SUMMER CAMPS

presented by Dairyland

2018 PARENT-GUARDIAN HANDBOOK

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Welcome!

Dear Parents and Guardians,

Welcome to the 2018 season of Vikes Summer Camps!

At Vikes Summer Camps, our goal is to provide each child with a quality and positive camp experience. Our camps offer a HIGH FIVE® difference as they are delivered with a child-first focus and provide our campers with opportunities to participate in play, develop skills, make friends and have fun! Our team of qualified leaders are passionate about creating memorable experiences for our camp participants.

We view our parents/guardians as important partners of a quality experience and offer this handbook as an essential tool and resource. We thank you in advance for your support with our camp forms and policies & procedures as we work toward a safe and successful camp experience for all. Please review and understand the information provided and provide us with important and relevant information on the required forms that will support your child’s experience.

We recommend you arrive 15 minutes early on the first day of camp in support of an easy transition for your child. An early arrival allows you to introduce yourself and your child/children to our camp staff and allows us to ensure we have any required forms and information for the week. We would also like to use this additional time to accommodate any questions you might have.

We also wish to thank our valuable presenting sponsor Dairyland and the support of Thrifty Foods as they sponsor our “Fun Fridays” and encourage kids to think of health and nutrition in a fun way (see page 11 for healthy snack ideas).

Please feel free to give us a call or email should you have any questions.

Yours in Summer Camp Fun,

The Vikes Summer Camps Team
*The main areas used for Vikes Summer Camps are outlined in red.
# Camp Locations

## Pick Up and Drop Off Locations
Pick up and drop off locations can be found below, on our website, or on your registration confirmation receipt. Signage will also be posted through our facilities during the summer.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Drop Off Location</th>
<th>Pick Up Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance</td>
<td>CARSA Movement Studio</td>
<td>CARSA Movement Studio</td>
</tr>
<tr>
<td>Girl Power</td>
<td>McKinnon Dance Studio</td>
<td>McKinnon Dance Studio</td>
</tr>
<tr>
<td>Mini Vikes Full Day</td>
<td>McKinnon Dance Studio</td>
<td>McKinnon Dance Studio</td>
</tr>
<tr>
<td>Mini Vikes Afternoons</td>
<td>CARSA Lobby</td>
<td>McKinnon Dance Studio</td>
</tr>
<tr>
<td>Vikes Kids</td>
<td>CARSA Fieldhouse</td>
<td>CARSA Fieldhouse</td>
</tr>
<tr>
<td>Youth Leadership Development</td>
<td>McKinnon Lobby</td>
<td>McKinnon Lobby</td>
</tr>
<tr>
<td>Equestrian</td>
<td>Hunt Valley South Farms- 5960 Hunt Rd</td>
<td>Hunt Valley South Farms- 5960 Hunt Rd</td>
</tr>
<tr>
<td>Indoor Climbing</td>
<td>CARSA Climbing Centre</td>
<td>CARSA Climbing Centre</td>
</tr>
<tr>
<td>Outdoor Climbing</td>
<td>CARSA Climbing Centre</td>
<td>CARSA Climbing Centre</td>
</tr>
<tr>
<td>Outdoor Multi-Sport</td>
<td>CARSA Climbing Centre</td>
<td>CARSA Climbing Centre</td>
</tr>
<tr>
<td>Outdoor Water</td>
<td>CARSA Climbing Centre</td>
<td>CARSA Climbing Centre</td>
</tr>
<tr>
<td>Outdoor Wilderness</td>
<td>CARSA Climbing Centre</td>
<td>CARSA Climbing Centre</td>
</tr>
<tr>
<td>Sea Kayak</td>
<td>Gyro Beach</td>
<td>Gyro Beach</td>
</tr>
<tr>
<td>Vikes Adventurers</td>
<td>CARSA Fieldhouse</td>
<td>CARSA Fieldhouse</td>
</tr>
<tr>
<td>Ball Hockey</td>
<td>CARSA Fieldhouse</td>
<td>CARSA Fieldhouse</td>
</tr>
<tr>
<td>Basketball (Coed 8-13, Girls)</td>
<td>CARSA Performance Gym</td>
<td>CARSA Performance Gym</td>
</tr>
</tbody>
</table>

Note: Friday pick-up locations may vary. See page 10 for more details (Fun Fridays!)
## Camp Locations

