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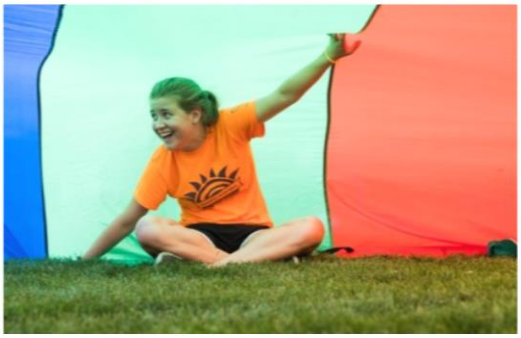
City of Woodstock Summer Activities

Parents Handbook 2018

*City of Woodstock Recreation Camps
*City of Woodstock Art Gallery Camp
*City of Woodstock Museum Camps



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2018 Summer Camp Brochure

To Contact us

To reach summer program staff please contact the below locations depending on the camp your child is attending. The reception staff will direct your call to the correct person. If you do not reach a person, please leave a message.

COW Recreation: 519 421-7665
summeractivities@cityofwoodstock.ca

Woodstock Art Gallery: 519 539 6761 ext 2801
wageducation@cityofwoodstock.ca

Woodstock Museum: 519 537 8411 ext 2901
museum@cityofwoodstock.ca

Welcome

Dear Parents and Guardians

Welcome to another great year with our Summer Activities Programs with the City of Woodstock. This year our program has grown to include lots of exciting, supervised, new programs and opportunities for children to participate in. It is our goal, as City of Woodstock recreation staff, to deliver not only a safe, quality program, but to also help engage our participants in such a way that they have ample opportunities to grow as a person. We do this by ensuring we hire and train qualified staff. Mandatory qualifications for staff include: High Five: Principles of Healthy Child Development, Safeguard, and Standard First Aid with CPR-C. If at any time you have any questions or concerns while your child is participating in our summer programs, our staff will be more than willing to help answer your questions and try to resolve your concerns. Please take the time to read through the parents hand book as it holds many answers to questions you may have. If you have any further questions please feel free to contact staff. We as a staff team look forward to making this a summer to remember for all of our participants.

High Five

Our Summer Program Team

Summer Activities Staff Structure

Summer activities within the City of Woodstock, are staff based on a ratio of 1:10 (staff: children) for children 6-12 yrs. of age. Any programs with children 4-5 years of age are staff based on a 1:8 ratio. All day camps have a supervisor who is available during camp hours (8:30-4:30pm). The Site supervisors have many rolls which include maintaining safety standards as well as program quality and delivery. See attached brochure.

We also have trained volunteer leaders, who are part of our team to help with program delivery and safety supervision. All of our volunteers are interviewed, trained and supervised. They are never left alone with children.

Program Leader Qualifications

When hiring Summer Activity staff, we are looking for students who want to work with children, they are not only responsible and great people but individuals who strive to provide the best experience for all of our participants.

All of your program leaders must hold the following, minimum qualifications:

- Principles of Healthy Child Development
- Standard First Aid and CPR-C
- Safeguard (aquatic safety training for people who lead children in aquatic environments)

As these qualifications are the minimum standard the majority of our leaders have

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experience and knowledge above and beyond that help make our program successful.

All program leaders will participate in several hours of training which will include, but not limited to the following topics:

- Program/ Activity Delivery
- Safety and Emergency Training
- Behaviour Management
- Inclusion
- City Policies and Procedures

Program Information

Registration

Registration can be completed online at www.cityofwoodstock.ca/onlineregistration or done through Southside Aquatic Centre, Woodstock Museum or Woodstock Art Gallery. To ensure the camps have adequate staff and coverage; registration will be closed on **June 22nd 2018**. Registration will be limited after that date and will be accepted on a case by case basis.

