DOVERCOURT RECREATION ASSOCIATION RECRÉATIVE

PARENT HANDBOOK 2019

ALL THE DETAILS YOU NEED FOR A GREAT DAY & OVERNIGHT CAMP EXPERIENCE!

WINTER & SUMMER CAMPS

You Tube

DOVERCOURT RECREATION CENTRE WWW.DOVERCOURT.ORG 613-798-8950

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TO CONTACT US

Camp Office……..798-8950 ext 268
The camp office is open daily from Monday to Friday from 7:30am to 6:30pm March 12th-16th and July 2nd through August 31st, 2018. Voicemails will be answered or returned within 15 minutes during office hours. Please leave a message if you reach our voice mail box and leave your name and contact number so we may return your call immediately.

To reach camp management or program supervisors during camp hours, please call the camp office. To reach us during other times of the year, see the full list of extensions and emails on Page 6.

Customer Service……...798-8950 x0
The Customer Service desks are open daily, year round:
Monday – Thursday: 6:30am-10:00pm
Friday: 6:30am-9:00pm
Saturday: 6:30am-9:30pm
Sunday: 6:30am-8:30pm

For all account and registration inquiries, please contact customer service directly.

- **Camp availability**
- **Account information updates**
- **Set up family accounts for registration**
- **Registration**
- **Withdrawal / refund (earlier than 14 days prior to start date) or transfer**
- **Payments including split/deferred payments**
- **Financial Assistance**

For us for up-to-date information throughout the camp season:

Dovercourt Recreation Centre & Dovercourt Day Camps

@Dovercourt411

WELCOME

Dear Parents & Guardians

Welcome to another great year at Dovercourt. We have been working hard to put together some exciting programs for March Break and Summer Camps.

This parent handbook is your guide to important details about our camps along with helpful tips to make your child's experience the best possible. Please take the time to review the handbook and keep it handy throughout the year as a resource.

We believe that camp provides your child with the opportunity for healthy growth and development and a great way to make friends. Our programs are designed to be age appropriate, safe and fun. To ensure the programs are of the highest quality, we continue to incorporate the HIGH FIVE principles of healthy child development into all program designs.

We see parents as partners in this adventure and welcome your comments, suggestions and feedback. Our Camp Directors will introduce themselves to you and are the front line staff caring for and leading your children. Camp management is comprised of our full time programming team and department managers. Members of the management team are available every day. You can always find a member of the camp management team at camp drop off and pick up, and can reach us during the day by calling the camp office or by calling one of us directly.

Please feel free to contact us at anytime should you have any questions.

Sincerely,

The Dovercourt Camp Team

HIGH FIVE

Our Commitment to Children

As Eastern Ontario's only HIGH FIVE® accredited organization, Dovercourt is committed to developing and delivering programs that are child-centered and reflect our values of respect, diversity and inclusion. All of our camp staff are trained and certified in High Five: Healthy Child Development and our programs are evaluated regularly to ensure a high standard of quality. To learn more visit www.highfive.org.

All camp staff are required to provide proof of certification in High Five: Principles of Healthy Child Development; to model the High Five principles; and to adhere to its guidelines for program planning.

High Five: Principles of Healthy Child Development

Five Principles of Healthy Child Development:

A Caring Adult
Acts as a positive role model and allows the children to feel comfortable to challenge themselves.

Play
Encourages creativity, cooperation and FUN!!

Friends
Create a safe environment where children can learn to be part of a team, and feel welcome to discuss their feelings, learn new skills, and work out conflicts.

Participation
Involves children in the planning and implementation of activities, helping them to feel involved, independent, and competent.

Mastery
Develops self-esteem and positive identity in children.

Three Program Design Guidelines:

- **Developmentally Appropriate**
- **Safe**
- **Welcoming Diversity and Uniqueness**

OUR TEAM

Camps are run by the Recreation Department of the Dovercourt Recreation Association. This department also runs the before and after school programs and PD day programs throughout the school year.

