



YMCA Day Camp – Summer 2021

Prep Kit

Pointe-Saint-Charles YMCA

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THE YMCA CAMP EXPERIENCE

The staff of the Pointe-Saint-Charles YMCA day camp would like to thank you for choosing our camp this summer!

While each YMCA camp is unique in its own way, all of our camps provide opportunities for campers to learn and grow. Campers will learn new skills, develop greater self-confidence, and create memories that will last a lifetime.

At day camp, we provide a healthy, safe, and secure environment for all participants. At the YMCA, we understand that children and youth need positive peer and adult relationships in their lives. This is why we create a camp environment that encourages campers to develop lasting friendships with their peers.

At the same time, we want to develop a relationship with the parents/guardians of our campers. We encourage you to ask us any questions and share your feedback.

Companion program

One of our values is inclusion. For this reason, we welcome children in our camps every year who have different needs and diverse abilities. By providing the support they need, we ensure that all our campers are active and appreciated members of our camp community.

Please read this document carefully since your cooperation is required for your camper to fully enjoy the summer program.

We certainly would appreciate your involvement and participation in helping to make this summer a positive and enjoyable experience for your camper. Your ideas concerning the day camp are always welcome, so please do not hesitate to contact us at 514 935-4711, ext. 243 for any further information you may require.

Happy reading and let the preparations begin!

Michelle Johnson

Day Camp and Family Programs Coordinator

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Pointe-Saint-Charles YMCA

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DAY CAMP OBJECTIVES

The overall objective of our community day camp this summer is to provide a safe and happy environment for the campers while they participate in recreational and educational activities.

Mature and experienced staff members, who are enthusiastic about this year's community day camp, have been carefully selected to ensure that our camp achieves its objective. **Emphasis is put on activities geared towards the physical, mental, social, and emotional development of campers in a stimulating and challenging environment.** We also focus on developing self-esteem.

All programs are bilingual and respect the many different cultural values of our day camp families.

FACILITIES

The day camp will be held from June 28 to August 20, 2021.

For outdoors activities, we mainly use Le Ber Park, which is just across the street, and surrounding municipal parks.

We also visit local parks to use the wading pools/splash pads and municipal pools, and organize outings and special events.

The facilities, which will be used during intense heat and heavy rain showers, include:

- classrooms
- a double gymnasium
- and large play area, the "Youth Zone".

PROGRAM INFORMATION

Age: Camp is open to children between 5 and 12 years of age. Children who are 5 years old must have completed kindergarten.

Schedule: Day camp is held Monday to Friday from **9:00 a.m. to 4:00 p.m.**

Activities: Our camp includes sports, games, arts and crafts, workshops, theme activities and visits to the municipal pools and splash pads. Please refer to our weekly schedule.

Registration: Registration deadline for each camp week is the Wednesday prior to the week you are registering for. After this deadline, please contact the Day Camp Coordinator.

You will need the following documents to register online:

- The child's health insurance card number or private medical insurance.
- The parent's or guardian's social insurance number for the RL-24 slip (Québec only; please indicate who will be filing the RL-24 slip).
- Contact information for two emergency contacts, other than the parents/guardians.

Modification: Any modifications to your file as of June 1, 2021 (subject to availability) are subject to a \$20 administration fee.

Cancellations or changes will only be accepted by email. Please **email** your request to the following address: michele.johnson@ymcaquebec.org. *Changes are subject to availability.*

Please note that the number of places is limited. Because of the COVID-19 pandemic, we have to respect stricter supervisory ratios, which determine the number of places available by age group.

Payment: All fees must be paid in full **one week** before the start of a given week. Payments must be **post-dated 12 days prior** (on the Wednesday) to the first day of each day camp week registered. These post-dated payments must be submitted at the time of registration (see APPENDIX).

Camp fees are tax deductible. A receipt will be issued at the end of February 2022 for income tax purposes. It will be mailed to the address we have on the child's registration form. It is your responsibility to notify us if your address has changed.

Cost:

Week 1 (4 days): **\$103.20**

Weeks 2 to 8: **\$129**

A 10% deposit per week registered is due at the time of registration.

