

PARENTS INFORMATION BOOKLET



Camp de jour
PINCOURT
Day Camp

Summer Animation Program
Summer 2021

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A WORD FROM THE COORDINATORS

Dear parents,

We are very excited to welcome all of you back after one year without our campers. We are getting ready for an amazing summer.

For some, it will be your first time at the day camp. For others, you will be joining us again this year for another awesome summer filled with fun, sun and new friends!

To avoid any confusion and to make sure everyone has a great summer, we ask you to **carefully read this booklet** and let your children know about the camp rules.

This information booklet will help answer most questions you may have concerning our summer day camp and any questions regarding the changes we made due to covid-19.

If you do have questions that remain unanswered, it will be our pleasure to help you in any way we can. We can be reached at (514) 453-8981 extension 254 or by email at campdejour@villepincourt.qc.ca.

We look forward to spending the summer with your children!

We look forward to meeting you!

Jessica Gauthier, Mélissa Pepin- Lévesque & Alex Galaz Mesias
Day Camp Coordinators

DAY CAMP

5 to 13 years old

Day camp schedule

Starts: Monday, June 28th, for 7 weeks

Ends: Friday, August 13th 2021

***Week 8th (mini-camp) :** Monday August 16th to the 20th 2021.

Regular day camp schedule: 9:00 am to 4:00 pm

General information

Communication procedure

Do not hesitate to contact us if you have any questions or concerns. The day camp coordinators can be reached at any time during camp hours (9:00 am -4:00 pm) at (514) 453-8981 * 254. A voice mail service is available if necessary. You can also contact the coordinators by e-mail at campdejour@villepincourt.qc.ca. In case of an emergency please call (514) 453- 8981 extension 229.

Our team

Administrative coordonnator: Jessica Gauthier (Wazaby)

Field coordonnator: Alex Galaz Mesias (Stitch)

Field coordonnator: Mélissa Pepin- Levesque (Corail)

Day care coordonnator: Samantha Tierney (Sam)

Day care coordonnator: Noémie Boudrault (Libellule)

Monitor in chef MPI: Amanda Mayoff (Panda)

Accueil Day care : Chloe Bélanger (Cheetos)

DAY CAMP 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 his attendance,

Omni-Centre & École Notre-Dame-de-Lorette :

Sauterelle: The trees close to the Omni-Center parking lot

Section 1: The trees close to the Omni-Center parking lot

Section 2: Desjardins Kiosk

Section 3: Desjardins Kiosk

École du Chêne-Bleu :

Sauterelle : at the cafeteria (entrance near bus dropout)

Section 1 : at the cafeteria (entrance near bus dropout)

Section 2 : at the cafeteria (entrance near bus dropout)

Section 3 : at the cafeteria (entrance near bus dropout)

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

For the parents who are bringing and picking up their children from Chêne-Bleu high school, **you must use the bus parking lot which is located at the front entrance for the students.** It is forbidden to use the library parking lot.

It is strictly forbidden for parents to circulate at Notre-Dame-de-Lorette school, Chêne-Bleu high school, or the Omni-Center.

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

We ask that parents respect the physical distance between each family bubble at all times.

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
- Hat to protect from the sun

Official camp t-shirt

Due to Covid-19, we are unable to go on outings. Therefore, the kids will not have an official day camp shirt with the camp logo.

Guide to the perfect back pack:

- Lunch box
- 2 snacks
- Water bottle
- Bathing suit and towel
- Hat
- Sunscreen
- Extra clothing for changing

Extra:

- Rain coat for rainy days
- Sweater for chilly mornings

It is very important that you clearly identify all your child's belongings

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, etc.)

The day camp is not responsible for any lost, stolen or damaged items. **We therefore ask you to clearly identify your child's belongings.**

ETHICAL CODE OF CONDUCT:

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 respect the sanitary measures put in place.

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
- Vandalise the site or materials
- Climb the fences or the soccer nets

STAGES OF INTERVENTION FOR A CHILD (WARNING SYSTEM)

<p>1st warning : (Verbal)</p>	<p>The coordinator calls the parents/guardian, explains the situation and requests their cooperation.</p>
<p>2nd warning : (Written)</p>	<p>The coordinator calls the parents, explains the situation and may suspend the child from a field trip or a special event. A written notice is issued describing the child's behavior and will be sent home to be signed by the parent/guardian and returned to the monitor the following day.</p>
<p>3rd warning : (Verbal & written)</p>	<p>The Coordinator calls the parents/guardian, explains the situation and suspends the child for a week of day camp, without refund. A written notice is issued describing the child's behavior and will be sent home to be signed by the parent and returned to the monitor.</p>
<p>4th warning :</p>	<p>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.</p>

SNACK AND LUNCH TIME

Each group has lunch with their monitor between 12:20pm and 1:10pm at the Olympique Park, Notre-Dame-de-Lorette school, or Chêne-Bleu high school. (subject to change according to pool periods) The child must bring a complete cold lunch. (There are no refrigerators at their disposal therefore please provide foods that will not spoil.) **Children are not allowed to go to the Rotisserie du Parc to buy lunch.**

Around 12:50pm, the children will have time to play in the playground.