Payment

All registration must be paid in full at the time of registration. The FAIR program is available to assist city of Woodstock residents living in low income opportunities. For more information please contact parksandrecreation@cityofwoodstock.ca

Cancellation & Refund Policy

It is extremely rare that a camp is cancelled due to low registration. If this happens, every effort will be made to find a suitable substitute for your child. If we are unable to provide a satisfactory substitute, your fees will be fully refunded.
Late withdrawals are considered as withdrawals from the camp program less than seven days before the start of the program. Up until that point, withdrawal requests can be made

through the applicable camp. An administration fee will apply to all refunds ($25 withdrawal fee). Late withdrawals must be approved by a member of the management team and may be granted under exceptional circumstances. Medical notes may be required for refund requests due to illness or injury.

ePACT – online

City of Woodstock uses ePACT, an emergency software system. ePACT is an easy-to-use system, that replaces our emergency and medical paper forms. Information is easy to access when it's needed, and it's quicker for our team to manage data and report on specific medical concerns, such as allergies or asthma, meaning we can be better prepared for any emergency!
ePACT is based in North Vancouver and stores all its information in Canada. As well, they are fully compliant with privacy legislation like FOIPPA, so you know your families' information is always secure. In fact, their standard meets and often exceeds those of online banks.

Expect an invite to create your own account and share your information with us later this season! **ePACT must be completed and shared with the City of Woodstock before your child is able to attend camp.** If you have any questions, please visit their www.epactnetwork.com or give them a call at 1.855.77EPACT.

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Sign In & Sign Out

Your child must be signed into and out of camp each day by a parent or approved guardian. Children aged 10 and older may sign themselves out of camp with your permission granted through ePACT, previous to the first day of camp. Without prior permission, we will not allow a child to leave unattended until we receive confirmation over through ePACT. When picking up your child from the program, you must present photo ID every time to indicate that care has been handed over. If you require other adult/family members to pick up or drop off your child, sign in approval documentation can be updated on your ePACT profile. All approved guardians must provide ID to pick a child up.

If your child is unable to attend

If your child does not arrive at camp, our staff will follow up with a phone call. If you know your child will be absent please inform your child's site supervisor or call and leave a message at the appropriate camp number. Please inform us if your child will be arriving after 9:00am or not at all for the day. Campers may be at another site or on an out trip.

Medication and Allergies

Should your child have severe or life threatening allergies or require medications to be administered during our program; please contact us to make the necessary arrangements. The City of Woodstock, recreation staff and facilities **are not equipped to deal safely with the storage and administration of a variety of medicines and staff does not have medical training**. Each situation shall be dealt with individually in order to minimize risk in transportation, storage, and administration of medication.

Prescribed Medication

City of Woodstock staff will supervise the taking of oral medication by participants, when it has been prescribed for use during camp hours; however **we cannot administer or help the child with taking the medication**. A current consent form, signed by the participant's parent or guardian must be on file. All prescribed medication must be kept in the original package (box/bottle, etc) including a pharmacist label indicating proper dosage instructions and the child's name. A medication administration form must also be filled out and signed by a parent before any child is given medication.

Severe & Life Threatening Allergies

Bathroom Assistance

All camper's must be potty trained. If your child requires support in the washroom, please advise us at the time of registration.

Behaviour Management

We encourage and support a team environment between our participants, leaders and volunteers.

As members of the team, we follow 5 general behaviour expectations:

1. **Keep your hands and feet to yourself**
2. **Speak nicely/positively to each other**
3. **Touch only what belongs to you**
4. **Stay within the program area**
5. **Listen to your leaders/instructors**

It is our intention to maintain open communication between home and program staff. If your child is having difficulty following these rules, staff will talk to you about ways of helping your child be successful in the program. Your support is appreciated in having a follow up discussion with your child.

Children with Extra Support Needs

The City of Woodstock is strongly committed to the principles of inclusion and integration where these principles support the growth and

development of the child. If your child requires extra support to participate or manage a health condition, contact us so that we can ensure we do whatever is necessary to support their involvement. Our Inclusion Facilitators meets with all the parents and children who have identified themselves as needing extra support. Our process of "assessment" is intended to learn about your child and the specific coping mechanisms that work for him or her. Please indicate at the time of registration any diagnoses or special circumstances, and we will be in touch with you prior to camp to discuss what support we can put in place for your child. For questions or concerns or to arrange a meeting, please contact the supervisor the appropriate camp contact number.

