

PARENTS INFORMATION BOOKLET



SUMMER 2025

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# A WORD FROM THE COORDINATORS

Dear parents,

We're about to start the day camp program for another summer. For some of you, this will be your first experience with us, while for others, it will be another summer of fun, activities, good weather and great encounters.

Since we want to make sure the camp runs smoothly this summer, we ask you to read this information booklet very carefully and to share the camp's rules and regulations with your children. The information in this booklet will answer nearly every question you may have about the program.

If you have any further questions, we'll be happy to answer them at **our parents' meeting on Thursday, June 5 at the Omni-Centre in Pincourt at 7 p.m.** If you can't make it, you can reach us at (514) 453-8981 ext. 254, or by e-mail at [campdejour@villepincourt.qc.ca](mailto:campdejour@villepincourt.qc.ca).

We hope you enjoy your 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:	Ariane Gagnon (Luna)
Administrative coordinator:	Cindy Lessard (Queso)

# DAY CAMP

## General Information

### Calendar

**Week 1:** June 25 to June 27

**Week 2:** June 30 to July 4(Open July 1)

**Week 3:** July 7 to 11

**Week 4:** July 14 to 18

**Week 5:** July 21 to 25

**Week 6:** July 28 to August 1

**Week 7:** August 4 to 8

**Mini camp** (very limited capacity): August 11 to 15

### 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

Day camp coordinators can be reached during day camp hours:

**Telephone:** (514) 453-8981, ext. 254. A voice mailbox is available if needed.

In case of emergency only, please call 514 453-8981, ext. 229.

**E-mail:** [campdejour@villepincourt.qc.ca](mailto: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!

### 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,

- Sauterelle :** 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

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

Each group has lunch with its instructor between 12:20 and 1:10 p.m. Children must bring a complete cold lunch. (There is no refrigerator available, so bring food that keeps well in a lunch box with an ice pack).

Around 12.50 p.m., children and instructors head to the park's playgrounds for a period of free play.

During the day, there is a snack period in the morning, and children are free to have another snack towards the end of the day.

For allergy reasons, no products containing nuts or peanuts are allowed in the lunchbox. Also, we do not allow the exchange or sharing of food.

## Dress Code

Because the children are constantly moving around during the day, it is important that they wear comfortable clothing.

Clothing we highly recommend: Shorts, t-shirt, sports sandals or running shoes (no flip flops) and a hat to protect from the sun.

Official camp t-shirt: Upon registration, you will be asked to say if your child requires a camp shirt. Note that the colour will not change from previous years (pink). Official t-shirt must be worn for outings outside the day camp site.

### **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 (short tops showing stomach)
- ✓ Games from home (iPod, cellphone, spinners, book, markers, etc.)
- ✓ Hydration drinks like Prime

**Camp is not responsible for lost, stolen or damaged clothing or accessories. We therefore ask you to carefully identify your children's personal belongings.**

## Ethical Code of Conduct

(to be read with the child)

Now that I am registered in day camp, I want to have fun in a safe environment. I understand that I am expected to:

- ✓ Listen and follow the rules that my monitor gives me;
- ✓ Stay with my monitor and the group at all times;
- ✓ Actively participate in the activities throughout the day;
- ✓ Be polite to my monitors and my friends at day camp;
- ✓ Watch my language when I am talking to people around me;
- ✓ Express my frustrations calmly and find non-violent solutions to my problems;
- ✓ Be respectful of the camp environment and material;
- ✓ Pick up my garbage and put it in the trash bin;
- ✓ Dress appropriately so I can properly participate in the activities.

I know that I am not allowed to:

- ✓ Use vulgar or inappropriate language
- ✓ Fight with or hit other people
- ✓ Run away from my group
- ✓ Call people mean names
- ✓ Throw objects
- ✓ Feed the animals
- ✓ Break the day camp materials
- ✓ Vandalize the site or materials
- ✓ Climb the fences or the soccer nets

