

CANES CAMP



**EVERYTHING YOU NEED TO KNOW ABOUT
CANES CAMP!**

www.hollandcollege.com/athletics | www.facebook.com/campcanes

WELCOME TO CANES CAMP

Our primary goal is to provide our campers with a happy, healthy and rewarding summer camp experience in a safe and inclusive environment.

Our campers will gain self-esteem and self-confidence, learn from new experiences, make new friends and create memories that will last a lifetime! We are a licensed childcare center for school ages children. **License # L4555.**

We have created this camp handbook for you to review prior to the first day of camp to help answer any questions you may have.

Thank you for choosing Canes Camp. We can't wait to meet your campers!

CONTACT US

Academy and Camp Coordinator: Travis McIsaac 566-9686

Emergency Contact Number: MCCE Front Desk 566-9629

Website: <http://www.hollandcollege.com/athletics/canes-camps/>

Facebook Page: <https://www.facebook.com/campcanes/>

Email: canescamp@hollandcollege.com

Fax: 902-566-9567

REGISTRATION

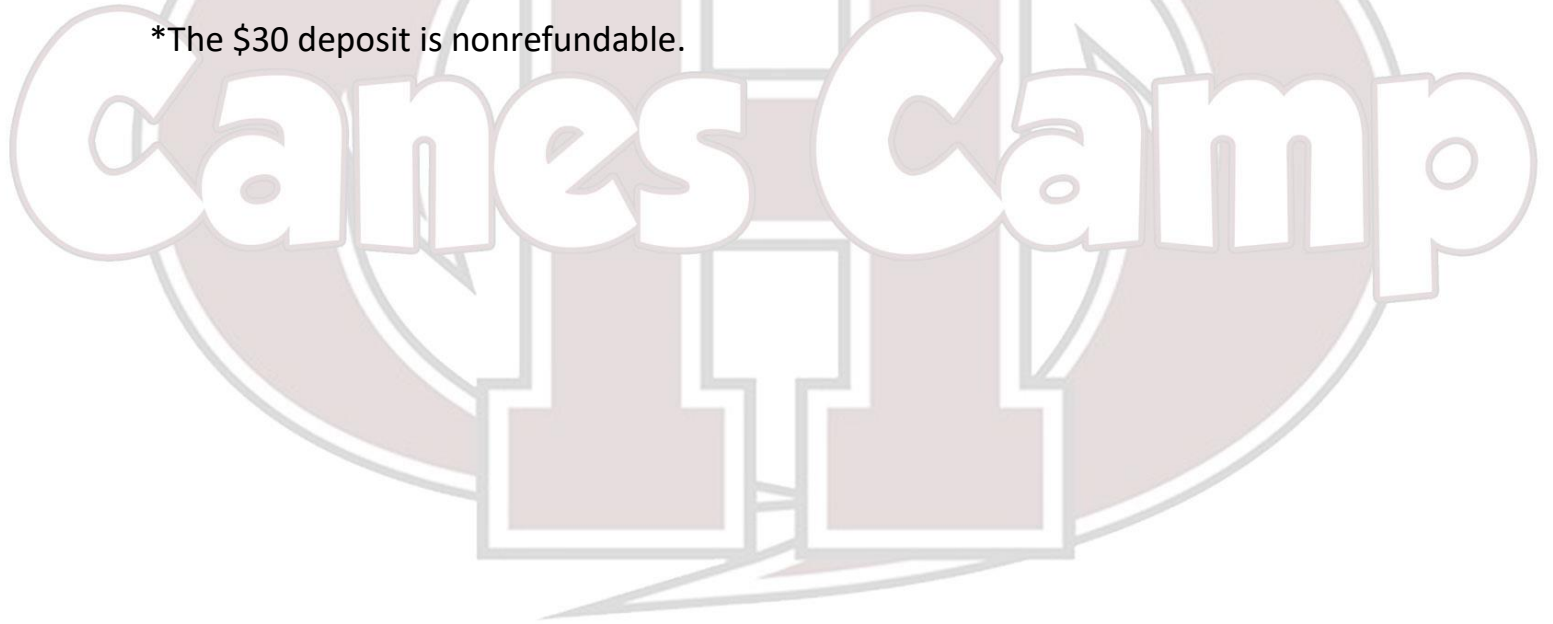
Online Registration:

You can register for Canes Camp online by going to:

<https://recreation.hollandcollege.com/Program/GetProducts>

Once on the site, create an account and then add your child(ren) as dependents. You will then choose the weeks of camp to register for. You have the option to either pay a \$30 deposit for each week or pay the full amount. If you choose the \$30 deposit the remaining money will then be due by the Monday of that camp. You will need to log into your account to make this payment. Each week of camp will need to be added to your shopping cart separately.

