

PARENTS INFORMATION BOOKLET



*Camp de jour*  
**PINCOURT**  
*Day Camp*

Summer Animation Program  
Summer 2019

## Table of contents

A WORD FROM THE COORDINATORS .....	1
DAY CAMP .....	2
Day camp schedule .....	2
General information .....	2
Communication procedure.....	2
Our team .....	2
DAY CAMP REGULATIONS .....	3
Meeting point.....	3
Dress Code: .....	3
Guide to the perfect back pack: .....	3
Not Allowed .....	4
ETHICAL CODE OF CONDUCT: .....	4
STAGES OF INTERVENTION FOR A CHILD (WARNING SYSTEM) .....	5
SNACK AND LUNCH TIME .....	6
Suggestions for a healthy lunch:.....	6
ATTENDANCE POLICY: .....	6
Controlling the departure at the end of the day .....	6
Procedures in case of absence or late arrival .....	6
OUTINGS .....	7
AT THE POOL.....	7
PINCOURT MUNICIPAL POOL REGULATIONS .....	8
HYGIENE POLICY .....	9
Hand washing.....	9
Protection against the Sun.....	9
Hydration.....	9
DAY CARE SERVICE .....	10
Day Care Schedule .....	10
General information .....	10
Daycare regulations.....	11
ACTIVITY DESCRIPTION .....	12

## A WORD FROM THE COORDINATORS

Dear parents,

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.

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](mailto:campdejour@villepincourt.qc.ca).

We look forward to spending the summer with your children!

We look forward to meeting you!

**Jessica Bal, Mireille Pilote & Sylvie Iradukunda**  
Day Camp Coordinators

# DAY CAMP

5 to 13 years old

## *Day camp schedule*

**Starts:** Tuesday, June 25<sup>th</sup>, for 7 weeks

**Ends:** Friday, August 9<sup>th</sup> 2018

**\*Week 8<sup>th</sup> (mini-camp) :** Monday august 12<sup>th</sup> to the 16<sup>th</sup> 2019.

Regular day camp schedule: 9:00 am to 3:00 pm

Schedule during outings : **8:30 am to 3:00 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 -3:00 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](mailto:campdejour@villepincourt.qc.ca). In case of an emergency please call (514) 453- 8981 extension 229.

### **Our team**

Administrative coordonnator: Jessica Ball (Jello)

Field cordonnator: Mireille Pilote (Spiro)

Day care coordonnator: Sylvie Iradukunda (Moka)

Monitor in training program: Adriana Sgrosso (Oreo)

Monitor in chef MPI: Agathon Niflis (Ketchup)

Specialist : Sabrina Brown (Couscous)

Accueil Day care : Anastasia Selivanov

# 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,

Sauterelle: Close to the hill, beside the Omni-Center

Section 1: Desjardins Kiosk

Section 2: Soccer fence

Section 3: The trees close to the Omni-Center 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-center 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.**

## *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

Each child will receive an official day camp t-shirt. **The t-shirt is mandatory for all outings.**

## *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 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)

1 <sup>st</sup> warning : (Verbal)	The coordinator calls the parents/guardian, explains the situation and requests their cooperation.
2 <sup>nd</sup> warning : (Written)	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.
3 <sup>rd</sup> warning : (Verbal & written)	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.
4 <sup>th</sup> warning :	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.

## SNACK AND LUNCH TIME

Each group has lunch with their monitor between 12:00pm and 1:00pm at the Olympique Park. 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 12:30pm, the children will have time to play in the playground.

During the day, there is a period reserved for a snack in the morning. They are also allowed to eat another snack closer to the end of the day.

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](mailto:campdejour@villepincourt.qc.ca) or at (514) 453-8981 ext. 255. You may leave us a message on our answering machine.**

## OUTINGS

- Outings can be subject to changes.
- The cost of outings is included in the registration fee.
- No refund will be issued for outings in case of a child's absence.
- There will be no animation in the park for the children who do not attend the outing.
- One week before each outing, an information sheet (Info-Camp) will be sent by e-mail. We ask you to carefully read it so that you are fully aware of departure and arrival times along with the equipment required for the outing. Hard copies will be available upon request. **Also, you must return the permission slip for all outings and activities before Tuesday July 2<sup>nd</sup> so that your child can participate.**
- **The day camp t-shirt is mandatory for all outings.**

## 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 we will only have access to the pool around July 13<sup>th</sup> due to the construction.*

## 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.

### *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 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:** Tuesday June 25<sup>th</sup> for 7 weeks

**Morning:** 6:30 am to 9:00 am

**Evening:** 3:00 pm to 6:00 pm

The day care will be open Durant the 8<sup>th</sup> 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](mailto: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 Sylvie Iradukunda, coordinator of day care, she will be present from 6h30 to 9h00 and 2h30 to 6h00.

#### **In the morning**

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

#### **In the afternoon**

- When you pick up your child, they will either be at the Omni-Centre or in the park. 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 give you a pass, which will allow you to pick up your child.
- 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.

## **Outings**

The day care schedule CHANGES during outings on Wednesday. The day camp starts at 8h30 to leave by 9h00.

## **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.
- Your signature on the attendance sheet allows us to accurately keep track of the days when you have used the daycare service. This way, at the end of the summer, we will be able to adjust your file for a billing or a refund.

## **Payment**

- You must pay for the daycare service before Thursday June 17<sup>th</sup>.
- The fee is 8\$ per day. Payment is made online via the town's website: [www.villepincourt.qc.ca](http://www.villepincourt.qc.ca)
- If your child is attending daycare more often than you planned and paid, you can go to your online profile and buy other daily package for Daycare service.
- If you do not use all the days you had previously submitted, we will automatically refund you through the credit card on file.  
Overdue accounts after the summer camp will be added an administrative and interest expenses.
- The 40\$ registration fee is non-refundable.

## 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