Mathew Clift
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Alanna Riordan
Inclusion Coordinator
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ariordan@dovercourt.org

Kristi Striegler
Program Supervisor
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Chris Rowe
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Andrew Johnston
Program Supervisor
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Brandon Harvey
Program Supervisor
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Camp Staff Structure

Each camp is led by a Director. Camp directors begin the planning process well in advance and are responsible for developing the daily activities which are approved by the program supervisors. When camp begins, directors are ultimately responsible for the safety and well-being of all of his or her campers, ensuring the delivery of quality programming, and communicating with parents. Camp directors also work closely with a team of counselors and junior counselors who are responsible for the delivery of the activities and ensuring that all campers are happily engaged in the program. Our staff team also includes a group of Leaders-in-Training (LITs) and Counselors-in-Training (CITs) who sometimes volunteer during the camp day to gain extra experience. For camp groups with 4 and 5 yr olds, we will have at least one staff member for every eight campers; and camp groups for children 6yrs and up, there will be a minimum of one staff member for every ten campers. Please note that these numbers are minimum standards and guidelines for scheduling. For camp activities that require additional supervision (including rock climbing, walking to other locations, swimming, skiing, tobogganing, skating, biking, etc), there will be additional staff members, supervisors, and lifeguards who accompany the group. In addition to the Camp Counselors and Junior Counselors, camp Directors

may also have Camp Buddies assigned to work with them, Inclusion Counselors, and sometimes Support Workers.
Camp Directors are supervised by a team of Program Supervisors, or "Programmers". The Supervisors work year-round in program development, delivery, and evaluation. There are three full-time, year-round Programmers, and five Programmers during the camp season. Programmers work closely with the Inclusion Coordinator and Program Coordinator, who are supported by the Recreation Manager.

Program Leader Qualifications

Our Camp Staff team members are selected with care, paying careful attention to their ability to serve as positive role models for your child. We seek a strong mix of outgoing and thoughtful leaders to complement our camp themes and activities. Each staff member holds a valid standard level first aid certificate and Level C CPR. All staff 18yrs and older have a police records check and all employees who work with children hold a certificate in HIGH FIVE: Principles of Healthy Child Development. All staff members receive training in leading activities, group dynamics, communications, problem solving, accident prevention, emergency response, as well as Dovercourt Camps policies and procedures. Should you have any concerns, please contact any camp manager or supervisor.

QUALITY ASSURANCE

The High Five Standard

All of our camp programs are formally evaluated using the High Five Quality Experience Scanning Tool (QUEST). This is a statistically validated program evaluation used to monitor the quality of our children's programs. The QUEST assessment requires that a program supervisor observe and score a program based on 27 different quality indicators, each receiving a score of 1 to 9. There are 5 categories of quality indicators:

- **Leader-to-Child Interactions** (counselors showing warmth, interest and care)
- **Supervision and Safety** (counselors are aware of other adults and where campers are)
- **Child-to-Child Interactions** (campers are acting respectfully and inclusively)
- **Leader Behaviours & Interactions** (with appropriate behavior and language)
- **Program Characteristics and Supports** (following a clear program plan; appropriate facility and equipment use)

All of our program assessments are logged into the HIGH FIVE database and monitored and tracked to ensure a minimum quality standard and to address any areas of concern.
We encourage parents to help us monitor program quality by discussing the program with your child. The appendix of this handbook contains a ***Parent Program Review***, which includes both a *Program Checklist* as well as an *Ask Your Child Questionnaire*. Your feedback is always appreciated and will help to improve your child's experience.

Our Quality Indicators: How do managers know?

We believe that the most valuable information about the quality of a camp program comes directly from campers and parents. All of our program plans and staff training are done with the belief that by constantly asking ourselves just a few simple questions can strongly indicate the quality of a program:

- **Is every child making and maintaining healthy relationships (with adults and other children) ?**
    - Children making friends and interacting cooperatively and respectfully is a strong indicator that care has been taken by staff to role model and foster those behaviours.
    - If staff are planning and facilitating games and activities aimed at learning names and taking turns then children will form healthy relationships with each other.
- **How do the campers *feel* at the end of each day?**
    - **Do they still have energy to burn?** *If your child happily falls asleep in the car on the way home, we often consider that an indicator as a successful day at camp!*
    - **Have they eaten everything that was packed in their lunch bag but still have an appetite for dinner?** Healthy young bodies need nourishment throughout the day. If a child comes home with a full lunch bag then our staff have not done their jobs to ensure your child's health throughout the day. If your child appears to not have enough to eat throughout the day, we will provide them with snacks and be in touch with you to find the right balance for your child.
    - **Are they feeling bored, angry, upset or frustrated?** These feelings can indicate a number of issues. Our promise to campers and parents is that we will work closely with you to ensure that we can make adaptations to the program to keep it fun and challenging for everyone; to ensure lots of choice and participation in planning from all campers (everyone gets a vote); to ensure the right balance of active and quiet activities and pace throughout the day; to ensure that all leaders are attentive to and react quickly to any indication that things are not going well.
- **Are children excited to come back?** *The most important time for camp management is Tuesday mornings.*
    - *Are campers quickly and listlessly waving goodbye to the same parents they struggled to let go of on Monday morning?*
    - *Do campers know where they are going or do they feel lost? Do they recognize their camp director, counselors and fellow campers?*
    - *Are they nervous to begin another day or are they excited and comfortable?*

OUR PROGRAM

Program Hours

Day Camps	9:00am to 4:00pm
Pre Camp	7:30am to 8:30am
Post Camp	4:30pm to 6:00pm

If not requiring pre- and post- camp, please sign in your child with his/her camp director between 8:30-9:00am, and sign him/her out between 4:00-4:30pm.

