



Day Camps de jour

Parent HANDBOOK 2020





Dear parents,

Welcome to the City of Côte Saint-Luc Parks and Recreation Department Day Camp Program! We will provide your child with fond memories and great experiences in the heart of our community. We are committed to ensuring that every participant in our program has an incredible summer.

This handbook has been designed to help you feel at ease with the camp process and to answer your pre-camp questions. Please visit CoteSaintLuc.org/daycamp and **like us on Facebook** for more information.

We are looking forward to an unforgettable summer and we hope that you will be part of it! After reading through the following pages, if you still have questions, please feel free to contact our camp office by phone or by e-mail. We look forward to hearing from you.

Sincerely,

Sarah Houle

Recreation and Leisure Coordinator

shoule@cotesaintluc.org

514-485-6806 ext. 2019





Parent Communication

A few days before your child starts camp, you will receive a phone call from your child's Park Leader. The Park Leader will ensure that you have all important camp information as well as a code to pick up your child. They will answer all camp questions that you might have.

On the first day of camp, you will receive a detailed schedule outlining the activities your child's group will be participating in daily. If at any point during the summer you have questions or concerns, please feel free to contact the Day Camp office at **514-485-6806 ext 2019** or email **shoule@cotesaintluc.org**.



Pick Up Protocol and Other Important Information

- Once camp begins, please present yourself to the assigned pick-up location.
- A staff member will ask for your assigned code and provide you with a ticket
- Once inside the pickup location, the ticket is given to the counsellor on duty
- Children will not be permitted to leave the premises with anyone other than the named individuals on the pickup form.



Important notes

- Parents and authorized guardians will be asked to present photo identification if they are unfamiliar to the staff member.
- Parents must confirm the pick-up alternate by email (shoule@cotesaintluc.org) or voicemail 514-485-6806 ext 2019





Typical days at each camp



Typical day at Sports Camp

- 9 am Welcome and morning circle /greeting
- 9:30 am Swimming instruction (Red Cross outline)
- 10 am Sports activity
- 12 pm Lunch
- 1 pm Camp activity (science, art, sports)
- 2:30 pm Sports activity
- 3 pm Free swim
- 4 pm Parent pick-up



Typical Day at Ultimate Leaders

- 9 am Welcome and morning circle /greeting
- 9:30 am Sport Activity
- 10:30 am Teen choice activity
- 12 pm Lunch
- 1 pm Free Swim
- 2 pm Art Activity
- 3:30 pm Teen choice activity
- 4 pm Parent pick-up



Typical day at Creative Arts Camp

- 9 am Welcome and morning circle /greeting
- 9:30 am Arts Camp activity (specialist-run)
- 10:30 am Arts Camp activity (specialist-run)
- 12 pm Lunch
- 1 pm Camp activity (cooking, sports, art)
- 2 pm Free swim*
- 3 pm Camp activity (cooking, sports, art)
- 4 pm Parent pick-up

**If it is too hot to walk to the pool the campers will be sent to the splash pad in Trudeau Park.*



Typical Day for C.I.T. (Mondays)

- 9 am Welcome and morning circle /greeting
- 9:30 am Review of program and what to expect for the week
- 10:30 am Workshops
- 12 pm Lunch
- 1 pm Workshops
- 2 pm Camp activity (sports, art, science)
- 3:30 pm Reflection and what to expect for the week
- 4 pm Parent pick-up

** Tuesday to Friday on Placement*

*** CPR Training will happen on Week 4 and Week 8*





Lunch and Snacks

- Your child must bring a snack and a filled water bottle every day.
- Healthy snacks such as fruit, cheese, vegetables, or chewy bars are encouraged.
- Chocolate and candy are not recommended.
- Microwave ovens are **NOT** available at camp.

Café Aqua—catered lunches (not Kosher)

Campers have the option to buy lunch in advance. Café Aqua, located in the Aquatic Community Center, offers hot lunches every day and will deliver the lunches to each camper.

Orders can be placed by email, at cafeaquacs@gmail.com, or call / text Marco at **514-594-7717**. Orders can be made at any time during the summer. There is no deadline to order hot lunches. All lunches include one bag of Lay's potato chips and one water bottle OR Minute Maid juice box. **\$7** (tax included) per lunch. Any child ordering 15 meals or more will receive a 10% discount. **CASH ONLY**

Menu

- Cheese pizza
- Tuna and Swiss melt
- Kaiser: tuna or chopped egg (from Homemade Kosher Bakery)
- Grilled cheese (White or brown bread)
- Tomato pesto pasta
- Garden salad
- (2) beef hot dogs
- Calzone (spinach and cheese)

Same day orders received after 9am will have a **\$9** charge compared to \$7. Same day orders will be limited to grilled cheese or hot dog.



Please note: If your child's lunch has been forgotten, the Park Leader will notify the parent by phone. If a lunch cannot be dropped off, Café Aqua will supply a lunch for which the family will be invoiced.



