



# **WESTSIDE DAY CAMP PARENT HANDBOOK**



## **Welcome**

Welcome to Westside Day Camps! We focus on providing fun, safe and quality programming for all children. Please take the time to read through this manual as it will help your child have an enjoyable experience at camp. If you have specific questions about the camps, please contact Customer Service at 403.531.5875 Ext 0 and they will put you in contact with the appropriate supervisor.

## **Registration**

Participants must be the appropriate age at the program start date to register for camp.

Our goal is to provide an enjoyable, enriching program for your child at an appropriate level for their age and maturity. In order to be fair to everyone, Westside will strictly enforce age requirements.

Same day registrations are not available.

Registrations for weekly camps end 5 days prior to the start of camp. For daily camps, registration closes 48 hours prior to the camp date, and on the Thursday prior for Monday camps. This allows us to schedule staff to maintain instructor-to-child ratios.

Waitlists are processed in order of sign up. If a registered participant withdraws, you will receive an email and have 48 hours to register. If you do not register within the allotted time, the vacant spot will be offered to the next person on the list.

Registered program withdrawals/transfers maybe made using your online MyWestside account, in person or by telephone at 403.531.5875 Ext 310. Withdrawals are refunded to either the original form of payment or account credit, less the applicable fees.

*Six days or more prior to the program start date:*

Withdrawals/transfers are subject to a 10% withdrawal fee.

*Five days or fewer prior to the program start date:*

Withdrawals are subject to a 100% withdrawal/transfer fee; no refund or account credit will be provided.

**Medical Withdrawals:**

Withdrawals due to medical reasons must be accompanied by a physician's letter; please contact Westside at 403.531.5875 Ext 310 to discuss your options

Westside Recreation Centre does not provide refund/credits for minor illness/scheduling conflicts.

## **Program Forms and Waivers**

All required forms can be found at [www.westsiderec.com](http://www.westsiderec.com). To avoid a wait on the first day, please complete the forms ahead of time. Forms only need to be completed once per year unless otherwise noted, and can be submitted electronically to [daycampforms@westsiderec.com](mailto:daycampforms@westsiderec.com) or dropped off in person.

## **Medications at Camp**

A Medication Record Form must be completed in order for any required medication to be administered to your child during camp. The Medication Record Form and medication is to be given to the leader or supervisor and placed in a secure location.

If your child requires an auto-injector or inhaler, it must be kept on the child in a portable labeled bag (ie: fanny pack) for the entire day. Participants can bring their own fannypack, or one will be provided by Westside.

For participants in preschool camps (3-6Y), camp leader will wear the auto-injector/inhaler on them for the entire camp day.



Prescription medications must be brought in the original container, indicating the participant's name, the dosage, directions for use and medication type. Non-prescription medication must be brought in the original container. Medication must not be expired, including auto-injectors and inhalers.

### **Health Policies**

In the best interest of your child as well as the other children and staff, please do not send your child to camp when he or she is ill. If your child should become ill while at camp, you will be notified to come pick up your child.

### Summer/Spring Break Camps

Campers go outside on a daily basis so please have your child bring their own sunscreen, hat and insect repellent. Our leaders will assist your child in applying sunscreen when appropriate. Campers will only use their products, no sharing will be permitted.

### Winter Camps

At Westside, we encourage outdoor play when weather permits. Please send suitable clothing with your child to participate in outdoor winter activities. Appropriate clothing includes: winter jacket, snow pants, outdoor boots, toque, mitts/gloves, and scarf.

### Emergency/Medical

If a child needs emergency medical attention, EMS will be contacted immediately. All efforts to notify the parent will also be made.

### All Abilities

Westside is happy to welcome children with special needs. In order for us to help your child have an enjoyable experience at camp, we ask that you complete the medical conditions portion of your registration or contact the Manager of Children & Youth. If your child requires an aide at camp, let us know, we would be happy to discuss this with you.

### Contagious Illness

In efforts to keep our children and staff happy and healthy, Westside Recreation has a contagious illness policy. Staff and children who have experienced symptoms of a contagious illness in the days prior to the start of programs are asked to remain at home until no longer contagious. Children who reveal symptoms of contagious illness upon arrival of programs or who develop these symptoms while in a program will be isolated from other children, and parents will be asked to take them home.

Contagious illness can include, but not limited to influenza, respiratory illnesses, chicken pox, strep throat, pink eye.

### **Preschool Camps**

All camps are unparented. If your child requires your attention, you will be notified. For 3Y-6Y camps, participants must be fully toilet trained.

### **Belongings**

Each child should bring a backpack or bag big enough to fit all belongings inside. All belongings must be labeled.



### Camper Checklist for Camp

- Appropriate clothing for outside (weather appropriate)
- Hat
- Sunscreen/insect repellent (spring/summer only)
- Indoor running shoes
- Water bottle
- Snacks and/or lunch (full day camp – one lunch, two snacks/half day camp - one snack)
- Swimsuit and towel (if applicable- in a small, labelled plastic bag that can be removed from larger backpack)
- Medication for camper - inhaler, auto injector or prescription medication required while at camp
- Check your registration confirmation for any specialized equipment required for your camp

### Items not to bring to camp

- Electronics (cell phone, iPod, portable game devices)
- Money
- Items of value (such as trading cards)

### **Lost and Found**

Summer Camps - All camp lost and found will be located inside the Leisure Ice area.

