



Town of Milton Summer Camps 2018 PARENT GUIDE



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Welcome to the Town of Milton's Camps!

This guide will provide you with information about camps, including staff, what to bring to camp and policies and procedures. Please read through this guide carefully so that you and your child are well prepared for a safe and fun camp experience.

If you have any questions or would like to speak with a member of our team, you will find contact information on page 7 of this guide.

Our Commitment to Quality

The Town of Milton is a HIGH FIVE® accredited organization through Parks and Recreation Ontario (PRO). HIGH FIVE® is Canada's only quality standard for children's recreation and sport. The Town of Milton is committed to ensuring every child has a positive recreation experience that promotes healthy child development. As part of this accreditation, Town of Milton staff are required to complete HIGH FIVE® training. The Town of Milton encourages everyone to learn more about HIGH FIVE® and how it can make a difference for children by visiting www.highfive.org.

Staff Qualifications

All camp staff are selected based on their experience and enthusiasm. All staff must have:

- Current first aid
- HIGH FIVE® Principles of Health Child Development training
- Current criminal record check and vulnerable sector screening
- Completed all required in-service staff training prior to their first day of camp

Program Goals

The Town of Milton is committed to providing a positive, recreation experience for all participants in a safe and inclusive environment. To achieve this goal we expect participants to:

- Show respect and consideration for staff and fellow campers
- Be cooperative and participate in camp activities
- Respect camp rules, the facility and program equipment

Our leadership staff will work with children on the first day of camp to encourage their input into writing and reinforcing the camp rules.

Safe Arrival and Dismissal Policy

We are committed to providing a safe camp environment for your child. A Safe Arrival and Dismissal procedure has been implemented to ensure that participants are only released into the care of their parent or guardian or into the care of an individual designated by the parent or guardian at the time of registration. This list of names can be updated at any time by speaking with the camp coordinator.

All individuals picking up a child from camp will be required to show photo identification daily to ensure that we are releasing campers to the appropriate, approved caregiver. We understand that this takes extra time at pick-up, however, it ensures the safety of children in our care.

Camp Hours

- Camp hours are 8:30 am to 4:00 pm daily.
- A late pick up fee of \$5.00 will be charged for each 15-minute period after 4:00 pm. (Please note that these additional fees are not covered by financial assistance programs.)
- Before and after care programs are available on site at most camp locations* for an additional fee.
- Extended camp hours are 7:30 to 8:30 am and 4:00 to 5:30 pm daily.
- During extended care hours, campers are provided with a choice of activities that may include active games, quiet games and/or crafts.

*Leader in Training 1 & 2, Aspiring Artist, Half-Day Badminton Camp and Summer Neighbourhood Playgrounds do not have extended care available.

A Day at Camp

Please visit the camp page on the Town's website, www.milton.ca/camps, before the first day of camp.

Here you will find:

- Forms for camp:
 - ✓ [Medication consent form](#)
 - ✓ [Allergy form](#)
 - ✓ [Asthma form](#)
 - ✓ [Anaphylaxis emergency plan form](#)
 - ✓ Trip permission forms (if applicable)

Parents are not required to complete a camper information form for the first day of camp as this information is now collected online at the point of registration. This information will be verified on the first day of camp.

What to Wear

We actively engage children in a number of different activities including arts, crafts and sports. We encourage children to dress in comfortable clothing and closed-toe shoes for safety. We also encourage children to dress in layers to be prepared for the changing weather throughout the day. We kindly request that children come to camp with sunscreen already applied.

What to Bring/What Not to Bring

- Enough food for two nutritional breaks and lunch daily
- A labeled water bottle
- Hat
- Sunscreen in a plastic bag to prevent spilling
- Peanut butter, nuts and all foods containing nut by-products are not permitted
- There is no access to a refrigerator or microwave
- Use of snack vending machines or concession stands is not permitted during camp
- Please note that any toys or electronics are not permitted at camp
- Please label everything

Some camp programs require additional items:

- **Kindercamp:** An extra set of clothing including underwear together in a plastic bag
- **Performing Arts Camp:** Comfortable, loose fitting clothing, socks and shoes
- **Splash Camp:** Bathing suit and towel daily, optional water shoes
- **Visual Arts Camps/ Aspiring Artist:** Bring or wear old clothing to camp or bring a smock for messy activities such as painting and clay
- **Scooter/Skateboard Camp:** Campers are required to bring their own skateboard or scooter, an approved helmet, elbow pads and knee pads. For participants using skateboards, wrist guards are also required

Enjoying Time Outdoors

- Sunscreen should be applied in the morning before camp and brought daily in a plastic bag so that it can be reapplied throughout the day
- To assist staff, please ensure that your child knows how to properly apply sunscreen
- Due to possible allergic reactions, we will not provide sunscreen to children and sharing of sunscreen amongst children will not be permitted
- Wearing a hat to camp is also recommended
- While outdoors, multiple hydration breaks will be encouraged and monitored to ensure the safety of all campers

Weather

In the event of inclement weather, program plans will be adjusted to ensure the safety and comfort of all campers. In the event of extreme heat or rain, Neighbourhood Playgrounds may be cancelled. In this instance, notification will be put on the Town's website, milton.ca and on social media. Customer service representatives at Town facilities will also be aware of changes to camp plans. If you are unsure, please contact the Coordinator as listed on page 7.

Busing and Trips

- Some of the camps participate in off-site trips
- Busing is provided by Tyler Transport when the trip is not within walking distance
- Ratios are maintained at all times (on the bus and at the trip location)
- Participants are provided with identification wristbands with an emergency contact phone number on them
- Trip permission forms are available online
- If the trip is a walking trip, permission from parents is also required

Camp Swims

Many of our camps include a recreational swim as part of the week's programming. All of the town pools are supervised by qualified lifeguards. Swim testing will be conducted each week.

