

# **WESTSIDE DAY CAMP PARENT HANDBOOK**

## Welcome

Welcome to Westside Day Camps! We focus on providing fun, safe and quality programming for all children. Please take the time to read through this manual as it will help your child have an enjoyable experience at camp. If you have specific questions about the camps, please contact Customer Service at 403.531.5875 Ext 0 and they will direct your call to the appropriate supervisor.

## Registration

Participants must be the appropriate age at the program start date to register for camp.

Our goal is to provide an enjoyable, enriching program for your child at an appropriate level for his/her/their age and maturity. In order to be fair to everyone, Westside will strictly enforce age requirements.

Same-day registrations are not available.

Registration for weekly camps ends 5 days prior to the start of camp. For daily camps, registration closes 48 hours prior to the camp date, and on the Thursday prior for Monday camps. This allows us to schedule staff and maintain instructor-to-child ratios.

Waitlists are processed in order of sign up. If a registered participant withdraws, you will receive a phone call and have 24 hours to register. If you do not register within the allotted time, the vacant spot will be offered to the next person on the list.

Program withdrawals may be done using your online account, in person or by telephone at 403.531.5875 Ext 310. Withdrawals are refunded to either the original form of payment or account credit, less the applicable fees. Withdrawal fees are as follows:

- Six days or more prior to the program start date: Withdrawals are subject to a 10% withdrawal fee.
- Five days or fewer prior to the program start date: Withdrawals are subject to a 100% withdrawal fee; no refund or account credit will be provided.
- Medical withdrawals: Withdrawals due to medical reasons must be accompanied by a physician's letter; please contact Westside at 403.531.5875 Ext 310 to discuss your options.

## Program Forms and Waivers

All required forms can be found at <https://westsiderec.com/day-camps>. To avoid a wait on the first day, please complete the forms ahead of time. Forms only need to be completed once per year unless otherwise noted, and can be either submitted electronically to [daycampforms@westsiderec.com](mailto:daycampforms@westsiderec.com) or dropped off in person.

## Medications at Camp

A Medication Record Form must be completed in order for any required medication to be administered to your child during camp. The Medication Record Form and medication is to be given to the leader or supervisor and will be placed in a secure location.

If your child requires an auto-injector or inhaler, it must be kept with the child in a portable labeled bag (ie: fanny pack) for the entire day. Participants can bring their own bag, or one will be provided by Westside.

Prescription medications must be brought in the original container, indicating the participant's name, the dosage, directions for use and medication type. Non-prescription medication must be brought in the original container. Medication must not be expired, including epi-pens and inhalers.

## **Health Policies**

In the best interest of your child as well as the other children and staff, please do not send your child to camp when he/she/they are ill. If your child should become ill while at camp, you will be notified to come pick up your child.

### Summer/Spring Break Camps

Campers go outside on a daily basis so please have your child bring their own sunscreen, hat and insect repellent. Our leaders will assist your child in applying these items when appropriate. Campers will only use their own products, sharing will not be permitted.

### Winter Camps

At Westside, we encourage outdoor play when weather permits. Please send suitable clothing with your child to participate in outdoor winter activities. Appropriate clothing includes a winter jacket, snow pants, outdoor boots, toque/hat, mitts/gloves, and scarf.

### Emergency/Medical

If a child needs emergency medical attention, all efforts to notify the parent will be made. In the event the parent cannot be reached, EMS will be called and we will continue trying to contact the parent until they can be reached.

### All Abilities

Westside is happy to welcome children with special needs. In order for us to help your child have an enjoyable experience at camp, we ask that you complete the medical conditions portion of your registration or contact the Manager of Children & Youth. If your child requires an aide at camp, let us know, we would be happy to work with you.

### Contagious Illness

Your and your family's health and safety will always be our top priority. In efforts to keep our children and staff happy and healthy, Westside Recreation has a contagious illness policy.

Staff and children who have symptoms of a contagious illness in the days prior to the start of programs are asked to remain at home until no longer experiencing symptoms. Children who reveal symptoms of contagious illness upon arrival to programs or who develop these symptoms while in a program will be isolated from other children, and parents will be called to take them home.

Contagious illnesses can include, but are not limited to, Covid-19, influenza, chicken pox, strep throat, pink eye. If your child is experiencing any of the following symptoms, they will not be permitted in programs:

- Fever, cough, runny nose, sore throat, fatigue, loss of smell or taste, shortness of breath or difficulty breathing

Do not send your child to Westside if anyone in your household has symptoms of illness or is self-isolating. Please visit [Alberta Health Services](#) for guidance.

Westside has protocols in place to reduce the risk of illness transmission. Based on Alberta Health Services guidelines, our staff have revised our programs to meet all current recommendations.

### **Preschool Camps**

All camps are unparented. If your child requires your attention, you will be notified. For 3Y-5Y camps, participants must be fully toilet trained.

## **Belongings**

Campers should bring a backpack or bag big enough to fit all their belongings inside. Belongings must be labeled with the camper's name.

### Items to Bring to Camp

- Appropriate clothing for outdoor play (weather appropriate)
- Hat
- Sunscreen/insect repellent (spring/summer only)
- Indoor running shoes
- Water bottle
- Snacks and/or lunch (full-day camps need one lunch and two snacks; half-day camps need one snack)
- Swimsuit and towel (if applicable)
- Medication for camper that is needed at camp - inhaler, auto injector, prescription medication
- Check your registration confirmation for any specific equipment required for your camp

### Items NOT to Bring to Camp

- Electronics (cell phone, iPod, portable game devices)
- Money
- Items of value

## **Lost and Found**

Summer Camps - Camp lost and found will be located inside the Leisure Ice area.

Winter/Spring Camps - Camp lost and found will be located in the sign in/out location.

