



# **Recreational Camp Operating Handbook**

## WELCOME TO CAMP!

We are a Recreation Program operated by the Township of Mapleton. We are registered with HIGH FIVE and all staff are trained in Principles of Healthy Childhood Development. We offer quality recreational programming through our Recreation Department.

### Arriving at Day Camp

All participants are asked to register for camp online at [www.mapleton.ca](http://www.mapleton.ca)

One of our staff members will greet you outside the main doors. Staff will meet campers as they arrive and sign them into the program. Campers will be asked to wash or sanitize their hands before they enter the program area.

All visitors at the day camp area will be noted in the daily record. Only those deemed necessary will be permitted into the day camp area. These records will be maintained for a minimum of 30 days.

### Leaving Day Camp

All campers will be released to someone 18 years of age or older. Only those listed on the registration forms will be allowed access to pick up a child. If you would like your child to be dismissed from camp on their own at 4 pm you must provide this request in writing to the Camp Coordinator or Manager of Community Services. This request will not be approved for children under the age of 10.

Pick-up will occur outside or in the front vestibule area of Moorefield Community Centre (MCC) entrances. Campers and anyone leaving the day camp area will be signed out of camp and departure times will be recorded. These records will be maintained for a minimum of 30 days.

### Our Amazing Camp Staff

Our staff is chosen based on their experience, creativity, and enthusiasm to work with children. Staff are required to be certified in Standard First Aid with level A CPR & AED training. They also complete HIGH FIVE training and certification before the beginning of camp.

\*HIGH FIVE is Canada's only comprehensive quality standard for children's sport and recreation, an evidence-based approach to healthy child development.

There are 2-3 full-time camp staff with each cohort. This consists of 1 Camp Site Leader and 1 or 2 additional Camp Staff. Each cohort is assigned staff members as required. Staff will remain with their cohorts as much as possible for the entire week.

Our Summer Camp Counsellors are supported by a Camp Coordinator, and the Manager of Community Services.

## Program Overview

Camp runs from 9 am until 4 pm daily. Camp begins the first week of July and ends the third week of August. There is no camp offered on Canada Day and the Civic Holiday. We do not operate camp the last week of August.

Extended care will be offered from 8 am to 9 am and again in the evenings from 4 pm to 5:30 pm. There is an additional fee for extended care. If your child is registered but will be away for any reason, please text the program at 519-580-7710 and email the Manager of Community Services as soon as possible. [agrose@mapleton.ca](mailto:agrose@mapleton.ca)

## Camp Location and Hours

Maryborough Community Centre  
15 Ball Avenue  
Moorefield, ON  
N0G 2K0

Camp will run from 9 am until 4 pm, with extended care options from 8 am-9 am and 4 pm-5:30 pm, Monday to Friday, not including holidays.

## Day Camp Group Sizes

There are up to 26 children per cohort. We have 2 to 3 staff in each cohort. Staff pairings will not change unless necessary.

## Camp Contact

519-580-7710

## Daily Schedule

Each day will include games, crafts, and indoor and outdoor exploration aiming to be exciting and engaging for campers.

**8 am to 9 am- Before Programming Care (extended care)**

**9 am -Arrival and Morning Greeting**

**9:15 am to 12:00 pm - Indoor/Outdoor Exploration, Craft, and Snack**

**12:00 pm to 1:00 pm – Lunch & Free Play**

**1:00 to 4:00 pm Leader Guided Games, Indoor/Outdoor Exploration, Snack, Open Activity Time**

**4:00 to 5:30 pm After Programming Care (extended care)**

**What to bring to Summer Camp – Please label everything**

-Water Bottle

-Hat

-Sunscreen/ Bug Spray

- Nutritious Lunch and Snacks. Peanut and Tree nut free, please!

- Appropriate footwear. No flip-flops!

- Dress for the weather

**Please bring all your belongings in a backpack. Be sure to label everything!**

## Program Registration

Please register for day camp using the form provided on the Township of Mapleton website. [www.mapleton.ca](http://www.mapleton.ca)

**You can now register online at**

**<https://townshipofmapleton.perfectmind.com/SocialSite/MemberRegistration/MemberSignIn>**

Children between the ages of 4 and 10 are welcome to register for Summer Camp. Children must be 4 years old before starting camp.

**Regular Camp Program (9-4) \$175.00 per week**

Extended Day – Morning **OR** Afternoon **\$200.00 per week**

Extended Day – Morning **AND** Afternoon **\$225.00 per week**

**Fees are due the week before your child attends camp.**

\*Please contact the Manager of Community Services at the Township Office if you need assistance with payment arrangements. 519-638-3313 x037

**Camp fees can be paid online by credit card in your Xplor Recreation account.**

**You can also pay by e-transfer** (contact [recreation@mapleton.ca](mailto:recreation@mapleton.ca) if you wish to e-transfer)

- Please send payment to [ar@mapleton.ca](mailto:ar@mapleton.ca) In the message portion of your e-transfer include your child's full name and camp week.