Emergency and First Aid

Swim & Water Safety

Activities taking place in or around water are supervised by trained lifeguards. This also includes out-trip locations (like water parks and beaches). Many of our camp programs include swimming as an activity and children are expected to participate. All camps adhere to the pool swim test assessments with respect to access to the deep end as well as City of Woodstock guidelines for adult-to-child ratios. Campers who are 6 years and older will be allowed in the shallow part of the pool, and those who pass a swim test will be permitted in the deep end. If you have concerns about your child's swimming abilities please talk to your Camp Leaders. You may send along a Personal Floatation Device (not water wings) if you wish. Most camp groups will not be swimming every day, so please refer to your camp's newsletter for specific swim days.

Sun & Water Smart

Hats, sunglasses, shirts, and sunscreen are required for campers to protect themselves from the effects of the sun. We will regularly stop outdoor activities to have all campers reapply sunscreen; your child must apply his/her own sunscreen. Please ensure to send your child with a water bottle. During the camp day, your child will be encouraged to drink a full water bottle at least twice per day.

What to bring to camp

The following is a list of what to bring to camp. While it is important to provide for both rain and shine and all other eventualities, please remember that children must be able to carry their own belongings. We recommend a suitable sized back pack with comfortable straps. We do not recommend multiple bags.

What to Bring

- Back pack
- Lunch & two healthy snacks (for Specialty programs bring 1 snack)
- Water bottle
- Athletic footwear (campers do walk between activities and will play field games etc…)
- Indoor shoes for indoor camps
- Swimsuit & Towel
- Sun hat & sunscreen (sunscreen will be provided should a camper forget or misplace his/hers)
- Extra weather appropriate clothing (a little rain does not stop us from going outside!)

What Not to Bring

Program leaders are not responsible for money or other valuables brought to camp. We strongly discourage participants from bringing any electronic devices (ie video games, iPod, cell phones, digital cameras, etc.) or any personal items from home.

Weekly Schedules & Newsletters

All camps have an approved weekly schedule of events. Your child's site supervisor can show you a copy or you can request to see a copy. Schedules are subject to change without notice

based on a variety of factors. A newsletter is available online for each camp. The newsletters are available a week prior to the program (by Monday for the following week). The newsletters provide essential information on the camp activities and what to bring to camp, please look online or on our Facebook page at @woodstocksummerprograms

Photography

Staff will be taking pictures of participants in action so that they can be put into our weekly newsletter, Facebook page etc . Parents will be asked to allow our permission to take pictures through ePACT. If for any reason you do not want your children's picture to be taken, please advise program staff.

Out Trip Safety

Lost and Found

Staff will keep all found clothing on site till the end of the week, at which point it will be returned to Southside to our Lost and Found. Look for lost articles in our camp sites. Staff members will make efforts to reunite those items clearly labeled with their owners. Unfortunately, we are unable to retain items past the end of summer as we get ready for our fall programs. All unclaimed items are donated to charity. Please ensure that you label each item with your child's full name so that we can help return it to him/her during camp. Check out www.oliverslabels.com to help keep your children's belongings from going missing.

New Campers (and parents!)

For those new to City of Woodstock, the first day of camp can be as scary as the first day of school. For that reason, we invite all campers and parents to join us at the Community Complex on **Wed June 6 from 5-7pm and Sun June 24 from 9am-12pm** for a drop-in open-house. Members from the camp team will be there to meet your campers and answer questions and do some fun activities. Open House is located at Community Complex in Mezz Room.

Camp Call outs

Our staff will make weekly call-outs to parents or contact you by email, the purpose of the call is to say "hi", provide a quick review of what to bring to camp and, if we have been fortunate enough to reach you, answer any questions you may have. If the staff did not reach you directly, you can still talk to them on the first day.

Packing a Lunch & Snacks

Please provide your child with a nutritious lunch, snacks, and plenty of drinks for a busy day of camp. Refrigeration is not available; therefore we recommend insulated lunch bags or packing a frozen drink box or ice pack in your child's lunch to keep the food cold and fresh. As part of our attention to camper safety, we have regular water breaks, so please pack a water bottle.

Allergy Aware

Due to the prevalence of nut allergies, we ask that parents of all campers refrain from sending peanut and other nut products to camp.

During our camp call-outs, we may ask that you refrain from other food items should another child in your child's camp have a severe, life threatening allergy to that food.

We ask that you inform us of any allergies your child has with respect to food or the environment. Camp staff will assist these campers at lunch and snack times to sit in areas, and with others whose lunch and snacks are safe.

