

V.R.C Camp Information
and Parent Handbook



Camp Information and Parent Handbook

Welcome!

Our staff at the Vanastra Day Camp are looking forward to another summer filled with fun! This online handbook is designed to provide you with important information regarding your camper's upcoming summer at the Vanastra Day Camp. The goal of our camp is to present quality programs that will give your children a fun and safe summer experience. Our program design, staff selection and training, as well as our operation and management, are all geared towards ensuring that every child's camp experience is meaningful and enjoyable.

Dates of Operation

Week

- 1 – Monday July 3 – Friday July 7
- 2 – Monday July 10 – Friday July 14
- 3 – Monday July 17 – Friday July 21
- 4 – Monday July 24 – Friday July 28
- 5 – Monday July 31 – Friday August 4
- 6 – Tuesday August 8 – Friday August 11
- 7 – Monday August 14 – Friday August 18
- 8 – Monday August 21 – Friday August 25
- 9 – Monday August 28 – Friday September 1

→ some weeks may fill before the summer begins, make sure to register soon to avoid disappointment!

Program

Vanastra Day Camp offers a variety of activities daily such as sports, games, crafts, music, neighbourhood outings, and swimming for campers aged 5 to 12 years old. Day camp programming begins at 9:00 am and ends at 4:00 Extended hours are available for campers at an additional cost and runs from 7:00 to 8:00 for the morning and 5:00 to 6:00 for the evening.

Our Staff

The Vanastra Day Camp places a strong emphasis on hiring mature, enthusiastic and qualified staff. All staff are required to be certified in Standard First Aid and HIGH FIVE – Principles of Healthy Child Development. Staff are required to attend pre-camp summer training sessions, including sessions on policies and procedures, safety, and program planning. All staff must also pass a Police Vulnerable Sector Check before they are offered a position. For Day camps, our ratio of counsellor to campers does not ever exceed 1:15. Please speak with our staff if you have any suggestions, questions, comments, or concerns about your camper's experience.

A Typical Day at Day Camp

7:00 – 8:00 early drop-off available for additional cost. Campers are supervised during free play.

8:00 – 9:00 Regular campers will arrive between 8:00 – 9:00 am, and the program begins at 9:00 with a welcome game or activity.

9:00 – 10:30 Campers will break off into age-based camper group stations for activities like games, crafts, sports, and playground time. Snack time occurs at 10:30.

11:00 – 12:00 Campers will break off into age-based camper group stations.

12:00 – 1:00 Afternoon activities may be similar to those in the morning, or the campers will be brought together for large group activities. Lunch occurs at 12:30

1:00 – 3:30 On Mondays, Wednesdays, and Fridays, campers will get dressed and swim from 1:30 – 3:30. On Tuesdays and Thursdays, activities will be planned to fit this time slot.

3:30 – 4:00 Supervised snack

4:00 – 5:00 Regular campers will be picked up between 4:00 and 5:00. Campers will be supervised during free play

5:00 – 6:00 Late pick-up is available for an additional cost. Campers are supervised during free play

→ Please note that this information provides a typical day at day camp although alterations are occasionally made to fit different days. Trip days will also follow a different routine than a typical day.

First Day Procedures

Parents/guardians will sign their campers in upon arrival. Staff will give any forms to parents/guardians that need to be returned. Staff will show children where to place their belongings and where to go to join camp activities. After the camp welcome, campers will be placed into age-based groups with a counsellor with who they will remain with for the majority of the day.

At Pick up parents/guardians will return any forms to the day camp staff at the sign in table. Please take the time to read over the paperwork when you receive it to ensure that your camper brings all the appropriate items to camp. Throughout the week additional forms/permission forms may be given for various special events and field trips. Please watch for these forms and return them as soon as possible.

Sign In/Out Procedures

Parents/guardians or designated emergency contacts must sign their campers in and out every day. If your camper will be walking home on their own, a form must be completed and given to the day camp staff ahead of time, that allows them to sign themselves out.

In the event your camper will be picked up or is leaving early, a note or message must be provided indicating the time when your camper is leaving. If you pick up your camper early, please notify your camper's counsellor before leaving. Please note that only those listed as parent/guardians and emergency contacts on your camper's registration form will be allowed to pick them up from camp. You must fill out the Child Release Form, upon your request, if your camper will be picked up by someone other than those you have listed and photo ID must be presented before releasing your camper into their care.

Late Pick-Up Policy

Sometimes we experience parents/guardians who are persistently late picking up their campers at the end of the day. The staff will not be permitted to leave children unattended and will wait until you arrive. Although the result is that the staff are often unfairly asked to work longer hours following an already tiresome day. Staff may have to cancel personal plans or change hours for other jobs. We recognize that often circumstances are completely unavoidable, although the Vanastra Day Camp has a policy in place of charging additional supervision fees for those who require extended care and for those who are not picked up at appropriate times. Extended late fees are \$1 per minute and must be paid upon arrival.

Trips

Campers will occasionally go on a field trip on the Thursday of the end of the week or special guests are brought in for weeks where there are no special outings. Refer to the Registration form to inquire about special events and field trips. All trips require a signed permission form by parent/guardian in order for campers to attend. Most trip costs are included in the registration form. Transportation will be included in this fee. Trips may be cancelled and rescheduled due to inclement weather such as extreme heat or rain. We will do our best to rearrange an alternate date in the case of a cancellation.

