



PLAYGROUND CAMPS



Information Guide



greatersudbury.ca/leisure

Dear caregivers,

This parent handbook is your guide to partnering with us to provide the best experience possible for your child this summer. Please take the time to read it and keep it handy throughout the summer.

We believe that summer camp provides your child with the opportunity for healthy growth and development and to embark on new friendships. Our programs are designed to be age appropriate, safe and fun. We incorporate the HIGH FIVE® Principles of Healthy Child Development into all programs to ensure they are of the highest quality.

Group participation is a fundamental part of recreation and is what camp is all about! We strive to provide a fun and safe summer camp environment for each child. Staff are trained to encourage and support your child to join in with the group and be kind to their friends. Please consider whether your child enjoys interacting and participating in a group before registering. We want every child to thrive at camp.

Our energetic staff are ready to get this summer started and offer a great experience for every child. Our team has planned many a variety of activities for each week, including outdoor adventures, sports to arts and crafts. Campers will enjoy many different experiences and will create memories they will cherish forever.

Please note that campers will not be sent home on rainy days as we run rain or shine. If it rains, our activities will be moved indoors and include singing songs, movies, games, storytelling and nature crafts.

Warm Regards,

A handwritten signature in black ink, reading "Renée Paquette". The signature is fluid and cursive, with the first name "Renée" being more prominent than the last name "Paquette".

Renée Paquette
Recreation Coordinator
705-674-4455 ext. 2459

Our Mission Statement



The City of Greater Sudbury's Summer Day Camps are programs that offer affordable and convenient recreational experiences to children within a structured environment. Our passionate and qualified supervisors are dedicated to providing a safe environment for all children to engage in active, exciting and creative play. Through these programs, children will have the opportunity to fulfill personal goals and acquire the skills necessary to provide a strong foundation for future life experiences.

We're committed to quality



We believe that recreational programs and sports provide your child with the opportunity for healthy growth and development.

To ensure the programs are of the highest quality, we incorporate the HIGH FIVE® Principles of Healthy Child Development into all program designs. HIGH FIVE® is a national program developed by Parks and Recreation Ontario.



Principles of Healthy Child Development

A Caring Adult: Acts as a positive role model and allows children to feel comfortable to challenge themselves.

Play: Encourages creativity, cooperation and fun.

Friends: Creates a safe environment where children can learn to be part of a team and feel welcome to discuss their feelings, learn new skills and work out conflicts.

Participation: Involves children in the planning and implementation of activities, helping them feel involved, independent and competent.

Mastery: Develops self-esteem and positive identity in children.

We believe that every child deserves a positive experience in our programs and that by following these principles we can help children develop competence, confidence, cooperation, creativity and commitment.



Our Team



Leisure Program Supervisor: They are responsible for all Camp staff. They are not on site but make site visits to check in on staff and interact with children.

Senior Supervisor: They are responsible for the direct supervision of all site staff as well as handling any concerns or questions caregivers may have.

Playground Supervisor: A caring leader who ensures a positive day camp experience for all children.



All summer staff go through a thorough screening process, including an interview and criminal screening check. They must also have their First Aid and CPR Level C and HIGH FIVE® certification.

Program Details



Hours: Camp runs from 8:30 a.m. to 4:30 p.m

Dates: Monday to Friday, between the months of July and August.

Locations: Varied locations across Greater Sudbury

Ratio: Camper to staff ratio is 1 to 10.

Ages: 5 to 12.



Children attending this camp must be dropped off and picked up at the site.

Sign in and Sign out - First day of Camp:

It's important to accompany your child and introduce yourself to your Junior Camp Supervisors.

Drop off:

It is mandatory that you accompany your child in order to sign them in. If your child is 10 years of age and older, they can sign themselves IN and OUT if you agree to it when registering for camp.

Pick up:

You will need to bring a piece of government ID EVERY DAY in order to pick up your child. This is to ensure the safety of your child and that the child is being picked up by an approved caregiver.

Health and Safety



Illness

We kindly ask that children stay home if they aren't feeling well. If a child begins to feel unwell or show symptoms, the child must be picked up within one hour of parent/caregiver being contacted.



Medication

If your child requires medication during the program, an Authorization for Administration of Medication form must be completed.



Emergency Procedures

Your child's safety is our number one priority. We believe that hazard elimination is key to accident prevention. Our staff are trained to inspect program sites daily for any potential hazards. Activities and games are planned with participant safety in mind and are always monitored to ensure that safety standards are maintained. All sites have access to a telephone and staff have access to a First Aid kit. All staff are First Aid and CPR Level C certified.

Participant Safety

While children are attending City of Greater Sudbury programs, our primary objective is to ensure they have a happy and safe recreational experience. Please be aware that our staff are legally obligated to observe the terms of the Ontario Child and Family Services Act. City of Greater Sudbury staff receive training on protocol principles to follow regarding established legislation and standards with respect to the reporting of a child in need of protection.



