



130 Woodland Glen Drive, Guelph, Ontario N1G 4M3  
(519) 824-5150 Fax: (519) 824-4729 [www.guelph.org](http://www.guelph.org)

## **Day- Camp Parent Handbook 2009**

**As a community leader, we build strong kids, strong families and strong communities through life-long growth in spirit, mind and body.**



130 Woodland Glen Drive, Guelph, Ontario N1G 4M3  
 (519) 824-5150 Fax: (519) 824-4729 www.guelph.y.org

**CAMP HOURS**

Monday to Friday 8:30am-5:00pm (open on all holidays)  
 See bus schedule for sign in and out times.

**Extended Care**

7:00am – 6pm: Available at the Woodland Glen Location and Kensington Childcare location for all campers for \$30.50 per week. **Registration is required.**

**LATE PICK UP POLICY**

Late pick ups will be charged a late fee of \$5.00 every ten minutes after camp hours. Parents/Guardians will be billed; payment must be cleared before the child can return to camp. If you are late, a counselor will ask you sign a sheet stating the time you arrived. You will be contacted by a team leader if payment is required. Exceptions can be made in the case of emergency by the Supervisor, Preschool and Youth.

**CANCELLATIONS/ REFUNDS**

A \$25 per week/ child deposit reserves your child’s spot in camp. Deposits are non-refundable. Changes to your camper weeks or cancellations must be done in writing no later than 11pm Wednesday before the start of camp.

**INCOME TAX RECEIPTS**

Please retain the receipts that you receive with your registration package. An administration fee will be charged for duplicate receipts.

**YOUR CAMPER’S CHECKLIST:**

- Running shoes
- Bug Repellant
- Sunscreen
- Hat



- Water Bottle
- Change of Clothes
- Weather appropriate clothing
- Swimsuit and towel
- Nutritious nut-free lunch and snacks

**AT THE Y CAMP FIELD TRIPS**

At the Y camp, goes on a field trip Wednesday of each week. Drop off on trip days should be no later than 9:15am, buses return to the Y at 4:30pm, early pick up can only be done from the field trip location. Below is a list of the trip we will be taking this summer. Please note that trips are subject to change.

Week #1 June 29-July 3	Bingemans (Kitchener)
Week #2 July 6-10	Rockwood Conservation Area
Week #3 July 13-17	Wild Waterworks (Hamilton)
Week #4 July 20-24	African Lions Safari (Hamilton)
Week #5 July 27-31	Bingemans (Kitchener)
Week #6 Aug. 3-7	Wild Waterworks (Hamilton)
Week #7 Aug. 10-14	Waterloo Earth Science Museum/ Lion’s Lagoon
Week #8 Aug. 17-21	Bowling and a movie (Kitchener)
Week #9 Aug. 24-28	African Lions Safari (Hamilton)
Week #10 Aug. 31-Sept. 4	Westfield Heritage Village



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## **STAFF**

We select counselors for their maturity, skills and experience as well as a personal interest in ensuring that your child's experience is safe, memorable and cherished. Camp staff university/ college students fully trained in leadership, safety and emergency procedures and possess a current certification in First Aid, CPR, and YMCA Healthy Childhood Development. These individuals make a wonderful camping experience possible by planning and supervising a safe and enjoyable environment in which your child will play, learn, make new friends and have fun.

## **DROP OFF AND PICK UP**

Children must be signed in and out of camp every day by a parent or guardian over the age of 16. Only parents or guardians and those authorized for pickup on the registration form may sign a child out of camp. **The YMCA-YWCA of Guelph reminds parents that staff will be asking for identification during this process, so please be prepared and patient.** Children who are 10 and older may sign themselves in and out of camp with prior written parental consent. **Please note:** parents should use the Y Child Care entrance off of Woodland Glen Drive for drop off and pick up for At the Y Camp and extended care.

## **SPECIAL NEEDS AT CAMP**

Y camps are committed to providing a camp experience for children of all abilities. For children who require one to one support, we have a limited number of support counselors that families can request for up to one week of the summer. Inclusion counselors will be assigned on a first come, first serve basis. In addition to these counselors the Y has a partnership with Supporting Kids in Camp, which also provides one to one workers for children. You can contact them at 519-821-8089 ext. 205. Parents are also welcome to send their own workers as well. A current criminal record will be required and also we ask that the worker complete an orientation. It is also helpful for parents to fill out a supplemental information form before the start of camp, so we have the information we need in order to be able to meet the needs of your child. If you would like to arrange a meeting or a tour before the start of camp you can contact the Y at 519-824-5150.