N.B. Please be advised that there will be a **\$15 charge for any attempted payment with insufficient funds.**

Refunds/Cancellations: A full refund may be granted if a written request is received by the Wednesday prior to the start of the following week of camp. A refund will not be granted without a written request. This cancellation request must be sent to michele.johnson@ymcaquebec.org.

If this request is made after Wednesday, a 10% administration fee will be charged.

No cancellations or changes will be accepted over the telephone.

An absence of one or several days does not constitute a withdrawal from the program. Refunds will not be granted for those days.

Refunds will not be given if the camper is sent home for misconduct.

Financial aid: The YMCAs of Québec has implemented a flexible pricing system allowing all eligible individuals the possibility to benefit from a reduced rate on most of its services. For more details, make an appointment with the Day Camp Coordinator.

Your contact information: Please advise the Day Camp Coordinator of any change of address, telephone number, authorized or unauthorized people who can or cannot pick up your camper so our files can be kept up-to-date at all times.

Non-attendance: If your camper is sick and cannot attend camp that day, please inform the Day Camp Coordinator before 9:00 a.m., by leaving a message with your camper's name, age, and a number at which we can reach you.

Children with different needs: Our day camp aims to include children with different needs and diverse abilities. A request for a companion will be determined based on need, eligibility, and specific criteria. Please contact the Day Camp Coordinator for more information.

DROP-OFF – SIGN IN

Before your camper's first week of camp, you will receive an email with an acceptance of risk form and a camper declaration of health. This form must be submitted on your camper's first day in order for your camper to be accepted onto the camp site. Please **fill out the form, save it on your computer, and send it back to us in an email as an attachment.** This is the preferred method. You may also bring in a signed a copy that you have printed. If neither is an option for you, we will give you a copy to sign on your camper's first day of camp.

To do at home in the morning before camp

Here are the steps to follow at home before coming to camp:

- Wash hands with soap for at least 20 seconds
- Remind your camper about proper respiratory etiquette (cough or sneeze into the crease of the elbow)
- Apply sunscreen before coming to camp

There will be a staggered camp check-in from 8:30 a.m. to 9:00 a.m. This will be done according to your camper's last name. You will receive an email with all the details.

Please note that for security reasons, no parent or guardian may be admitted on the camp site. There will be a welcome table in front of the YMCA to sign in and drop off your camper in the morning.

When you arrive at the welcome table, you will have to answer six questions. We will ask whether you, your camper, or anyone living in your household:

1. Is experiencing any symptoms of COVID-19 (fever, cough, sore throat, sudden loss of smell or taste, difficulty breathing, extreme fatigue, etc.)?
2. Has received a letter from public health services, asking you to remain in isolation?
3. Has tested positive for COVID-19 in the past 14 days?
4. Is waiting for test results for COVID-19?
5. Has been in contact with a person who tested positive for COVID-19 in the past 14 days?
6. Has returned from a trip abroad in the last 14 days?

If you answer yes to any of these questions, we ask that you keep your camper at home, notify us of their absence and follow up with us on the status of the situation.

Welcome table:

Drop-off procedure: the welcome station will be placed in Le Ber Park, directly across the street from the YMCA. We ask that you wait in line on the sidewalk (on the side of the park), approaching the station from the south (from Le Ber Street), while respecting physical distancing guidelines.

Once you have signed in at the welcome table, please take the park path and bring your camper to their group in the designated area. Groups will be clearly identified.

Chatting with camp counsellors during drop-offs and pick-ups will not be possible. Please contact our site management team directly; they will make sure to follow up as necessary. Once you have dropped off your camper, we ask you to continue on the path to exit the site.

In case of rain: the welcome station will be placed at the entrance of the YMCA. We ask that you wait in line on the sidewalk (same side as the Y), approaching the YMCA from the south (Le Ber Street), always respecting physical distancing guidelines. Once you have dropped off your camper, we ask that you cross the street and exit the site via the sidewalk on the park side.

If your camper will be coming to camp on their own, a parent/guardian must accompany them on the first morning of camp. The parent/guardian must make sure to complete the appropriate section in the mandatory verification questionnaire.