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<tr>
<th>Activity</th>
<th>Drop Off Location</th>
<th>Pick Up Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Vikes Basketball</td>
<td>CARSA Fieldhouse Hardcourt</td>
<td>CARSA Fieldhouse Hardcourt</td>
</tr>
<tr>
<td>Cheer</td>
<td>CARSA Performance Gym</td>
<td>CARSA Performance Gym</td>
</tr>
<tr>
<td>Fencing</td>
<td>CARSA Fieldhouse</td>
<td>CARSA Fieldhouse</td>
</tr>
<tr>
<td>Ice Hockey, Ice Hockey-Goalie</td>
<td>Ian Stewart Complex</td>
<td>Ian Stewart Complex</td>
</tr>
<tr>
<td>Racquet Sports</td>
<td>CARSA Fieldhouse</td>
<td>CARSA Fieldhouse</td>
</tr>
<tr>
<td>Soccer</td>
<td>Field 2– Artificial Turf</td>
<td>McKinnon 2/3 Gym</td>
</tr>
<tr>
<td>Mini Vikes Soccer</td>
<td>Field 1– Artificial Turf</td>
<td>Field 1– Artificial Turf</td>
</tr>
<tr>
<td>Squash</td>
<td>CARSA Squash Courts</td>
<td>CARSA Squash Courts</td>
</tr>
<tr>
<td>Swimming</td>
<td>McKinnon Dance Studio</td>
<td>McKinnon Dance Studio</td>
</tr>
<tr>
<td>Tennis</td>
<td>CARSA Fieldhouse</td>
<td>CARSA Fieldhouse</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>Centennial Stadium</td>
<td>Centennial Stadium</td>
</tr>
<tr>
<td>Vikes Sports</td>
<td>CARSA Fieldhouse</td>
<td>CARSA Fieldhouse</td>
</tr>
<tr>
<td>Volleyball</td>
<td>McKinnon 2/3 Gym</td>
<td>McKinnon 2/3 Gym</td>
</tr>
<tr>
<td>Basketball Shooting &amp; Comp. Clinic</td>
<td>CARSA Performance Gym</td>
<td>CARSA Performance Gym</td>
</tr>
<tr>
<td>Soccer Girls Elite</td>
<td>Field 3– Artificial Turf</td>
<td>Field 3– Artificial Turf</td>
</tr>
<tr>
<td>Speed &amp; Agility</td>
<td>Centennial Stadium</td>
<td>Centennial Stadium</td>
</tr>
</tbody>
</table>

Note: Friday pick-up locations may vary. See page 10 for more details (Fun Fridays!)
About Our Team

Vikes Athletics and Recreation

**Purpose:** Excellence distinguishes us in sport & active healthy living.

**Our Promise:** We foster an environment where diversity is valued, quality of life is enhanced, individual aspirations are fulfilled, and our cultural values and service to our communities are strengthened.

**Service Credo:** Our passion for sport and active healthy living drives us to provide excellent service and to deliver a transformative experience with our customers.

**Program Leader Qualifications**
A caring leader is an essential component in ensuring a positive day camp experience for your child. You will take comfort in knowing that all summer staff go through a thorough screening process including interviews, reference checks, and criminal record checks.

Our camp leaders are provided with an extensive pre-camp training program which includes program planning, understanding child behaviour, problem solving, planning special events, and emergency procedures. Our experienced leaders are delighted to exercise their passion for leading and teaching games, activities and sports to create lasting memories. Along with this, many have specialized experience in coaching and sport instruction.

A majority of our camp instructors are current or former Vikes students and/or varsity athletes. Many instructors are currently pursuing a degree in education or recreation & health education. Four of our sport specific programs are run under the direction of our varsity head coaches (basketball, soccer, track & field and swimming).

**Summer Camp Programmer Contact**
If you have any concerns or suggestions regarding any aspect of our program throughout the summer, please do not hesitate to contact the Summer Camps Administration Team:

**Kathleen Wirtanen**
Camps and Community Programmer

Phone: 250.472.5167

**Julie Williams, Adam Ravenhill & Brett Low**
Summer Camps Assistants

Email: vikecamp@uvic.ca
Important Camp INFORMATION

Supervision Ratios
Camps operate with a 1:8 ratio for ages 5-7, 1:10 for ages 8-13 and 1:15 for ages 14+. In most cases, ratios are supplemented with support from our Junior Leaders, who have also been through a screening process and completed our Youth Leadership Development program.