## Stages of intervention for a child (warning system)

<b>1<sup>st</sup> warning :</b> <b>(verbal)</b>	The coordinator calls the parents, explains the situation and requests their cooperation.
<b>2<sup>nd</sup> warning :</b> <b>(written)</b>	The coordinator calls the parents, explains the situation and <u>suspends the child from a field trip or a special event</u> . A written notice is issued describing the child's behaviour and will be sent home to be signed by the parent and returned to the coordinator the following day.
<b>3<sup>rd</sup> warning :</b> <b>(verbal &amp; written)</b>	The coordinator calls the parents, explains the situation and <u>suspends the child for a week of day camp</u> , without refund. A written notice is issued describing the child's behaviour and will be sent home to be signed by the parent and returned to the coordinator.
<b>4<sup>th</sup> warning :</b>	The coordinator contacts the parents to permanently <u>expel the child from day camp for the rest of the summer</u> (without refund). In addition, the child will not be allowed to register for the day camp the following year.

## 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.

In addition, it is essential to bring your ID so that we can identify you.

### Procedures in case of absence or late arrival

You must contact us in advance if your child misses one or more days of camp. If your child will be absent on a regular basis (e.g., for swimming lessons, etc.), please let us know as soon as the summer begins. It is very important that arrival and departure times (9 a.m. and 4 p.m.) are respected.

### Late Pick Up

A fee of \$15 per child, per 15-minute delay, will be charged after 4 p.m. This fee is payable at the end of the summer.

Children will be placed in a daycare group until you arrive. Please head to the Omni-Centre entrance and see the front desk clerk for instructions.

## Outings

The cost of outings is included in the registration fee. There is no animation at the park on outing days for children who do not participate in the outing.

Please read the camp info carefully, as departure and arrival times, as well as the equipment required for the outing, will be indicated.

Outings may be subject to delays in arrival times. It's important to keep an eye out for postings on the day camp Facebook page.

Day campers must wear their PINK day camp t-shirt on all outings.

## Public Pool

Children will be going to the pool regularly in the afternoon. Your child should therefore bring his or her swimming gear with him or her every day, regardless of the weather forecast.

If your child does not know how to swim, it is important to inform the monitor. Your child will then have to stay in the shallow end of the pool and wear a safety vest available at the pool. For any change in your child's swimming ability, a written note stating that the child no longer needs a lifejacket is required before the lifejacket can be removed.

Even if your child does not know how to swim, he/she must remain in the pool with his/her instructor and group. Children who cannot swim will be accompanied in the water at all times. The use of the baby pool is unfortunately prohibited.

## Leçons de natation

If your child takes swimming lessons at the municipal pool, please write a detailed timetable, and give it to the child's monitor so that they can remind the child to attend their courses.

The monitors are not responsible for taking your child to and from the pool for swimming lessons.

## Pincourt Municipal Pool Regulations

It is forbidden to :

- ✓ Wear shoes and sneakers in the pool area. Shoes must be removed at the entrance.
- ✓ Swim without taking a shower first.
- ✓ Run on cement or grass.
- ✓ Push, or fight around the pool.
- ✓ Eat or drink around the pool other than in the picnic area.
- ✓ Chew gum on the pool site.
- ✓ Use glass containers.
- ✓ Swim with a t-shirt, except in case of sunburn.
- ✓ Swim with a contagious disease (example: poison ivy).
- ✓ Dive in the shallow area.



- ✓ Play in the swimming lanes.
- ✓ Climb on fences, benches or other equipment.
- ✓ Touch the lane ropes.

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

- ✓ Know how to swim
- ✓ Wait until the last person has jumped in the pool before using the diving board (i.e., one person at a time on the diving board).
- ✓ Wait until the person in front of you has left the pool before jumping into the water.
- ✓ Only jump once on the diving board.
- ✓ You must walk onto the diving board, no running.

Other :

- ✓ Lifejackets or swim aids are allowed. However, children needing them must be accompanied by an adult.

**The pool staff reserves the right to deny access or to expel, without refund or compensation, anyone who fails to comply with the regulations.**

## Nautical Center

Certain groups will be going to the nautical center to do paddle board, kayak, canoe, and pedal boat.

## Hygiene Policy

### Sun Protection

The day camp asks parents to have sunscreen already applied to the child when he or she arrives at camp, and to bring a tube of sunscreen for further application during the day. It's a good idea to show your child how to apply sunscreen properly. For safety reasons, each participant applies his or her own sunscreen. Please note that counselors are not authorized to apply sunscreen to children. Due to allergies, we do not allow participants to share sunscreen.