Swimming

Some of our playground camp sites have water access; all children will be required to wear a lifejacket that we will provide. During the duration of 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.



Sun Safety

We are proud to partner with the Melanoma Network of Canada and Public Health Sudbury & Districts 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. The Sun Safety Policy is available on the City of Greater Sudbury website.

Ensuring Positive Experiences



Age Appropriateness

Although programs accommodate a wide age span, each camp will be divided into squads based on ages and ratios. The smaller squads will allow campers to have more direct attention, a better opportunity for building relationships and full participation in activities. The entire group will come together in the morning at drop off, during lunch and during pick-up times.



Behaviour Management Policy

We believe that positive camp experiences strengthen and build each child's self-esteem. Staff provide your child with a creative and innovative program that will pique their interest and keep them enthused. We have fun, play fairly and show respect for others and ourselves. The guidelines for program participation will be clearly outlined to participants. Behaviours that do not contribute to the well-being of the child and the team will be tracked on our behaviour checklist form.

The sole purpose of this form is to keep caregivers informed of instances when your child has received a consequence for inappropriate behaviour. Your support is appreciated in having a follow-up discussion with your child. Based on the intent and severity of the incident, a participant may be withdrawn from the program. As confidentiality in this process is key, staff are instructed to keep forms in a secure location and do not share the information with individuals outside the program setting.

Code of Conduct



HIGH FIVE® 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 staff and provides appropriate behaviour management techniques for our campers. Please visit the City of Greater Sudbury website for the Code of Conduct for Campers and Caregivers outlining the expected behaviours of any child of any age or caregiver involved in camp programs.

Camper and Caregiver Code of Conduct

It is our commitment to provide a camp experience where all children will feel safe, both physically and emotionally, while at camp. We believe that camp is an experience that can provide memories that will last a lifetime and transfer into other aspects of a child's life. We want to create a safe and nurturing environment for all children and staff. By registering for our camp programs, children and/or their caregivers agree to comply with these terms while attending camp.

Please see the **Playground Camp Caregiver Harassment Policy** outlining the expected behaviour of **CAREGIVERS** involved in camp programs.

Food



The City of Greater Sudbury Summer Day Camps do not allow for caregivers to bring in homemade food to give out to other campers. If you choose to bring in a treat to the children, it's important that it be peanut free and pre-packaged.

Packing a Lunch



Please provide your child with a nutritious lunch, snacks, and plenty of drinks for every day of camp. We recommend insulated lunch bags or packing frozen drinking box or ice pack in your child's lunch to keep the food cold and fresh. As part of our attention to camper safety, we have regular water breaks, so please pack a refillable water bottle.



Nut Alert

There are certain participants in the programs who have serious and life-threatening allergies to peanuts and peanut products. We ask that all caregivers ensure their children bring only identified peanut-free products in their lunches.



Green Camps

Each playground has a recycling program to reduce waste and encourage children 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.



Craft Supplies

If you have products at home, such as buttons, paper towel rolls, material scraps, milk cartons, wool scraps, egg cartons, magazines, etc. - these items can be brought to your playground camp for our campers to use in our arts and crafts programs.



Caregivers as Program Partners

Please take the time to introduce yourself to your child's Program Leader. Your comments and suggestions are welcomed. Program plans will be posted on site. Should you have any questions or suggestions regarding these plans, please speak with staff.



Program Evaluation

Your feedback is valuable, and we care about what you think of our programs. We are always open to suggestions and looking for ways to improve our programs. For immediate feedback, please speak with staff on site. Program evaluation forms will be shared electronically. You will receive a link to complete the evaluation. Your assistance will help us to fine tune the rest of the summer and to plan for next year.

Money and Valuables



The City of Greater Sudbury's Summer Day Camps offer a quality outdoor experience designed to help children develop an awareness of and appreciation for 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 a cell phone, iPad, DS, Nintendo Switch or camera.



We strongly discourage participants from bringing in any electronic devices and money from home.

If a participant rides their bike to camp, it is the individual's responsibility to ensure the bike is left in a secure location during camp hours.



Lost and Found

Each program location will have a lost and found box. Please check the box regularly to see if anything belongs to your child. Staff and participants review the lost items daily. Please put your child's name on all their belongings to assist us in finding the rightful owner. Any items not claimed by summer's end will be donated to charity.

Preparing Your Child for Camp



First day + EVERY DAY - Please send your child with:

- ☐ **Peanut-free** lunch and snacks (see page 8)
- ☐ 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-toe shoes – **MANDATORY**
- ☐ Bathing suit and towel
- ☐ Extra socks and underwear
- ☐ OPTIONAL: Lifejacket (if your site has access to water)



Please remember to label all personal belongings on articles using permanent marker 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.



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