Program Hours

**Full Day Camps**
- Hockey Camp Hours: 9am—4:30pm
- Half Day Camps: 9am—12pm
- Mini-Vikes Afternoons: 12pm—4pm

Before & After Camp Care
Supervision is also available before camp from 7:30am to 9:00am and after camp from 4:00pm to 5:30pm, at the cost of $29 each, per week.

Sign-In & Sign-Out

**Sign-In:** Sign-in begins at 9:00am on regular camp mornings (on Mondays we will be begin sign in at 8:45am). If you require an earlier drop off time, please feel free to register your child in Before Camp Care, which allows parents to drop-off their children anytime between 7:30 and 9am.

**Sign-Out:** Please pick-up your child at 4pm each day. If, for some reason, you are unable to arrive by 4pm, your child will be moved to After Camp Care shortly after.

Your children must be signed in and out by their approved escort each day. With the parent/guardian’s written permission, participants aged 10+ may come and go on their own to camp when signed in/out by a leader. Only those who you name on the approved “pick-up” list will be able to sign your child out.

If Your Child is Unable to Attend
It is important for us to know if your child is unable to attend camp one day. Please send a note with your child, (in advance if possible) so we can plan accordingly and advise his/her leader not to expect them. If your child is ill, please call the camps office to advise us that they will not be attending. We will follow up with a phone call if an expected participant has not arrived.

**PLEASE DO NOT SEND YOUR CHILD TO CAMP WHEN THEY ARE SICK.**
If your child is not able to fully participate in the program due to health reasons (i.e. flu, vomit, etc.) do not send them to camp. If you suspect or know your child has a contagious condition, please consult your doctor before sending your child to camp.
**Important Camp INFORMATION**

**Medication**
If you require medication to be given to your child during the program, an additional form (Medical Condition, Special Concerns and Medical Self-Administration Form) must be completed. These forms are available for download from our website (www.vikescamps.com) or can be emailed upon request. Medication must be stored in its original container with directions for administration on the label. Only medications prescribed by a physician will be considered for administration by our staff. Staff do not actually administer medications but will supervise participants capable of administering their own. In case of a life threatening situation where the participant carries medication such as an EpiPen or asthma inhaler, should the participant be unable to administer the dosage, staff will assist in administering the medication.

**Behaviour Management Policy**
We believe that positive camp experiences strengthen and build each child’s self-esteem. Our program Leaders are dedicated to providing your child with a creative and innovative program that will pique their interests and keep them enthused. We have fun, play fair and show respect for ourselves and each other.

The guidelines for program participation will be clearly outlined to participants:
1. Keep your hands & feet to yourself
2. Speak nicely to each other
3. Touch only what belongs to you
4. Stay within the boundaries
5. Listen to your leaders
*There may be additional age appropriate guidelines.*

Behaviours that do not contribute to the well-being of the child and the camp will be discussed with parents/guardians at the end of the day, or earlier via telephone if necessary. We will keep parents/guardians informed of instances when your child has received a consequence for inappropriate behaviour. Your support is appreciated in having a follow-up discussion with your child. Based on the intent and severity of the incident, a participant may be withdrawn from the program.

**Children with Extra Support Needs**
We strive to ensure the successful and safe participation of all campers in our programs. If your child has extra support needs or a health condition, we ask for your help in letting us know well before the camp start date. If your camper is going to be accompanied by a Recreation Integration Victoria (RIV) worker, please contact us to discuss how we can best provide the support your camper needs.
Important Camp INFORMATION

Emergency Procedures
Your child’s safety is our number one priority. To make the most of your child’s time at camp, please ensure that you inform our Camp Leaders of any special needs or medical conditions that your child may have. We believe that hazard elimination is the key to prevention. Our Program Leaders are trained to inspect program sites daily for any potential hazards. Activities and games are planned with participant safety in mind and are always watched to ensure that safety standards are maintained. All program sites have access to a telephone and leaders will have direct access to first aid kit at all times.