During the day, there are two periods reserved for a snack.

Because of food allergies, we do not allow the children to share their food.

Suggestions for a healthy lunch:

- A water bottle
- Healthy food, as in (fruits, veggies, granola bars)
- A complete lunch that will keep your child full for the day

ATTENTION!!

Due to food allergies, all snacks or sandwiches containing nuts or peanuts are strictly prohibited.

ATTENDANCE POLICY:

Controlling the departure at the end of the day

The departure of all children is strictly controlled to ensure your child's safety.

- **Only the people listed on our files are authorized to leave with your child.** If another person, not on our list, will be picking up your child at the end of the day, you must advise us in advance. We will refuse to let your child leave with an unauthorized adult that is not on our list.

Procedures in case of absence or late arrival

We would appreciate a note or a call on your part when your child misses one or more days at camp.

If your child needs to leave regularly (ex. swimming, or tennis courses), please send a written note to your child's monitor at the beginning of the summer. If your child must be absent for a long period of time, e.g. one week, please send a memo to the child's monitor. It is very important that arrival and departure times (9am & 3pm) are respected.

Monitors are not responsible for children who arrive late.

If your child will be absent from day camp, please contact the coordinators before 9am at campdejour@villepincourt.qc.ca or at (514) 453-8981 ext. 255. You may leave us a message on our answering machine.
Absence notices can also be mentioned to your child's facilitator in advance.

OUTINGS

- Due to the situation surrounding Covid-19, we are not allowed to do out of camp outings.
- However, we are planning for activities to come to our camp sites.
- All the information will be send via the "Info Camp".

AT THE POOL

Children will regularly go to the pool in the afternoon. They should always bring their bathing suit and towel, even if the weather in the morning doesn't look promising. The weather varies quickly!

If your child cannot swim, he/she must remain in the shallow part of the pool and wear a safety vest. It is very important that you notify your child's monitor if your child can not swim Life jackets are provided at the pool. Children who cannot swim will be kept in a smaller area of the pool that will be separated by a rope.

Even if your child can not swim, they must stay with their monitor and their group. Unfortunately, the baby pool is not accessible to the day camp children.

Attendance is taken before and after your child goes to the pool.

*** 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.

**ATTENTION!! This summer the children that are registered at Chêne-Bleu high school will have access to the Pincourt pool only on Tuesdays and Thursdays because of sanitary measures.*

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 or smoke on the pool site.
- Use glass containers
- Consume alcohol or drugs.
- 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

To use the diving board 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.

Notes

- The pool staff reserves the right to deny access or to expel, without refund or compensation, anyone who fails to comply with the regulations.
- The town of Pincourt is not responsible for items lost or stolen at the pool.

HYGIENE POLICY

Hand washing

The children and the staff wash their hands before lunch and after any messy activity. Hand washing is systematic at the entrance to the site and as soon as we move from places.

Sun protection

We ask parents to apply their child's sunscreen before arriving at camp. Children must also bring a bottle of sunscreen with them for multiple applications throughout the day.

For security and hygienic reasons, every child must put on their own sunscreen. **Please note that monitors are not authorized to apply sunscreen on children.**

Due to allergies, we ask that you remind your child not to share their sunscreen.

As much as possible, the animators try to keep their group in the shade during activities and periods of rest.

Hydration

Our staff members are aware of the importance of proper hydration. They provide breaks where children will be able to drink water.

It is important that all children have a water bottle with them.

DAY CARE SERVICE

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

Day Care Schedule

Date: Monday June 28th for 7 weeks

Morning: 6:30 am to 9:00 am

Evening: 4:00 pm to 6:00 pm

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

General information

Communication procedure

Do not hesitate to contact us if you have any questions or concerns. Before 9:00 am and after 3:00 pm, 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 . In case of emergency before 9:00 am or after 3:00 pm, you can dial **(514) 701-3975** to reach the person at the front day care desk. Also if you would like to talk with Samantha Tierney or Noémie Boudrault, coordinators of day care, they will be present from 6h30 to 9h00 and 3h30 to 6h00.

In the morning

Every morning, the children must report to their daycare monitor at the Omni-Center or Chêne-Bleu, depending on their registration. Parents **must** sign the attendance sheet at the front desk in the Omni-Centre entrance or at the door of the school extension in front of the bus parking lot.

