



# **WESTSIDE DAY CAMP PARENT HANDBOOK**



## **Welcome**

Welcome to Westside Day Camps! We focus on providing fun, safe and quality programming for all children. Please take the time to read through this manual as it will help your child have an enjoyable experience at camp. If you have specific questions about the camps, please contact Customer Service at 403.531.5875 Ext 0 and they will put you in contact with the appropriate supervisor.

## **Registration**

Participants must be the appropriate age within 30 days of the program start date to register for camp. Some restrictions apply due to the nature of the program.

Our goal is to provide an enjoyable, enriching program for your child at an appropriate level for his or her age and maturity. In order to be fair to everyone, Westside will strictly enforce age requirements.

Same day registrations are not available.

Registrations for weekly camps end on the Monday prior to the start of camp. For daily camps, registration closes 48 hours prior to the camp date, on the Thursday prior for Monday camps. This allows us to schedule staff to maintain instructor-to-child ratios.

Waitlists are processed in order of sign up. If a registered participant withdraws, you will receive a phone call and have 24 hours to register. If you do not register within the allotted time, the vacant spot will be offered to the next person on the list.

Withdrawals that are seven days or more prior to the program start date will be processed as a full credit to your Westside account, or as a refund less a \$25 administrative fee. Withdrawals less than seven days before a program start date will only be processed due to medical reasons. A physician's letter must be provided within 14 days of withdrawal notification.

## **Program Forms and Waivers**

All required forms can be found at [www.westsiderec.com](http://www.westsiderec.com). To avoid a wait on the first day, please complete the forms ahead of time. Forms only need to be completed once per year unless otherwise noted, and can be submitted electronically to [daycampforms@westsiderec.com](mailto:daycampforms@westsiderec.com) or dropped off in person.

## **Medications at Camp**

A Medication Record Form must be completed in order for any required medication to be administered to your child during camp. The Medication Record Form and medication is to be given to the leader or supervisor to be placed in a secure location.

If your child requires an auto-injector or inhaler, they must be kept with the child in a portable labeled bag (ie: fanny pack) for the entire day.

Prescription medications must be brought in the original container, indicating the participant's name, the dosage, directions for use and medication type. Non-prescription medication must be brought in the original container. Medication may be not be expired, including epi-pens and inhalers.



## **Health Policies**

In the best interest of your child as well as the other children and staff, please do not send your child to camp when he or she is ill. If your child should become ill while at camp, you will be notified to come pick up your child.

### Summer/Spring Break Camps

Campers go outside on a daily basis so please have your child bring their own sunscreen and insect repellent. Our leaders will assist your child in applying it when appropriate. Campers will only use their products, no sharing will be permitted.

### Winter Camps

At Westside, we encourage outdoor play when weather permits. Please send suitable clothing with your child to participate in outdoor winter activities. Appropriate clothing includes; winter jacket, snow pants, outdoor boots, toque, mitts/gloves, and scarf.

If a child needs emergency medical attention, all efforts to notify the parent will be made. In the event the parent cannot be reached, EMS will be summoned and we will continue trying to contact the parent until they can be reached.

Westside is happy to welcome children with special needs. In order for us to help your child have an enjoyable experience at camp, we ask that you complete the medical conditions portion of your registration or contact the Children's Manager.

## **Preschool Camps**

All camps are unparented unless specified. If your child requires your attention, you will be notified. For 3Y-5Y camps, participants must be fully toilet trained.

## **Belongings**

Each child should bring a backpack or bag big enough to fit all belongings inside. All belongings must be labeled.

### Camper Checklist for Camp

- Appropriate clothing for outside (weather appropriate)
- Sunscreen/insect repellent (spring/summer only)
- Indoor running shoes
- Water bottle
- Snacks and/or lunch (full day camp – one lunch, two snacks/half day camp - one snack)
- Swimsuit and towel (if applicable)
- Medication for camper - inhaler, auto injector or prescription medication required while at camp
- Check your registration confirmation for any specialized equipment required for your camp

### Items not to bring to camp

- Electronics (cell phone, iPod, portable game devices)
- Money
- Items of value

## **Lost and Found**

Summer Camps - All camp lost and found will be located inside the Leisure Ice arena.

Winter/Spring Camps - All camp lost and found will be located in the sign in/out location.

Speak with your program leader if you have lost an item. Lost and found articles will be brought to Customer Service on Friday each week. Items are stored for up to two weeks. If your child's item is labeled, we do our best to contact you. Westside is not responsible for lost items.



### **Pre Care/ Post Care**

Pre and Post Care is a service provided by Westside that ties into your day camp experience. Pre Care runs from 7:30-9:00am and Post Care runs from 3:00-5:30pm for an additional fee. Pre and Post Care are only available for full day camps. Lunch supervision is not offered.

