

PARENTS INFORMATION BOOKLET

SHADOW PROGRAM



Camp de jour
PINCOURT
Day Camp

SUMMER 2026

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A WORD FROM THE COORDINATORS

Dear Parents,

We are about to begin a new season of day camp. For some, this will be their first experience with us, while others will be delighted to return for another lively summer filled with activities and wonderful encounters.

To ensure that the camp runs smoothly, we invite you to read this information booklet carefully and take the time to explain to your child how the camp works and its rules. The information contained herein answers most of the questions you may have about the program.

If you need further clarification, we will be happy to answer your questions at the parents' meeting on Thursday, June 4, at 7 p.m. at the Omni-Centre de Pincourt. If you are unable to attend, you can reach us at (514) 453-8981, ext. 254, or by email at campdejour@villepincourt.qc.ca.



You will also find details about the shadow program in boxes throughout the document.

All that remains is for us to wish you a wonderful summer with us!

We look forward to seeing you soon,

The Pincourt 2025 Day Camp Coordination Team

Field coordinator:	Dylan Lis (Squish)
Shadow coordinator:	Véronik Boudreault (Wanda)
Daycare coordinator:	Marie Ophélie Ujeneza (Fiji)
Recreation and Leisure Coordinator:	Cindy Lessard (Queso)



OVERVIEW OF THE SHADOW PROGRAM

Hello,

My name is Véronik Boudreault, and I have been the coordinator of the Pincourt Day Camp shadow program for the past three years. Prior to that, I served as a camp counselor, shadow, and head shadow within the program for four years.

This fall, I will begin my fourth and final year of studies in Special Education Techniques, and I am already working as a substitute in schools. My studies, along with my experience, help me guide our shadow team toward providing effective services tailored to your children's needs.

Our shadow staff are also experienced and motivated by the importance of their roles. Most of them have been part of our team for several years now and continue to demonstrate their commitment to the day camp and to children with special needs. They have all completed a certification-based support training program offered by Zone Loisir Montérégie, as well as autism training provided by Autisme Montérégie.

We are all very excited to spend this summer with your children, and I am confident that our team will be a valuable partner in ensuring their successful integration into the day camp.

Support Provided by the City

The City will provide participants with the services of a support person based on the ratio established jointly by the City team and the healthcare professional who has completed the required documentation. Depending on the availability of shadows and the possibilities for grouping participants, the City may adjust the participant-to-shadow ratio.

Your Cooperation Is Essential to the Program's Success!

To ensure appropriate support and effective communication among all stakeholders, we invite you to:

- Submit your application for admission to the shadow program by the deadline of April 15, if possible, along with the completed registration form.
- Work closely with program coordinators, counselors, and the shadow to ensure effective communication among all stakeholders.

DAY CAMP

General Information

Calendar

Week 1: June 25 to June 26

Week 2: June 29 to July 3 (Open July 1)

Week 3: July 6 to 10

Week 4: July 13 to 17

Week 5: July 20 to 24

Week 6: July 27 to 31

Week 7: August 3 to 7

Mini camp (limited capacity): August 10 to 14

Schedule

Monday to Friday: 9 a.m. to 4 p.m.

Camp schedules on outings may vary. Please check the Camp Info or Facebook page for the exact schedule.

Location

Omni-Centre (375 Cardinal-Léger Blvd., Pincourt)

Communication Procedure

Telephone: (514) 453-8981

Extension 254: Reach the coordinators

Extension 255: To report an absence or late arrival

Extension 229: In case of emergency only, contact the recreation reception desk

- ★ You should expect a call from your child's monitor before the summer begins so they can have the chance to introduce themselves as well as get the necessary information needed to properly care for your child this summer. Please be aware that for our monitors privacy, if they need to contact you at any point during the summer, they will do so from their cell phone using a blocked number.

E-mail: campdejour@villepincourt.qc.ca

Info-Camp: Every week, you'll receive the following week's Info-Camp by e-mail. You'll find all the important information for you and your child.

Camp's Facebook page: You'll find the week's Info-Camp as well as last-minute information. Be sure to subscribe so you don't miss a thing!



In case of an emergency only, you may contact the shadow coordinator at (438) 498-2342. Your shadow person will also provide you with their personal number to use in case of absence or during a crisis.