Speak with your program leader if you have lost an item. If your child's item is labeled, we do our best to contact you. If unclaimed during camp week, lost and found articles will be brought to Customer Service on Friday where they will be held for up to two weeks. Westside is not responsible for lost items.

## **Pre-Care / Post-Care**

Pre- and Post-Care services are provided by Westside for an additional fee. Pre-Care runs from 7:30-9:00 AM and Post-Care runs from 3:00-5:30 PM. Pre- and Post-Care are only available for full-day camps. Lunch supervision is not offered.

If you need Pre- or Post-Care on short notice, contact Customer Service to inquire about available spots. Please note that spots are limited and are filled on a first-come, first-served basis.

## **Sign-In and Sign-Out Policy**

Sign-In begins at 8:45 AM for full-day camps and 10 minutes prior to start time for half-day camps. Sign-In locations are indicated on your program confirmation.

- Camps meeting in the Leisure Ice area will enter using the west-facing external doors to the Leisure Ice arena, located by the main entrance.
- Camps meeting in locations past the Customer Service gates are required to show their program confirmation or membership card for gate access.
- Camps meeting at the Arena should enter through the north Arena entrance doors.

Sign-Out begins 10 minutes before your camp end time at the meeting location indicated on your program confirmation. Parents must sign out their children from camp. If you need to make alternate arrangements for pickup, please complete the Authorized Pickup Form so someone other than a parent may pick up your child(ren).

Self Sign-Out - Children 10 years and older have the option to sign themselves in and out of day camps. An Authorized Pickup Form must be completed by a parent and submitted in advance. If you have authorized self sign-out for your child, please ensure a safe route home. Please understand that once your child is signed out, you are releasing your child from Westside's care.

Children who are not picked up from a full-day camp within 10 minutes of the end time will be transferred to Post-Care. Post-Care fees will apply.

*Please note:* Westside staff reserve the right to request identification from any person picking up a child from Westside programs.

### **Late Dropoff / Early Pickup**

As our camps are full of activity and conducted in various locations onsite, it may take time to connect with your child's camp.

If you arrive late for camp and there is no one at your regular drop off location, please see Customer Service. They will contact the camp Program Supervisor to assist you with finding your child's camp.

If you need to pick up your child early from camp, inform your leader at drop off and they will let you know the camp's anticipated location at that time. Please note that it is the responsibility of the parent to go to the identified location and sign out their child.

### **Staffing**

Westside staff are qualified and trained to work with children. All staff have completed Standard First Aid/CPR and day camp training.

#### **Camp Ratios**

Preschool Programs (3-6Y)	1:8
Children's Programs (6-17Y)	1:12

**\*\*Specialty programming such as climbing, hockey and skateboarding may have different ratios\*\***

### **Snacks and Lunch**

If your child is registered in a half-day camp, they need to bring one snack and a water bottle. If your child is registered in a full-day camp, they will need to bring two snacks, one lunch and a water bottle.

Westside is an allergen-safe facility. No foods/snacks are prohibited at Westside but, rather, avoidance strategies are used to prevent allergic reactions. An avoidance strategy does not imply a guarantee that there is zero risk. Avoidance strategies strive to create "allergy-safe" rather than "allergy-free" environments.

Westside uses the following safe consumption procedures:

- All children are required to wash their hands before and after eating
- Tables and eating surfaces are washed before and after eating with approved Westside cleaners
- Participants are not allowed to share or sample food with other campers at any time
- A safe eating area is provided in camps where children with anaphylaxis have been identified

ReFuel cafeteria and vending machines are off limits to campers during camp hours. Campers do not have access to microwaves or refrigerators.

### **Activities**

Registrants are required to participate in all camp activities throughout the day. If a child is unable to participate, they must be picked up and supervised during that time by a parent, guardian or aide. This includes swimming.

Your child's camp may have special forms and/or equipment requirements; details can be found on your program confirmation.

## Swimming

Westside follows the Lifesaving Society's recommendations for the safety of day camp participants. The following lifejacket rules apply:

- Campers 7 years and under are required to wear a lifejacket during swim activities
- Campers 8-12 years are required to wear a lifejacket during swim activities and/or complete a swim admission test; swim admission tests\* will be conducted at camp.

\*Swim Admission tests can be done during public swim times or as part of an Unparented Access Orientation. If the registrant has passed a test in any of these scenarios, they are not required to complete another test. If you would prefer that your child wear a lifejacket in camp, regardless if they have passed the Swim Admission test, please let us know.

Rash guards (a long-sleeved swim top) are recommended for children required to wear lifejackets or who get cold in the pool.

Westside reserves the right to require the use of lifejackets for any swimming activities during programs. Lifejackets are provided to all campers who require them.

### Swimming Ratios

Preschool Camps (3Y-6Y)	1:4
Children's Camps (6Y-9Y)	1:6
Children's Camps (10Y-12Y)	1:12

### Healthy Swimming Procedures

1. Shower with soap before swimming. Wash hands after using the toilet. Germs on the body end up in the water.
2. Do not swallow pool water. Avoid getting water in the mouth.
3. Do not swim when one has diarrhea. Germs can spread in the water and make other people sick.

## Behavioral Expectations

Campers and parents are expected to conduct themselves in a mature, respectful and cooperative manner while attending camps.

All campers:

- Are responsible for their own actions
- Will follow the rules and safety measures implemented by Westside staff

Inappropriate behaviour includes:

- Preventing or interfering with another camper's positive experience
- Threats, bullying, harassment, intimidation, abuse or fighting
- Vandalizing or abusing camp equipment

Westside has a zero-tolerance policy for poor behaviour. Behaviour that impacts other campers physically or emotionally may result in removal from the program.

*We look forward to a fun-filled summer with your children!*