If your child is not registered for post-camp, please sign him/her out by 4:30pm. Any children who are not signed out at that time are checked into post-camp with other campers and your account may be billed for the use of the extended care. Should you require last-minute late pick up, please call the camp office prior to 4:00pm so that we can update your registration.

Most of our camp activities begin by 9:15, which may mean travel to a different program room, space, or facility. If you arrive after 9:15am and do not see your child's group, please visit the camp office and we will sign in your child with his/her camp director.

Drop off & Pick up Locations

All Camps begin and end their day at Dovercourt Recreation Centre, 411 Dovercourt Ave.

Campers arriving late or needing to be picked up early should check in with our camp office at Dovercourt Recreation Centre. Our camp office staff will be pleased to contact your child's camp to determine their current location, and to ensure that your and/or your child meets up with his/her camp group.

Parking

Parking for drop off and pick up for camps at Dovercourt Recreation Centre is available in the parking lot and the streets surrounding the facility and park. We ask that all parents be courteous to our neighbours if parking on any of the side streets. The roadway in front of the Recreation Centre doors on both levels must be kept clear for access by emergency vehicles and so there is no stopping or parking anywhere other than in a designated parking space. Please note that there is parking available during the summer months on both Golden Ave (Southbound) as well as Roosevelt Ave (Northbound). During the summer, please check our camp sign in/out location map of the park, as it may be more convenient to park on one of these streets.

If parking on any side streets, please note that parking is not permitted on the side of the road adjacent to the park, and please be considerate to the residents of these streets and allowing adequate space / access to their driveways. Pease park in due consideration of all appropriate bylaws.

Before & After Camp Care

Extended care is available each day for all campers age 4-12. Your extended care fee includes both morning and afternoon care as well as a late afternoon snack for all campers at 5:00pm. Care is available beginning at 7:30am and until 6:00pm. All campers in 4-5yr age groups will sign in and out inside the building in the designated "kinder" room. All other campers (in groups 5-6yrs and older) will sign in and out outside in the park in summer, and in the large hall during March Break.

Please note that a significant transition takes place right at 8:30am and again at 4:30pm.
For weeks that are very busy, we will ensure that Camp Directors are in their sign-in spots ready to greet you by about 8:25 and we will start clearing out pre-camp. If you are arriving around that time please go straight to your camp's sign and your Camp Director will meet you there (see the map on the next page).