*The \$30 deposit is nonrefundable.



DAY AT CAMP

7:30-8:00am	Early Drop Off Supervision
8:00-9:00am	Camper Arrival and Supervised Free Play
9:00-10:30am	Daily Programming
10:30-10:45am	Snack
10:45-12:00pm	Choice Time
	<ul style="list-style-type: none">• Campers choose between 3-4 activities such as Arts and Crafts, Quiet Games, Sports, Computers, etc.
12:00pm	Lunch and outdoor play
1:30-2:30pm	Daily Programming
2:30pm	Snack
3:00-4:00pm	Daily Programming
4:00-5:00pm	Supervised Free Play/Camper Pick up

STAFF

Our Canes Camp is made up of enthusiastic and hardworking Holland College students from various programs. All staff will have taken part in a weeklong training session prior to the first day of camp. They have all received criminal reference checks and are trained in First Aid & CPR as well as High Five Training.

We will maintain a 1:8 staff to camper ratio for the summer.

CAMP LEADERSHIP

TRAVIS MCISAAC, MSc. KINE

Academy and Camp Coordinator

Travis started in this position filling Leanne Laird's maternity leave in March 2023 after recent stints at the 2023 Canada Games Host Society, UPEI, Synergy Fitness, and with a background in promoting youth development through physical activity. He is a graduate of UPEI, and spends his time reading, playing recreational sport, and going for walks with his dog.

MARY MATHESON ECE

Assistant Academy and Camp Coordinator (Belmont Centre)

Mary graduated from the Holland College Early Childhood Education Program in 1997 and has since worked with children of all ages. Mary has supervised school-aged programs and summer camps, mainly in Stratford, and currently works as the ECE Team Lead at Belmont. This is her fourth year as Assistant Camp Coordinator.

WHAT YOU NEED FOR CAMP

- **Clothing and Shoes** - Campers should arrive at camp wearing comfortable clothing that they can move around in easily. They should also have a separate pair of **indoor sneakers** to be worn in the gymnasium. If the weather permits, we hope to get outside everyday so please pack clothing for that day's weather. (A spare set of clothing is recommended)
- **Water Bottle** - Please send your child to camp with a water bottle with their name on it. There are several areas where they can fill their water bottle during the day.
- **Sunscreen** - We will be spending a lot of time outside, so we ask that children come to camp with sunscreen pre applied and with an extra supply to be reapplied as necessary throughout the day. Canes Camp staff **will** assist your child in re-applying when necessary and will also apply 'camp sunscreen' to anyone who has not brought sunscreen.
- **Hat** - Please send along a sunhat or a ball hat to help with protection from the sun's rays. We have camp hats available for children who forget them that day.
- **Snacks & Lunch** - Children will be asked to bring their own **nut free lunches**. We do have microwaves on site for their use, but there are days we will eat off site and children will need a picnic lunch. We will notify of these days ahead of time. Camp lunches can be ordered at registration or on Mondays. (Tues-Wendy's/Thurs- Subway/ Friday- Dominos). We will also provide one afternoon snack daily, free of charge. Your child can purchase a second snack for 50 cents.

WHAT TO LEAVE AT HOME:

- Trading items, cards etc.
- Electronic Gaming Devices and iPod etc.
- Cell Phones
- Nut Products

***PLEASE LABEL ALL ITEMS CAMPERS BRING TO CAMP TO AVOID
A MIX UP OF BELONGINGS**

LOST AND FOUND

We have a lost and found area at camp. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, etc.) with your child's name. While we make every effort to keep all campers' belongings in their backpack or on their person, we will not be held responsible for lost or stolen items. At the end of each week we will display the found items and then give any remaining items to charity. Please check your child's backpack at the end of the day before leaving. Lost items are much easier to recover on the same day they are lost.

