



SHADE'S MILLS SUMMER CAMP PARENT MANUAL

**SHADE'S MILLS CONSERVATION AREA
450 AVENUE RD., CAMBRIDGE
(JULY 4 - AUGUST 25, 2023)**

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CAMP CONTACT & LOCATION INFORMATION

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CEO

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Behaviour and Inclusion Supervisor

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Shade's Mills Conservation Area

Summer Camp

📍 450 Avenue Road, Cambridge ON
☎ Gate House: 519-621-3697
☎ Camp Cell: 226-220-6285

OUR NATURE CAMP PROGRAM:

Camp will run from July 4 - August 25. Campers will enjoy swimming, hiking, fishing, games and crafts in the natural setting of Shade's Mills Conservation Area. We will be focusing on nature while exploring and enjoying our beautiful environment.

Camp is offered to children aged 4-12 years old and are placed in groupings according to their age.

Our camp will create lasting memories as well as teaching new skills and building confidence!

*Please note we are closed July 3 & August 7 for the Canadian Holiday.

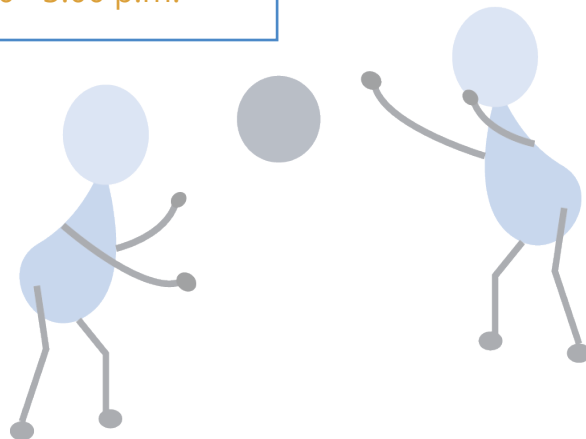
DROP OFF	PICK UP
9:00 a.m.	4:00 p.m.

Extended Care:

\$49.00 per week / \$39.00 shortened week

This option is to be arranged during registration. It is set as a weekly rate.

DROP OFF	PICK UP
7:30 a.m. - 9:00 a.m.	4:00 - 5:00 p.m.



ARRIVAL AND DEPARTURE

- You will receive a gate pass via email on the Friday before your week of camp.
- This gate pass is to be kept and will give you access to the conservation area for the week.
- This pass is only to be used for pick up and drop off at our camp.
Please obey the speed limits within Shade's Mills as speeding tickets will be issued.
- The Arrival and Departure area for camp is located at the Toyota Nature Centre within Shade's Mills. However, parents/guardians are not to enter the centre at any given time!
- The area is well signed to help you (follow the signs).
- Parents are requested to allow sufficient time during transitions to ease their child into or out of camp and to allow for discussion with staff at those times.
- Our counsellors are on different shifts; therefore, you may or may not see your child's counsellor on a daily basis.
- However, any information passed on to a counsellor at drop off or pick up time will be communicated to your child's counsellor.
- There will be sign in and out sheets in the Toyota Nature Centre, where we start and end our day. A member of staff will sign your child in and out of camp.
- All children must be signed in and out of camp by an adult with a member of staff. We will not release a child without authorization.
- Older siblings or the camper are NOT allowed to sign these sheets without written consent of a parent or guardian.

LATE DROP OFF

Please locate a YWCA staff member if you are arriving late. We will help your child/children find their group.

BEHAVIOUR MANAGEMENT

- Our staff respects the children and expects their respect in return.
- It is the goal of the YWCA camp staff to promote friendly, constructive, respectful relationships between children, and between the children and the staff.
- The techniques of child guidance are used to support this objective.
- The YWCA Summer Camp environment is managed with the consistent use of positive reinforcement, created with the goal of reducing the amount of discipline needed to a minimum level.
- Some techniques that counsellors use regularly include re-direction, positive statements, and establishing limits, giving ample warning prior to transitions, logical and natural consequences, modeling appropriate ways of interacting and providing choices.
- If you have questions or concerns regarding behaviour management, be sure to speak to the Camp Director and or Behaviour and Inclusion Supervisor.
- Consistency is a valuable tool when dealing with behaviour issues. If you are handling certain behaviours at home, we would like to discuss the techniques you are using in order to give your child a consistent approach.

