

PARENT HANDBOOK

Summer Day Camp



Chilliwack Society for
Community Living

Welcome Parents, Guardians and Campers to our 2022 Summer Scapes Camp!

Welcome back to an exciting summer at our Summer Scapes Day Camp. To make the most of your child's experience, we have created this guide to help you best prepare for camp this season. Please take a look at the guide as will help ease you through the process, answer some common questions and provide important rules and information.

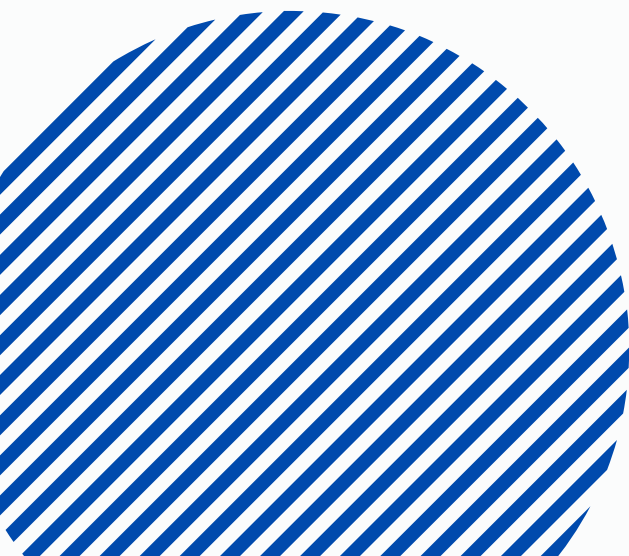
If you have any questions or concerns, feel free to give us a call at 604-846-777 or contact us via email at mathieson.admin@cscl.org. You can also contact the Child and Youth Services Manager at 604-846-2016 or aileen.mathews@cscl.org.

We cannot wait for another amazing summer of learning, exploring, discovery, new friends and fun!

About our Day Camp!

Chilliwack Society for Community Living is committed to creating inclusive and accessible recreation programs. Our programs foster social connections, and promote a healthy and active lifestyle.

Summer Scapes is an INCLUSIVE day camp. We accept people of all abilities and work to create a strong sense of diversity, inclusion and community. Following our mission, vision and values, the camp staff will work to ensure that campers also follow and respect the mission, vision and values while at Summer Scapes.



Camp Information



INCLUSIVITY

The Chilliwack Society for Community Living is committed to creating inclusive and accessible recreation programs for our community. Our programs foster social connections, and promote a healthy and active lifestyle for children of all abilities.

There are two streams of registration for our Summer Scapes Day Camp:

1. **Referral through the Ministry of Children and Family Development (MCFD)**
 - a. If your child has a diagnosis and is connected to a Child and Youth with Support Needs worker, this is the best avenue of registration for your child. If your child has a diagnosis and you are NOT connected to a worker, please contact the *Ministry of Children and Family Development* for further support. Participants registered through this stream receive support at a 1:3 ratio (one staff per three individuals).
2. **Community Registration**
 - a. This stream is for all other children who can be supported in a 1:10 ratio (one staff per 10 participants)

GENERAL INFORMATION

CAMP LOCATION:

45195 Wells Road Chilliwack B.C. V2R GH4

CAMP HOURS:

8:30am-3:30pm

OFFICE HOURS:

8:30am-4:00pm Monday -Friday

OFFICE PHONE:

604-846-7777

OFFICE EMAIL:

mathiesonadmin@cscl.org



Day Camp Fees

Weekly Rate: \$135.00

Daily Rate: \$30.00

Before & After Care:

\$5.00/day

Ways to Pay

You can pay by cheque or cash at our Child and Youth building 45195 Wells Road.

Or you can pay by credit/debit at our Head Office 9353 Mary Street.

Payment Information



Payments and Due Dates:

It is expected that payment is made in full at time of registration. Any outstanding balances must be taken care of before the child can enroll or attend the Summer Scapes' Day Camp.

Parent Responsibilities:

- Parents must follow all established policies and procedures outlined in the CSCL Summer Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy etc.
- Parents are responsible for reading all emails, newsletters, flyers etc. sent home regarding the Day Camp program.

INCLEMENT WEATHER

In the event of severe weather such as thunderstorms or excessive rain we will take immediate cover where possible. The Summer Scapes Manager will stay alert for any weather advisors.

Camp staff are trained to handle severe weather conditions such as storms, smoke or extreme heat conditions. During heat advisories, campers continue activities at a slower pace. We will adjust group schedules so that children will not be participating in field sports or strenuous activities during the hottest part of the day.

