



2023

City of Greater Sudbury



Parent Information Guide

Welcome!

Our energetic staff are ready to get this summer started and offer a great experience for every child. Our team planned many different activities for each and every week including kayaking, canoeing, swimming, archery, biking, theme days, visits from different community members and more. We are also very happy to announce that the rock climbing wall will be operational this year. Campers will enjoy many different experiences and will create memories that they will cherish forever!

This booklet contains important information to enable your child to fully participate in our one-week programs. Please read through this package carefully, it is informative, and will help ensure that your child participates in all aspects of our program.

Please note that campers will **not** be sent home on rainy days as we run rain or shine! Our activities will be moved indoors and include; singing songs, movies, games, storytelling, nature crafts, and playing in the puddles!

Yours truly,
Camp Directors

Play Charter

The City of Greater Sudbury is committed to promoting play, providing play opportunities, and educating all residents on the importance of play to our community.

If you need to report a child's absence, please call the Camp Director,

Kassy McKinnon: 705-923-1476

If you have any questions or concerns you can contact the Leisure Program Supervisors

Kassandra Lapierre - (705) 674-4455 ext: 2480

Joannie Bedard - (705) 674-4455 ext: 4312

Important Information

- This summer we will be having no flame fires during camp hours (9am - 4pm). This is subject to change according to the ministry of natural resources and staff availability, if that is the case, you will be notified and sent a permission form to sign.
- In order for your child to partake in the biking activities, and in an effort to keep a clean and sanitary camp, we strongly recommend that they bring a bicycle helmet from home.
- During the entire duration of canoe, kayak and swimming activities, all children will be required to wear a lifejacket that we will provide. You are permitted to bring your own, but please be aware that a puddle jumper or other floating assistance devices are not lifejackets and will not be allowed.
- We will have lifeguards on the premise to supervise all water activities
- If your child is currently registered for a week at Camp Sudaca we would like to remind you to register them for the bus. To sign up, please visit our City of Greater Sudbury website under Camp Sudaca bus information. You will see several pdf documents for different bus colors, we ask that you go over them and pick the bus stop that works best for you and your child.
- For parents who will be driving their child to camp, we ask that you park at Moonlight Beach parking lot as the access to Camp Sudaca will be limited to Leuschen Transportation and city vehicles to ensure security of everyone during drop off and pick up. The last bus will be stopping and picking up children in the parking lot and driving them up to the Camp. The same procedure will happen with children who will be picked up; they will get on the bus, and be dropped off in the Moonlight Beach parking lot.

For other information, please visit our [City of Greater Sudbury](#) website where you will have access to a FAQ section, program information and busing information.

Peanut-Free Camps



Throughout the summer there are certain participants in the programs who have serious and life-threatening allergies to peanuts and peanut products. We ask that all parents/guardians ensure that their children bring only identified peanut-free products in their lunches.

Green Camps



Each playground has a recycling program to reduce waste and encourage youth to reuse as much as possible. You can help by packing a green lunch;

- Pack lunches and snacks in reusable bags and containers
- Use a reusable water bottle
- Avoid plastic containers made of PVC #3 or polycarbonate #7
- Buy in bulk and repack individual sized portions into reusable snack containers
- Pack reusable stainless steel cutlery



Sun Safety

We are proud to partner with the Melanoma Network of Canada and the Sudbury and District Health Unit to encourage campers and summer camp staff to learn about sun safety while at camp.

We are a **Sun Aware Certified Camp**. This means that we follow guidelines for implementing best practices for sun safety at our camps. Please sign and return our sunscreen application form included in this package.



Code of Conduct

HighFive is a standard committed to enhancing healthy child development within sport and recreation.

As an organization involved with HIGH FIVE, we strive to uphold the "Commitment to Children" which includes a code of conduct for our Leaders and provides appropriate behaviour management techniques for our campers.

Please review the code of conduct form with your child before signing.



Lunches

We would like to inform you that your child's lunch is kept outside during their session at camp. We have consulted with the Sudbury & District Health Unit to ensure that there are no health risks with this arrangement. We do however encourage you to send your child with extra ice packs so that their lunches are kept cool during the day.



