



# DAY CAMP 2019

Parc nature les  
Forestiers-de-Saint-Lazare  
5 to 12 years old  
(age on September 30<sup>th</sup>)  
from June 25<sup>th</sup> to August 16<sup>th</sup>, 2019



 **CAMP DE JOUR  
MUNICIPAL  
CONFORME** 2019

**ON THE CALENDAR**  
On Thursday, April 25<sup>th</sup>, at 6:30 p.m.  
Registration begins  
On Sunday, June 9<sup>th</sup> from 10 a.m. to noon  
Last day for residents to take  
advantage of the discount  
On Sunday, June 9<sup>th</sup>  
from 10 a.m. to noon  
Open house at Parc nature  
les Forestiers-de-Saint-Lazare

Parents' guide

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## **A. General information**

### **OUR TEAM**

#### **Sabrina Addison-Thibault**

Cultural and events coordinator

☎ 450- 424-8000, ext. 217

@ [saddison-thibault@ville.saint-lazare.qc.ca](mailto:saddison-thibault@ville.saint-lazare.qc.ca)

#### **Parc nature les Forestiers-de-Saint-Lazare Day Camp**

☎ 450-424-8000 extension 287

#### **Head animators :**

##### **5-6 yrs old:**

Gabriel Delarosbil (Babouin)

@ [campdejour5\\_6ans@ville.saint-lazare.qc.ca](mailto:campdejour5_6ans@ville.saint-lazare.qc.ca)

##### **7-8 yrs old :**

Melanie Gagné (Tweety)

@ [campdejour7\\_8ans@ville.saint-lazare.qc.ca](mailto:campdejour7_8ans@ville.saint-lazare.qc.ca)

##### **9-12 yrs old:**

Laurence Lalonde (Noisette)

@ [campdejour9\\_12ans@ville.saint-lazare.qc.ca](mailto:campdejour9_12ans@ville.saint-lazare.qc.ca)

##### **Support program :**

Mélissa Laprise (Luna)

@ [programmeaccompagnement@ville.saint-lazare.qc.ca](mailto:programmeaccompagnement@ville.saint-lazare.qc.ca)

##### **Daycare :**

Johnathan Nestruck-Brunet (Astro)

## **B. Our Mission**

We encourage a mutual respect between the participants, the counsellors and the parents so that all evolve in a healthy and harmonious environment.

Every summer, the Day camp program allows the children to experience a variety of activities that are recreational, accessible and educational in a safe environment. Our qualified counsellors will answer the needs of your children due to a program adapted to every age group. Activities will be stimulating, safe and oriented towards sports, sciences or culture. Nice or bad weather, the children will enjoy activities.

Year after year, we vary our activities to ensure that your children have the pleasure to live new experiences. We have the chance to be situated on the of the Parc nature les Forestiers-de-Saint-Lazare site. Your children will benefit from many outdoors activities and will be encouraged to participate every day.

## C. Objectives

The day camp objective is mainly to ensure all children have the opportunity to experience and learn new activities throughout the summer. All in :

- Allowing the children to participate in different activities (nature, sociocultural, sportive or others) that are educational and recreational for the summer season;
- Providing the children the opportunity to live new experiences;
- Offering situations that encourage the initiative and creativity of the children;
- Providing a learning setting in an enjoyable environment;
- Encouraging the interactions between the children.

These objectives are reached with the help of counsellors and also a dynamic and inspired program.

## D. General functioning

### 1. Schedule

Children not registered for daycare (in advance or occasional) cannot be dropped off outside regular hours (9 a.m. – 4 p.m.). They will not have access to day care and day camp counsellors will not assume responsibility for them.

### MODIFICATION TO A REGISTRATION :

It is possible to :

- Add weeks;
- Move a pre-paid week to another week.

Add-on weeks will be possible if registration is done before 4:30 p.m. on the Wednesday preceeding the desired week and if places are still available. Any add-ons done after June 9th will not have the registration rebate.

**It is the responsibility of the parent to insure that the registrations dates are valid upon the reception of the registration receipt. No moving of weeks or add-ons will be possible for a week that has either started or been missed.**

**All registrations (add-on or new registration) must be made no later than the Wednesday of the previous week at 16:30.**

### a. Day camp

June 24<sup>th</sup> to August 16<sup>th</sup>, 2019

**Closed on, June 24<sup>th</sup>, 2019**

**Closed on July 1, 2019**

9 a.m. to 4 p.m.