Swimming

In addition to general camp activities, campers will go swimming from 1:30 – 3:30 every Monday, Wednesday, and Friday at the indoor Vanastra Recreation Pool. The pool is guarded and staffed by quality lifeguards and campers are given a swim test in order to swim in the deep end. On swim days, please send a bathing suit and a towel. Please note that we do have extra swimsuits and swim trunks although sizes and quantity are limited. Alternate activities will be provided for those who choose not to swim, although all campers must stay in the swim area until 3:00pm. Designated day camp staff will swim with the campers.

Lunch and Snack

Each day your camper will need a lunch, snacks, and drinks, and a reusable water bottle is recommended. To avoid loss or confusion please write your campers name on his/her lunch bag and containers. Here are a few tips for preparing your camper's nutritional lunch:

- Fruits, raw vegetables, crackers, granola bars, and low calorie cookies are always excellent snack choices
- We are unable to refrigerate children's lunches. You may wish to freeze juice boxes the night before. They will thaw just in time for lunchtime and can serve as an icepack to keep your child's lunch cool.
- Sandwich fillers best for hot days are cheese, lunch meat, and jam.

Please make an effort to send your children with healthy foods and snacks. Children who eat healthy meals and snacks will have more energy throughout the day to participate in camp activities!

Special Snacks and Lunches

This year we are sponsored by Healthy Kids Community Challenge to provide a healthy and nutritional snack every Tuesday under the theme of 'Choose to Boost Your Veggies and Fruit', free of charge. Campers will enjoy yummy snacks that will encourage eating more fruits and vegetables.

Freezies will also be available to be sold at a low cost, at 4:00pm if campers wish to purchase them. Your camper may wish to bring some spare change to purchase one. If you send money with your camper and wish for a counsellor to hold onto it until the end of the day, please send it with your camper in an enclosed envelope/container, labelled with their name. Campers are not allowed to purchase candy from candy dispensers during camp.

Camper Belongings

We expect campers to be responsible for all the items they bring to camp. Camp staff will do their best to manage their belongings, although it is important that campers know what they are bringing each day. Please try not to send campers with toys, money, electronics, or games of any kind, since we cannot be responsible for damaged or lost valuables brought to camp.

What Your Camper Should Wear to Camp

Please dress campers according to weather conditions. Shorts and a T-shirt are ideal for most days. Please also send campers with a light jacket or sweater as some mornings can be chilly. When damp or rainy weather is expected, please send a rain jacket and boots. Campers should wear clothes that can get dirty most days. Paint, glue, and grass stains are likely and are all signs of a fun day. We recommend that sunscreen should be applied at home before arrival at camp every morning and that a bottle of sunscreen is sent with your camper each day. Ensure that the sunscreen bottle is labelled with your camper's name as we have many bottles lost each year. A sun hat is highly recommended as well. Closed toed shoes such as running shoes are also highly recommended since we are an active camp!

Special Needs

Parents/guardians of a camper who has special needs should identify their needs upon registration or before registration if the camper requires extra staff support. This includes epilepsy, severe allergies, learning disabilities, emotional/behavioral issues, autism, physical disabilities etc. all information will be treated with strict confidentiality. This information helps us determine staffing needs, increase staff awareness, and assists us in making your camper's experience as safe and fun as possible.

Illness

If your camper becomes ill during the day, a parent/guardian will be called to take them home. This will prevent illness from spreading through the camp. Please do not send children to camp if you suspect that they are not well. We are unable to provide refunds due to illness.

Absenteeism and Late Arrivals

Please help us keep our schedule on time by arriving before 9:00 am every day. This is especially important on trip days. Occasionally trip days require early departure due to maximizing the day, and minimizing time spent travelling. Please watch for these special departure times on permission forms. If you arrive late and miss the bus, no refund will be given for the day. Due to children to counsellor ratios, we are unable to leave staff back at camp to supervise children who do not attend on time. If your camper will be away from camp of late on a particular day, please notify a counsellor in person, in a note, or by phone as soon as possible.

Important Forms

The following forms may be found online. Please read them thoroughly.

Child Release Form

This form must be completed to allow individuals not listed in the parent/guardian and emergency contact list on your camper's registration form, to pick up your camper from Day camp.

Conditions Requiring Medical Attention

Parents/guardians who have a child needing medical attention are required to fill out this form to inform counsellors of any allergies/health conditions. The form has sections on medical or drug treatment instructions and special requirements for diet/rest/exercise for the counsellors.

Medication Consent and Record

This form is an addition to the form listed above which allows parents/guardians to give specific and detailed instructions of medication to be administered to your camper. There is a dispensing record where counsellors will record when and what dosage was administered to your camper.

Providers must mail this form in at the end of the month with their attendance recordsIt will be kept on file at the office.

Child Release Form

I _____ hereby give permission to release
(parent/guardian name)

my child _____ to _____
(child's name) (name)

on _____.
(date)

I have advised _____ that he/she is to bring valid identification as proof of identity and must show it to the program leader before my child will be released to them.

Signature

Date

For Staff Use:

Type of Identification Used: _____

Date & Time Checked/Released child: _____

Staff Signature: _____

Conditions Requiring Medical Attention

Child's Name: _____

Medical Information

Health Card Number: _____

Health Conditions or Allergies: _____

Medical or Drug treatment instructions:

Special requirements for diet rest or exercise:

Doctors Name: _____

Doctors Contact Information: _____

(Parent signature)

(Date)