Regulations

Meeting Point

In the morning, when the monitors are walking to their meeting point, your child must be waiting for them at the exact same meeting spot to give attendance,

Grasshopper : Close to the hill, beside the Omni-Centre

Section 1 : Desjardins Kiosk

Section 2 : Soccer fence

Section 3 : The trees close to the Omni-Centre parking lot



Shadow Program: in front of the outdoor stairs at the Omni-Center

The meeting spots are the same in the morning and in the afternoon.

It is strictly forbidden for children and parents to circulate in the school or the Omni-Centre without an animator or coordinator, or prior permission.

Bicycles must be stored at the designated location in the Olympic Park. We strongly recommend using a padlock. We do not assume any responsibility for lost or stolen objects, including bicycles.

Snacks and Lunch Time

PÉRIOD	FOOD
10 h 30	Snack time
12 h 20 à 13 h 10	Lunch and free play time at the park
14 h 30	Snack time

- ★ Children must bring a complete cold lunch. (There is no refrigerator available for children, so please pack food that will be kept well in a lunch box with an ice pack).
- ★ For allergy reasons, it is prohibited to put products containing nuts or peanuts in lunch boxes. We also do not allow food to be exchanged or shared.

Dress Code

Suggested clothing: Comfortable clothing such as shorts, T-shirts, hat, sneakers or closed-toe sandals (no flip-flops).

Official pink T-shirt (required for outings): When registering your child, please check the box if you would like to receive a day camp T-shirt (free of charge).

Guide to the perfect backpack

- ✓ Cold lunch (there are no microwaves)
- ✓ 3 snacks
- ✓ Water bottle
- ✓ Bathing suit and towel
- ✓ Hat
- ✓ Sunscreen
- ✓ Extra clothing for changing
- ✓ Raincoat for rainy days
- ✓ Sweater for chilly mornings

Not Allowed :

- ✓ Skirts and dresses
- ✓ Flip flops (only at the pool or during water games)
- ✓ Clothing with negative or violent messages
- ✓ Crop tops
 - Games or toys nbbg from home (iPod, cellphone, spinners, book, markers, etc.)

Camp is not responsible for lost, stolen or damaged clothing or accessories. We therefore ask you to carefully identify your children's personal belongings. A clothing rack will be located at the entrance to the Omni-center with all lost items.

Ethical Code of Conduct

(to be read with the child)

Since I want to have fun in a healthy and safe environment, I agree to:

- ✓ Listen to and follow the instructions and rules given by my monitor and the camp;
- ✓ Stay with my monitor and my group at all times;
- ✓ Be polite to monitors and friends at day camp;
- ✓ Participate actively in activities;
- ✓ Take care of the day camp equipment and site;
- ✓ Pick up my trash and put it in the trash can;
- ✓ Dress appropriately for activities;
- ✓ Express myself calmly and seek non-violent solutions.

I know that I am not allowed to:

- ✓ Hit or fight others;
- ✓ Run away;
- ✓ Use vulgar or inappropriate language;
- ✓ Vandalize the site or buildings;
- ✓ Throw objects or breaking equipment;
- ✓ Climb or sit on fences or soccer goals;
- ✓ Feed animals.

Stages of intervention for a child (warning system)



Within the support program, the warning policy may be applied with greater flexibility, depending on the child's needs. However, our priority remains to provide a safe environment for everyone. Therefore, repeated acts of violence or any behavior that jeopardizes the safety of others will not be tolerated. The decision to issue a warning rests with the program coordinator.

Furthermore, while we are committed to intervening to the best of our ability in crisis situations involving your child, if your child remains disorganized after 30 minutes, you will need to come pick them up. Your cooperation is essential in such situations.

While our goal is to allow your child to remain at camp as often as possible, we must also respect the limits of our staff and ensure the safety and well-being of everyone.

1st warning : (verbal)	The coordinator contacts the parents and explains the situation. Their cooperation is requested in order to remedy the situation.
2nd warning : (written)	The coordinator contacts the parents, explains the situation, and suspends the child for one day of special activities (outing) . A warning slip must be signed by a parent and returned to the coordinator the following day.
3rd warning : (written)	The coordinator contacts the parents, explains the situation, and suspends the child from day camp for one week, without refund . A warning form must be signed by a parent and returned to the coordinator the following day.
4th warning :	The administrative coordinator contacts the parents, explains the situation, and permanently expels the child from the day camp for the rest of the summer, without refund .

