



**Summer Camp  
Operating Handbook  
2021**

## **WELCOME to Mapleton Summer camp!**

We are an Authorized Recreation Program operated by the Township of Mapleton. We are registered with HIGH FIVE and staff are trained in Principles of Healthy Childhood Development. We offer quality recreational programming through our Recreation Department. We are looking forward to a fantastic Summer Camp program this year so grab your sunscreen and join us at Camp!

### **Arriving at Day Camp**

All participants are asked to pre-register for camp.

A greeter outside the front door (wearing PPE) will meet campers as they arrive for screening. Names, times, and temperatures will be recorded for anyone entering the day camp area. These records will be maintained for a minimum of 30 days. Other routine questions may be asked before the participant is granted access to the facility. Only those deemed necessary will be permitted into the day camp area.

Anyone at the day camp area for more than 15-minutes will be noted in the daily record.

Anyone entering the facility will be asked to sanitize or wash their hands. Portable hand sanitizer will be kept out of reach of children. All sanitizers will be alcohol based containing 60-90% alcohol.

### **Leaving Day Camp**

All campers will be released to someone 16 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 4pm you must provide this request in writing to the Camp Coordinator or Manager of Recreation. This request will not be approved for children under the age of 10. Pick-up will occur outside or in the front vestibule areas 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.

Anyone leaving the facility will be asked to sanitize or wash their hands. Portable hand sanitizer will be kept out of reach of children.

## **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 prior to 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 Leaders are supported by a Camp Coordinator, the Manager of Recreation and assisted by our Volunteer Leaders in Training

## **Program Overview**

### Day Camp Hours

Camp runs from 9am until 4pm daily. Camp begins July 5th and ends the week of August 23rd. There is no camp offered on Monday August 2nd (Civic Holiday). We do not operate camp the last week of August. No extended day care will be offered this year. If your child is registered but will be away for any reason, please contact the Manager of Recreation as soon as possible. Either by phone or email.

### Day Camp Locations and Information

Pre-registration is required. We require campers to enroll in full weeks only. This helps to limit the risk of COVID-19. Camp may not be offered if there is documented community spread of COVID-19, consultation with the municipality and with the Health Unit will take place to determine the safest decision for everyone.

### Daily Greeter

One staff will be designated the Greeter for each day. This staff will be required to wear a medical grade mask, face shield or goggles. As people arrive, the Greeter will greet the children, screen campers for COVID-19, and allow the children entrance to the facility. Only Campers will be allowed inside the Community Centre.

All other staff except the designated Greeter will supervise the participants inside the facility and will be required to wear a medical grade mask and eye protection as required.

## Camp location and Hours

**Maryborough Community Centre  
15 Ball Avenue  
Moorefield, ON**

**Camp will run from 9am until 4pm, Monday to Friday, not including holidays.**

## Day Camp Group Sizes

There are 15 children per cohort. We have 2 to 3 full-time staff in each cohort. Staff pairings will not change unless necessary.

## Schedule and Themes

**Week 1: July 5 to 9** - Rumble in the Jungle

~~**Week 2: July 12 to 16**~~ - Exploring Outer Space **FULL**

~~**Week 3: July 19 to 23**~~ - Dinosaur Dig **FULL**

~~**Week 4: July 26 to 30**~~ - Incredible Insects **FULL**

**Week 5: Aug 3 to 6** - Super Science

**Week 6: Aug 9 to 13** - Wonders of the World

**Week 7: Aug 16 to 20** - Amazing Animals

**Week 8: Aug 23 to 27** - Under the Sea

If you wish to join a waitlist for one of the FULL weeks, please do so on the registration form.

## Daily Schedule

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

**9am -Arrival and Morning Greeting**

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

**12:00 to 1:00 – Lunch & Play**

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

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

-Water Bottle

-Hat

-Sunscreen

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

- Appropriate footwear. No flip-flops!

- Dress for the weather

-Masks

Please bring all belongings in a backpack. Be sure to label everything! All belongings will go home at the end of the day to be cleaned and sanitized, so they are ready for use the next day.

## Program Registration

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

Children between the ages of 4 and 12 are welcome to register for Summer Camp. Children must be 4 years old before starting camp.

### **Program Cost is \$35.00 per day**

\$175.00 per 5-day week or \$140.00 per 4-day week (Week 5\*)

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

If you pre-enrolled your child for camp, we will hold your space until payment has been received. Payment must be made in full by Friday June 25<sup>th</sup>.

If your child is attending camp for 3 or more weeks you may pay half the camp fees by Friday June 25, 2021. The remainder will be due by July 23<sup>rd</sup>, 2021.

Camp fees may be paid at the township office by cash, cheque or debit between 8:30am and 4:30pm. You may also leave payment in our mail slot beside the main doors. Please include your child's information with payment.

### **You can also pay by e-transfer (*e-transfer is for Camp ONLY*)**

- Please use email account [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 for Camp, you have read and agreed 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 action plan for children who may need individualized support plans.

### **PROCEDURE**

- Problem solve 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 record of occurrences which need to be communicated with parents/guardians.
- Ensure open communication with parent/guardian regarding 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 Summer Camp Program will use a three-strike policy. If any participant behaves in a way which 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.

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

**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.

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.

## COVID-19 Screening

**Before registering or arriving for program, please ensure that the following is accurate:**

1. I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell
2. I have not travelled to a highly impacted area in the last 14 days
3. I do not believe I have been exposed to someone with a suspected and/or confirmed case of COVID-19
4. I have not been diagnosed with COVID-19 and not yet cleared as non-contagious by local public health authorities.
5. I am following recommended health guidelines as much as possible to limit my exposure to COVID-19

Staff must complete the Ministry of Health COVID-19 screening tool for employees and essential visitors in school and childcare settings daily prior to commencing work. Staff will also be required to take their temperature and recorded in the daily logbook.

Parents are asked to complete the Ministry of Health COVID-19 school and childcare screening prior to sending their children to Camp. This can be found online at <https://covid-19.ontario.ca/school-screening/> You do not need to bring proof of screening to camp. Camp Program staff will conduct secondary screening by reviewing the questions found on the screening questionnaire. Staff will also take and record temperatures of all participants as they arrive.

## Camp and COVID-19

**Mapleton's Summer Camp Program will adhere to all COVID-19 Health Guidelines. These include guidelines set out by the Province of Ontario, the Ministry of Education and the Wellington-Dufferin-Guelph Public Health Unit.**

The novel Coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and municipal governments and health agencies continue to recommend the practice of social distancing.

While the Township of Mapleton has put in place preventative measures to reduce the spread of COVID-19, the Township cannot guarantee that you and/or your child(ren) will not become infected with COVID-19. Further, attending the day camp could increase your risk and your child(ren)'s risk of contracting COVID-19.

We will work hard to reduce the spread of COVID-19. Each cohort will use their own equipment, no sharing amongst cohorts. Cohorts will use separate washrooms as designated by space being used. Floor markings will be used to promote safe physical distancing. No trips are planned for this summer. No group snacks will be provided, but a snack bin will be made available if needed. Playgrounds may be used if open. Water fountains are not to be used, participant water bottles to be refilled by staff if needed. Maximum number of people inside the facility at any time including staff are not to exceed Provincial and Public Health guidelines.

**If you have any questions or concerns regarding camp, please reach out to the Manager of Recreation Amy Grose by email at [agrose@mapleton.ca](mailto:agrose@mapleton.ca) or by phone at 519-638-3313 x 037.**