Camp activities start at 9:00 a.m. **Please be here on time.** If your camper's group has left the camp site, it will be your responsibility to bring them to the location where their activity is taking place.

PICK-UP – SIGN OUT

Departures from camp will also be staggered between 4:00 p.m. and 4:30 p.m., depending on your camper's last name and after your camper has washed their hands.

As in the morning, you will have to line up on the sidewalk. We ask that you respect the southward direction from Le Ber Street to Dick Irvin Street.

In good weather: Please check in with the team member at the park entrance (next to the path). Then walk on the path to pick up your camper from their group. Don't forget to notify the camp counsellor of your camper's departure so they can record it on their attendance list.

In case of rain: Please check in with the team member who will be at the entrance of the YMCA (255 Ash Avenue). You will then wait on the sidewalk and your camper will join you at the door with their belongings.

For security reasons, the Day Camp Coordinator must be notified if a person not listed on the camper registration form is to pick up your camper. This person must present a photo identification to the day camp staff member. If the Coordinator is **not** informed before the person arrives, the child will **not be released** until verification is made with the parents/guardians.

If you authorize your camper (only for campers between 10 and 12 years of age) to leave day camp on their own, you must sign the authorization form to that effect.

LATE FEES AND EARLY DEPARTURE

A late fee of **\$5 per 5-minute block will be applied to your account** for late pick-ups not caused by the departure protocol (e.g., queue).

If a camper must leave camp early, you must advise the team beforehand either at morning drop-off or by email.

LUNCH AND SNACKS

Due to the amount of physical activity, campers may eat more food during camp than they normally do during the school year. It is thus important that you pack enough food for them to eat well and fully enjoy their day.

Campers will have two snack breaks and one lunch period per day. We recommend that campers bring their lunch in an insulated lunch bag with an ice pack to keep it cool during the day.

To keep your child hydrated at camp, pack a refillable plastic water bottle labelled with your camper's name. Due to more stringent hygiene measures, drinking fountains may only be used to refill water bottles.

HEALTHY, NUT-FREE LUNCHES:

We need your help with teaching campers the importance of healthy eating and responsibility. Please make sure that your camper has a healthy, nut-free lunch that will provide them with the nutrition they need to participate in an action-packed day at camp!

In an effort to be more environmentally friendly, please try to pack lunches that are litter free. Use reusable, washable plastic, fabric, or metal containers for lunch items.

Campers will not have access to a microwave or refrigerator at camp. As such, please do not pack items that need to be kept cool or heated up. For safety reasons, glass bottles and thermoses containing glass are forbidden at camp.

As we are encouraging healthy lifestyles and proper nutritional habits in our camp program this summer, please support our efforts by refraining from sending soft drinks, chocolate and chips to camp.

Please be advised that day camp participants are not allowed to buy anything from the vending machine.

Useful tip:

YMCA day camps participate in the Shape Up program, which is aimed at providing youth with an environment that helps them adopt healthy lifestyle habits by sharing healthy recipes ideas. To learn more, visit: www.goshapeup.ca

For free recipe ideas, please visit: Goshapeup.ca



CLOTHING

So that your camper can fully enjoy the scheduled activities, please dress them appropriately for each day. Don't forget to pack a change of clothes for your camper and to include two resealable plastic bags in their backpack for soiled or wet clothing.

On sunny, hot days, please ensure that your camper wears a sunhat to protect against sunburns, heatstroke and headaches as entire days will be spent outdoors.

If rain is in the forecast, please provide your camper with rubber boots and a raincoat as the groups will still go out in the rain. We will be inside the YMCA only in times of intense heat and heavy showers.

We also **strongly recommend that your camper wear running shoes**, non-slip shoes, or closed-toe sports sandals.

Important: Please label every item your camper wears or brings to camp, especially their backpack, lunch bag, swimwear, sunscreen, and towel. This will help you find them in our lost and found.

SWIMMING OR MUNICIPAL SPLASH PADS

Campers must pack their bathing suit and a towel (in a plastic bag).