CAMP READINESS AND BEHAVIOUR GUIDELINES

In order to support the success and safety of all campers, it is important that they are “Camp Ready.” Individuals who are not demonstrating that they are “Camp Ready” may be withdrawn from the program at the sole discretion of the YWCA management staff. The following criteria have been developed:

- Camper is able to take direction and instruction from a staff person.
- Camper is comfortable in and able to interact in a group environment.
- Camper is able to participate in the camp program.
- Camper interacts and participates in camp in a manner that is safe for themselves and others.
- Camper is able to attend school successfully.
- Camper is able to follow camp safety protocols and is aware of potential dangers / hazards.

When a child has started Camp and is not meeting the above following criteria, we will take the following steps:

1. Staff directs the child to more appropriate behaviour.
2. The staff member will document the situation.
3. The child will be reminded of behaviour guidelines / rules and discussion will take place.
4. The situation will be further discussed with the camp Behaviour and Inclusion Supervisor. After the discussion, a plan will be created and implemented Immediately.
5. If the behaviour persists, the parent/guardian will be notified of the problem.
6. Staff will let the Camp director and Camp Assistant know about the situation.
7. If the problem persists, staff will schedule a follow-up discussion with the parent and Camp Director.
8. If the problem continues to persists and a child continues to disrupt the program, a meeting will be set up with the parent/guardian, Camp Director, and Director of Child Care Services to create a solution.
9. If the problem persists after all above actions have been taken, the Director of Child Care Services will then consult CEO of YWCA Cambridge to discuss a plan of action.

NOTE: If the child's camp spot is subsidized by the Waterloo Region, then the Region will also be notified of the situation.

STAFF QUALIFICATIONS AND TRAINING

The following are areas in which staff members are trained:

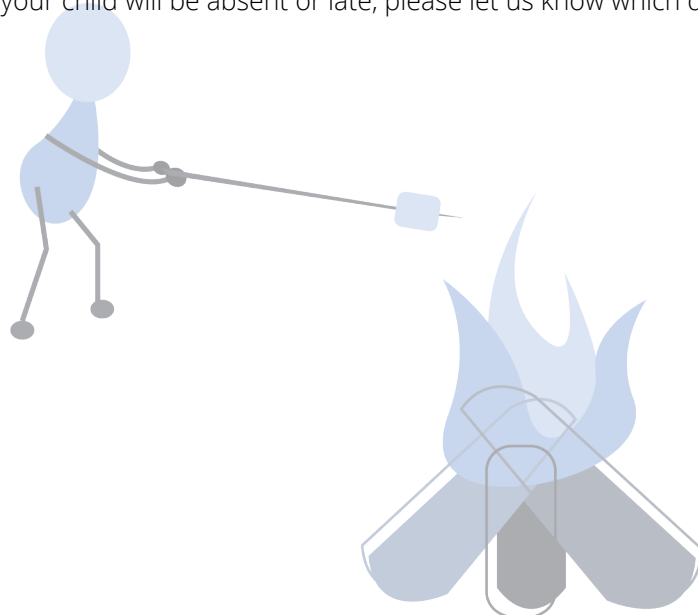
- National Lifesaving Society (NLS) certification (lifeguards)
- Standard First Aid with CPR Training
- High Five – Principles of Healthy Child Development
- Inclusion Facilitation
- Behaviour Management
- Fire Safety
- Water Safety
- Missing Child and Other Emergency Procedures
- Vulnerable Criminal Record Check (staff older than 18 years of age)
- Staff are trained in health and safety procedures related to COVID 19

ABSENCE OR LATE ARRIVAL

226-220-6285

camp@ywcacambridge.ca

- Please notify the camp via phone (call or text) or email if your child will not be in attendance or late
- If you know in advance that your child will be absent or late, please let us know which day/days they will not be attending camp



FOOD AT CAMP (LUNCHES AND SNACKS)