Craft Supplies

If you have any unused products such as: buttons, paper towel rolls, material scraps, milk cartons, wool scraps, egg cartons, magazines, etc. These items can be brought to Camp Sudaca for our campers to use in our arts & crafts programs.



Pizza and Frozen Treats

Pizza will be available to campers on Friday of each week. The cost is \$2.50/slice and order forms and money must be returned no later than Thursday of each week.

On pizza day, campers may also purchase a frozen treat for \$0.50 (freezie or Popsicle). Treats are limited to one per camper.

For any bus related questions or concerns please call the Leisure Program Supervisor according to schedule below.

AM Staff (Starting at 7:30AM)

PM Staff (Until 5:30PM)

Joannie Bedard: Work #: 705-674-4455 ext. 4312

Kassandra Lapierre: Work #: 705-674-4455 ext. 2480

On call schedule for LPS

Week of July 4 to July 7: Kassandra AM, Joannie PM

Week of July 10 to July 14: Joannie AM, Kassandra PM

Week of July 17 to July 21: Kassandra AM, Joannie PM

Week of July 24 to July 28: Joannie AM, Kassandra PM

Week of July 31 to August 4: Kassandra AM, Joannie PM

Week of August 7 to August 11: Joannie AM, Kassandra PM

Week of August 14 to August 18: Kassandra AM, Joannie PM

Week of August 21 to August 25: Joannie AM, Kassandra PM

Week of August 28 to September 1: Kassandra AM, Joannie PM

First Day of Camp

Please bring the following (8) signed and completed forms:

- ☐ Emergency contact form
- ☐ Camp Sudaca Special Medical Card – One for each child
- ☐ Medication Authorization Form – One for each child that will need medication at camp
- ☐ Medical Administration Form
- ☐ Pizza and Frozen Treat Order Form
- ☐ Photo Release Form
- ☐ Sunscreen Application Form
- ☐ Pick Up/Drop Off Form
- ☐ Code of Conduct Agreement

First day and every day, please send your child with:

- ☐ **Peanut-free** lunch and snacks
- ☐ Reusable bottle filled with water
- ☐ Sunscreen
- ☐ Hat (wide-brimmed)
- ☐ Clothing suitable for the weather conditions and activities (raincoat, boots, sweater, long-sleeve shirt, sunglasses etc.)
- ☐ Closed-toed shoes – **Mandatory**
- ☐ Bathing suit and towel
- ☐ Extra socks and underwear

Please remember to label all personal belongings and leave all electronic devices at home, if your child needs to contact you, we will have a cellphone available on site for them to use.

Emergency Contact Form

Child's First Name: _____		Child's Last Name: _____	
Child's Address: _____			
Parent/Guardian First Name: _____		Parent/Guardian Last Name: _____	
Parent/Guardian Daytime #: _____		Parent/Guardian cell # _____	
Parent/Guardian First Name: _____		Parent/Guardian Last Name: _____	
Parent/Guardian Daytime #: _____		Parent/Guardian Cell #: _____	
Child resides with (please circle): Parent/Guardian		Other: _____	

Emergency Contact (Name)#1 _____	
Relationship to above: _____	Phone #: _____
Emergency Contact (Name)#2 _____	
Relationship to above: _____	Phone #: _____

Are there any custody arrangements that we should be aware of? _____	
Do any court orders exist that we should be aware of? _____	
Does your child take medication? <input type="checkbox"/> Yes <input type="checkbox"/> No If so will your child be required to take medication at camp? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please fill in the next 2 pages	



Camp Sudaca Special Medical Form

Participant's First Name:		Participants Last Name:	
Address:		Bus Colour / Number:	
Bus Stop:			
Sex:		Date of Birth:	
Male		Month / Day / Year	
Female Other			
Age at Camp This Year			
Parents/Guardians Name:			
Home Phone:		Business Phone:	
Grade Completed		Number of years attending Camp?	
Contact person in case of Emergency (During the Day)		Relationship to participant:	
Phone #:			
Is Participant taking any medication? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what?	
Time of Day Taken:			
Does participant know how to administer the medication? Yes No			
Does your child suffer from any allergies, illness, or any disability? (If more space is required, please provide a separate page)			
Family Doctor:		Doctors Office Phone:	
(Voluntary) Health Card #:			
HEALTH INFORMATION PROVIDED WILL BE USED ONLY TO SAFEGUARD THE HEALTH AND WELL BEING OF THE PARTICIPANT			

Other important information/instruction

Signature



Medical Authorization Form – Summer Camps

If your child requires **prescription medication** while at camp please fill out this form and note the following:

- All prescription medication needs to be in its original container,
- Must indicate the child's name,
- Dosage directions,
- Date of the prescription.