When swimming or a splash pad is the first activity of the day, your camper must wear their bathing suit under their clothes (this will be indicated on the weekly schedule). **If their swimsuit is worn to camp, please don't forget to pack your camper's undergarments.**

Bathing suits must be taken home every night and hung to dry.

SUNSCREEN

To fully enjoy camp days, please leave a bottle of sunscreen with your camper's name on it in their backpack as it is required daily. We recommend a water-resistant sunscreen with an SPF 30 or higher. Please apply sunscreen on your camper before camp. If needed, your camper can reapply it on their own.

PERSONAL BELONGINGS

Parents are asked not to send toys or money to camp unless requested to do so.

Additionally, cell phones, iPods, video games (e.g. Nintendo DS) and playing cards of any kind are **not** permitted in the camp program. If the camper brings such objects to camp, they will be taken away and locked in the Day Camp Coordinator's office and given back when the parents/guardians pick up the child.

Although sharing is a value advocated by the YMCA, because of the pandemic, we cannot allow the sharing of personal items, even between members of the same family.

Important: Exceptions may be made for our campers in the Companion program; the inclusion specialist can discuss this with you before the start of the camp.

OTHER ITEMS

Please provide your camper with a package of disposable tissues and a small bottle of hand sanitizer for personal use.

The beach towel will also be used during meals or games. It will help with physical distancing at camp.

MEDICATION POLICY

A **medication authorization form** must be duly completed and signed by the parent/guardian before the Day Camp staff can administer it.

Medication must be prescribed by a doctor and clearly labelled with instructions (dose and frequency) and given to the counsellor. **Do not leave any medication in your camper's bag.** Over-the-counter medication (Tylenol, Advil, etc.) will not be administered to a child without a written note from the child's parent/guardian. In addition, the above-mentioned procedure must be followed.

Depending on the age of the child, if they have an EpiPen or asthma pump, they must carry it with them at all times. The day camp manager and the child's counsellor must be informed.

If a child wears a medical alert bracelet, it is essential that the parents/guardians ensure the child wear it at all times.

Please advise us of any precautions that may be required with your camper.

ILLNESS

In addition to COVID-19 symptoms, if a camper is displaying one or more symptoms of illness, they will be denied access to camp. Symptoms for which a camper will be denied access:

- Fever: temperature greater than 39°C
- Diarrhea or vomiting
- Looking pale or flushed, skin outbreaks, or other concerning signs and symptoms

We will inform you of any changes in your camper's health and if they show any of the symptoms mentioned above, you will be required to promptly pick them up.

If your child requires medical care following an incident, the YMCAs of Québec may require a note from a doctor indicating that the child can participate in normal day camp activities safely (for example, if your child arrives at the camp with a cast).

POLICY IN THE EVENT OF AN INCIDENT OR ACCIDENT

In case of an incident or accident, the YMCA will immediately take any necessary action to ensure the well-being of your camper and contact you as soon as possible. The YMCA reserves the right to call on medical assistance when it deems such assistance necessary. Parents/guardians will be notified as soon as possible of such an occurrence.

In the event of an evacuation caused by a power failure or the cancellation of the camp for the day for any other reason, our team will contact you and you will have to pick up your camper from camp as quickly as possible.

For these reasons, please inform day camp staff of any change in your contact information to ensure that we always have the most up-to-date information.

If necessary, first aid will be provided with appropriate protective equipment according to the public health recommendations.

In the event of a minor injury, the information will be sent to you at the end of the day. In the event of a serious injury, the emergency contact listed in the file will be contacted immediately.

LICE AND INTESTINAL WORMS

If, during the camp day, it is discovered that a child has lice or intestinal worms, parents/guardians will be asked to pick up the child as soon as possible.

To prevent further infestation within camp, parents/guardians must follow the treatment recommendations for lice before the child can return to camp. We can refuse access to camp if there is any evidence of lice or nits, or intestinal worms even after treatment.

CAMPER CODE OF CONDUCT

The YMCA takes a positive, values-based approach to showing appropriate behaviour, and seeks to reward and reinforce positive behaviour.

Any disrespectful behaviour towards other campers or employees (violence, harassment or bullying) may result in an immediate suspension or removal from the program.