### Maximum ratios :

5-6 yrs old: 1 animator per 10 kids

7-8 yrs old: 1 animator per 12 kids

9-10 yrs old: 1 animator per 13 kids

11-12 yrs old : 1 animator per 15 kids

\*\* Counsellor/camper ratios meet the standards set for municipal day camps \*\*

### Typical schedule

9 a.m.	Let's start day camp Washrooms, water, sunscreen
9 a.m. – 10 a.m.	Activities
10 a.m. – 10:15 a.m.	Snacks, washrooms, water, sunscreen
10:15 a.m. – 11:45 a.m.	Activities
11:45 a.m. – 13 p.m.	Lunch ( Depending on the age group, washrooms, water, sunscreen)
12 :30 p.m. – 15 :30 p.m.	Activities (1 hour pool time for each group)
15 : 30 p.m. – 16 p.m.	Snacks, washrooms, activities in small groups
16 p.m.	Departure

#### **b. Day care services**

Day care services are available from 6:45 a.m. to 9 a.m. and from 4 p.m. to 6 p.m. Parents who pick up their children after 6 p.m. will be charged a late fee of \$5 for every 10 minutes that they are late.

#### Regular rates:

\$7 per day per child (morning and afternoon)

\$5 per period (morning or afternoon only)

#### **c. Occasional day care tickets**

These tickets may be used at any given time throughout the summer when day care services are needed. They can be purchased during the summer at day camp (day care reception or park reception office) or at the Recreation Department (1301 Rue du Bois). Please note that unused tickets are not refundable.

#### **d. Age groups**

The age groups are determined according to the child's school age on September 30th. No change of age group will be allowed for reasons other than a school derogation or if the child has repeated a year. Supporting documents will be required to proceed with the change.

### **2. Regular activities**

Activities will vary according to themes every week.

The "Parc nature les Forestiers-de-Saint-Lazare" day camp puts an emphasis on nature and environment, games, physical activities and arts.

**Please encourage your child to wear athletic clothes and keep in mind that your child's clothing might be dirtied after a fun and active day at camp. Sand is everywhere on site and your child might even bring some home! 😊**

### **3. Swimming at the pool**

Every day, your child will have the opportunity to stay cool by swimming in our in ground pool. Therefore, you must pack a bathing suit and a towel every day or your child will not be able to participate at the pool. If your child is wearing their bathing suit at their arrival at camp, please bring a change of clothes. \*\*\* It is recommended that the child wears his bathing suit under his clothes upon his arrival. \*\*\*

If your child does not know how to swim, it is your responsibility to provide him/her with a lifejacket. For the kids who are required a lifejacket, they will be asked to wear a specific bracelet as to identify them and to assure security.

### **4. Tee-shirts**

The tee-shirt will be available at a cost of \$7 and will be given to your child during the first day of camp (if you didn't get it at the open house). Keep in mind that it is not mandatory to purchase or to wear the day camp tee-shirt at camp.

### **5. Illness**

When a child is injured or becomes ill at camp, the chief animator attempts to reach parents to ask them to pick up the child within a reasonable timeframe, at the numbers listed on the registration form for your child. Therefore, it is important that you update your child's information if it changes throughout the summer.

A child who shows any symptoms such as fever, diarrhea, vomiting or other serious symptoms will not be admitted to the day camp. The head animator may send a child home if she/he believes that the child is not able to fully participate in the day's activities.

Parents must notify the day camp immediately if a child or a member of the family has a contagious disease or a parasite (ex. lice). A note from a doctor stating that the child is no longer contagious may be required before a child is allowed to return to day camp.

#### **Procedure in case of lice:**

The parent of a child with lice must keep their child at home for a period of 24 hours to do the appropriate treatment (shampoo: as directed). Later, he must notify the day camp. He must also take disinfection measures such as: washing the child's clothes, sheets, mattresses and personal effects of the child. He must also check the head of each family members and perform the treatment, if necessary. It is important to remove all nits daily.

The day camp will make an announcement to warn other parents that there is a case at the day camp and this, in all confidentiality to encourage them to regularly inspect the head of their children to prevent spread. It is the parent's responsibility to check for 10 consecutive days.

If the day camp finds that the child has lice:

- The day camp will contact the parent and he / she will have to pick up the child immediately;



- If there is recidivism in the same child, the parent will have to pick him up and carry out the appropriate treatment again (shampoo).

