



DAY CAMP

Program Guide

PA Days
Summer Day Camp
Holiday Camp

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Guide

COMMITMENT TO CHILDREN

The Town of Minto is committed to providing a safe, inclusive and quality Day Camp Program. Our program is designed to provide children with a variety of fun experiences that promote a healthy, active lifestyle. We ensure that our staff will provide an environment that promotes healthy child development.

Program Environments for children will be:

- Secure and safe
- Caring, stimulating, accessible
- Considerate of personal space and special needs
- Welcoming to all cultures and abilities

Program Activities for children will:

- Encourage co-operation, friendship and fun
- Provide children with opportunities for input, involvement and choice
- Provide opportunities for active participation and reflection
- Incorporate varied learning styles and developmental stages
- Value and incorporate cultural, racial and linguistic diversity

Day Camp Leaders will:

- Ensure all children are treated with respect, honesty and trust
- Employ positive behaviour management methods
- Consistently model appropriate behaviour
- The Programs and Childcare Lead will continually evaluate the program and the staff's leadership to reflect the changing needs of the camp and make improvements as needed

FREQUENTLY ASKED QUESTIONS

Do I need to register my child for camp?

Camp is run on a first-come, first-serve basis. It is required that registration is done prior to the Day Camp session. Online registration can be found on our website under the Child Care tab.

What is the cost and method of payment for Camps?

Day camp fee is \$45/child per day – including Holiday camps, as registration is open by the day.

Summer camp standard weekly rate is \$200/child. Trips or special events are extra and priced only to cover transportation and admissions costs.

Payment is required prior to your child attending camp. Payments for summer day camp can be pre-scheduled to be charged to your credit card 6 days prior to the week they are enrolled on Active Net.

Payment for PA Days and Holiday Camps are payable at the time of registration.

If you require alternative payment arrangements, please email childcare@town.minto.on.ca, as we do not accept payment at camp.

Under what circumstances will I be refunded my payment?

Minor changes without penalty to care required during a week will be accepted until noon of the Monday prior. For example, changes will be accepted until June 23rd for the week of July 2nd.

A refund or credit will be granted and calculated as follows:

- a) Program cancellation by Recreation Department – full registration fee
- b) Last minute cancellations – non-refundable
- c) Cancellations due to medical reasons – full registration fee

How old must my child be to attend camp?

Your child must be age 4 (birth year 2021), and no older than 12 (birth year 2014). If your child receives the support of an educational assistant in school, one-on-one care is required at camp. The Town of Minto has Inclusion Leaders at Summer Day Camp, which can be utilized. However, if you think your child requires one-to-one care, please email us at childcare@town.minto.on.ca

What time do I drop my child off?

Regular camp hours are 9am-4pm. However, we offer flexible drop off between 7:30am – 9:00am and pick up between 4:00pm – 5:15pm at no additional fee.

Where do I drop my child off?

For PD or other day camps, we operate out of 1 of our 3 sites; Clifford Arena, Harriston Arena, or Palmerston Arena. For summer camp, we primarily run out of Harriston and Palmerston.

The Harriston location will facilitate drop-off and pick-up at the curling club along the side of the Harriston Arena. The Palmerston location will facilitate drop-off and pick-up at the main entrance to the Palmerston Arena.

A sign-in, sign- out policy is in effect at camp. The person dropping the child off or picking them up must provide their name and be preapproved to do so.

Summer Day Camp Specific

**** PLEASE NOTE:** There will be specific weeks that summer camp only occurs in Harriston – those dates will be updated each year/summer session. ******

What if I am late to pick up my child?

If you are going to be late (**past 5:15pm**), please call the cellphone number applicable to your child's camp location.

Harriston: 519-291-0827

Palmerston: 519-444-8646

How can I reach a supervisor?

Matt Lubbers: 519-338-2511 ext. 240

Christian Feldskov: 226-929-9511

Hilary Lehman: 519-588-9741

What if my child is going to be absent?

If you have signed your child up to be at camp and they are going to be absent, please let us know by calling or texting the phone number applicable to your site, or by emailing childcare@town.minto.on.ca. We take attendance daily and will call home if a child is absent.

Who can pick up my child?

Authorized pick ups are noted in the online registration process and documented in ePACT. If someone comes to pick up a child who appears to be under the influence of drugs or alcohol, childcare staff will request someone else who is authorized pick up the child. Their cooperation is expected however, if they are not, the childcare staff are obligated to call the Police and Family and Children's Services for assistance. Childcare staff are to then notify the Programs and Childcare Lead or may consult with them in advance of calling the authorities.

What if someone else is picking up my child?

Please contact us if someone who is not on your child's ePACT pick-up list is picking them up from camp. This should include the name of the person who is picking the child up, the date and your verbal or written consent, signifying your permission. If someone comes to pick up your child without prior written or verbal consent, we will contact you for verbal permission prior to releasing your child.

Can my child travel to and from camp alone?

Your child's safety is very important to us. An authorized parent or caregiver must pick up their children from camp. Should you prefer that your child leave camp alone, a written note is

required which includes the dates and time they are permitted to leave Day Camp care. Please send inquiries to: childcare@town.minto.on.ca

What if I need to pick up my child during the camp day?

Call your child's camp location at the number provided above to plan to meet your child's group at a designated meeting area. It is best to make arrangements ahead of time, as your child may be away from the main site in an activity, and it may take some time for the camp to walk back and meet you. On the camp door there will be a "You can find us at..." sign as well.

What if my child becomes ill at camp?