Attendance Policy

Pick up and departure at the end of the day

Departure is controlled to ensure the safety of participants. Only people on the attendance list are authorized to leave with the child. If someone other than those on the list is to pick up your child, you must notify us in advance.

- ★ It is essential to bring your ID so that we can identify you.

Procedures in case of absence or late arrival on the morning itself

It is very important that arrival and departure times (9 a.m. and 4 p.m.) are respected. Please notify us in advance if your child will be missing one or more days of day camp or if they will be absent for part of the day (e.g., swimming lessons or other activities).

Late Pick Up

A fee of \$15 per child, per 15-minute delay, will be charged after 4 p.m.

Outings

The cost of field trips is included in the registration fee and that there are no activities at the park on field trip days for children who are not participating in the field trip. Please note that field trips usually take place on Wednesdays (please note this if you want to enroll your child in swimming lessons).

- ★ Please read the Info-Campm carefully, as it will indicate departure and arrival times as well as the equipment needed for the outing.
- ★ Outings may be subject to delays in arrival times. It is important to stay tuned to the day camp's Facebook page for updates.
- ★ Wearing the PINK day camp T-shirt is mandatory during outings.



At the meeting on June 21, we will take note of your preferences for field trips. However, the final decision belongs to our team. You will receive confirmation of the field trip your child will be attending one week in advance.

Transportation to field trips is provided by school bus. If necessary, we can explore the possibility of using the city's vehicle, subject to certain conditions.

Public Pool

Children will regularly go to the pool or water play area in the afternoon. Your child must therefore bring their swimming gear with them every day, regardless of the weather forecast.

On their first visit to the pool this summer, your child will have to take a swimming test conducted by the pool lifeguards. Depending on their abilities, they will be classified as:

- **Good swimmer:** no need for a life jacket and can go anywhere in the pool.
- **Swimmer in training:** must wear a life jacket at all times, even when sitting at the edge of the pool, and must stay in the shallow end when in the pool.

If your child does not wish to take the swimming test, does not want to swim, or cannot swim, they will be classified as a “beginner swimmer.” They will then be required to wear a life jacket and remain with their monitor and group in the shallow end of the pool. Unfortunately, the use of the paddling pool is prohibited.

For any change in your child's swimming level, a **written note** certifying that the child no longer needs a life jacket is required. Lifeguards will then be able to retest your child and change their classification if necessary.



We will take your child's sensory needs into account, including respecting their choice if they do not want to go in the water and/or allowing them to keep their shoes on until their bag is placed in the designated area.

Swimming lessons

If your child is taking swimming lessons at the municipal pool, please provide a detailed schedule to their monitor so that they can remind your child to attend their lessons. **The monitor is not responsible for driving your child to and from their lessons.**

Pincourt Municipal Pool Regulations

It is forbidden to :

- ✓ Wear shoes and sneakers in the pool area.
- ✓ Swim without showering first.
- ✓ Run on the concrete or grass.
- ✓ Push, shoving, or fighting.
- ✓ Eat or drink outside the picnic area.
- ✓ Chew gum on the pool grounds.
- ✓ Swim in regular clothes; only clothing suitable for swimming will be accepted.
- ✓ Swim when you have a contagious disease (e.g., poison ivy).
- ✓ Dive in the shallow end.
- ✓ Play in the swimming lanes reserved for lap swimming.
- ✓ Climb on fences, benches, or other equipment.

To use the diving board (sections 2 and 3 only), you must:

- ✓ Know how to swim well.
- ✓ Wait until the person in front of you has jumped before stepping onto the diving board.
- ✓ Wait until the person in front of you has left the pool before jumping into the water.
- ✓ Only take one jump on the diving board.
- ✓ Walk on the diving board, do not run.

Pool staff reserve the right to refuse access or expel a child if necessary.

Nautical Center

For groups in sections 2 and 3, children will be able to go to the Nautical Center to use paddleboards, kayaks, pedal boats, and canoes.