Codes of Conduct

ALL PARTICIPATING CAMPERS AND FAMILIES ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARDS OTHERS AT ALL TIMES.

Camper Code of Conduct:

- Campers must behave towards others and their environment in a way that demonstrates and respects CSCLS mission, vision and values
- Participants are responsible for following all standards laid out in this handbook
- These standards are expected to be followed both at the Mathieson center and out in community
- The use of cell phones or other electronic devices is not permitted UNLESS it is required to assist with communication (Please connect with the manager ahead of time if your child requires communication assistance).
- Campers are expected to follow all directions issued by Summer Scapes staff and volunteers.

Bus Code of Conduct:

- The Camper Code of Conduct applies when riding on the bus (both the city bus and the school bus)
- Campers must follow all rules laid out by the bus driver (eating & drinking rules, window rules etc)
- Riders must remain seated
- All limbs (arms legs head) must remain in the bus at all times
- Campers must not tamper with the emergency doors

CSCL Staff Code of Conduct:

- Staff interactions with the campers are always appropriate.
- When working, staff will not be using cell phones unless it is to call a manager or fellow staff for program related issues/concerns.
- Staff will administer clear delivery and regular review of program expectations, rules and procedures to campers.
- Staff will treat each child with dignity and respect.
- Staff will fully engage in activities and participate with the campers.
- Staff will respect the privacy of program participants and adhere to established CSCL confidentiality policies.

Ratios:

- Our staff to individual ratios is as follows: Community registrations (children who are not being referred through the Ministry of Children and Family Development) will be running at a 1 staff per 10 children ratio.
- If your child has been referred through the ministry and requires more intense support, these children will be supervised in a 1:3 ratio.

WHAT CAN I EXPECT?

Going to summer camp is a very exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize as much "first-day" anxiety as possible. The Summer Scapes Day Camp has well-trained staff that are focused on meeting the needs of individual campers and are committed to serving as excellent role models.

- Dress for the weather. The camp day will continue rain or shine.
- Campers are very active during camp. Therefore, have your camper wear "play clothes" that are comfortable and can become dirty.
- Your camper will probably come home tired and may need additional rest after a day of high energy activities.
- Label all items with camper's name including: swimsuits, towels, water bottles, lunch kits and backpacks. NOTE: CSCL is not responsible for any lost or misplaced belongings of the campers.
- Please don't send valuable clothing or valuable items to camp.
- Make sure all your forms and payments are completed before attending camp. This will space time at check in. Include campers name and the week(s) you are paying for on all cheques/payments.

DAILY ADVENTURES

It is important to us that your child has an amazing experience at our Summer Scapes Camp. Therefore, we look for ways to incorporate as much fun and adventure into our daily activities as possible. Campers activities include but are not limited to:

- Swimming
- Crafts and small activities based on the weekly theme
- Stories
- Sports (Games & relays)
- Field trips
- Nature walks/hikes

Our Day Camp is structured to challenge all children according to their age and developmental needs. The Camp is planned to give campers and introduction to a wide variety of activities and experiences while providing them opportunities for creative expression.

Weekly themes: Each one of the 8 weeks over the summer camp will have a designated theme in which the crafts, activities and field trip will relate to. These themes will be listed on the registration form.

Wacky Wednesdays: Each Wednesday there will be a different "Wacky" theme in which we hope both staff and campers participate. The Wacky Wednesday themes will be posted on the Summer Scapes Calendar given to registered campers.

Field Trip Fridays: Each Friday the campers will be participating in a planned field trip. These field trips are often on a bus to a destination outside of Chilliwack. These trips will be secured and listed on the registration form.

Swim Days: Mondays and Fridays will be swimming days, rotating between the three swimming pools in Chilliwack (Landing Leisure Centre, Cheam Center and the Rotary Pool).

A TYPICAL CAMP DAY

Summer Scapes run from 8:30am-3:30pm. Exact daily schedules may vary (Especially on field trip days)

EXTENDED CARE

7:30am-8:30am

Quiet center-based activities available to campers

PROGRAM OPENS & WELCOME

8:30am-9:00am

Campers arrive, sign in and begin a welcome introduction to camp

MAIN DAILY ACTIVITY

9:00am-11:30am

Daily activities will depend on the weekly theme as well if it a swim day or field trip day.

Activities will include: parks, nature walks & activities at the center.