The YMCA places the utmost importance on everyone's safety. Parents/guardians and campers must recognize that they have a personal responsibility to learn and follow camp safety rules and instructions.

GROUP BEHAVIOUR

In addition to having fun and actively participating in camp activities, campers must help us maintain a safe environment by always respecting health measures and rules.

As such, all campers:

- Are responsible for their actions.
- Will respect the environment.
- Will respect each other and their environment.
- Should be honest and true to their word.
- Will care for themselves and those around them.
- Will make healthy and safe choices.
- Will value diversity and seek to include others.
- Will follow the rules and safety measures implemented by the camp staff to ensure everyone's safety.

The new measures described below are in addition to those already present within the framework of our activities. We are committed to explaining them in a fun and positive way so that everyone understands them without taking away from their seriousness.

The following behaviours will not be tolerated:

- **Coughing without respecting proper respiratory etiquette;**
- **Intentionally spitting on others or on equipment;**
- **Touching material or equipment without permission;**
- **Deliberately touching others.**

Progressive disciplinary measures may be taken if necessary. They include the following:

- A warning;
- The withdrawal of the child from the activity;
- Communication with the parent;
- Exclusion from the camp.

We are counting on you to discuss this with your camper, before camp starts.

In addition, we strongly recommend advising the camp management team of any situation or event that could prevent your camper from fully enjoying their camp experience, whether it is an event that occurred at camp or an exceptional family situation (death of a loved one, separation, birth, etc.). Our team is there for you, so don't hesitate to contact us.

COVID-19 PREVENTIVE MEASURES

The four guidelines below are those required by the Public Health Department as of May 14, 2021. If these guidelines change, we will send you an updated version of this document with the new guidelines.

1. Physical distancing

- Keep a 1-metre distance between participants aged 16 and under and 2 metres between staff and participants.
- Organize the physical environment to help maintain this distance between everyone.

We comply with the latest public health standards and rules for the Montréal area. If these rules and standards change over the summer, we will adapt how we operate accordingly.

Your responsibility: Respect the implemented measures during camper drop-off and pick-up

CHANGES TO THE ROUTINE AND CAMPERS ARRIVING AND LEAVING ON THEIR OWN: Discuss the various measures implemented at camp and detailed in this guide with your camper to better prepare them for their experience with us this summer.

Measures in place at day camp: daily reminders of safety and hygiene measures, outdoor and indoor spaces organized to respect guidelines in a fun and safe way, activities planned to respect guidelines and provide a warm environment.

2. Outdoor activities

- Favour outdoor sites for the programming of activities
- Limit the use of indoor premises to rainy days or extreme heat only, respecting the maximum number of participants per room to ensure physical distancing.

Your responsibility: Make sure your camper brings the right individual items to make the most of their day.

Measures in place at the day camp: Schedule and lead stimulating and enriching activities at the various outdoor sites and during outings to neighbourhood parks, while having plans to play indoors if the weather requires it.

3. Limiting physical contact

- Minimize direct and indirect contact between people, in particular by scheduling activities and games that limit the sharing of non-disinfected equipment between participants (balloons, balls, pencils, etc.).

Your responsibility: Teach and remind your camper that we will have to change the way we greet, congratulate, grab the attention of the leader and other participants, and play some of our favourite games this summer! It will still be fun, you just have to be ready to try new things!

Measures in place at the day camp: Set up visual markers to show younger and older campers the physical distance to be respected, organize contactless but fun activities, and ensure that the camp spirit that unites us will always be present, just a bit differently this summer

4. Hygiene measures

- Rigorously apply and enforce sanitary rules including the cleaning and disinfection of rooms and equipment, furniture and washrooms, and personal hygiene routines, including hand-washing for participants and staff.
- **Participants will be required to wear a face covering or mask indoors. We recommend bringing a spare one for hot/rainy days when we will have to stay on the premises.**
- Important: Wearing a medical mask, which will be provided by the camp, may be required throughout the summer depending how the pandemic evolves.

Your responsibility: Teach and practice proper hand-washing AND respiratory etiquette at home, do it every morning before arriving at camp, and every evening when you return. Provide two clean face coverings each day for your camper.