## **CHILD HEALTH AT CAMP**

### **Illness**

Part of maintaining a happy and safe environment is to ensure that all children and staff present are healthy. When a child or staff member is ill but present in the program they put all others around them at risk of infection. When ill, no one is able to enjoy the program to its fullest potential. A child who is uncharacteristically upset, listless, or unwilling to leave a parent may be indicative of illness.

Children with the following conditions will be immediately sent home:

- fever over 101 F or 38.5 C
- diarrhea - repeated loose bowel movements
- unexplained rashes
- vomiting
- suspected conjunctivitis

### **Head lice**

Program staff will be trained to identify head lice at camp and will conduct routine checks. In addition, staff will aim to prevent the spread of head lice by discouraging the shared use of hats, towels, clothing etc. Children with head lice or nits (eggs) present will be sent home immediately. Children may return to program after treatment and removal of all nits.

### **Nutrition at Camp**

The staff at the YMCA-YWCA of Guelph want to encourage healthy food choices. Nutrition is important to our children's growth and development. Proper nutrition will help them maintain consistent energy throughout the day, a



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positive attitude, as well as the prevention of future high-risk medical conditions (diabetes, high blood pressure, stroke, high cholesterol, cancer). Whether you pack your child's lunch or they pack their own, take some time to talk to your children about the importance of making healthy food choices. Campers will be given time each day for two snacks and a lunch. Please see the following chart for ideas.

<b>DRINKS</b>	
<b>Instead of this:</b>	<b>Try this:</b>
Punch; fruit, orange, apple, etc	Real fruit juice
Kool-aid	Water
Pop	Sports Drinks
<b>SNACKS</b>	
Donuts, pastries, cookies, chocolate	Fig bars, ginger snaps, molasses cookies
Potato chips, buttered popcorn	Pretzels (unsalted), popcorn (unbuttered)
Snack Crackers	Multigrain-flavoured rice snacks
Sugar cereals and regular granola	Oatmeal, low-fat granola, whole-grain cereal
Chewy Fruit snacks	Fruit (fresh or canned in light syrup)
KRAFT snackables	Low-fat cheeses and Multigrain- high fiber cracker
Corn chips with salsa/dip	Vegetables with low-fat dip
<b>LUNCH</b>	
Croissants, white bread and rolls	Low-fat whole grain breads and rolls (wheat, rye, pumpernickel)
Lunch meats such as pepperoni, salami, bologna	Lean lunch meats such as turkey, chicken and ham
Fish canned in oil	Fish canned in water
KRAFT Lunchables	Pin wheels - whole wheat pita with low fat cream cheese and salsa

**Please remember that Y camps are nut-free.**

**Campers should also come with two full water bottles; water will be available for refilling**

For more information regarding healthy food choices for your family, please visit our website at [www.guelphy.org](http://www.guelphy.org).

**YMCA - YWCA OF GUELPH CAMP VALUES**

1. The belief that camp should be affordable and accessible to all who are in need of service.
2. The belief that children have a right to a safe and secure environment which fosters social, emotional, physical and intellectual growth.
3. The belief that parents have a right to choose their camp arrangements and that choice should be available.

**PARENT FEEDBACK**

In order to continually improve our camp programs, we will be gathering feedback from our camper families on a regular basis. Feedback will take the form of a weekly survey that should be filled out by a parent and the camper. In the middle and at the end of the summer, all families will receive a YMCA Ontario Satisfaction Survey via e-mail.

**CHILD GUIDANCE PRICIPLES**

A positive approach is used to guide children in all Y camp programs. Each situation and child will be dealt with on an individual basis. Methods include:



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Redirection: Guiding a child into acceptable options when engaged in an unacceptable activity.

Natural or Logical Consequences: Attempting to make the child aware of the results of his/her actions.

Modeling: Demonstration of appropriate ways of interacting.

Limit Setting: Boundaries are developed by counselors, for the children as a group and for individual children according to each situation.

Offering Choices: Appropriate choices are outlined and children are encouraged to make decisions for them selves.

Anticipating Trouble: Planning and preparing the environment.

Ignoring: Some inappropriate behaviour can be ignored with more emphasis given to appropriate behaviour.

Positive Reinforcement: Showing genuine approval when children are engaged in positive activity.

### **Behaviour Management**

At camp we use our code of conduct to guide the behaviour of campers during the summer, and ensure that we are enforcing rules and policies fairly.