Winter/Spring Camps - All camp lost and found will be located in the sign in/out location.

Speak with your camp leader if you have lost an item. Lost and found articles will be brought to Customer Service on Friday each week. Items are stored for up to two weeks. If your child's item is labeled, we do our best to contact you. Westside is not responsible for lost items.

### **Pre Care/ Post Care**

Pre and Post Care is a service provided by Westside that ties into your day camp experience. Pre Care runs from 7:30-9:00am and Post Care runs from 3:00-5:30pm for an additional fee. Pre and Post Care are only available for full day camps. Lunch supervision is not offered.

If you need pre or post care on short notice, contact the Customer Service to inquire about available spots. Please note that spots may not always be available.

### **Sign In and Out Policy**

Sign In locations are indicated on your course confirmation sheet. All camps meeting in the Leisure Ice will enter using the west-facing external doors to the Leisure Ice area, located by the main entrance. Camps meeting in locations past the Customer Service gates are required to show their course confirmation or membership card for gate access. Sign In begins at 8:45 am for full day camps and 10 minutes prior to start time for half day camps (8:50 AM for morning camps and 12:50 PM for afternoon camps.)

Sign Out begins 10 minutes before your camp end time at the meeting location indicated on your course confirmation sheet. Parents must sign out their children. If you need to make alternate arrangements for pick up, please complete the Authorized Pick Up Form for children to be signed out by someone other than a parent.

Self Sign Out - Children 10 years and older have the option to sign themselves in and out of day camps. An Authorized Pick Up Form must be completed and submitted in advance. If you have given authorization for your child to sign themselves out, please ensure a safe route home for your child. Also, understand this means that you are releasing your child from Westside's care.

Children who are not picked up from a full day camp within 10 minutes of end time will be transferred to Post Care. Post Care fees will apply.

*Please note:* Westside staff reserves the right to request identification from any person picking up a child from Westside camps.



### **Late drop off/ Early pick up**

As our camps are full of activity and are conducted in various locations on site; it may take time to connect with your child's camp.

If you arrive late for camp and there is no one at your regular drop off location, please go to Customer Service. They will contact the Camp Supervisor to assist you in finding your child's camp.

If you need to pick up your child early from camp, inform your leader at drop off and they will let you know which location they will be in at that time. Please note that it is the responsibility of the parent to go to the identified location and sign out their child. If during swim time, parent is responsible for collecting child from the pool and changing them.

### **Staffing**

Westside staff are qualified and trained in working with children. All staff have completed Intermediate First Aid/CPR, and day camp training.

#### **Camp Ratios**

Preschool Programs (3-6Y)	1:8
Children's Programs (6-17Y)	1:12

\*\*Specialty Programming such as climbing, swimming and skateboarding may have different ratios\*\*

### **Snacks and Lunch**

If your child is registered in a half day camp, they need to bring one snack and a water bottle. If your child is registered in a full day camp, they will need to bring two snacks, one lunch and a water bottle.

Westside is an allergen-safe facility. No foods/snacks are prohibited at Westside but rather, avoidance strategies are used to prevent allergic reactions. An avoidance strategy does not imply a guarantee that there is zero risk. Avoidance strategies strive to create "allergy-safe" rather than "allergy-free" environments.

Westside uses the following safe eating procedures:

- Participants are not allowed to share or sample food with other campers at any time
- All children are required to wash their hands before and after eating
- A safe eating area is provided in camps where anaphylactic children have been identified
- All tables and eating surfaces are washed after eating using approved Westside cleaners

ReFuel cafeteria and vending machines are off limits to all campers during camp hours. Campers do not have access to microwaves or refrigerators.

### **Activities**

Registrants are required to participate in all camp activities throughout the day. If a child is unable to participate, they must be picked up and supervised during that time by a parent or guardian. This includes swimming.

Your child's camp may have special forms and/or equipment requirements; details can be found on your course confirmation.



## **Swimming**

Westside follows the Lifesaving Society's recommendations for the safety of day camp participants, the following lifejacket rules apply:

- Campers 7 years and under are required to wear a lifejacket during swim activities
- Campers 8-12 years are required to wear a lifejacket during swim activities and/or complete a swim admission test; swim admission tests will be conducted at camp.

\*Swim Admission tests can be done during public swim or during UPA Orientations. If they have passed a test during these scenarios, they will not have to complete another test. If you would like your child to wear a lifejacket in camp, regardless if they have already passed the Swim Admission test, please let us know.

Rash guards are recommended for children required to wear lifejackets or who get cold in the pool.

Westside reserves the right to require the use of lifejackets for any swimming activities during programs. Lifejackets are provided to all campers who require them.

### Swimming Ratios

Preschool Camps (3Y-6Y)	1:4
Children's Camps (6Y-9Y)	1:6
Children's Camps (10Y-12Y)	1:12

## **Behavioral Expectations**

Campers and parents are expected to conduct themselves in a mature, respectful and cooperative manner while attending camps.

All campers:

- Are responsible for their own actions
- Will follow the rules and safety measures implemented by Westside staff

Inappropriate behaviour includes:

- Preventing or interfering with another camper's positive experience
- Threats, bullying, harassment, intimidation, abuse or fighting
- Vandalizing or abusing camp equipment

Westside has a zero tolerance policy. Behaviour that impacts other campers physically or emotionally may result in removal from the program.

*We look forward to a fun-filled summer with your children!*