## 6. Blacklegged Tick

### Where are the ticks?

A tick bite can occur anywhere, mainly in:

- woodlands, forests, undergrowth, shrubs and scrub;
- tall grass, unmanaged land;
- gardens near woods, shrubs, scrub or tall grasses

**Did you know that ticks do not survive in sand and mulch?**

### Prevention method:

- wear clothing that covers the skin;
- apply mosquito repellent containing DEET (20-30%) or icaridin (20%) according to the manufacturer's instructions;
- stay on the trails;
- avoid contact with vegetation.

### After being in an environment likely to contain ticks:

- Examine your entire body thoroughly;
- Examine pets;
- Remove visible ticks as quickly as possible;
- Take a shower or bath (or swim).
- Change clothes;
- Wash clothes or place them in the dryer or in the sun;
- Remove the tick if you find one hanging;
- Even if you have not found a tick, watch for redness on the skin, fever, or other unusual symptoms within one month after the activity at risk.

**We recommend doing a check of your child's body every day to check for ticks.**

For more information: [WWW.MALADIEDELYMEMONTEREGIE.COM](http://WWW.MALADIEDELYMEMONTEREGIE.COM)

## 7. Medication

No employee has the right to administer any medication. The head animator may supervise children who administer their own medication. The person in charge may remind a child to take his/her medication but may not be held responsible if he/she forgets to do so. In some cases, he/she may also decline this responsibility. When children cannot administer their own medication or if the medication may cause serious side effects, the child's parent may have to come to the camp and give the child his/her medication. All medications must be given to the head animator for safe storage.

Apparence et taille de la tique à pattes noires



Source INSPQ-LSPQ

## 8. Allergies

It is the parents' responsibility to:

- notify the day camp staff of their children's allergies;
- fill out the identification form of children with allergies with an EpiPen or Allerject which includes a photo of the child, a description of the allergy, the name of the person to contact in case of an emergency and permission to administer an EpiPen.
- provide epinephrine auto-injectors prescribed by the physician or allergist.  
It's the child's responsibility to :
- Keep the EpiPen or Allerject on him/her at all times.

## 9. Each day...

Your child must bring:

*The weather may change during the day so the child's backpack should always contain the following items:*

- A cold lunch (with ice pack) - there are no microwave ovens on site
- At least two (2) snacks and a bottle of water
- Adequate clothing
- A swim suit and a towel
- Sunscreen
- Bug Spray
- sports shoes or sandals
- a cap or a hat
- rain gear: boots and a raincoat

Your child must not bring:

- toys from home, cellular phone, video games, etc.
- nuts or peanuts
- flip-flops
- Valuable objects (e.g. clothing and/or electronics)

We strongly suggest that you identify your child's belongings as to avoid any lost.

## 10. Sunscreen

Several times a day, we ask children to apply sunscreen. It is therefore your responsibility to ensure that your child has his/her own sunscreen in their bag. Unless your authorization (permission on the registration form), children must apply their sunscreen.

## 11. In case of rain/ heat wave

**In case of rain, we have:**

- 2 marquees
- 2 interior spaces
- Winter rental building



- Local under the pool

**In case of heat wave:**

- A daily swim is already scheduled every afternoon;
- Longer rest periods in the shade and other quiet activities. We are privileged to have a site where shade is omnipresent. The dining area and most of our entertainment sites are under a tree cover, so children will spend most of the day in the shade;
- Adapted programming to multiply water games, promote calm games and avoid intense physical activities;
- Many water fountains near the activities, regular hydration breaks are also planned;
- Collaboration of parents requested by adding bottles of ice water in the backpack of children. He will be able to keep one nearby during the activities; do not forget to put swimsuit and towel as well as sunscreen in the backpack of your child so that he can enjoy periods at the pool and water games.

**E. Day camp attendance policy**

**a. Drop-off**

When parents drop off their children at the day camp or at the day care, they must sign the attendance sheet. It is the parent's responsibility to let the day camp staff know that the child has arrived by signing he/she in. If the parent fails to sign the attendance sheet, the day camp staff will not be responsible for the child.

**b. Pick-up**

When you pick up your child at the day camp or day care, you must follow this procedure:

1. Parents must report to the person in charge of their child to sign their child out. Before leaving with their child, parents must:
2. Identify themselves;
3. Give their password;
4. Sign the attendance sheet.

**c. Pick-up by a person other than those authorized**

If your child has to leave with anyone other than authorized individuals, you must fill out the consent form completed and return it. **You must also give your password to the person picking up your child.** Otherwise, the child will not be allowed to leave the day camp. **Anyone who picks up a child must sign the attendance sheet.**

**d. Absence Management**

No absence management will be done by the day camp. We take care of your child from the moment you signify his/her presence by signing the document of attendance. For this reason, if the child is absent, you will not be contacted by officials.