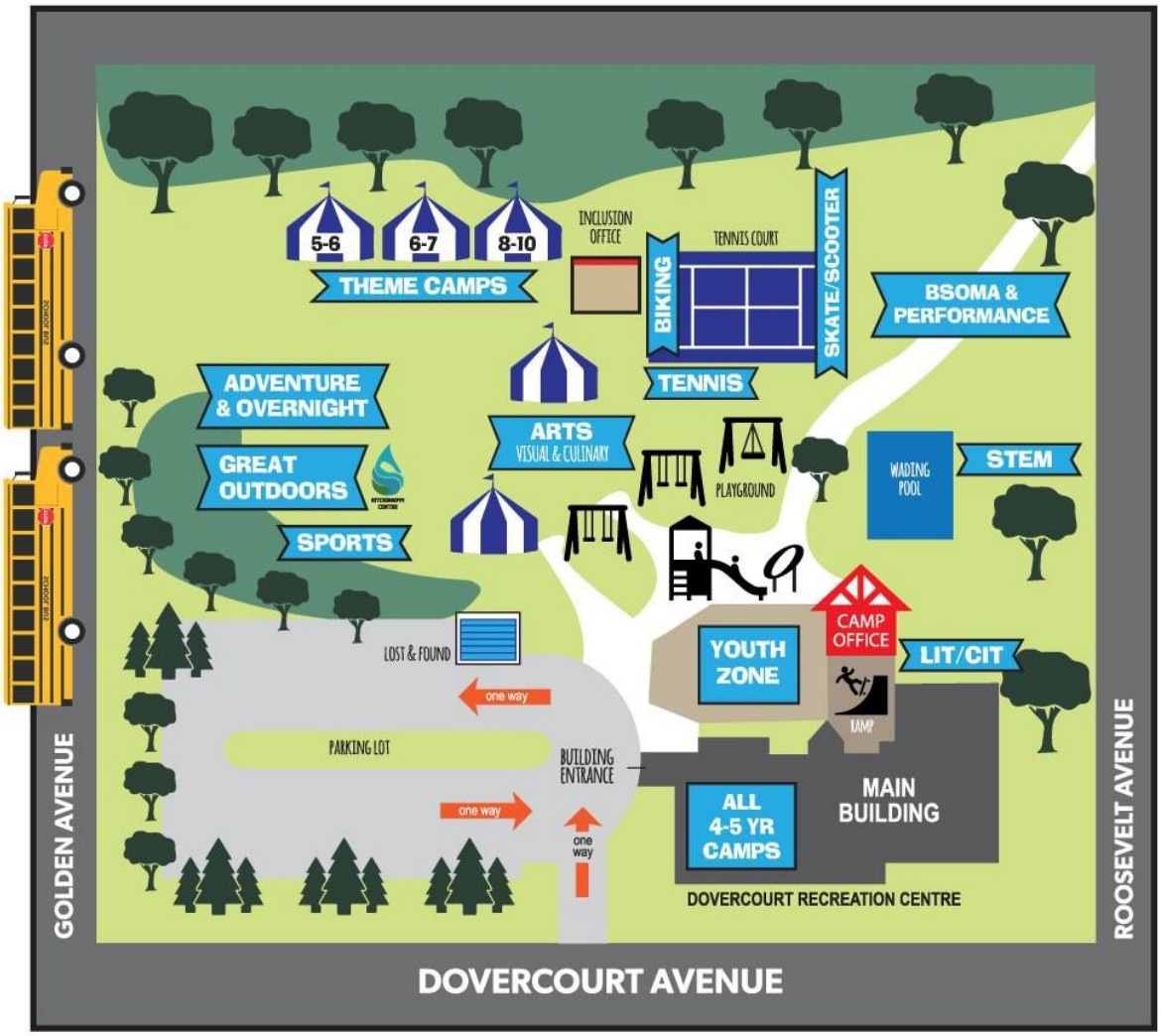
Sign In & Sign Out

Your child must be signed into and out of camp each day by a parent or approved guardian. Children aged 9 and older may sign themselves out of camp with your written permission. Without prior written permission, we will not allow a child to leave unattended until we receive confirmation over the phone

from a parent. When picking up your child from the program, you must initial your child's attendance sheet to indicate that care has been handed over.
Sign in takes place from 8:30-9:00am and sign out from 4:00-4:30. During these times, camp activities are complete and you can expect that your child will be engaged in small group activities or circle games while staff sort out details for the day or the next day and/or pack up all of the campers belongings. Camp Directors and Supervisors are also available during these times to discuss any concerns you may have or answer any questions about the program.

Please refer to the map below and make note that the parking lot can get quite busy around 8:45am and 4:15pm. Street parking is recommended, but we ask that you obey all relevant by-laws as they will ticket cars that are parked illegally. Additionally, we ask that you keep the side of the field adjacent to Golden Ave clear of cars, to allow for loading and unloading school buses. On any given day in the summer we may have up to six or seven school buses to load.

FOR DROP OFF & PICK UP: 8:30 - 9:00AM | 4:00 - 4:30PM



ALL 4-5 YR OLD CAMPS INSIDE | ALL 5-6+ YRS OUTSIDE

If your Child is Unable to Attend

If your child does not arrive at camp, our camp staff will follow up with a phone call. If you know your child will be absent, please inform your child's Camp Director or call and leave a message on our Absent/Late line: 613-798-8950 ext. 306, with the Camp office at ext. 268, or by emailing us at lateorabsent@dovercourt.org. Please inform us if your child will be arriving after 9:00am or not at all for the day. There may be some activities or out-trips that require the group waiting until all expected children have arrived.

Medication & Allergies

Should your child have severe or life threatening allergies or require medications to be administered during our program; please contact us to make the necessary arrangements. In that Dovercourt Recreation Centre is not equipped to deal safely with the storage and administration of a variety of medicines and staff usually does not have medical training, each situation shall be dealt with individually in order to minimize risk in transportation, storage, and administration of medication.

Prescribed Medication

Dovercourt staff will administer oral medication to participants when it has been prescribed for use during camp hours provided a current consent form, signed by the participant's parent or guardian is on file. All prescribed medication must be kept in the original package (box/bottle, etc) including a pharmacist label indicating proper dosage instructions and the child's name. A medication administration form must also be filled out and signed by a parent before any child is given medication. These forms are available in our camp office or from a customer service representative. All medications must be signed into the Camp Office by a parent. At the end of the day, or end of the week, we ask that you sign it out again to ensure that we have accurate records of all medications currently stored on-site. If your child is going off-site or on an out-trip for the day, his or her Camp Director will sign the medication out of the office and bring it with them for the day, returning it to the office again once the camp group arrives on-site.