Eat Well, Get Moving

Our Programs

Summer Day Camp Program Hours

Day Camps	8:30am-4:30pm
Before Care	7:30-8:30am
After Care	4:30-5:30pm

If not requiring before and after care, please sign in your child with camp leaders between 8:30-9:00am, and sign him/her out between 4:00-4:30pm.

Any children who are not signed out by 4:30pm are checked into after care with other campers and your registration will be adjusted for the use of this service. Should you require last-minute late pick up, please call the appropriate camp.

Most of our camp activities begin by 9:00am, which may mean travel to a different site, space or facility. If you will be arriving after 9:00am please contact the appropriate camp.

Before and After Care

Extended care is available each day for all full day summer camp participants with the exception of specialty camps. Your extended care fees are designated for either before, after care or both. We are unable to provide care before 7:30 a.m. and after 5:30 p.m.

Program delivery

All programs will be developed with the goal of having both full camp and age appropriate activities. For most activities the camp will be broken into smaller age appropriate groups so that staff has the opportunity to deliver programming that best suits their group abilities and interests.

Lil Adventures Camp (4-5 yrs)

Location:

Community Complex

What a day looks like

Time	Activity
8:30-9:00am	*Camp introduction/sign- in*
9:00-9:10am	*Transition to Programs area*
9:10-10:10am	*Themed Activities*
10:20-11:30am	*Outdoor play*
12:00-12:30pm	*Lunch*
1:00-2:00pm	*Active energizer*
2:30-3:30pm	*Themed Activities*
3:30-4:00pm	*Outdoor play*
4:00-4:30pm	*Transition to Community complex for sign -out*

Adventure Camp (6-9 yrs)

Location

Community Complex

What a day looks like

Time	Activity
8:30-9:00am	*Camp introduction/sign- in*
9:00-9:10am	*Transition to Programs area*
9:10-10:10am	*Themed Activities*
10:20-11:30am	*Outdoor play*
12:00-12:30pm	*Lunch*
1:00-2:00pm	*Active energizer*
2:30-3:30pm	*Themed Activities*
3:30-4:00pm	*Outdoor play*
4:00-4:30pm	*Transition to Community complex for sign- out*

Adventure University (10-12yrs)

Location:

Community Complex

What a day looks like

Time	Activity
8:30-9:00am	*Camp introduction/sign- in*
9:00-9:10am	*Transition to Programs area*
9:10-10:10am	Main Event
10:20-11:30am	*Outdoor play*
12:00-12:30pm	*Lunch*
1:00-2:00pm	*Active energizer*
2:30-3:30pm	Main Event
3:30-4:00pm	*Outdoor play*
4:00-4:30pm	*Transition to Community complex for sign- out*

Woodstock Art Gallery

Location

Woodstock Art Gallery

What a day looks like

Time	Activity
8:30-9:00am	WAG open for early care
9:00-9:30am	*Arrival of campers, sign-in Independent activity Mini-Makers sign-in if applicable*
9:30-9:45am	Circle activities
9:45-11:00am	Art activity
11:00-11:15pm	Break (outdoors)
11:15-12:00pm	Art activity
1200:-12:30pm	Lunch break, Mini-makers sign-out if applicable

Time	Activity
12:30-1pm	Teen workshop participants and Mini-makers sign-in if applicable, Outside play for day campers
1:00-2:30pm	*Art activity*
2:30-2:45pm	Break (outdoors)
2:45-3:45pm	Art activity
3:30pm	Parents/guardians pick-up and sign out Mini-makers if applicable

Woodstock Museum

Location

Woodstock Museum

What a day looks like

Time	Activity
8:30-9:00am	Camp Intro/Sign In
9:00-10am	*Themed Activities*
10:00-10:20am	Snack Break
10:20-11:30am	Outdoor Play
11:30-12pm	Craft
12:00-1:00pm	Lunch / Indoor Games
1:30-2:30pm	Themed Activities
2:30-3pm	Snack Break
3:00-3:30pm	*Outdoor Play*
3:30-4:00pm	*Special Guest or Tour*
4:00-4:30pm	Indoor Games and sign out

Survey:

We are committed to meeting the needs of our participants and strive to provide the best possible programming. Help us achieve our goal by filling out the survey. Your feedback is appreciated.