Children may participate in the activities at the Nautical Center only if a risk acceptance form, duly completed and signed by a parent, is submitted. Verbal consent, including telephone calls, will not be accepted.

Schedule for the outing to the Nautical Center:

1. Welcome to the group
2. Presentation of safety instructions
3. Distribution of personal flotation devices (PFDs)
4. Water activity lasting approximately 45 minutes

Rules to follow:

- ✓ Never go beyond the yellow buoys.
- ✓ Life jackets must be worn at all times.
- ✓ Standing up in boats is prohibited (except on a stand-up paddleboard).
- ✓ Jumping into the water is prohibited.
- ✓ Swimming or entering the water without a boat is prohibited, as there are no lifeguards on duty.
- ✓ Any participant who does not follow the rules will be immediately returned to the dock and will not be allowed to participate in the activity for the remainder of the session.

Health principles

Infection prevention policy

This is the framework our staff uses to make decisions about campers' health.

Maladie ou symptômes	Informations	Recommandations
Fever	A child is considered to have a fever when their temperature reaches 38°C.	Send the child home. The child may return to camp 24 hours after the fever has subsided.
Vomiting	Vomiting not caused by choking.	Send the child home. The child may return to camp 24 hours after the vomiting has stopped.
Diarrhea	Two or more loose stools.	Send the child home. The child may return to camp 24 hours after the last loose stool.
Gastroenteritis	Vomiting and diarrhea.	Send the child home. The child may return to camp 48 hours after the last symptoms.
Cold or flu	Cough, headache, body aches, unusual fatigue, runny nose, or congestion.	If the child has few symptoms or is functional, they may attend camp. If the child is non-functional, they will be sent home.
Conjunctivitis	Whitish or yellow discharge from the eyes. Redness and inflammation of the eyes.	There is no suggested isolation period, but it is strongly recommended that the child stay home until symptoms subside.
Pneumonia	Respiratory complications from a previously contracted virus. Pneumonia itself is not contagious. It is the virus that is contagious.	If the child has few symptoms or is functional, they may attend camp. If the child is non-functional or the symptoms are difficult to control, they will be sent home.

Sun protection

The day camp asks parents to apply sunscreen to their children before they arrive at camp and to provide a tube of sunscreen for reapplication during the day. We recommend showing your child how to apply sunscreen properly. For safety reasons, each participant must apply their own sunscreen. Please note that counselors are not allowed to apply sunscreen to children. Due to allergies, the day camp does not allow sunscreen to be shared between participants.

Whenever possible, counselors will keep their groups in the shade during activities and rest periods. In addition, wearing a cap or hat is strongly recommended to prevent sunstroke.

Counselors are aware of the importance of proper hydration. They schedule breaks during which participants can drink water. Special attention will be paid during heat waves. It is important that all participants have a bottle of water with them.



If necessary, your child's shadow can help them apply sunscreen. Please indicate this on the shadow request form and sign the consent form.

DAYCARE SERVICE

Hours: Monday to Friday: 6:30 a.m. to 9 a.m. / 4 p.m. to 6 p.m.

Places reserved for children who have been registered in advance during day camp registration.



The shadow service is available for only one hour before and one hour after the regular camp; from 8 a.m. to 9 a.m. and from 4 p.m. to 5 p.m.

Arrivals and departures

Every morning, children must report to their daycare supervisor at the Omni-Centre. Parents must sign the attendance sheet at the reception desk at the entrance to the Omni-Centre.

Afternoon daycare activities take place at the Omni-Centre or Olympic Park. When you come to pick up your child, you must sign the attendance sheet at the daycare reception desk. The receptionist will then show you where your child's group is located, after confirming your identity.

Absences

If your child needs to leave daycare without a parent, regardless of the reason (swimming, tennis, permission to leave at 5:30 p.m. because you have arrived home, etc.), you must write a note and give it to the daycare supervisor. Under no circumstances may a child leave without parental notification.

Late pick-up

A fee of \$15 per child, per 15 minutes of delay, will be charged for late arrivals after 6:00 p.m.

Snacks at daycare

We invite parents to provide snacks for their children, especially for those who will remain after 4:00 p.m. There will be a time for a snack at 7:50 a.m., as well as at 4 p.m.