



# FUNTASTIC ADVENTURES DAY CAMP

Parent Information Handbook



Langley City

## **WELCOME TO OUR FUNTASTIC ADVENTURE DAYCAMP!**

Thank you for choosing our day camp for your child. We have lots of fun activities and experiences planned including include arts and crafts, games, sports, cooking, swimming, outdoor activities and our famous Friday Field Trips! Special guests, gym time and special theme days may also be part of the camp experience. (Note: the camp structure and programming may change once the session starts depending on the weather, space and campers' needs).

Our camp is available to children ages 5 to 12 years. Children must be 5 years of age prior to their first day of camp. In order to offer interesting and age specific activities, the campers may do different activities throughout the day based on their age.

Our camp schedule will be available prior to the first day of camp for you to view. Summer day camp includes swimming on Tuesday and Thursday afternoon as well as a Thursday BBQ.

Friday's are Field Trip Days at camp! We use a chartered bus company to transport us to and from our field trip locations. Please see information on staff ratios and safety policies for further field trip information.

## **OUR COMMITMENT TO QUALITY**

We believe that recreational programs and sports provide your child with the opportunity for healthy growth and development. To ensure our programs are of the highest quality, we incorporate the HIGH FIVE® principles of healthy child development into all program designs.

HIGH FIVE® is a program of British Columbia Parks and Recreation Association. As a registered member of the HIGH FIVE® Quality Assurance Program, the City of Langley is committed to providing children's programs that are grounded in the Principles of Healthy Child Development and Design Guidelines

### **PRINCIPLES OF HEALTHY CHILD DEVELOPMENT**

#### **A Caring Adult:**

Acts as a positive role model and allows the children to feel comfortable and to challenge themselves.

#### **Play:**

Encourages creativity, cooperation and FUN!

#### **Friends:**

Create 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 to 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 and guidelines we can help children develop competence, confidence, cooperation, creativity and commitment.

## YOUR CHILD'S LEADERS

A caring leader is an essential component in ensuring a positive day camp experience for your child. You will take comfort in knowing that all of our staff have been through a thorough screening process including an interview, **reference checks and police information checks**. Additionally, all of our program leaders have a current **First Aid/CPR C Certificate** and we provide an extensive pre-camp training program which includes topics such as program planning, understanding child behaviour, problem solving, planning special events, Physical Literacy, working with children who have special needs, emergency procedures as well as practical experience leading games, crafts and sing songs. Many of our program leaders also have specialized experience in skill instruction in the areas of drama, dance, art and sports.

Our staff/child ratios reflect our commitment to safety and high quality program supervision.

In addition to supervision staff/child ratio, coloured shirts and

Day Camp Staff Ratio	1 Staff	2 Staff	3 Staff	4 Staff
Onsite Age 5	0 → 10	11 → 20	21 → 30	31 → 40
Onsite Ages 6-12	0 → 12	13 → 24	25 → 36	37 → 48
Offsite Field Trip	0 → 10	11 → 20	21 → 30	31 → 40
Offsite Walking	0 → 10	11 → 20	21 → 30	31 → 40

wristbands procedures have been added for our fieldtrips, water park and swimming pool adventures.

Wristbands must be worn during fieldtrips to a water park, water slide or swimming pools where a pinnie or coloured shirt is not worn at all times. We will write "Douglas Rec Center" or "Funtastic Day Camps" on each and every wrist band, along with the Douglas Recreation Centre phone number so that if a child is ever missing on a field trip, there is direct and easily identifiable contact information on them at all times.

For Tuesdays and Thursdays, we will walk to Al Anderson Memorial Pool. Each and every child will have a wristband for the pool. One color will be for the 8-12 year olds and one color for the 5-7 year olds who need to be with an instructor during the swim.

## PROGRAM LOCATIONS & DROP OFF/PICK UP PROTOCOL

The Funtastic Adventure Day Camp is located at Douglas Recreation Centre, 20550 Douglas Crescent at the corner of Douglas Crescent and 206 Avenue.

### Drop Off/Pick Up

Drop off/pick up will happen through the west side door of the Main Hall at the Recreation Centre. There will be signs pointing you in the correct direction.

### Sign In/Sign Out

All Campers must be signed in and out of camp every day by a parent or responsible guardian over the age of 16. Only parents or guardians or those authorized for pickup on the registration form may sign a child out of camp. The City of Langley reminds parents that staff will be asking for identification during this process. We also ask for your patience during this process. Children who are 10 years of age and older may sign themselves in and out of camp with a completed **Walk to Home Permission Slip Form** available from our office.

## PROGRAM HOURS

Regular camp hours are from 8:30am to 3:00pm. On a regular camp day please drop off your child between 8:30-8:45am and pick up your child by 3:00pm.

With the exception of scheduled appointments, please do not drop your child off later than 8:45am as we review safety procedures and other important information at the beginning of each day and it is disruptive to our staff and other campers when children arrive late.

On Friday field trips, please make sure that you drop-off your child on time as the bus promptly leaves at 9:00am and we cannot wait for children who are not on time.

If your child arrives early or is picked up late on more than one occasion, you will be charged a late fee of \$5.00 for every ten minutes of extended play. Payment must be cleared before the child can return to camp. Exceptions can be made in the case of emergency by the Recreation Supervisor.