LUNCH

11:30am-12:30pm

ACTIVITIES

12:30pm-2:30pm

More activities based on weekly themes

CLOSING CENTRES

2:30pm-3:30pm

Quiet free time using center-based activities until pick up time.

PICK UP

3:30pm

Families pick up and sign out their child

EXTENDED CARE

3:30pm-4:30pm

Continue quiet center-based activities until pick up

WHAT TO PACK

Please make sure your child's name is on all belongings. Please leave all valuables, electronics (including cell phones) and toys at home. CSCL is not responsible for lost or broken items.



We also ask that campers have a change of clothes and any required supplies for toileting support if necessary.

WHAT TO PACK FOR CAMP



LUNCH:

Please pack enough food and drink to last your child for the full day at camp. Camp does not have refrigeration or microwave for lunches. Please ensure all lunch kits and water bottles are labelled. We ask that if possible, please have a reusable water bottle for your child to bring (as we will have opportunities for them to fill up).

CLOTHING:

Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities planned for the day. Campers must wear play clothes and tennis/running shoes as your camper will be participating in outdoor activities and lots of walking. For safety reasons, opened toed shoes and sandals are NOT permitted at camp. Parents may be phoned to bring alternate footwear and the child may miss out on the planned activities. Campers should also bring a swimsuit and towel. Please clearly label swim items with the camper's name. For sanitary reasons, campers should not come dressed in their bathing suits. Campers will be given time to change before participating in water activities.

When our child arrives at camp, he/she will be given a camp shirt to change into for any days there is an outing. This shirt helps the camp staff keep a better visual on campers while in community. **Campers will be provided a CAMP T-SHIRT , this shirt is to be worn while at camp for community safety purposes.**

BATHING SUITS/SWIM GEAR

Please send a bathing suit and towel that is clearly labeled with your child's name on swim days or water activity days. You will be informed through your child's registration and activity calendar what the planned activities are. You may send goggles and/or lifejackets with your child as well.

PLEASE REMEMBER TO LABEL ALL ITEMS WITH YOUR CHILDS FIRST AND LAST NAME. SUNSCREEN

We are committed to keeping your child safe from the sun. To help prevent sunburns, it is recommended that parents apply sunscreen prior to arriving at camp. Campers spend a large amount of time outdoors. Staff will have sunscreen available and will re-apply to your child if they feel its necessary. If your child has skin sensitivities it is even more important that you apply his/her sunscreen ahead of time- if you would like you can keep the specific sunscreen required in their backpack.

LOST AND FOUND

We will make every effort to return lost and found items while your child is at camp. Please mark all items with your child's first and last name with a permanent marker or laundry label for easy identification. If you discover something is missing, please check the lost and found immediately. Items left will be donated.

CSCL IS NOT RESPONSIBLE FOR LOST OR MISPLACED ITEMS



GET HOME SAFELY

PICK UP & DROP OFF

Drop off and pick up location is at Mathieson Centre 45195 Wells Road Chilliwack B.C., V2R 1H6.

SIGN IN/OUT PROCEDURES

There will be a designated sign in/out area as you enter the Mathieson building. A camp staff will be waiting with an attendance list to sign in your child. Campers must be "signed in" to the program each morning and then they must be "signed out" of the program in the afternoon by a parent or designated caregiver. If your child arrives after 8:45am or you have to pick them up before 3:30pm please coordinate with the camp staff or manager.

DROP OFF

Doors will open at 8:25am for sign in (unless you are using our extended care), please ensure a parent or adult physically accompanies the child to the sign in table. Our main activities begin at 9:00am so please have your child at the program no later than 8:45am.

SIGN OUT:

Adults picking up children must initial the program sign-out sheet each day upon pick up. Staff may ask to show picture ID.

CHANGES TO PICK UP LIST:

Any changes to the pick-up list must be submitted in writing to the Summer Scapes program manager. Any court orders declaring changes in custody should also be provided to CSCL for our records.

STEPS FOR CLARIFYING CUSTODY ISSUES:

If an adult who is not on the authorized pick up list comes to pick up a child, the child will not be released to the adult. CSCL staff will contact the primary parent/caregiver responsible for the child who must clarify the situation as outlined above. If the parent/caregiver cannot comply by providing a signed notice of the change, then the CSCL staff must:

1. Contact the Manager immediately and/or
2. Contact local law enforcement or social services if necessary.

CUSTODY ISSUES:

In the case of separated or divorced parents, where visitation rights are denied to one parent, CSCL cannot deny releasing the child to such parent unless a court order is in our file expressly forbidding a parent from pick up the child from our program, or from picking up at times not allowed by the court. If anyone is specifically NOT allowed to pick up your child, please list them under the "NOT AUTHORIZED" section on the registration form.