Measures in place at day camp: Organize a special activity at the start of camp on how to implement hygiene measures, become pros at cleaning the premises and equipment thanks to our team.

COVID-19 EXCLUSION AND REINTEGRATION POLICY

What is the exclusion and reintegration policy if a child develops symptoms of COVID-19 at home, or if they have been in contact with someone who has symptoms?

- Campers who have symptoms of COVID-19 or who have received a positive test result must respect the isolation procedures and must not participate in camp.
- Campers who have or have had close contact with a person who has COVID-19 (probable or confirmed case) must respect the recommendations issued by the Public Health Department (DSP) and not come to camp.

- Children who have not travelled, but who develop a fever or flu-like symptom (fever and cough with headache, fatigue, body aches or severe fatigue, etc.) should not attend camp until 24 to 48 hours after resolution of symptoms.
- For any other condition, the usual measures apply (for example, no exclusion if seasonal allergies).
- Campers may be denied access to camp if they have symptoms of COVID-19 or if an immediate family member has them. The aim is in no way to exclude the child, but to ensure everyone's safety!

If in doubt, we recommend that you call 1 877 644-4545 (Public Health Department number).

What happens if a child develops symptoms during their day at camp?

If a camper develops symptoms that resemble COVID-19 (fever, onset or worsening of a cough, difficulty breathing, or sudden loss of smell without nasal congestion, with or without loss of taste), the legal guardian will be asked to pick them up without delay. The camper will be isolated in a dedicated space until their legal guardian arrives.

A staff member, wearing personal protective equipment (mask, visor, gloves), will accompany the camper until they are picked up by their parent or guardian. This staff member will accompany the camper to the entrance of the site when the guardian arrives. No parent or guardian may enter the camp facility.

We will contact the Regional Public Health Department, which will tell us the protocol to follow, including the potential reinstatement of the camper.

When the camper arrives home, we ask the parent or guardian to call 1 877 644-4545 for get recommendations for the child.

For any questions related to COVID-19, call 1 877 644-4545.

CONTACT US

The Day Camp Coordinator will be on site from 8:30 a.m. to 4:30 p.m. If for any reason you wish to contact her outside those hours, leave your name, a detailed message, and your telephone number at 514 935-4711, ext. 243.

REMINDER - CAMPER CHECK LIST

- Lunch, two snacks and two juices
- Two face coverings (to be worn inside)
- One **reusable water bottle**
- Extra clothes
- Bathing suit
- Backpack
- Sunhat
- Running shoes or closed-toe sandals
- Towel (in a plastic bag)
- Small pack of tissues
- Water-resistant sunscreen (min. SPF 30)
- Small hand sanitizer

And A SMILE!!

Appendix

Post-dated payments:

Session #:		Date	Post-dated payment date
1		June 28 – July 2	June 16, 2021
2		July 5 – July 9	June 23, 2021
3		July 12– July 16	June 30, 2021
4		July 19 – July 23	July 7, 2021
5		July 26 – July 30	July 14, 2021
6		August 2 – August 6	July 21, 2021
7		August 9 – August 13	July 28, 2021
8		August 16 – August 20	August 4, 2021

COMPANION PROGRAM

This section of the document aims to provide practical information on our Companion program to clarify how it works.

As mentioned at the beginning of this document, one of our core values is inclusion. It is for this reason that every year we welcome children in our camps who have different needs and diverse abilities. By providing the support they need, we ensure all our campers are active and appreciated members of our camp community.

The level of participation of each camper varies depending of their needs and abilities, but our team does everything to provide every one of them with the same experience or a similar one. To do this, we focus on their needs rather than their diagnosis.

We believe implementing **a child-based approach is key to ensure the child's strengths and needs are at the heart of any intervention.** This is the approach adopted every day by our personnel to meet campers' needs as best we can.

Preferred communication methods

Our companion program is run in the field by our site management teams (Camp Coordinator, Supervisor) and by our team of companions.

The Companion program supervisor will call you before the start of camp to discuss your camper's needs in more detail and answer any last minute questions.