- Our summer camp is environment friendly. We ask that campers come with reusable containers or items that can be recycled. Containers should be labeled with the child's first and last name.
- Children should come to camp with a minimum of two snacks and a lunch. If a child is staying for extended hours, please include extra snacks for those times.
- Please do not pack siblings' lunches together as they may not be together at lunch time.
- We are a NUT AWARE camp. Do not pack any food containing nuts. This includes Nutella and granola bars which contain nuts.
- Should your child be allergic to certain foods, please indicate this on the registration form and keep the YWCA camp staff up to date of any changes.
- Make sure to pack enough water. The camp is outdoors and will be hot and dry. Children need to stay hydrated all day. If needed, shelters are there to block the sun rays, but there is no way to block the heat.

PLEASE DO NOT SEND GUM WITH YOUR CHILD!



WHAT TO BRING TO CAMP

- Backpack with lunch and many snacks (Please keep in mind that your child will be active and outside all day)
- Refillable water bottle
- Extra clothing (sweater, extra pants/shorts, extra shirt, extra socks etc.)
- Running shoes or athletic sandals with straps are a must at camp (flip flops, crocs and ballerina shoes can be dangerous).
- Hats
- Rain coat and rain boots
- Bug spray
- Lip balm
- Sunscreen
- Beach towel and water shoes
- Bathing suit & **swim shirt (Swim shirts are mandatory)**

PLEASE LABEL EACH ITEM WITH YOUR CHILD'S NAME.

WHAT NOT TO BRING TO CAMP

- Cell Phones
- Hand held games
- Pokeman/Digimon cards
- Money or other valuables
- Water guns
- Knives or other weapons
- Matches or lighters

PLEASE NOTE THAT THE YWCA IS NOT LIABLE FOR ANY LOST OR STOLEN ITEMS.

SWIMMING

- Children must bring a sun hat, beach towel, sunscreen and a t-shirt every day.
- **The EXTRA t-shirt is mandatory for swim time as all campers and staff are required to wear t-shirts in the water.**
- The t-shirt helps reduce sunburns and protects against the sun's rays.
- Children may also use water shoes during water activities.
- A child may bring their own life jacket.
- Their name MUST be on the life jacket and written in a waterproof marker.
- We have a certified lifeguard on staff.

***Please note that swimming will only take place if the new Provincial regulations related to COVID-19 allow.**

SUN SAFETY

At Shade's Mills Conservation Area, we spend our entire camp day outdoors. For the protection of your child, the YWCA has adopted the following procedures:

- Programs are planned to allow for low energy, quiet activities in shady areas during the hottest part of the day.
- To ensure maximum effectiveness, parents are asked to apply sunscreen in the morning before leaving their children at camp.
- Each child must bring their own sunscreen to apply before the afternoon program and after swimming. Sunscreen bottles must be labeled with the child's name. If your child has misplaced or forgotten their sunscreen we do have extra at the camp.
- Counsellors will apply sunscreen to children 5 years and under.
- Anyone above the age of 6 years will apply their own sunscreen under the supervision of the counsellors.
- Children must wear sun hats at all times.
- Children must wear a t-shirt while swimming. (Mandatory)

PHOTO PERMISSION

Photographs are taken throughout your child's experience at camp. These photos can be used for various marketing and social media purposes. Please make sure you fully understand this section when providing us with the consent through your registration package submission.

CAMP FEES

- Registration forms must be accompanied by one weeks payment to complete the registration process. Payment must be made to confirm your child is registered.
- All camp fees for July must be made in full by **May 12 2023**. All camp fees for August must be made in full by **June 12, 2023**.
- Payment plans are available upon request.
- Cancellations must be made in writing 15 days prior for a refund (10% administration charge will be applied).
- No refunds will be issued with less than 15-days' written notice.
- Single day refunds will not be issued.
- Subsidized families through the Region of Waterloo should contact the Camp Director or coordinate fee payment and to customize a fee payment plan.
- Payment can be made by credit card via Online, cash or cheque in person at our Main Office (55 Dickson Street, Cambridge). Please schedule with the Camp Director for payments at the office.

NOTE: Please retain your receipts for tax purposes. There will be a fee of \$25 to obtain a copy.