In the afternoon

- When you pick up your child, they will either be at the Omni-Centre, the Olympic park, or Chêne-Bleu. You must first go sign the attendance sheet at the front desk where you will be informed on the location of your child's group. After validating your identity, the person will communicate with the monitor so your child can meet you at the front entrance.
- If at 6pm you have not picked up your child, the daycare coordinator will call you.
- For every 15 minutes you are late, after 6:00 pm, there will be a fee of 5\$ per child. These charges will be added to the balance of payments at the end of the summer.

Snacks

We invite parents to provide snacks for their children, especially for those who will remain after 3:00 pm.

Absences

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

Daycare regulations

- Regulations are the same as those at the day camp.
- Monitors will use the same warnings as the day camp.
- A child who is expelled from the day camp is also expelled from the day care.

Signing of the attendance sheet

- You must ALWAYS sign the attendance sheet at the Omni Center entrance in order to know the whereabouts of your child's group and receive your pass.

ACTIVITY DESCRIPTION

The day camp program offers activities such as:

Ice-breaker Games, “Get to know you” games

Definition: the group activity gives the children the opportunity to learn each others names, to get to know the members of their group, to be engage in the activities and to create a team spirit within their group.

Objective: social interaction

Outdoor Sports, Sports in the gym, Team Sports

Definition: an activity that allows the children to participate in physical activities. Action games, sometimes competitive, or anything that allows them to move around. Different sports can be mixed together to create new games for the children to enjoy.

Objective: physical activity, social interaction

Cooperative Games

Definition: activities based on cooperation where the children can participate collectively. Normally, these activities have little to no material and are adapted to a specific age group or number of children. These are non elimination games where there is no winner.

Objective: social Interaction, physical activity, entertainment

Art Projects, Crafts

Definition: activity where the children use their creativity with various craft materials.

Objective: expression and creation

Large Games, Thematic Activities

Definition: activity where a large number of children work together to complete a task. The larger groups are split into smaller ones so they can experience the adventures of the thematic game.

Objective: physical activity, social interaction, intellectual activities

Dramatic Expression, theatre, Improv

Definition: activities where participants use their body, their voice, their emotions and the space around them in order to stage real or fictional scenes. These activities rely on creativity develop the group dynamics, oral expression and the meaning of a show. Laughter is often the venue.

Objective: expression and creation, social relations

Water games, swimming

Definition: activities taking place in water or with water.

Objective: physical activity, social relationships, entertainment

Scientific activities, nature sciences

Definition: activities where the knowledge and curiosity of the participants are used to understand the chemical reactions and natural phenomena of the experiments.

Objective: intellectual activities

Kitchen

Definition: activity where participants learn how to follow a recipe, to know different foods, to cook dishes and enjoy different flavors.

Objective: expression and creation

Dance

Definition: artistic activities where participants express themselves with their bodies by learning or creating movements and choreographies, through rhythm or the sound of music.

Objective: physical activity, expression and creation

Special activities, large-scale, kermesse

Definition: 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.

Objective: Entertainment, social relations

Games of sensory learning, music games, rhythm, memory games, puzzles games

Definition: 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.

Objective: intellectual activity, social relations

***Important to know that all our monitors have participated in a training in order to create and animate fun activities while still respecting all sanitary measures.**

PROTOCOLS (COVID-19)

Children presenting symptoms:

When a child is presenting with one of these symptoms (fever, grand fatigue, loss of smell or taste, loss of appetite, new or severe cough, loss of breath, etc.) the coordinator will follow these protocols below:

- The kids will be put in isolation while wearing a mask;
- We will call 1-877-644-4545 and respect the advice given;
- We will call the parents so they can pick up the child;
- We will relay the information to the parents that was given by “santé publique”.

The child will not be able to return to day camp until the coordinator receives a negative PCR test result.

At day camp :

Physical distancing :

- Between monitors and children 16 years and under there must be a 2m distance. And between different group.

Outside activities:

- Favor outdoor sites for the programming of activities and limit the use of indoor premises in the event of rain only by respecting the maximum number of participants per premises to respect physical distancing.

Limitations of physical contact :

- Reduce as much as possible the direct and indirect contacts between individuals. In particular, limit the sharing of non-disinfected equipment between participants.

Hygiene measures:

- Strictly apply and enforce sanitary rules including cleaning and disinfection of premises and equipment, furnishings and sanitary facilities and individual hygiene routines such as handwashing of participants and staff.

Hygiene measures while intervening with children :

- All workers in direct contact with children for more than 12 cumulative minutes per day must wear a procedural mask. Recommendations for protective measures may change depending on the development of scientific knowledge.