## **1. Day care service**

All parents are required to sign the day care attendance sheet when they drop off and pick up their child.

### **1.1 Pick-up**

**It is forbidden to pick up a child without first reporting to the person in charge of the day care service.**

### **1.2 Occasional day care tickets**

If you use an occasional ticket for early morning or late afternoon day care services, we ask that you notify us as soon as possible, **especially for the late afternoon period** so that we can take your child to the day care. We also ask that you follow the day camp pick-up and drop-off procedures.

## **2. Day camp**

**It is prohibited to pick up a child without first reporting to the counsellor.**

### **2.1 Drop-off outside regular hours**

If you drop off your child outside regular hours, you must report to the administration office so that we can take you to the child's counsellor. You must also follow the usual drop-off procedure.

### **2.2 Pick-up outside regular hours**

If you must pick up your child outside regular hours, we ask that you notify us as soon as possible, with a written authorization, and that you provide us with the name of the person who will pick up the child. The usual pick-up procedure must be followed.

### **2.3 Special authorization**

If you want your child to leave the day camp unaccompanied, you must indicate it on the registration form. If you allow him/her to do so later on during the summer, we ask that you notify us with a written authorization. You must fill out the *consent form* completed and return it. We also ask that you specify when the child is allowed to leave unaccompanied (at the end of the day, on certain days, etc.). **For safety reasons, no child will be allowed to leave unaccompanied before the end of the day.**

## **F. Code of conduct**

Management has adopted a zero tolerance policy for inappropriate behaviour. The Town reserves the right to exclude from an activity, suspend or dismiss a child whose conduct is deemed inappropriate in the best interest of the day camp. Although highly qualified, our staff does not have the knowledge or support required for psychosocial interventions.

The day camp code of conduct is designed to **promote a healthy, safe and harmonious environment.**

To reach this goal, we need the help of the families to enforce these rules. Therefore, we ask for the cooperation of all parents and their children.

#### Rules:

1. The child respects everyone (camp counsellors, camp coordinators, fellow campers and directors) by using proper language and behaviour at all time. Indecent words, discriminatory remarks, threatening, mocking or verbal abuse are prohibited. Tripping, hitting inappropriate touching, violent gesture and any disrespectful gesture are prohibited. In case of verbal abuse (yelling, discriminatory remarks, threatening, mocking) or physical abuse (hustling, fighting, improper gesture, etc.) the camp coordinator will contact the parents immediately.
2. The child respects himself or herself. He wears adequate clothing in order to be comfortable during daily activities. The outfit is clean, proper and does not picture any sign of violence. Borderline children will be warned. Shorts, tee-shirts and tank tops must be decent. Dance clothing and apparel are forbidden.
3. The child respects the day camp goods and equipment.
4. It is forbidden to bring any food containing traces of nuts and peanuts. The child must not share food with anyone.
5. The child must listen to camp counsellors' instructions.
6. The child does not bring prohibited items to camp. A detailed list is included in the parent guide.
7. The child does not throw any harmful objet (rocks, sand, etc.).
8. The child has a safe behaviour. Any dangerous behaviour for himself/herself or others will be punished.
9. Any attempt to run away or escape from the group will be reprimanded.

#### **In case of misbehaviour and/or disregard for rules, the following steps will be taken:**

1. A first verbal warning is given to the child by a camp counsellor who as witness the event.
2. A second written warning will be given by the camp coordinator who will inform the parents of the child's behaviour.
3. If another warning is necessary, the child will be suspended of all external activities or upcoming outings.
4. If the child still does not respect the rules and regulations, he or she will be expelled from the day camp for the rest of the season, without any refund.

These procedures are often followed step by step in case of misbehaviour but not always. Consequences may apply depending of the seriousness of the situation, not always in chronological order. Therefore, step 1, 2 or 3 may be skipped.

#### **G. Refund policy**

No refund will be granted after June 9<sup>th</sup>, 2019, except for medical reasons. A refund request form must be submitted along with official medical documentation. By-law 668 for more details. **Administration fees are applicable to any refund request.**

Occasional day care tickets are not refundable.

In order to offer everyone an environment of respect, a child, whose informatons are innacurate or incomplete concerning a medical situaton, physical disability or behavioural disorder could be reanalyzed and eventually be removed from camp without any refund possible.