MEDICATION

If medication needs to be administered at camp, a parent must fill out the appropriate form, recording the dosage. All medication must be prescribed by a doctor and be in a labelled container from the pharmacy.

Please give any medication to the Camp Director or staff person so it can be locked away or placed in a staff member's fanny pack. Do not leave medication in your child's backpack.

SUSPECTED CHILD ABUSE

The Child and Family Service Act of Ontario protects children and gives them the right to be understood, loved and respected within the framework of a caring family and community. All individuals who work or volunteer with children are obligated by law, through this Act, to report anything of an unusual or suspicious nature to Family and Children's Services. This may include, but is not limited to: marks on a child's body, signs of neglect (dirty body/ clothing, extreme hunger), play that is violent or sexually explicit or any information shared by a child that would cause a staff person concern for the child's safety.

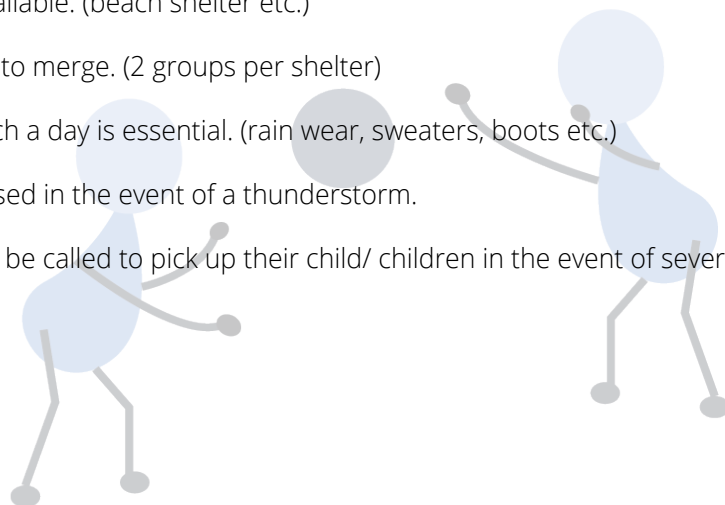
The procedure at the YWCA for reporting to Family and Children's Services is very straightforward:

1. The staff person with a concern talks to the child, apprises their Supervisor of that concern and the intention to make a call to Family and Children's Services (F&CS).
2. The staff member places the call to F&CS giving the information clearly and concisely.
3. The phone call and conversation with the child are documented by the staff person and that documentation is reviewed by the Supervisor.

Note: In order to ensure the safety of the child and maintain confidentiality for staff, parents are NOT notified by the YWCA when a call is made to Family and Children's Services.

INCLEMENT WEATHER

- Camp will continue during inclement weather conditions.
- Shelter options are available. (beach shelter etc.)
- Small groups will have to merge. (2 groups per shelter)
- Proper clothing for such a day is essential. (rain wear, sweaters, boots etc.)
- School buses will be used in the event of a thunderstorm.
- Parents/ guardians may be called to pick up their child/ children in the event of severe weather warnings.



LOST AND FOUND

- All lost articles are collected daily and kept at the nature centre.
- Please label everything to make identification easier. (first and last name)
- Due to the high volume, lost items will only be kept for 2 weeks.
- Last day of camp: all remaining items will be donated.

HEALTH AND ILLNESS

1. If your child becomes ill while at camp, they will be isolated and a member of staff will call you at the numbers listed on the REGISTRATION FORM to come and pick them up. The staff will make the decision to call you based on the best interest of your child and the health of the other children in the program. Please note that if your child has any of the following signs or symptoms, they will not be allowed to stay for the program:
 - Undiagnosed rash
 - Vomiting
 - diarrhea
 - high fever
2. If your child has a minor accident while at the camp, the staff will administer basic first aid, and inform you of the incident upon your arrival. Should the Camp Director feel your child would be better off at home, they will contact you to pick them up.
3. If your child has an injury deemed more serious by the Camp Director, your child may be transported immediately by ambulance or taxi to the hospital at your cost. You will be called and asked to meet us there.
4. It is the YWCA policy to notify parent/guardian by phone when a child sustains a head injury.

The above procedures have been designed to keep parent/guardian informed and reduce concerns should unusual incidents occur.