CAMP T-SHIRTS

All campers who are registered for multiple days of camp will receive a camp T-shirt. These shirts are to be worn on all camp outings. If your child loses their shirt or would like an additional shirt, they can be purchased for \$10 at our front desk. We ask that camper's names be marked on all camp T-shirts.

REFUND POLICY

Requests for refunds or cancellations must be made in writing to the Academy & Camp Coordinator **at least seven days prior to the start date of the selected camp**. Holland College needs the name of the participant/selected camp/reason for refund or cancellation. If a participant cancels 7 days before the first day of camp, a refund minus the \$30 non-refundable deposit will be issued. No refund will be provided after this time, unless there are extenuating circumstances (i.e., medical or emergency family situation). Pro-rated refund is available only for participants who can provide a medical certificate indicating they are not able to continue with the event, or they may choose to roll the registration fee forward to another camp/academy within 12 months from current event's start date of the current event.

The Academy & Camp Coordinator makes the final decision on who qualifies for refunds. Refunds are not granted if a parent/guardian withdraws the camper early from the session. Holland College reserves the right to *withdraw a camper at any time without refund if Guidelines for Behavior are not followed*.

DROP OFF AND PICK UP TIME

Our camp programming will run from 9am-4pm.

We will allow for early drop off and late pick up running from 7:30am until 5:00pm.*

If you know your child will not be at camp on a particular day or will be arriving later than 9am, please contact the camp coordinator as soon as possible.

Our facility doors are locked to the public. If there is no one at the front door when you arrive there will be a number posted on the door for you to call for assistance.

If you want to arrange an early pick up, please let the Camp Coordinator know in advance, so we can ensure they are in the Centre for Community Engagement at that time.

*If you pick your child up after 5pm, you will be charged a \$5 fee per child for every 15 minutes. Camp staff will not leave children unsupervised in these circumstances. This results in our staff being required to work extra hours, incurring extra expenses. To cover these, we have put in place the late pick-up fee.

LUNCH HOUR AND SNACKS

Our lunch hour will normally run from 12pm-1pm. At this time, all campers will be supervised by camp staff. We ask that all lunches come in a labeled lunch bag so that campers do not get their lunches mixed up. All lunches and snacks must be **nut free**. There will be microwaves available for use, but we do not have refrigerator space available.

Please ensure that your child has a substantial lunch packed for the day to give them the energy they need to stay active all day. We will provide one snack throughout the day in the afternoon (ex. granola bars, yogurt, popsicles, fruit, etc.)

Lunch Orders: We will be offering a provided lunch every Tuesday (Wendy's), Thursday (Subway) and Friday (Domino's). The cost for these lunches will be \$6 per day and orders will be made at time of registration or on Monday morning.

Vending Machine: We have two vending machines on site and ask that any snacks being purchased from these machines be done by the parents/ guardians prior to the start of the day. Campers will not be permitted to use the machines.

WEEKLY EMAIL

Prior to the first day of each camp, you will receive an email with information about the upcoming week. This will include a detailed schedule of the week's events including any trips planned during that week. You will also be notified if anything is needed for specific days (camp t-shirt, bathing suit, costume, bikes, scooters, etc.) Please read through these emails to ensure your camper is prepared for each day of camp.

CAMP INCLUSION

We welcome all children to our camps. We ask if your child requires additional support during their school day that this support also be provided with an aide/support worker for camp. We ask that parents/guardians of campers with special needs to identify their needs when registering their child and contact the Camp Coordinator directly to discuss their needs to support a smooth transition into camp, increase staff awareness and help us make your child's camp experience a safe and rewarding one.

MEDICAL INFORMATION AND ILLNESS

Medical Forms - Please ensure that upon registration you fill out all medical information for your child (health card number, parent contact, emergency contact, etc.). If you feel the need to include additional information and instructions, please do so. Please inform the camp coordinator if this information changes.

