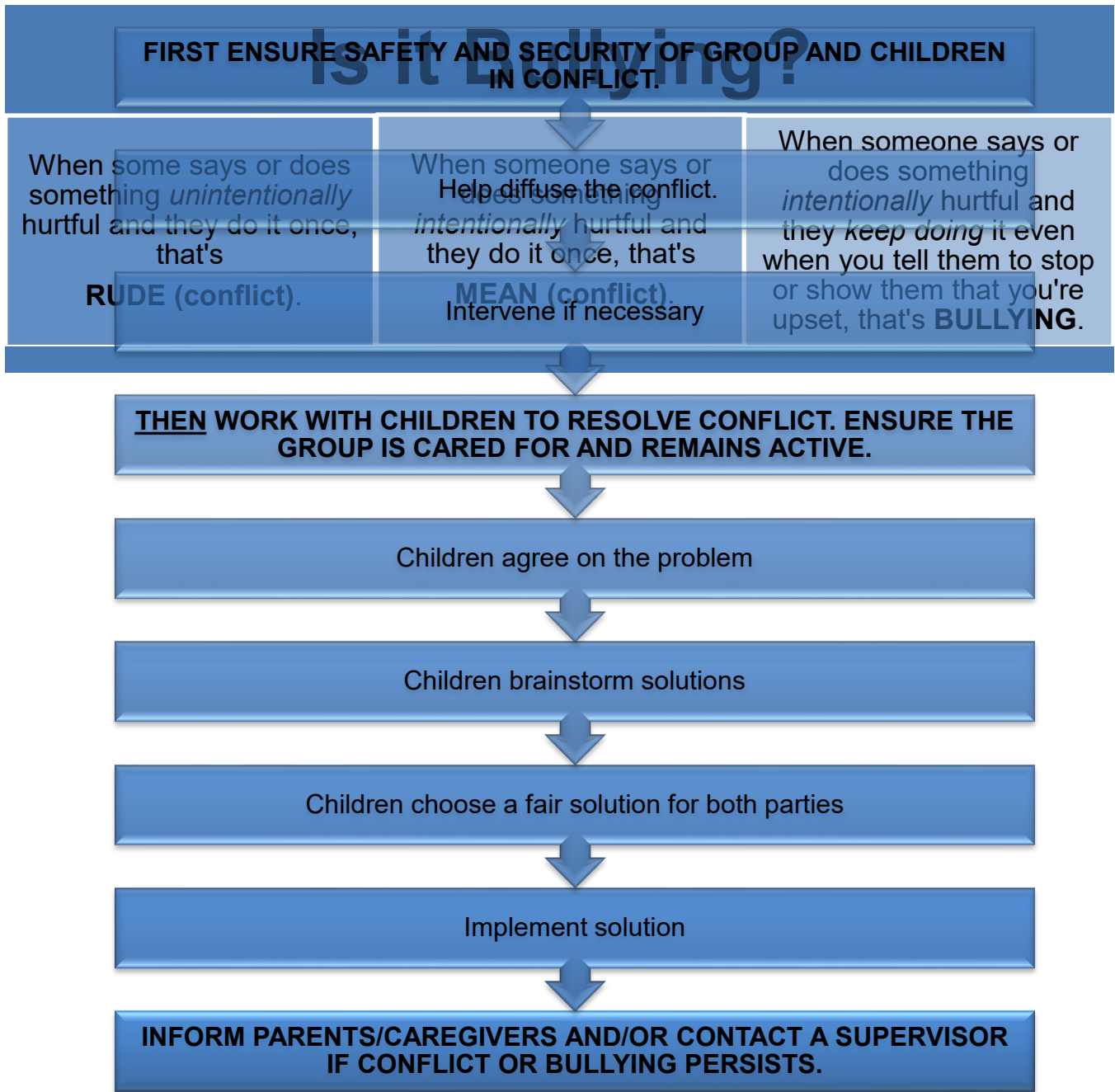
- Verbal Assault
- Profanity
- Intimidation
- Vandalism of the facility or other's belongings
- Aggression or violence towards others
- Lewd or sexual behaviour
- Threats or bullying
- On-going disruptive behaviour where behaviour management techniques and strategies have not worked

Conflict Resolution vs Bullying

Understanding that the physical and emotional safety and security of the participants is always of first concern, all of our staff are trained through High Five to resolve conflicts using a child-centred approach. Understanding the difference between conflict and bullying is an important factor in resolving conflict in our programs. At the start of each week our staff will review the difference between bullying and conflict within our programs.

The City of Orillia Community Services Dept. has a zero-tolerance policy when it comes to bullying. In the unfortunate case that bullying exists, staff will follow our appropriate behaviour procedure.

If conflicts arise in our camps, our staff are trained to use the Conflict Resolution Model as seen below. At the start of each week, staff will go over the appropriate response to conflict with the group, using this model.



Conflict Resolution Model

First Day of Camp and Sign In/Sign Out Procedures

On the first day of camp, a camp supervisor will be at a designated and identifiable sign-in/out table outside the camp area. The parent/guardian will sign the child in all required forms as outlined by the supervisor. If the child is registered with inclusion, they should

have a completed Child Information Package completed and submitted to the inclusion coordinate prior to the start of camp.

At the end of the day, a camp supervisor will check parent/guardian ID's and sign-out the campers. The ID policy will be implemented (please see below for more information).