In the event of a minor injury to your child (scrapped knee, etc.), leaders will apply basic first aid and will notify you at the end of the day. For moderate injuries, your child will be taken to the University of Victoria Health Services where they will be seen by a nurse or doctor. The medical center is located in Lower Parking Lot #5 off Sinclair road and can be reached at 250-721-8492. In the unlikely event of a serious injury to your child, emergency services will be called immediately to respond to the situation. You will be contacted immediately with information regarding the incident. If an ambulance is required to transport your child to the hospital, a member of our staff will accompany your child (You will be responsible for any associated costs).

Participant Safety
While campers are attending Vikes Summer Camps programs, our staff’s primary objective is to ensure that participants have a happy and safe recreational experience. Please be aware that our staff are legally obligated to observe the terms of the BC Child and Family Services Act. Our staff receive training on protocol principles to follow regarding established legislation and standards with respect to the reporting of a child in need of protection.

Parking
UVic parking passes will be emailed to parents/guardians the week before each camp, and will also be distributed on the first day of camp. Watch for a Camps Attendant in the parking lot or obtain one from your Camp Leaders. You do not need to purchase a parking ticket on the first day of camp. Please follow instructions for display and use of the permit.

Lost & Found
Lost and found items may be claimed from the McKinnon Equipment Desk (250-721-8484) or the CARSA Equipment Desk (250-472-4044). Any items not claimed by summer’s end will be donated to charity.
**Important Camp INFORMATION**

**Sunscreen Policy**
Sun safety is an important aspect of health and wellness. For this reason, we request that all parents send sunscreen, sunglasses and hats with their campers. Program leaders will check to ensure that campers are wearing sunscreen. However, due to potential allergic reactions, and liability reasons, we will NOT PROVIDE sunscreen to campers. Please ensure your child knows how to apply sunscreen to their bodies.

**Fun Fridays!**
Our programs invite parents and guardians to share in the closing ceremonies on Friday afternoons for Soccer, Basketball, Track & Field, and Speed & Agility. Our Rec Camps (Girl Power, Mini Vikes, Vikes kids, Vikes Adventurers, Ball Hockey, Racquet Sports, Swimming, and Vikes Sports) hold a slideshow on Friday afternoons. The location and times of these ceremonies will be indicated to you by our leaders.

**Summer Camp Evaluations**
Parents will have the opportunity to fill out an evaluation regarding their experience with Vikes Summer Day Camps. Your input is important to improving our services and providing the highest quality experience for the children and parents involved. If you have any comments or concerns, please feel free to contact us.

**Cancellation/Refund Policy**
Vikes Athletics and Recreation requires notice by phone, email or in person no less than 14 days prior to the Vikes Camp start date in order to process a refund. Notices given less than 14 days prior will not be issued a refund with the exception of a medical exemption with a note from a doctor. All refunds are subject to a $20 administration fee.

**Swimming**
For a majority of our camps, there will be the option of fun swims on select afternoons so that your child will have an opportunity to swim and play in the pool. Please check with your camp leader on Monday for a camp calendar. Also, please notify your camp leader if your child has fears, anxieties, or is uncomfortable in the water. Life jackets are available for children who need them, and are used for all campers aged 6 and under. Prior to the first swim session of each week, the lifeguards on duty will conduct a swim test for each camper to determine their swimming ability/need for a PFD. There is a set ratio of one lifeguard on deck per 25 campers in the water. Further, camp leaders will swim with their camps and maintain a minimum of 1:8 (younger camps) or 1:10 (older camps) ratio in the water with their campers.
Preparing Your Child for Camp

What to Bring to Camp (Rain or Shine) List
We’re a hearty bunch at day camp and a little rain does not stop us from going outside! Please ensure that your child brings the following items to camp each day:

<table>
<thead>
<tr>
<th>What to Bring:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Backpack</td>
<td>Swimsuit</td>
</tr>
<tr>
<td>Lunch</td>
<td>Towel</td>
</tr>
<tr>
<td>Water Bottle</td>
<td>Hat</td>
</tr>
<tr>
<td>Healthy Snacks</td>
<td>Sun Block</td>
</tr>
<tr>
<td>Athletic Footwear</td>
<td>Extra Weather Appropriate</td>
</tr>
</tbody>
</table>

Money/Valuables: The camp leaders will not be responsible for any money or valuables brought to the programs. Access to vending machines and concession will not be allowed during program time. We strongly discourage participants from bringing any electronic devices (i.e. video games, tablets, cell phones, digital cameras, etc.) and/or money from home. If a participant rides their bike to camp, it is the individual’s responsibility to ensure the bike is left in a secure location during camp hours.