As far as possible, the counselor will place the group in the shade during activities and rest periods. Wearing a cap or hat is strongly recommended to avoid sunstroke.

### Hydratation

Our staff members are aware of the importance of proper hydration. They provide breaks where children will be able to drink water. Special attention will be given during heatwaves. It is important that all children have a water bottle with them.

## DAYCARE SERVICE

Only for the children who were already enrolled at the day camp registration.

Schedule: Monday to Friday : 6:30 a.m. to 9 a.m. and 4 p.m. to 6 p.m.

The daycare will be open during the 8th week of camp (mini-camp).

## Communication Procedure

Do not hesitate to contact us if you have any questions or concerns. Before 9:00 a.m. and after 4:00 p.m., the coordinators' office is closed. However, you can leave a voicemail at (514) 453-8981 \*254 or send us an email at [campdejour@villepincourt.qc.ca](mailto:campdejour@villepincourt.qc.ca).

Also, if you would like to talk with Ariane Gagnon, coordinator of daycare, she will be present from 6:30 a.m. to 10:30 a.m. and 2 p.m. to 6 p.m.

## Arrivals and departures

### In the Morning

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

### In the Afternoon

Afternoon activities are held at the Omni-Centre or Olympic Park. When you pick up your child, you must sign the attendance sheet with the front desk receptionist at the Omni-Centre. She can then direct you to your child's group location, after confirming your identity.

### Les absences

If your child needs to leave daycare for any reason whatsoever (swimming, tennis, permission to leave at 5:30 p.m. because you have arrived home...), you must write a note and give it to the daycare animator. Under no circumstances will a child be allowed to leave without explicit permission from the parent.

### Tardiness at the end of the day

A fee of \$15 per child, per 15 minutes worked, will be charged for late arrivals after 6:00 p.m. These fees are payable at the end of the summer.

Please go to the entrance of the Omni-Centre, the daycare coordinator will stay with your child until you arrive.

### 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.

### Outings

The daycare schedule changes during outings on Wednesday. The day camp may start early so we are able to leave by 9 a.m.

## Daycare Regulations

The same rules and warning system apply as at day camp. A child expelled from day camp is also expelled from daycare.

## DESCRIPTION OF ACTIVITIES OFFERED

The day camp program offers activities such as:

### Icebreaker Games

Group activities enabling participants to learn their names, get to know each other better, remove awkwardness, create a group spirit and develop a sense of belonging.

### Sports

Activities where physical skills are required and developed. Action games, sometimes competitive, where participants are on the move. Different sports can be mixed to create new sports games.

### Cooperative Games

Activities based on cooperation, where everyone's participation is key to success. These activities normally require little or no equipment and can be easily adapted to suit the age or number of participants. Activities with no elimination, no winners or losers.

### Arts and Crafts

Creativity-driven activities to create a collective or individual work using different plastic techniques and a variety of materials.

### Large Games and Thematic Activities

Long-term activities where participants work together on a common mission. Participants are grouped into small teams for these themed adventures.

### Dramatic Expression

Activities in which participants use their body, voice, emotions and space to portray real or fictional scenes of short or long duration. These activities call on creativity, develop group membership, oral expression and a sense of showmanship. Laughter is often the order of the day.

### Water Games and Swimming

Activities taking place in or with water.

### Scientific activities

Activities in which participants' knowledge and curiosity are put to good use as they carry out experiments to understand natural and chemical phenomena, play mind games or solve riddles.

## Dance

Artistic activities where participants express themselves with their bodies by learning or creating movements and choreography, through rhythm or the sound of music.

## Large-Scale Activities

Activities where children are faced with small challenges or participate in various activities individually or as a team. Often, the special activities serve to highlight an event or as a reward.

## Sensory and Educational Games

Activities where participants develop their senses (sight, touch, smell, hearing, taste), playing with sounds, smells, and textures. They learn to observe, store, recognize and reproduce rhythms and sounds.

## Gatherings

Gatherings take place every Monday and Friday. These gatherings allow all the children to come together and watch the counselors perform plays and take on challenges to foster a sense of belonging.