## **CHILD GUIDANCE AND COACHING POLICY**

**Please review our Child Guidance and Coaching Policy. Everyone at camp will be expected to follow these guidelines. By enrolling your child in Camp, you have read and agreed to this policy.**

Staff are to be knowledgeable and understand the requirements of their position. All Staff will build positive relationships with the children in their program and will provide consistent expectations and proper supervision to ensure that problems/situations can be avoided. In the case where a situation cannot be avoided, Staff are expected to complete the Child Guidance and Coaching Log Sheet (Appendix E).

### **POLICY STATEMENT**

Staff will practice and promote a healthy, positive atmosphere within the Program. Staff will provide children with consistent expectations and proper supervision to minimize the number of problems/situations that may occur within the program. Acceptance and a good sense of humour is an important part of building strong relationships with the children while continuing to enforce the rules and provide support by guiding or coaching the children when problems/situations may arise. All staff will communicate clearly with parents/guardians regarding a child's day. Staff will professionally and politely outline any potential challenges that may have occurred throughout the day and work alongside parents/guardians to establish a plan.

### **PURPOSE**

This policy is put in place to ensure that the children attending the program are following the rules set in place to keep all individuals in the program safe and enjoying their time. The policy is here to help staff collaboratively work with parents. The policy outlines an action plan for children who may need individualized support plans.

### **PROCEDURE**

- Problem-solving with the children as disagreements/situations happen. Identify the problem and brainstorm with the children on possible solutions to the problem in the future. Follow through with solutions and re-evaluate if necessary.
- Document the situation on the Child Guidance and Coaching Log Sheet (Appendix E)
- Always ensure proper supervision of the program. Many problems/situations can be prevented with proper observations. Develop an ability to see or know what is

always going on in the program. Use redirection before the situation escalates into a problem.

- Use logical and natural consequences to problems.
- Set age-appropriate limits.
- Acceptance of each child must be sincere and unconditional. Respect all children's feelings. Teach them that it is not wrong to feel angry or frustrated but there are socially acceptable ways of displaying these feelings. It is the staff's role to support these children in exploring appropriate ways to express anger as well as their other feelings.
- Use positive reinforcement in a sincere manner.
- Provide the children with choices, whenever possible.
- Make use of a "cooling off" period or a "sensory break" if applicable. Provide the child with a quiet activity (book or sensory item) until the child feels in control of their emotions and can return to the group activity. It is up to the child to identify when they are ready to rejoin the group.
- Consistency is key.
- Maintain professional records of occurrences which need to be communicated with parents/guardians.
- Ensure open communication with parent/guardian regarding the child's behavior.
- Be professional, honest, and clear when speaking with parents/guardians.
- Ensure that parents/guardians are informed about BOTH positive and negative behaviors that occurred throughout the day.
- Work alongside parents/guardians to meet the needs of the child and to develop a plan together.

### **THREE STRIKE POLICY**

The Mapleton Camp Programs will use a three-strike policy. If any participant behaves in a way that compromises our ability to promote a healthy, safe and secure environment, the following disciplinary procedures will be followed.

**First Offence:** Warning. The participant is told what is wrong with their behaviour and not to engage in such actions again. We use lots of positive reinforcement and redirection strategies.

**Second Offence:** Warning and loss of privilege. The Participant is told what is wrong with their behaviour and may be asked to sit out for a period of time or redirected to another activity.

**Third Offence:** Immediate dismissal. The participant is told what is wrong with their behaviour, the parent/guardian is contacted and will be required to immediately pick-up the participant from program. The participant will be allowed to return the following day with a fresh start.

The following behaviors are not acceptable and may result in the immediate and indefinite removal of a Program participant:

- Using threatening language, or threaten participants, staff or volunteers.
- Behaviors that endanger the health and safety of children, staff and volunteers.
- Stealing or damaging the property or facility.
- Leaving the Program without permission.
- Continuous disruption of the program with consistent disrespect.
- Refusing to follow the Mapleton Code of Conduct and/or Program rules.
- Acting in a lewd manner.

Inflicting intentional physical harm towards another child will result in immediate dismissal from program with no warning. This includes such things as hitting, kicking, biting, punching, slapping, etc.

If a participant is dismissed from Program two days in one week, the participant will not be allowed to return the remaining days of that week and no money will be returned to the parent/guardian.

All incidents requiring a warning will be documented and parents will be informed at the end of the day or at immediate dismissal following the third offence.

Each day starts with a clean slate, the warnings issued the previous day are erased.

Children who are asked to leave the Program, or whose illness prohibits participation must be picked up within 60 minutes of notification. The Township of Mapleton reserves the right to modify, repeat, accelerate steps, or not use the outlined processes as the situation demands.

No Refunds will be issued for children who are asked to leave the Program.

**We are looking forward to a great Camp experience for everyone!**