Pizza and TCBY

Every Friday all campers enjoy either TCBY or cheese Pizza. Pizza lunch includes 2 pieces of cheese pizza, one water bottle and a cookie snack. All Pizza and TCBY are nut free and we do our best to provide Kosher pizza.



Nut-Free Encouraged Environment

To ensure everyone's safety, any food that may contain nuts, peanuts or peanut butter are not permitted within our camps. Children are discouraged from sharing snacks or other foods. If your child has an allergy, the camp Park Leader must be advised. As a public facility, we cannot guarantee a nut-free environment, but we strongly encourage this restriction.





Health

Health Forms

When registering your child, please complete a Health Form found in the registration form. These forms must include vital information to ensure all campers have an enjoyable summer.



Sunscreen

Campers must arrive for the day with 30 SPF sunscreen applied, regardless of the weather forecast. Each camper must bring their own sunscreen, labeled with their name and keep it stored in the backpack. Sunscreen may not be shared. Throughout the day, CSL camp staff will ensure sunscreen is reapplied at least once.



Lice

In the event of a lice case at camp, a message will be sent out to all camp families once lice has been confirmed. Families are asked to ensure campers are not brought to camp with lice. Should lice be present in your child's hair, safely remove it prior to the camper returning to camp. Children who have lice must stay home; they may come back to camp after having been treated. Camp Park Leaders reserve the right to carry out an inspection when a camper returns.



Medication

If your child requires medication, the Park Leader must be informed in writing. If you would like a camp staff to help your child take medication, you must provide written consent as well as the original prescription bottle.



Free Swim and Swim Skill Bracelets

To ensure safety, each camper will go through an evaluation to assess their swim ability, on the first Monday they attend camp. Following this assessment, they will receive a bracelet. The color of the bracelet informs the lifeguards on duty which areas of the pool campers may swim in. For the safety of all campers, please do not remove the bracelet throughout the week.

Sports Camp

Red Cross Swim instruction is based on the Red Cross Lesson Program and a part of the Sports Camp daily schedule.

Please indicate your child's swim lesson level on the registration form.

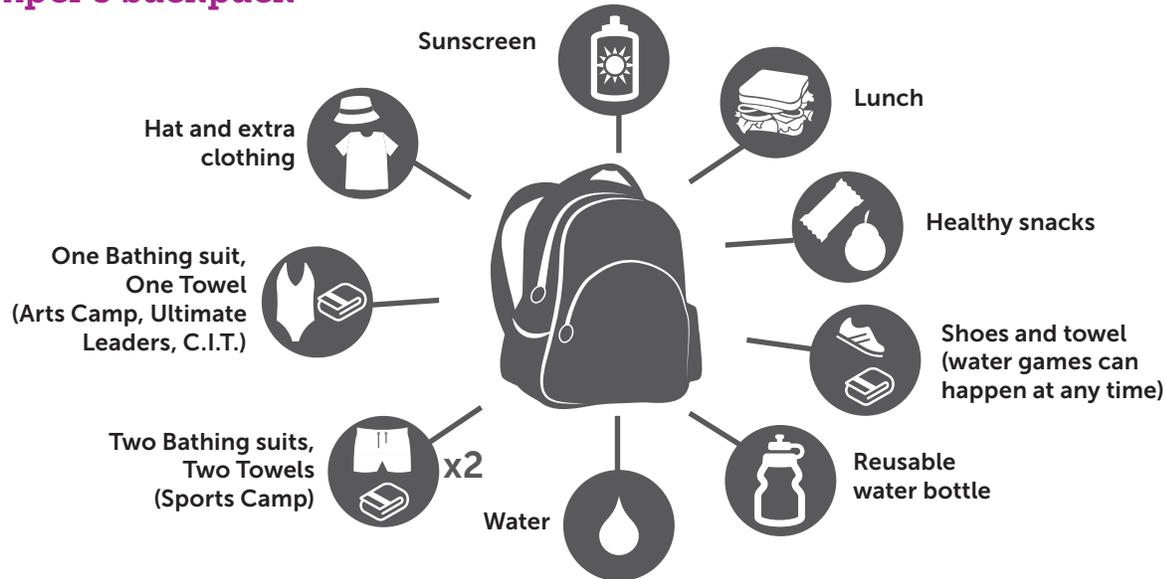


If this level changes by the time your child is at camp, please send us an email at shoule@cotesaintluc.org.





A camper's backpack



Each item must be labelled with the camper's name.
The Côte Saint-Luc Day Camp is not responsible for lost or stolen items



Please DO NOT pack:

- Electronics: cell phones, iPods, tablets, video games
- Playing cards, ie: Pokémon cards
- Valuables i.e money, expensive jewelry & earrings
- Personal toys

Every two weeks, the camp's lost and found unclaimed items will be donated.

Trip days

Field trips occur throughout the summer and are very popular with the campers.

Trip details are emailed to parents at the beginning of each trip week and the information is handed out on the Monday afternoon of the trip week. Trip details include:

The name and location of the destination; a list of items campers should bring; the departure and arrival times.