Severe & Life Threatening Allergies

Every reasonable attempt will be made to ensure that all participants formally identified to Dovercourt Recreation Association as being at severe life threatening anaphylactic or other risks are identified to Dovercourt Staff that has received training in the following:

(i) anaphylactic allergies and their potential severity,
(ii) recognition of the symptoms of anaphylaxis,
(iii) administration of EpiPen® ,
(iv) recognition of the potential symptoms and/or warning signs of a participant in medical distress.

Please note that EPI-Pens must be worn by the child at all times. We require each camper to carry his or her EpiPen in a pouch that can stay on the person during the camp day. For swim times, staff will place the EipPen in a designated spot inside the Lifeguard office. If your child has a second EipPen, please ensure that it is signed into the Camp Office.

Behaviour Management

We believe that positive camp experiences strengthen and build each child's self esteem. Program leaders are dedicated to providing your child with a creative and innovative program that will capture their interest and keep them engaged. Our camps thrive on the mottos of: "have fun", "play fair", and "show respect for others and yourself".

Camp staff will review the guidelines for each camp at the beginning of the week. Our program participation guidelines are simple:

- Keep your hands and feet to yourself
- Speak nicely to each other
- Touch only what belongs to you
- Stay within the activity area
- Listen to your leaders
- Ask a leader for help if you need it

Additional guidelines based on the specific camp activities and that are age appropriate will be review with your child.

Behaviours which are unacceptable at camp will be communicated to you at sign out or if necessary we will call you. Your support is appreciated in having a follow-up discussion with your child.
Based on the intent and severity of the incident, a participant may be withdrawn from the program.

Children with Extra Support Needs

Dovercourt is strongly committed to the inclusion of all campers. The belief that each and every child has an equal right to a happy summer camp experience is at the heart of our programming. To bring this belief into practice, we rely strongly on the partnership of parents. Please take the time to make us aware of any medical, behavioural, or cognitive differences (diagnosed or undiagnosed) your child may have at the time of registration. This might include social anxieties, communication barriers, the tendency to run or wander away from the group, or simply requiring additional "body breaks" or a little bit of extra attention. Making us aware early on will help our Inclusion Coordinators and Inclusion Team to arrange for any additional supports in order to ensure that each child has the best possible experience in camp. For questions or to discuss your child's participation in camp, or to arrange a meeting with our Inclusion staff, please contact us at inclusion@dovercourt.org.

Our Inclusion Team is comprised of dedicated, passionate and knowledgeable individuals trained in behaviour management strategies and Non-Violent Crisis Prevention and Intervention.
The team includes Inclusion Coordinators, Leads, and Counselors, as well as 1:1 Support Workers, and Camp Buddies. This large team allows us to work closely with families and partners to offer various levels of support for our campers including:

- One-on-one support workers,
- Low-ratio staffing
- Camp Buddies
- Assistance during transition times or higher-risk activities
- Individual Accommodation Plans
- Sensory toys & apparatus
- Body Break room and use of technology where appropriate

Our Inclusion Team can be reached anytime throughout the year so please contact us and we would be happy to help plan your child's camp experience.

Remember: Camp is for kids! If you find your child is having difficulty leaving you or saying good-bye, please talk with the Camp Director or a member of our camp management team. We will be happy to explore ways we can help your child with the transition to being on their own.

Emergency Procedures

All program sites and each camp staff members have access to first aid kits and the emergency medical services (911). Camp staff members are certified in first aid and CPR to the Standard First Aid Level and Level C CPR. For moderate injuries your child may be taken to one of our lifeguard staff for assessment and treatment. In the unlikely event of a serious injury, emergency medical services will be called immediately to respond to the situation. You will be contacted immediately with information regarding the incident. If an ambulance is required to transport your child to the hospital, a member of our staff who is known to your child will accompany your child and remain with him/her until a parent arrives, so that a child is never left unattended.

Participant Safety

Your child's safety is our number one priority. We believe that hazard elimination is the key to prevention but also that participation in some activities involves risks. Our program leaders have designed their daily activities with safety in mind. Each program is reviewed by a member of our management team for safety as well as pace and balance throughout the day. Constant supervision is essential to our ability to ensure safety standards are implemented and adhered to in each camp program. Each camp also has a designated "Safety Officer" to ensure standards are met each day.