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<b>YMCA-YWCA of Daycamp          CODE OF CONDUCT          FOR CAMPERS</b>		Clear Verbal warning/ Discussion	Oral/written Report	Phone Call to Parents	Temporary Removal from Activities	Immediate Removal from camp
<i>Zero Tolerance Areas of Concern</i>	<i>Descriptions</i>	<i>Potential Consequence</i>				
<b>Fighting</b>	Engaging in physical contact with another individual with the intent to cause bodily harm	X	X	X	X	X
<b>Bullying</b>	Physical assault or aggression, threat of physical aggression, ongoing and deliberate exclusion, emotional abuse and/or harassment including but not limited to cyber bullying	X	X	X	X	X
<b>Disorderly Conduct</b>	Persistent opposition to authority, behaviour contrary to the positive moral tone and stance of the Camp. Any destruction of personal or camp property will be deemed Disorderly Conduct.	X	X	X	X	X
<b>Harassment</b>	Repeated comments or conduct that is known or ought to be known as unwelcome (including but not limited to ethno cultural/racial, sexual, homophobic, ability discrimination and slurs)	X	X	X	X	X
<b>Theft</b>	Taking or possessing property without the permission of the owner			X	X	X
<b>Vandalism</b>	Acts of vandalism include graffiti and the willful destruction of property	X	X	X	X	X
<b>Weapons</b>	Possession, use of, or threat of use of a weapon (including but not limited to a firearm or knife)			X	X	X
<i>Areas of Concern</i>						
<b>Profanity</b>	Swearing, or the use of obscene or foul language	X	X	X	X	
<b>Rough Play</b>	Engaging in play that involves physical contact with other children with no malicious intent	X	X	X	X	
<b>Running Away</b>	Leaving or attempting to evade the supervision of staff members while at Camp or off-site.	X	X	X	X	
<b>Defiance</b>	Refusal to comply with program staff	X	X	X	X	X



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## **FREQUENTLY ASKED QUESTIONS & ANSWERS**

### **What if my child has to miss a day of camp or needs to come in late or leave early?**

If your child must be absent from camp, please call in by 8 am. To arrange for late drop off or early pick up, please call the Y at 519-824-5150. On trip days, late drop off and early pick up must be made to the trip site.

### **What will my child do if there is inclement weather?**

No problem! Each site has rainy day plans and adjustments for hot and humid weather. Children should bring raincoats with hoods, splash pants, and rubber boots for rainy days. In the case of thunder and lightning at Camp Conestogo children and staff will be taken to our rain location. You can still pick up your child at the regular time and location as buses will run as scheduled from these locations.

### **When dropping off at the Y, which entrance should I use?**

All camps should enter and exit camp through the Woodland Glen Childcare doors on the North side of the building. The entrance code is 5150\*.

### **Can my child buy their lunch at camp?**

Unfortunately there are no valuables, including money, allowed at camp or on field trips. This includes all collectable cards, electronics, toys/games, walkmans and cameras.

### **What if my child needs medication at camp?**

If your child requires medication, you must complete a **Consent to Administer Medication** form before your child starts camp. These forms are available online at [www.guelphy.org/camp](http://www.guelphy.org/camp) or from member service at the Woodland Glen Y. The medication must be in its original container and handed to a counselor when you drop off each day.

### **Who will you contact if there is an emergency at camp?**

If there is an emergency at camp the Camp Director will make every attempt to contact the camper's parents/guardians. If they cannot be contacted, then the person you list as the emergency contact on your registration form will be called. Please look over the contact information that is attached to your confirmation letter, and keep us up to date if anything changes.

### **Will my child get to swim everyday at camp?**

At Conestogo and At the Y camp there is a daily swim time scheduled. Throughout the summer there may be times when the water at Guelph Lake is not safe for swimming. On these days there will be alternative activities scheduled.

### **What if my child lost something at camp?**

Every attempt is made during the course of a camp week to reunite children with their belongings. At the end of each week, lost and found will be displayed for children and parents. Once the camp week is over, lost items will be stored for one week and then donated to charity. **Parents can help facilitate the return of items by clearly labeling camper's belongings with their first and last name.** The YMCA-YWCA of Guelph is not responsible for any lost or stolen items

### **Where is Camp Conestogo?**



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Camp Conestogo is located on Guelph Lake, a few minutes North/East of Guelph via Highway 24 North. We are located on the north east corner of Guelph Lake. Access is via an entrance gate located on the west side of Jones Baseline Rd., just north of Highway 24. (Wellington 124) The entrance gate is kept locked. Call 824-5150 to arrange late drop off or early pick up.

## **CONTACT INFORMATION**

For general inquires or to register, contact Member Services at (519) 824-5150 (press 0) or log on to our website, [www.guelphy.org](http://www.guelphy.org). For other inquires please contact Lisa Smith (519) 824-5150 ext. 252.