If you need pre or post care on short notice, contact the Customer Service to inquire about available spots. Please note that spots may not always be available.

### **Sign In and Out Policy**

Sign In locations are indicated on your course confirmation sheet. All camps meeting in the Leisure Ice will enter using the west-facing external doors to the Leisure Ice arena, located by the main entrance. Camps meeting in locations past the Customer Service gates are required to show their course confirmation or membership card for gate access. Sign In begins at 8:45 am for full day camps and 10 minutes prior to start time for half day camps.

Sign Out begins 10 minutes before your camp end time at the meeting location indicated on your course confirmation sheet. Parents must sign out their children. If you need to make alternate arrangements for pick up, please complete the Authorized Pick Up Form for children to be signed out by someone other than a parent.

Self Sign Out - Children 10 years and older have the option to sign themselves in and out of day camps. An Authorized Pick Up Form must be completed and submitted in advance. If you have given authorization for your child to sign themselves out, please ensure a safe route home for your child. Also, understand this means that you are releasing your child from Westside's care.

Children who are not picked up from day camp within 10 minutes of end time will be transferred to post care. Post Care fees will apply.

*Please note:* Westside staff reserves the right to request identification from any person picking up a child from Westside programs.

### **Late drop off/ Early pick up**

As our camps are full of activity and can be conducted in various locations on site; it may take time to connect with your child's camp.

If you arrive late for camp and there is no one at your regular drop off location, please go to Customer Service. They will contact the camp Program Supervisor to assist you in finding your child's camp.

If you need to pick up your child early from camp, inform your leader at drop off and they will let you know which location they will be in at that time. Please note that it is the responsibility of the parent to go to the identified location and sign out their child.

### **Staffing**

Westside staff are qualified and trained in working with children. All staff have completed Standard First Aid/CPR and day camp training.

#### **Camp Ratios**

Preschool Programs (3-6Y)	1:8
Children Programs (6-12Y)	1:12
Youth Programs (13-17Y)	1:15

**\*\*Specialty Programming such as hockey and skateboarding may have different ratios\*\***



### **Snacks and Lunch**

If your child is registered in a half day camp, they need to bring one snack and a water bottle. If your child is registered in a full day camp, they will need to bring two snacks, one lunch and a water bottle.

Westside is an allergen-safe facility. No foods/snacks are prohibited at Westside but, rather, avoidance strategies are used to prevent allergic reactions. An avoidance strategy does not imply a guarantee that there is zero risk. Avoidance strategies strive to create “allergy-safe” rather than “allergy-free” environments.

Westside uses the following safe eating procedures:

- Participants are not allowed to share or sample food with other campers at any time
- All children are required to wash their hands before and after eating
- A safe eating area is provided in camps where anaphylactic children have been identified
- All tables and eating surfaces are washed after eating using approved Westside cleaners

Health Fare cafeteria and vending machines are off limits to all campers during camp hours. Campers do not have access to microwaves or refrigerators.

### **Activities**

Registrants are required to participate in all camp activities throughout the day. If a child is unable to participate, they must be picked up and supervised during that time by a parent or guardian.

Your child's camp may have special forms and/or equipment requirements; details can be found on your course confirmation.

### **Swimming**

Following the Lifesaving Society's recommendations for the safety of day camp participants, the following lifejacket rules apply:

- Campers 7 years and under are required to wear a lifejacket during swim activities
- Campers 8-12 years are required to wear a lifejacket during swim activities and/or complete a swim admission test; swim admission tests will be conducted at camp.

Rash guards are recommended for children required to wear lifejackets or who get cold in the pool.

Westside reserves the right to require the use of lifejackets for any swimming activities during programs.

### Swimming Ratios

Preschool Camps (3Y-6Y)	1:4
Children's Camps (6Y-9Y)	1:6
Children's Camps (10Y-12Y)	1:12

### Healthy Swimming Procedures

1. Shower with soap before swimming. Wash your hands after using the toilet; germs on your body end up in the water.
2. Don't swallow pool water. Avoid getting water in your mouth.
3. Don't swim when you have diarrhea, you can spread germs in the water and make other people sick.



### **Behavioral Expectations**

Campers and parents are expected to conduct themselves in a mature, respectful and cooperative manner while attending camps.

All campers:

- Are responsible for their own actions
- Will follow the rules and safety measures implemented by Westside staff

Inappropriate behaviour includes:

- Preventing or interfering with another camper's positive experience
- Threats, bullying, harassment, intimidation, abuse or fighting
- Vandalizing or abusing camp equipment

Westside has a zero tolerance policy. Behaviour that impacts other campers physically or emotionally may result in removal from the program.

*We look forward to a fun-filled summer with your children!*