The camp phone number will be posted at the sign-in table, and all parents/guardians are welcome to call that number to contact the camp supervisor.

Campers over the age of 10, who have a completed participant release form from their parent/guardian, will have the ability to sign themselves in and out at the beginning and end of each camp day.

If you know in advance that your child will be absent, please notify the camp staff. Follow up phone calls will be made if a camper is absent and staff have not been notified.

What You Need for a Week of Camp

Camper Checklist

- ✓ Please ensure that your child brings the following to camp each day:
- ✓ Nutritional lunch and drinks – NUT FREE
- ✓ Additional snacks for morning and afternoon – NUT FREE
- ✓ Water bottle
- ✓ Indoor running shoes/close toed shoes (no flip flops)
- ✓ Sunscreen
- ✓ Bug spray (if they would like)
- ✓ Extra T-shirt on days with high UV
- ✓ Any doctor- prescribed medications, including any required doctor's notes

Parent Checklist

- ✓ Please review the following prior to the first day of camp:
- ✓ Camper is registered for camp by the Thursday before camp starts
- ✓ Have signed up and paid

Pickup Identification Protocol

To ensure the safety of all participants parents are required to indicate the name of all authorized individuals who are clear to pick up the child. These names are provided

upon registration. If any additional persons are to be added, guardians can complete an alternate pick-up authorization form.

All parents and/or authorized individuals are to sign-in and sign-out on the provided sheet each day the child is dropped off and picked up from camp. Only persons designated to pick up a child will be allowed to do so.

Upon pick up, day camp staff will ask for photo identification in order to verify the individual who is picking up the child from camp.



Camp Hours

Camp hours are 9:00 a.m. to 4:30 p.m. daily. Campers are welcome on site five minutes before start time and should be picked up promptly at 4:30 p.m. Extended care can be registered for and the hours are as follows:

8:00 a.m. to 5:30 p.m.

Please note: a late fee of \$5.00/15 minutes will be charged for late pick-ups.

Lunches Should Be Nut-Free

Pack a litter-less lunch, snacks and drinks daily. We suggest a reusable water bottle (no glass please) so campers can fuel up and have energy throughout the day. Due to the number of nut related allergies, peanut butter, nuts and any food that contains nut by-products will not be allowed at camp. Please pack your lunches with care.

Shoe Smarts

Closed-toed shoes are a must! Sandals and croc style sandals are not suitable for outdoor or indoor adventures.

Head Lice

If head lice are suspected on a participant, the camper will be removed from the room and a head-lice hair check will be completed by staff. Camp staff will call the parent or guardian and the child will need to be picked up. A Head Lice Package will be sent home with the other campers.

If your child is found with head lice, they must stay away from camp until there are no remaining **live** lice on the child's head. We follow all guidelines set by the Simcoe Muskoka District Health Unit and encourage all guardians with questions to reach out to the health unit with any follow-up questions. We are unable to provide refunds to families who are absent from camp due to head lice or other illnesses.

Sun Sense

Sunscreen should be brought daily and applied regularly. We encourage you to show your child how to properly apply sunscreen. Staff will remind campers throughout the day to reapply their own sunscreen.

Location, Location, Location

The location of camps will not change based on enrolment. However, the location of the campers may change throughout the day based on camp plans for the day.

Aquatics & Swimming at Camp Orillia

Camps may go swimming at Tudhope or Couchiching Beach, or at the Orillia Recreation Centre pools depending on camp plans and postings at the beaches. All swimming locations are supervised by camp staff and fully qualified lifeguards for the duration of the camp swim. At all swimming locations, staff ratios are maintained at all times. Buddy checks are completed every 15 minutes of the swim time and constant head counts are done by all staff. Please remember to pack a bathing suit, towel, extra clothing, and any other items the camper will want while swimming.

Heat Awareness

Not all camp locations have access to air conditioning. Staff will ensure children are in a shaded area, have access to water and will focus on low intensity games and activities during heat awareness days.

Photo Release

Photographs or videos of participants may be taken at any time for promotional purposes by City of Orillia advertising staff. If you do not wish to have your child's photo/name used, please call 705-325-4786.

Camp Payment Plans

Please contact the Recreation Program Supervisor, Megan Visser, at 705-330-1028 for more information or to set up a payment plan.

Valuables

Campers are not permitted to bring any valuables to camp. This includes cell phones, Mp3 players, iPods, large quantities of money, etc. The City of Orillia is not responsible for any lost or stolen items at any of our day camp locations. To avoid lost or stolen items, please ensure that everything your child brings to camp, including clothing, is labelled with their full name, or is easily identifiable to the camper.

Medical Information & Medicines at Camp

On the first day of camp, guardians will be required to complete a request for administration of medication form indicating all over the counter and prescribed medications and dosages that camp staff are to administer to the camper throughout the camp week. Guardians are required to ensure the camper's medical history, emergency contacts, and the camper's current doctor are up to date upon registration in camp. Medication must be stored in their original containers only and camp staff will keep them in a secure location. Staff will ensure that they wear the proper PPE while assisting children with their medicine. Medication Release Forms will be available during sign in at camp.

Lost & Found Procedure

Lost and found items will be collected and stored in a box located at your child's pick up and drop off location each week. At the end of the week the items will be inventoried and moved to storage until the end of the summer. Unclaimed articles are given to a charitable agency on the last day of camp. We are not responsible for lost or missing items.