In the event your child becomes ill at camp, we will contact you to come and pick them up at the camp site. If your child is too ill to participate fully in all aspects of the program, please keep them home from camp and call or text their location cellphone to advise staff of their absence.

What if my child needs medication at camp?

Please fill out a medication form on EPACT prior to your child attending camp. All medications need to be in the original container with your child's name and date of prescription. If the medication is for emergency use (ex. Inhaler or epi-pen), please send it in a waist pack so that it can be carried with your child. Additional forms will need to be completed upon your arrival on the first day of camp.

What should I send my child for lunch?

Your child will be very active at camp- swimming/skating, playing games, sports, walking, etc. Children need healthy lunches, snacks, and a water bottle to fuel this high activity level. Therefore, greater quantities of food may be required than on a typical school day. When you pack your child's lunch, please keep in mind their lunch will not be refrigerated – if possible, please include an icepack in your child's lunch. Please note, we strive to be a nut-free program.

What happens during unpleasant weather?

On rainy days, children will participate in indoor activities, and for Summer camp, we may or may not go swimming, depending on the severity of the weather. During extreme heat or air quality conditions, our program is adjusted to include activities that require less exertion and are conducted indoors or in shaded areas. Campers are reminded to drink plenty of water throughout each day. During extremely cold days, activities will be planned for indoors.

In extreme cases (power outage, etc.) we may call you to come pick up your child. Please refer to the Policies and Procedures manual on our website for further information.

What should my child wear to day camps?

Please dress your child for that day's weather:

- Washable clothes that you don't mind getting dirty
- For winter weather, please ensure that you send mitts (with an extra pair, if possible, in their backpack), snow pants, boots, jacket and hat.
- For summer weather, please ensure that your child is dressed in layers, as the mornings often start cold, and end quite warm.
- Indoor running shoes for in the arena and sandals or water shoes for activities during summer months that involve water.
- A hat and/or sunglasses for sunny days

Please make sure all items for your child is labeled with their name.

What type of behaviour guidance techniques are used?

Each site has a set of standard rules. All participants should be aware of these rules and the consequences of breaking the rules.

Minor Offence:

- a) Verbal Warning. The leader will explain what was done wrong and the appropriate behaviour.
- b) Time out or a special privilege is taken away (swimming, craft, game). Leader will explain appropriate behaviour to the child. An incident form will be completed.
- c) Phone call to parents by the Programs and Childcare Lead.

Major Offense: (i.e. fighting, constant swearing, running away)

- a) Verbal Warning. Explaining what was done wrong and the rules and consequences. An incident form will be completed.
- b) Phone call to parents by the Programs and Childcare Lead

What qualifications or training does staff have?

All staff are required to be First Aid and CPR certified, obtain WHMIS training annually, complete a vulnerable sector police check and offence declaration, and be trained in:

[HIGH FIVE Principles of Healthy Child Development.](#)

We also have staff who are ECE, Educational Assistant, or Recreation and Leisure certified.

What is an LIT?

An LIT (leader in training) is a volunteer position. The LIT assists the leaders with various activities, including games and crafts. The LIT position can be used towards a student's high school community service hours.

How do I protect my child from the sun?

Please send sunscreen that is labeled with your child's name to camp. We will prompt children to put on sunscreen before going outside and will also assist with the application if necessary. Additionally, we will plan activities to ensure children are not out in the hot sun all day.

How do I protect my child from insect bites?

Please send labelled bug spray with your child to camp if you prefer, they wear it.

Does summer camp have themed sessions?

Yes! Each week is a different themed week where we do crafts and activities pertaining to that week's theme. We publish a poster of the Summer Day Camp theme weeks annually by April 1st.

Does the Summer Day Camp go on off-site trips?

Yes! Each year The Town of Minto summer camps go on two bus trips, a few trips to the Norgan Theatre (Palmerston Camp only), and community trips to the local library, Firehall or Parks, during the summer. There are permission forms to be signed for your child(ren) to attend our trips that will be handed out on those weeks at camp. *There will not be any bus trips during PD Day camps or Holiday Camps, however we will do walking trips to the library, firehalls etc.*

Example of a "Specialty week" at summer camp.

Week 1 – Norgan Theatre (Palmerston Camp)

Week 2 - Safety Village in Hanover/Outside Program

Week 3 – Norgan Theatre (Palmerston Camp)

Week 4 – Outside Program

Week 5 – Outside Program/Norgan Theatre (Palmerston Camp)

Week 6 – Norgan Theatre (Palmerston Camp)/Outside Program

Week 7 – Outside Program

Week 8 – Outside Program

Week 9 – Bowling in Mount Forest

*Note: Movies to be watched at the Norgan Theatre will not be decided until that week of camp, we cannot guarantee we will be able to see a particular movie.

When will my child swim at Summer Day Camp?

We walk to the public swimming pool most **Mondays** through **Thursdays** for a 30 min private swimming session. We do not swim on Fridays; alternate activities or community visits will be scheduled during that time. Swim times may be changed or removed, due to trips, camp guest visitors or weather. The group will be split into two groups; one group will swim from 11:00 am-

11:30 am and the other will swim from 11:30 am-12:00 pm. *Please pack a bathing suit and towel each day.* We ask that all children aged 6 and under bring their own Life jackets / puddle jumpers, if possible, as the pools only have a limited number for our use. Staff will be in the pool with the children and the pools are guarded. Children must be over the age of 8 **and** pass a swim test, conducted by the lifeguard, to remove their lifejacket.