All medication will be administered to your child based on the doctor's recommendations.

If your child requires **non-prescription medication**, please obtain a doctor's note that indicates the following:

- Your child's name
- Name of medication
- Dosage directions (including time to be administered)
- Expiry date of the note
- Doctor's signature
- List of signs and symptoms that indicate the medication is required

Please note: Without the above information, we will be unable to administer your child's medication at camp. If medication is for emergency use (an Epi-pen or inhaler) the counselor will carry it in their emergency waist pack.

I authorize the administration of: _____
Name of Medication

To: _____ By CGS staff at: _____
Child's full name printed Camp Sudaca

Start Date: _____ End Date: _____

Use the following instructions:

Dosage: _____ Storage: _____

Time(s) of administration: _____

Side effects: _____

Stop medication if the following reaction(s) is observed: _____

Date (YY/MM/DD)

Parents Signature

Notice of Collection

Personal information on this form is collected under the authority of section 10 the *Municipal Act, 2001*, S.O. 2001, c.25 and will be used to enroll the participant in the City of Greater Sudbury's program. Questions about the collection of your information may be directed to Leisure Services at P.O. Box 5000, Station A 200 Brady Street, Sudbury, ON P3A 5P3 or by calling 311 and asking for the Leisure Services Department.



Pizza and Frozen Treat Order Form

Dear Parents/ Guardians,

Please note that your child has the option of pre-ordering a **pizza lunch and a popsicle or freezie** to enjoy with their friends. Your child may order cheese or pepperoni pizza for \$2.50 a slice and a **SINGLE** popsicle or freezie for \$0.50. Pizza order forms must be handed in no later than the morning of **Thursday**. **Please specify if you want a popsicle OR freezie. If you do not pay for pizza and popsicle or freezie by every Thursday, your child is not guaranteed to have it that day.**

If your child is not ordering pizza, they are required to bring their own lunch.

Child's Name: _____

of Cheese Slices: _____

of Pepperoni Slices: _____

of Vegetarian Slices: _____

of Gluten Free Slices: _____

Popsicle or Freezie: _____

Total \$ amount enclosed: _____

Sincerely,

Camp Sudaca Staff



Photo Release Form – Summer Camps

Individuals under the age of 18

Consent for Use and Disclosure of Personal Information

Video/Photo/Authorization and Release

Full name of child: _____

Name of Parent/Guardian: _____

Address: _____

Phone: _____ Email _____

I hereby consent to the City of Greater Sudbury to take photograph(s), videotape, or digital recording(s) of the said minor and to use any of these in any and all media for promotional purposes including, but not limited to, newsletters, brochures, posters, videos, Internet information, newspaper coverage, radio broadcasts and television footage.

☐ Yes, I consent to having my child participate in publicity and promotional opportunities.

☐ No, I do not consent to having my child participate in publicity and promotional opportunities.

Parent/Guardian Signature: _____

I understand and agree that the City of Greater Sudbury will be the owner of the copyright in the photograph and has full rights to use the photograph in its discretion. I understand that the City of Greater Sudbury is not held liable if the photograph is downloaded or altered in any way. I hereby release the City of Greater Sudbury of any and all liability arising from such downloading, use, reproduction or alteration.

I understand that I or the said minor will not receive any compensation for the use of any photograph(s), videotape, or digital recording(s) of the said minor and I hereby release the City of Greater Sudbury from the payment of any such claims.

I understand that I or the said minor will not be notified if or when the photograph is used for promotional purposes.

Date: _____ Parent/Guardian Signature: _____

(YY/MM/DD)

At our City of Greater Sudbury Day Camps we believe that outdoor activities are a key part of a healthy lifestyle. However, we want to make sure that while children are outside they are protected from the sun and heat. Therefore, we have developed a policy related to sun protection and safety during hot weather to ensure that we can all enjoy the summer safely.