Toys/Games: While our goal is to ensure that our campers have as much fun as possible at camp, we respectfully ask that personal toys and other games be left at home. We have full days planned with a variety of activities and we want everyone to be involved in the fun! If toys are brought to camp, and become a distraction to the camp, they will be asked to be put away and/or held by a leader until the end of the day.

Packing a Lunch
Please provide your child with a nutritious lunch, snacks and plenty of drinks for every 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.

**ALERT: NUT POLICY**
Vikes Summer Camps are a nut-free zone. Please do not send nut products with your children as some campers have severe nut allergies and we want to avoid any preventable medical complications. Leaders will be completing checks to ensure that snacks and lunches do not contain any of these products.
Snackin’ Facts—brought to you by THRIFTY FOODS

Source: Jessalyn O’Donnell, Registered Dietitian, Thrifty Foods

The importance of snacks should not be underestimated. Young ones seek out snacks at regular intervals and older children seem to eat nothing but snacks. Children have small stomachs but high energy needs, so snacks are necessary for extra nutrition and maintaining energy between meals. Included here are some snacking facts, tips and ideas.

1) Fuel often: Snacks are important for children (and adults) to maintain blood sugar. Regular snacks will result in healthier snackers and less grumpy and tired ones too!

2) Siphon quality fuel: Children need good quality fats, found in seeds, fish and plant oils for cell growth, metabolism and brain development. Try to offer a medley of carbohydrates, proteins and healthy fats at each snack for even blood sugar, satiety...and of course tastiness!

3) Decrease the snore factor: Broaden your horizons and try something different such as lightly salted edamame beans or funky looking lychees or dragon fruits.

4) Easy on juicy calories: Next time your child “supersizes” or goes for a Big Gulp, consider this: According to a 2008 Statistics Canada survey, the average Canadian child or teen gets an estimated 20% of their calories from drinks. Soft drinks, energy drinks, and other “fruit” drinks, provide empty calories, added sugars, and sometimes more caffeine then a child should be drinking in a day. So what's left? Your best bet is still water. Add a splash of cranberry or blueberry juice, or try club soda or carbonated spring water for something different. Milk, soy and almond milk are also good choices and loaded with protein, calcium and vitamin D.

Thrifty Foods Snack Trail Mix (Makes: 16—½ cup servings)

**Ingredients:**
- 125ml (½ cup) high fiber cereal (pick a high fiber cereal with > 4 grams of fiber and < 10 grams of sugar per serving)
- 175ml (¾ cup) raisins
- 125ml (¼ cup) dried cranberries, dried blueberries or currants
- 250ml (1 cup) roasted soy beans

**Method:**
Mix all ingredients in a bowl. Stir. Divide up into 16 small bags or containers.

**Nutrition (approximate):**
Per Serving: 153 calories, 7.4g protein, 5.9g fat (g saturated), 21.2g carbohydrate, 3.2g dietary
Important Camp INFORMATION

Vikes Summer Camps believe that recreation and sport provide youth with opportunities to develop physically, mentally, emotionally and socially. We believe that every child deserves a positive camp experience. We incorporate the principles of healthy child development offered through HIGH FIVE® trainings in support of our leaders supporting your child.

HIGH FIVE® is Canada’s quality standard for children’s recreation and sport. It provides an innovative approach to help organizations enhance program quality and provide positive experiences for children, which can remain for a lifetime. It is designed to help program leaders and parents ensure that recreation and sport programs are delivered in ways that provide environments and relationships that foster positive child development (www.highfive.org).

HIGH FIVE® Principles of Healthy Child Development

A Caring Adult
Caring, positive, and supportive relationships with adults can help children develop positive social skills, self-esteem, and self confidence. “Interactions between the leader and children are the foundation to participation”.

Friends
Programs that encourage positive peer interactions foster inclusion and acceptance, provide opportunities for fun, constructive play and support the development of pro-social skills.

Participation
Allows children to make choices, have a voice, and do things by and for themselves, which supports positive self-expression, physical activity, and interaction with others.

Play
Allows for fun, creativity, and co-operation. Play lets children shape their environment using their imaginations.

Mastery
Providing children with activities and tasks that enable them to feel special, important and successful.