Swim & Water Safety

Activities taking place in or around water are supervised by trained lifeguards. This also includes out-trip locations (like water parks and beaches). Many of our camp programs include swimming as an activity and children are expected to participate. All camps adhere to the pool swim test assessments with respect to access to the deep end as well as City of Ottawa guidelines for adult-to-child ratios.
Campers age 4-5yrs, regardless of camp group, must wear a personal flotation device (provided by us) and remain in the baby pool and the ramp area.
Campers who are 6 years old and up will be allowed in the shallow part of the pool, and those who pass a swim test will be permitted in the deep end.

If you have concerns about your child's swimming abilities please talk to your Camp Director. You may send along a Personal Floatation Device (not water wings) if you wish. Most camp groups will not be swimming every day, so please refer to your camp's newsletter for specific swim days.

Out Trip Safety

Our Camps make frequent trips to neighbourhood and local facilities and attractions. For neighbourhood trips our campers may walk or ride public transport. For longer trips to local attractions we provide school bus transportation. Our specialty camps with smaller group sizes may make use of public transport. Staff members receive training in managing groups off-site including loading and unloading

buses as well as group supervision in public places. All off-site locations are approved by management, advertised through the camp newsletter, and must have access to emergency medical services.

Sun & Water Smart

Hats, sunglasses, shirts, and sunscreen are required for campers to protect themselves from the effects of the sun. Camp staff will assist our younger campers to apply sunscreen. Camp staff are directed to apply sunscreen with their hands to your child on any exposed skin (arms, legs, face, neck, and ears) if your child asks for assistance, or requires it due to age or ability. Camp staff do have access to and will carry with them extra sunscreen and if your child does not bring his or her own to camp, staff will apply the sunscreen that we have on hand. Please ensure to send your child with a water bottle. During the camp day, staff are required to ensure that campers (and themselves) drink and refill their water bottles at least three times.

Weekly Schedules & Newsletters

All Camps have an approved weekly schedule of events. Your child's Camp Director can show you a copy or you can request to see a copy in our camp office. Schedules are subject to change without notice based on a variety of factors.

A newsletter is available online for each camp. The newsletters are available a week prior to the program (by Monday for the following week). The newsletters provide essential information on the camp activities and what to bring to camp, as well as a photo of your camp director and where to meet him/her when you arrive in the morning. Please look online at dovercourt.org under Programs.

Lost & Found

Any items left at the end of the camp day will be placed in the Lost & Found POD (located in the parking lot) during the summer, and in the upstairs lobby during March Break. Items will be left for the duration of the week and on Friday at 6:00pm any items left will be separated as follows:
Items with a name label will be washed (if appropriate) and left for pick up in the main lost and found for up to three weeks. After that time they will be donated. Items that do not have a name label will be donated. During the camp day and throughout the week, our staff will do their best to help campers keep track of their own belongings and will work hard to reunite lost items with their owners. To make this process more successful, please be sure that everything has a name label and that your children are able to identify their own items. We are unable to retain items past the end of summer as we get ready for our fall programs and our before and after school programs. All unclaimed items are donated to charity. Please ensure that you label each item with your child's full name so that we can help return it to him/her during camp. For labels, visit dovercourt.mabelslabels.com

March Break Camps: Please also remember that during March Break, we will likely see more than 100 pairs of "boy's black snowpants", so the more detailed or brightly coloured your name labels can be the better. March Break items will be kept at Dovercourt for one week

Cancellation & Refund Policy

It is extremely rare that a camp is cancelled due to low participation. Every effort is made to find a suitable substitute for your child. If we are unable to provide a satisfactory substitute, your fees will be fully refunded.

Late withdrawals are withdrawals from the camp program less than fourteen days from the start of the program. Up until that point, withdrawal requests can be made through Customer Service. An administration fee will apply to all refunds. **No refunds or credits will be issued for late withdrawals** other than in extenuating circumstances. Medical notes may be required for refund requests due to illness or injury.

PREPARING YOUR CHILD FOR CAMP

New Campers (and parents!)

For those new to Dovercourt Recreation Centre, the first day of camp can be as scary as the first day of school. For that reason, we recommend you bring your child to Dovercourt before their camp program begins. Many of our campers get to know Dovercourt through our open and family swims or just coming to play on the play structures in the park.

Arrival on the first day can be overwhelming – for both children and parents. Yes, Dovercourt is a large camp program; but relax. You will be greeted by our camp management when you arrive and directed to where you need to go. We have camp signs and if you cannot remember what camp your child is in – drop by the Camp Office – we will look it up!

Camp Call-Outs

A unique feature of Dovercourt's Day Camps is our weekly call-out to parents by our camp directors. Each Camp Director is required to call all of their camper parents before the end of the weekend. The purpose of the call is to say "hi", provide a quick review of what to bring to camp and if we have been fortunate enough to reach you – answer any questions you may have. If the camp director did not reach you directly, you can still talk to them on the first day!