Your support is very important to the success of our new policy. You can help by:

- Talking to your child about the importance of sun protection and hot weather safety.
- Sending your child each day with a wide-brimmed hat, long-sleeved shirt, sunglasses, and a reusable water bottle.
- Applying sunscreen with a sun protection factor (SPF) of 30+ on your child before they leave the house each day.
- Filling out and returning the attached sunscreen permission slip form to the program site staff.

As part of this new policy, camp staff have received additional training about Sun Safety and will spend more time discussing the harmful effects of sun and hot weather with the children so that they may become more aware of how to protect themselves. We are also going to encourage children to reapply sunscreen throughout the day and to wear a hat and sunglasses when outside. We will monitor the weather reports and advisories and will take precautions to protect the children from sun and heat-related illnesses.

Together we can have a safe and healthy summer!

Name of child: _____ Camp: **Camp Sudaca** _____

Does your child have any allergies to any sunscreen products? ☐ Yes ☐ No

If yes, which product: _____

I authorize the following:

- ☐ I authorize camp staff to assist my child to reapply sunscreen to exposed skin surfaces, including their face, ears, arms, and legs every two hours or after swimming.
- ☐ I authorize camp staff to use sunscreen supplied by camp if my child's sunscreen is not available

Parent/Guardian Signature

Date (YY/MM/DD)



Pick up / Drop off form

If your child lives close enough to home and is 10 years and up, and is able to walk home you may give permission.

I give my child permission to walk home from the bus stop without an adult present

Please Highlight or circle:

Yes

No

Name of child: _____

Name of Parent/guardian: _____

You must sign below:

Signature _____ Date: _____
(YY/MM/DD)



Code of Conduct Form – Summer Camps

Please review the following information with your child:

OH YES Respect Behavior Contract:

To ensure that all campers have a positive and enjoyable time at camp, the City of Greater Sudbury Day Camps will again be implementing our city-wide behavior policy for all summer camp programs.

Our five rules are:

1. Respect Others
2. Respect Helpers
3. Respect Yourself
4. Respect Equipment
5. Respect Supervisors

These rules can easily be remembered by the acronym

OH YES RESPECT!

Electronics Policy

The City of Greater Sudbury's Summer Day Camps offer a quality outdoor experience designed to help children develop an awareness and appreciation of the natural environment. We ask that you **DO NOT** send your child to camp with any sort of electronic handheld device. This includes but is not limited to: cell phones, iPads, DS's, Nintendo switch or cameras.

First Violation: A verbal warning. The camper will be asked to keep the device in their backpack for the remainder of the day.

Second Violation: The electronic device will be confiscated and returned to the camper as they board the bus, parents/guardians will receive a phone call regarding the violation.

Third Violation: The electronic device will be confiscated and will only be given back when a parent/guardian is able to pick the device up.

Regulation System

*Parents will be notified which color their child is at in their daily journal.



Regulation System

Blue: Serves as an opportunity to check in with child to ensure they are ok and see if they need anything extra right now. Child is feeling tired, calm, relaxed.

Green: Serves as an opportunity to give a high five to the child. Having a good positive day. Being kind to one another, participating in activities, positive attitude, helping others...

Yellow: Serves as a warning to the child. A child can receive a yellow color for the following:

- Bringing electronics to camp
- Being disrespectful to a junior or another camper
- Taking something that is not theirs

Orange: Serves as result in a call home. An immediate orange color will result if a child does one of the following;

- Bullying (repetitive unwanted actions towards another person)
- Consistent arguing with a junior or another camper
- Exposing themselves (or others) with inappropriate intentions
- Deliberately putting self or others at risk

Red: Parents will receive a call and will be sent home for a period of 24hrs. A child will get an immediate red color for the following: 705-675-9171 (non-emergency number)

- Physical bullying (call to 911 is possible)
- Threats (call 911 is possible)
- Bringing weapons to camp (call 911)
- Stealing from another camper or junior

By signing below, I acknowledge that I have reviewed with my child and understand the **OH YES Respect, The Regulation System, and the Electronics policy.**

Child's Name: _____ Child's Signature: _____

Parent's Name: _____ Parent's Signature: _____

Playground Name: **Camp Sudaca**

Date (MM/DD/YY): _____