For safety reasons, campers must wear the day camp T-shirt on outings.



Please note:

- Campers travel by school bus;
- Departure times must be respected; the buses will not wait for late arrivals;
- All campers going on the excursion must travel with the group on the school bus;
- Children unable to depart and return at the specified times will not be permitted on the excursion;
- For security reasons, parents are not permitted to drive their child to/from an excursion, nor are they allowed to accompany the group on an excursion.
- Camp T-shirt will be given out the day before each field trip. Campers will keep the shirts.
- All campers must bring their lunch (no microwave is available)





Day Camp Staff

Côte Saint-Luc Day Camp staff

- Are CPR-certified and trained in First Aid;
- Successfully completed a police verification;
- Receive four full days of pre-camp training with guest speakers and professional animators, reviewing emergency procedures, safety regulations, animation and city policies.



Our camp ratios are

Campers **5 to 8** years old

1 counselor for **7** campers

Campers **9 to 12** years old

1 counselor for **8** campers

Campers **13 to 15** years old

1 counselor for **10** campers



Each camp has an on-site Park Leader, of whom have worked at CSL Day Camp for a minimum of four years and have in-depth knowledge of camp and city operations & policies. They are identified with a blue CSL Day Camp t-shirt. Their experience and training ensure they are comfortable handling all situations that arise.



Trudeau Chalet Bathrooms

To ensure the safety of all our campers at Trudeau Arts Camp, the bathrooms located at Pierre Elliott Trudeau Park Chalet 1 will be locked from the outside during camp hours.

Bathroom Protocol

CSL day camp staff will ensure regular bathroom visits throughout the day. A staff member and a group of campers needing the facilities will travel together to the bathrooms.





General Rules

The following is a summary of Côte Saint-Luc Day Camp Rules. These guidelines are implemented to ensure the enjoyment and safety of all campers. It is essential that parents/guardians and campers are aware and respect these guidelines. Our camp staff will implement the Code of Conduct with all campers throughout the summer.

- 1 Have Fun!!
- 2 Respect the CSL Day Camp staff at all times.
 - Listen attentively when they address you and other campers.
 - Follow their requests and instructions.
- 3 Respect all camp participants to ensure everyone has fun!
 - No fighting, arguing, name-calling, profane language or violence of any kind will be tolerated
 - Participate in each activity in a positive way and help others do the same.
- 4 Respect the Property and Rules of all City facilities and parks. Please refer to the City website for the list of facility and park rules CoteSaintLuc.org.
- 5 All valuables, including electronic devices must be left at home. Any dangerous possessions will be confiscated. This includes and is not limited to weapons and toys that may cause harm. **NO TOYS.**
- 6 Remain with your designated camp staff and group at all times.



Disciplinary Action

We anticipate that all CSL campers and their families will respect the Code of Conduct. However should on the rare occasion a situation arise, the following disciplinary measures are in place and will be enforced. We strive to work with campers and their families to ensure that disciplinary action is a last resort.

Warning:

A warning letter is given out to the parent, along with an explanation as to why the behaviour was inappropriate. Parents will be advised with a phone call. Parents are expected to sign the letter and bring it back to camp.

First offence:

The participant will sit out of a predetermined activity for a set period of time. Parents will be advised by a letter once again with an explanation as to why the behaviour was inappropriate. The parents will be called.

Second offence:

The parents will be notified with a letter and a phone call and they will be asked to pick the child up from camp.

Third offence:

A phone call will be made to the parents to discuss the behaviour and the camper will face a suspension (1 day), along with a note to the parents. Thereafter a further suspension may be enforced. In extreme situations, a camper may be asked to leave



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General Information

Camp hours; early drop off and late pick up

The CSL Day Camp hours are from 9 a.m. to 4:00 p.m. There is a 10-minute grace period for drop-off & pickup. Outside of this time constraint, an additional fee will be incurred. The fee is 1\$ per minute.

- A week's extended care may be booked in advance.
- Registration for extended care must be done in advance or on the, Friday prior
- Early drop off begins at 8am (R\$16/wk, NR\$20/wk)
- Late pick up ends at 5:30pm (R\$20/wk, NR\$25/wk)

Camp Locations

Sports Camp

📍 Aquatics and Community Center Gymnasium
5794 Parkhaven

Creative Arts Camp

📍 Pierre Elliott Trudeau Park Chalet 1
6975 Chemin Mackle

Ultimate Leaders

📍 Aquatics and Community Center
5794 Parkhaven

C.I.T.

📍 Aquatics and Community Center
5794 Parkhaven



Refund Requests

A refund request will only be considered upon the Parks and Recreation Department receiving a completed and signed Refund Request Form.

All refunds are subject to an administration fee based on the total cost of the program.

\$0 – \$250 = \$25

\$251 – \$500 = \$50

\$501 – \$1000 = \$100

\$1001 and over = \$150

Refunds will be prorated weekly. Once a week has begun it is considered to have been completed.



Please note: absences are non-refundable and non-transferable.