What to Bring to Camp

The following is a list of what to bring to camp. While it is prudent to provide for both rain and shine and all other eventualities, please remember that children must be able to carry their belongings. We recommend a suitable sized back pack with comfortable straps. We do not recommend multiple bags.

What to Bring

- Back pack
- Lunch & two healthy snacks
- Water bottle
- Athletic footwear (campers do walk between activities and will play field games etc…)
- Indoor shoes during winter camps
- Swimsuit & Towel
- Sun hat & sunscreen (sunscreen will be provided should a camper forget or misplace his/hers)
- Extra weather appropriate clothing (a little rain does not stop us from going outside!)

- Winter appropriate clothing for Holiday & March Break camps
- CSA approved helmet for activities requiring protection, including but not limited to: skateboarding, tobogganing, biking, road hockey, and skating. Helmets will be provided for rock-climbing activities.
- For camp programs involving biking, please supply a lock suitable for ensuring the security of your child's bike.
- For ski and snowboard programs during March Break, please supply a lock suitable for ensuring the security of your child's skis/snowboard.

What NOT to Bring

Program leaders are not responsible for money or other valuables brought to camp. For most of the day, most camps do not have access to the Adam's Apple Café or vending machines and it is not recommended to bring money to camp.
We strongly discourage participants from bringing any electronic devices (ie video games, ipods, cell phones, digital cameras, etc.) from home.

What to Bring to Overnight Camp

- Sleeping bag
- Personal toiletries
- Hat and sunscreen
- Rain jacket
- Bathing suit and towel
- Weather appropriate clothing
- Water bottle (reusable)
- Running shoes
- Backpack to carry your personal items
- Lunch and snacks for the day of departure (dinner will be provided)

Packing a Lunch & Snacks

Please provide your child with a nutritious lunch, snacks, and plenty of drinks for every day of camp. Refrigeration is not available; therefore we recommend insulated lunch bags or packing a frozen drink box or ice pack in your child's lunch to keep the food cold and fresh. As part of our attention to camper safety, we have regular water breaks, so please pack a water bottle.

Adams Apple Café

Lunch Package

For your convenience, bag Lunches from Adam's Apple Café are now available through customer service and online. This convenient lunch and snack package allows you to order your children's lunches and snacks while registering for camp. Packages are provided by Adam's Apple Cafe. Cost is $45 and includes a drink, fruit, snacks & sandwich or wrap.

This package is not recommended for campers with specific dietary restrictions or allergies. Adam's Apple Café cannot accommodate individual requests.

General Access during Camp

Many camps do not have access to the Adam's Apple Café or vending machines during camp time. For some campers, a limited time is available for purchase of snacks at the Café during afternoon snack time, or after swim. Campers who have brought money to purchase treats may also do so during post-camp, following the proper check-in/check-out and buddy systems.

Allergy Aware

Dovercourt Recreation Centre and many of the locations we use are open and accessible to the public. For that reason, we are unable to "ban" specific foods such as peanuts or other common allergens. Due to the prevalence of nut allergies, we do ask that parents of all campers refrain from sending peanut and other nut products to camp.

During our camp call-outs, we may ask that you refrain from other food items should another child in your child's camp have a severe, life threatening allergy.

We do ask that you inform us of any allergies your child has with respect to food or the environment. Camp staff will assist these campers at lunch and snack times to sit in areas and with others whose lunch and snacks are safe.

Eat Well, Get Moving

All of our camps involve physical activity and children attending the camps should be supported with a healthy food choice for their snacks and lunch. The following tips are provided to help you prepare your child's daily requirements while they are with us.

Children have small tummies and high calorie needs and therefore should be offered a meal or snack every 2 to 3 hours. Each day your child is at camp, we will be stopping to eat lunch and two snacks (morning and afternoon). Our snack and lunch times have been standardized across all camps and with few exceptions will eat lunch or snacks at the same time regardless of which camps they are registered in. All campers who are still with us at 5:00pm are provided with a snack at that time.

Use Canada's Food Guide to Healthy Eating to help you and your child plan and prepare balanced meals and snacks (that is, the more colourful the better – think red, orange, yellow, green, blue and purple). A balanced meal includes 3 to 4 of the 4 food groups, while a balanced snack includes **2 to 3** of the 4 food groups. One of the best ways to provide energy for the day is with foods high in protein.

Ask your kids for their ideas – they will be more likely to eat it! Pack things that are easy to eat, ones that don't require peeling or special tools and are packaged in easy-to-open packages. Children often also like to eat what their friends are eating – so share ideas.