Children 6 years and older who completed the swim test will receive a deep end bracelet. Children under 6 years are required to stay in the shallow end and within an arm's reach of a swim buddy. For children who have not completed the swim test, the swim buddy to participant ratio is 1:2 for children under 6 and 5:1 for children 6 – 9 years with life jackets.

Inclusion (Children with Disabilities, Behaviour Issues or Medical Conditions)

Town of Milton camps are inclusive and welcome participants of all abilities. If your child has a disability, please indicate this at the time of registration. Our department is committed to offering safe, inclusive and quality programs for individuals with physical and developmental disabilities. For those children who have registered for ICAN (Integrated Care for Assisted Needs) or SNAP (Special Needs Activity Program), the Camp Supervisor will be in contact with you before the start of the program to discuss accommodations for your child and to get to know you and your child better. If you have any additional questions regarding inclusion programs or the inclusion process for summer camps, please contact Coordinator, Recreation as listed on page 7.

Behavior Management

A Behaviour Management Policy is in place to ensure the safety and well-being of all participants. A behaviour tracking form is used at all camps to track the behaviours of the participants on a daily and weekly basis. For more severe incidents, a Behaviour Incident Report is used.

Medications at Camp

If your child requires prescription medication during camp, you need to complete a Medication Dispense Form. Medication must be stored in its original container, containing only one day's required dosage, and submitted to camp staff each morning.

Epi-Pens and Inhalers

If your child carries an epi-pen or inhaler, you need to complete an Anaphylaxis/allergy Form. Epi-pens and/or inhalers must be brought in a separate fanny pack that children 6

years and older are required to wear at all times. A leaders will carry epi-pens and/or inhalers of children 5 years and younger.

Illness at Camp

If your child is ill, please do not send them to camp to help prevent the spread of the illness. If your child has a communicable disease they will not be permitted to return to camp until they have provided documentation stating that they are no longer contagious. If you are unsure of which illness falls under this category, please contact a Coordinator, Recreation as listed below, or visit haltonregion.ca. A child may be sent home if signs and symptoms of an illness are present. You will be contacted immediately to pick up your child.

If Your Child is Unable to Attend Camp

If your child will not be attending camp for any reason, please inform the camp staff by calling the phone number provided to you on the first day of camp. Our Safe Arrival and Dismissal policy indicates that all parents will be contacted in the event of an unexplained absence.

Contacts

Staff	Title	Phone	Email
Amanda Rutyna	Coordinator, Recreation	905-878-7252 x 2613	amanda.rutyna@milton.ca

For additional camp information, visit www.milton.ca/camps.

Everything You Need to Know About the Summer Neighbourhood Playgrounds Program

The Summer Neighbourhood Playground program is a *drop-in program* for children ages 6 – 12. The program provides supervised games, activities, sports, songs and more. The program runs weekdays, July 3 – August 24, 2018 excluding the Civic Holiday Monday.

This program is not a full day program. Lunchtime supervision is not provided (12:00 – 1:00 pm). In addition, extended care is not available for this program.

Registration Process

Registration for the Summer Neighbourhood Playgrounds Program is available now online and can be done in-person at the Milton Sports Centre or the Milton Leisure Centre or online starting March 7, 2017.

Due to the high demand of Summer Neighbourhood Playground Passes, customers can only register their own child for this program; customers cannot register a family member or friend's child for this program.

Passes are now available for pick up at the Milton Sports Centre.

Summer Neighbourhood Playground Passes are \$30.00 per pass for the entire summer. Each child attending the Summer Neighbourhood Playground Program is required to have their own pass; it cannot be shared or split amongst family members or friends.

Refunds

There will be no refunds for the Summer Neighbourhood Playground Pass. It is non-transferrable and must only be used for the individual that it was purchased for.

Ages

This program is for children ages 6 – 12 years old. Children must be 6 years old when they start the program. No age accommodations will be made.

Park Locations

The Summer Neighbourhood Playground schedule is as follows:

Morning (9:00 am – 12:00 pm)	Afternoon (1:00 – 4:00 pm)
Community Park	Bronte Meadows Park
Optimist Park	Lion's Sports Park

Park Addresses

- Bronte Meadows Park (165 Laurier Ave.)
- Community Park (805 Santa Maria Blvd.)
- Lions Sports Park (99 Thompson Rd.)
- Optimist Park (881 Savoline Blvd.)

Safe Arrival and Dismissal Policy

The Summer Neighbourhood Playground Program will follow the same Safe Arrival and Dismissal Policy as all of the Town of Milton's programs. Every child must be signed in daily upon arrival. Participants of the program will only be released into the care of their parent/guardian, or into the care of an individual designated by the parent/guardian. Everyone who picks up a child from camp will be required to show photo identification.

This process may take extra time, but is for the safety of participants in our care. We appreciate your understanding and patience.

Weather

In the event of extreme heat or rain, Neighbourhood Playgrounds may be cancelled. In this instance, notification will be put on the Town's website, milton.ca and on social media. Customer service representatives at Town facilities will also be aware of changes to camp plans. If you are unsure, please contact the Coordinator, as listed on page 7.

Important Notes

- Washroom facilities are available
- Please send your child with a snack that is nut-free and a water bottle
- There may be spray pad visits so we ask that you send a bathing suit and towel with your child
- Sunscreen should be applied before camp and sent daily
- Children are not permitted to leave during program time without written permission
- Additional information on Town of Milton's Camps can be found online at www.milton.ca/camps