LATE PICK UP/ FAILURE TO PICK UP:

Staff are scheduled until 4:30pm for extended child care. However, staff will not leave a camper unattended. A late fee of \$15 will be applied if a child isn't picked up within 15 minutes of the program end time of 3:30pm. Chronic late pick ups may be grounds for extra fees and/or dismissal from the program. In the event that you fail to pick up your child, the following will occur:

- All phone numbers we have on file for you child, including the emergency numbers will be called.
- If no contact can be made at those numbers, we will continually assure your child everything is okay. Your child will never be left alone.
- We will notify the program manager to determine the appropriate next steps, which may include calling police and/or social services.

IMPAIRMENT:

Your child's safety is our top priority. At times we are called to make judgments concerning a camper's safety. If a CSCL staff member suspects that a parent, guardian or other authorized adult is impaired when he or she arrives to pick up the child, the CSCL staff will keep the child at the facility until alternate transportation can be arranged. The CSCL staff will first try to contact other family members or a spouse; then move onto emergency contacts listed on the registration form. CSCL reserves the right to involve appropriate authorities if deemed necessary for the child's safety.

Safety Policy & Procedures

COVID & COMMUNICABLE DISEASE FAQ

The Chilliwack Society for Community Living works hard to ensure our day camp will involve public health regulations as outlined by the Government of British Columbia which include:

- All day camp staff will have health and safety training regarding COVID-19.
- Hand sanitizer will be placed throughout each facility.
- Frequent handwashing will be encouraged for both staff and participants

SICK POLICY

It is our sincere desire to provide quality care for your camper while they are participants at Camp. It is absolutely imperative that we work together to make this happen. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian.

Any child running a temperature over 100 degrees or has vomited will be required to go home.

Requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted.

Please be advised that staff will not exclude your camper from activities unless one or more of the following exists:

- The illness prevents the camper from participating comfortably in camp activities.
- The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.
- The camper has any of the following conditions:
 - Fever
 - Signs of Possible Severe Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent
 - Uncontrolled diarrhea: Examples include one or more watery stools in a 24 hr. period.
 - Vomiting
 - Signs of communicable illness (rash, lice, etc.)

If your camper has any of the symptoms listed above, or is removed from camp because of an above listed condition please refrain from returning to camp until condition discontinues (a minimum of 24 hours). This is in the best interest of all the campers in the program. Please assist us in our efforts to maintain a healthy environment for our children. In some instances a Dr.'s note may be required.

MEDICAL INFORMATION & MEDICINES AT DAY CAMP

Please ensure the medical section of the registration form is fully completed, and that everything is up to date with current doctor's name and an emergency contact that can be reached during the hours of 7:00 a.m. to 6:30 p.m. Children requiring medication at day camp need to have a Medication Release Form signed. Medication must be stored in blister packs, or appropriately labelled sealed envelope (ask manager for more information) and staff will keep them in a secure location. Staff will ensure that they wear the proper PPE while assisting children with their medicine. Medication Release Forms will be available from the Manager if medication administration is required.

Comments, Concerns & Suggestions

The Chilliwack Society for Community Living and Staff are always happy to hear feedback from you about the quality of our programs. If you have anything that you would like to discuss, please do not hesitate to call the Summer Day Camp Office at 604.846.7777 or email mathiesonadmin@cscl.org

Stay Informed

It is our priority to make sure parents are informed of what is going on in our programs. CSCL is an organization that believe in complete transparency. We will make every effort to communicate with you about activities, special events and especially information regarding your child and the how there day was. We communicate through signs posted at pick-up or drop-off time, phone calls, in person and via email. It is required that parents provide phone numbers and email addresses if available so that you can receive important information. If there is ever a time where you would like to know more information please discuss with the camp staff or contact the Summer Scapes Manager.

Other Important Information

Please make sure your child leaves toys, trading cards, video games, phones, music devices, IPADS/tablets, candy and gaming systems at home. If a child is sent to camp with these items the **MUST** remain in their backpack during program hours. Campers will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign out. Summer Scapes Camp is packed full of fun activities and these personal items can often be a distraction and take away from the program. They can also lead to many arguments between campers and we are here to build friendships.

NOTE: If a child requires a device for communication please contact the Manager to make these arrangements.

REMINDER: CSCL is not responsible for any lost or misplaced valuables.