To keep teeth clean and healthy, choose foods like cheese and vegetables that are low in sugar or do not cling to teeth. Drink plenty of water to rinse sugars out of the mouth.

Food Safety

It is important to keep hot foods hot and cold foods cold by using insulated bottles and insulated lunch boxes. Campers do not have access to microwaves or refrigerators during camp.

Appendix

Parent Program Review

A pdf version can be found at www.highfive.org

Print Form

Parent Program Review

A child focused resource designed to help parents become partners in improving the quality of their child's sport and recreation programs.

HIGH FIVE® believes that parents/guardians can provide valuable information about the quality of a child's program. Parent Program Review is a resource designed to enable parents/guardians to give feedback on their child's sport and recreation programs by using the:

1. 'Program Checklist' on page 2
2. 'Ask your Child' Questionnaire on Page 3

How to Use the Program Checklist on Page 2:

The Program checklist helps parents/guardians see if their child's program supports healthy child development.

Read each statement first before you use the program checklist
Try to watch the program from start to finish when you are using the program checklist
Ideally you want to use the program checklist within the first couple of weeks of your child's program but NOT on the first day
When watching the program, you may want to make comments on the behaviour you see - explain what you liked or disliked
Your comments will help the people providing the program improve their program

How to Use the "Ask Your Child" Questionnaire on Page 3:

Children have a better experience when they feel that their parents/guardians are supportive. The "Ask Your Child" Questionnaire provides some questions to help you talk to your child about his/her experience.

It is suggested you complete this questionnaire after you have completed the "Program Checklist" on Page 2
Once you have completed this form, please return it to the people providing this program as it will help them make improvements
You do not need to sign your name, however, if you would like someone to follow-up with you, please include your name, phone number and email address in the space provided below

To help us use your feedback to improve our programs please complete:

Date of Observation: _____

Town/City: _____

Name of Organization providing program: _____

Name (optional): _____

Phone Number (optional): _____

Email (optional): _____

Program Checklist

For each of the five categories, please use an "X" to check which of the behaviours and/or actions you saw in your child's program.

Leader-Child Interactions	Comments
The leader shows warmth, interest, respect, involvement, positive leadership and an individualized approach to children. **Watch for:**	
☐ Smiles	
☐ Friendly Tone	
☐ Acceptance	
☐ Enthusiasm	
☐ Eye contact	
☐ Helping children solve problems	

Supervision and Safety	Comments
The leader is aware of all children, paying attention to safety concerns and adjusting supervision to ages and activities. **Watch for:**	
☐ Constant Supervision	
☐ Secure play areas	
☐ Adequate number of staff (more for young children and higher risk activities)	
☐ Activities are age appropriate	
☐ Supervision process for transition areas such as washrooms	
☐ Staff are not rushed	

Child-Child Interactions	Comments
Children know each other, show respect and cooperation towards each other. The children appear to be having fun and include one another in activies. **Watch for:**	
☐ Knowing names	
☐ Sharing	
☐ No teasing	
☐ Few conflicts	
☐ Helping one another	
☐ Laughter and smiling faces	

Leader Behaviour and Interactions	Comments
The leader focuses attention on children, not on other leaders. He/she uses appropriate language and behaviour and works as part of the team. **Watch for:**	
☐ Friendly tone	
☐ Assisting one another	
☐ Appropriate language used	
☐ Personal conversations avoided between staff and on electronic devices	
☐ Cooperation and support	
☐ Positive role modelling	

Program Characteristics and Supports	Comments
Activities appear to match interests and needs of children while offering choice, variety and balance. Activities are well paced and encourage personal development. **Watch for:**	
☐ Choices	
☐ Balance	
☐ Children are interested	
☐ Opportunities for children to influence and lead	
☐ Variety of activities and group sizes	
☐ No long waiting periods	
☐ Learning by doing	
☐ Everyone is involved	

What I liked best about the program was...

I would change the program by...

'Ask your child' Questionnaire

You can learn a lot about how well a program is meeting your child's needs by asking your child a few questions. What you learn from your child will help the people providing the program to further improve their program. Feel free to submit this questionnaire with your completed checklist to your child's program supervisor.

	Your Child`s Answers
1. What is your leader's name? What are the names of the children in your group?	
2. How do you get along with the other children? Are there any people there that you don't like? Why not?	
3. Is the same leader always there?	
4. Do you think the leader likes you? How does he/she show it?	
5. Does the leader get angry or upset?	
6. Does the leader ever ask you what you want to do?	
7. What do you like best about your leader?	
8. What do you like best about the program?	