Sick Campers - If your child is unwell and has experienced any of the following symptoms within 24hrs of a camp day, we ask that you keep them at home to prevent infecting fellow campers and members of staff:

- Vomiting
- Rash
- Diarrhea
- Persistent high fever
- Excessive coughing, dizziness etc.

If any of the above symptoms occur while a camper is at camp, the child will remain in the Camp Coordinator's office until a parent or guardian can be contacted and the camper picked up.

MEDICATION AT CAMP

Parents and guardians are asked to follow the below procedure when sending medication to camp:

1. Upon arriving on the first day, please notify the Camp Coordinator that your child is required to take medication during camp hours. They will provide you with a Medication Consent Form that you must read and fill out, and sign, stating the type of medication, dosage, and dispensing time.
2. Send the medication in the original prescribed container.
3. Medication should be given *directly* to the Camp Coordinator by a parent or guardian.
4. We will not alter the dosage on the prescription unless a doctor's note is attached.
5. Medication will be stored in a locked drawer in the office or in the camp fridge, if necessary, away from camper access.

HEAD LICE

If you find live lice on your child, we ask that you keep your child home until the lice has been treated. Please also notify the Camp Coordinator as soon as possible. A notice will then be sent home to all parents asking them to check their children.

PHOTOS

We take photos of our campers on a regular basis to post on our Facebook page (Canes Camp) for parents to view each week. At times, staff may also take photos of camp activities for promotional material. If you did not sign off on the media release, your child's photo will not be taken or posted online. Any outside media stories or publications will require a separate form to be signed by parents and will be sent home if this should occur. For the safety and security of all our patrons please refrain from taking photos in our facility.

DAY TRIPS AND SWIMMING

Throughout the summer we will leave the campus to take part in various activities. When going anywhere outside of walking distance we will be traveling by a chartered school bus. We ask that camp shirts be worn by all campers for these outings (these shirts will be provided).

Our swimming days will take place at Victoria Park. Please touch base with the Camp Coordinator on swimming days, to record any specific needs for your child (shallow end, floaties, etc.) When swimming at Victoria Park campers will need to complete a swim test with the lifeguards before entering the deep end.

Campers will be given a disposable wrist band to wear while swimming to make them more easily identified by camp staff when in the water.

Staff will be in the water and on the pool deck during swimming trips.

BEHAVIOR MANAGEMENT POLICY

- At the beginning of each week of camp, the camp rules and behavioural expectations will be reviewed with the campers.
- There are several steps that will be taken when a child needs to be reminded of camp rules and behaviour expectations.
 - Any disciplinary action will be taken by the Camp Coordinator if the camper continues to misbehave after an initial conversation with a counsellor.
- Counselling: When a discipline incident occurs, the camper will be counselled on the behaviour change required.
- Time-Out: If subsequent incidents occur the camper may be asked to take a short "Time Out". A "Time Out" is a 5-to-10-minute period that the camper spends quietly reflecting on the incident. The child then re-joins the group. This will take place in a designated area outside of the camp activity.
- Parent Contact: If a pattern or series of discipline situations occur, the child's parent or guardian will be contacted.
- Suspension: A camper who continually disregards instructions will be suspended for 1 day. The parent or guardian will be advised.
- Termination: If the child's behaviour remains unacceptable then the parent or guardian will be informed, and the child will be dropped from the program, and no refund given.

CANES CAMP CODE OF CONDUCT

For the Canes Camp Summer to be fun and safe, there needs to be rules. It is each camper's responsibility to follow the policies listed below.

Please review them with your child and we will go over with the entire camp at the start of every week.

- Always follow directions.
- Give turns and share with others.
- Solve problems positively.
- Be a friend and include and help others.
- Always keep hands and feet to yourself.
- Use polite words in an appropriate voice.
- Respect all property.
- Care for and encourage one another.
- Clean up and keep area neat for others.
- No cell phones or any other electronic devices.
- **THERE IS ZERO TOLERANCE POLICY FOR HITTING AND BULLYING**

The above rules are necessary for the program to be a positive environment for all. The rules of the Summer Camp program are to ensure that everyone has a good time and remains safe. If a camper has trouble following the above rules, they will be sent immediately to the Camp Coordinator, who reserves the right to suspend and/or withdraw a camper at any time due to disrespectful behavior (without refund).