### **Extended Program Hours**

Morning Extended Play hours  
7:00-8:30am (\$3.00/child per day)

Afternoon Extended Play hours  
3:00-6:00pm (\$6.00/child per day)

For your child's safety, please do not drop them off prior to 7:00am as our staff will not be available for supervision.

### **Pre-registration is required for Extended Play**

## **REPORTING ABSENCES**

Please report all absences by 8:30am if your child is ill or unable to attend camp. Please call Douglas Recreation Centre at 604-514-2865. Please leave the date you are calling, along with your child's first and last name and the reason for their absence.

Other messages that you need to get to the camp Senior Leader can be left at this number as well (early pick up, running late, etc). Voicemails will be checked daily, Monday-Friday during summer camp hours.

We ask that you **DO NOT SEND YOUR CHILD TO CAMP WHEN THEY ARE NOT WELL**. If your child is not able to fully participate in the program due to health reasons (ie. Fever, diarrhea, stomach ache, head ache) please do not send them to camp. If you suspect or know your child has a contagious condition, please consult your doctor before sending your child to camp.

## **REGISTRATION/REFUND INFORMATION**

Registration can be done in person at one of our recreation facilities, or over the phone with a credit card. Payment is due in full at the time of registration.

A full refund will be available if notice of withdrawal is received with a minimum of 5 days notice before the start of the program. Less than 5 days notice will receive a 50% refund and there is no refund for notice given on or after the start of the program. Refunds are not given for individual days if you are registered for weekly camp.

# ENSURING POSITIVE EXPERIENCES

## Age Specific Programming

In order to provide participants with the optimal opportunity for building relationships and full participation in activities, our Funtastic Adventure Daycamp is designed for a specific age group. We also offer a wide variety of arts, sports and special interest camps for children ages 5-7 yrs and 8-12 years.

## Behavior Management Policy

We believe that positive camp experiences strengthen and build each child's self-esteem. Program Leaders are dedicated to providing your child with a creative and innovative program that will pique their interest and keep them enthused. We have fun, play fair and show respect for others and ourselves.

It is the goal of the City of Langley's Recreation, Culture and Community Services department:

- To promote the child's overall development through a balanced program
- To ensure the child's well-being and safety at all times
- To enhance the learning processes of each child and nurture their curiosity about the world around them
- To develop in each child a positive self-image and self-concept
- To foster an appreciation and consideration for others and their differences
- To promote knowledge, respect and appreciation for the environment in which we live
- To maintain open lines of communication between staff, children and parents
- To provide healthy and nutritious snacks and meals to our participants

## Behavior Guidelines

Children who attend camp are expected to follow the behavior guidelines and to interact appropriately in a group setting:

- We speak nicely and appropriately to one another
- We touch only what belongs to us
- We keep our hands and feet to ourselves
- We listen to our leaders
- We stay within the designated boundaries

**When a child does not follow the behavior guidelines, we will take the following steps:**

1. Start directing the child to a more appropriate behavior
2. The child is reminded of the behavior guidelines and rules, and a discussion will take place to identify why this behavior may be happening and how we can support the camper to understand the behavior guidelines
3. If the behavior persists, the parent/guardian will be notified of the problem
4. Staff will document this situation to include, what the behavior problem is, what provoked the problem, and the corrective action taken
5. Staff notifies the Recreation Supervisor
6. Staff schedules a progress check or a follow-up conference with the camper and parent to identify an action plan
7. If the problem persists and a child continues to disrupt the program, The City of Langley reserves the right to suspend a child from the program. Expulsion from the program will be considered in extreme situations

**The following behaviors are not acceptable and may result in immediate removal of a participant for the remainder of the current program day, week or possibly the entire summer:**

- Endangering the health and safety of children/or staff, members or volunteers
- Stealing or damaging the City of Langley or personal property
- Leaving the program without permission
- Refusing to follow the behavior guidelines or rules
- Using profanity, vulgarity or obscenity frequently
- Acting in a lewd manner

**Zero Tolerance for Bullying at Camp**

The City of Langley's Recreation, Culture and Community Services department train their daycamp leaders to understand clearly how bullying is defined and are given the tools to prevent, manage and stop it at camp if it takes place. We have zero tolerance for any sort of bullying (this may include, but is not limited to, name calling, signaling out, hitting, shoving and aggressive behaviour). Zero tolerance means that your child may have to be picked up immediately if any sort of bullying occurs. This zero tolerance policy includes parental behaviour towards staff and may result in the child being removed from our program.

**Family Grievance Procedure**

In our daily communication with families, we strive to resolve issues that may come up. However, if at any time a parent feels that an

issue has not been addressed or resolved and it may need to be pursued further, we are here to support that process by providing several opportunities for recourse. The early identification and communication of a concern and prompt initiation of a resolution can help avoid further problems.

If you do have a question, concern, or issue, the following steps will help facilitate the problem solving process:

- Speak with the Senior Camp Leader about your concern; they will work with you to determine a mutually agreeable course of action or immediately escalate it to the Recreation Supervisor.
- If, after speaking to the Senior Camp Leader, you still feel the issue is not resolved, contact the Recreation Supervisor.
- If, after speaking to the Recreation Supervisor, you still feel this issue is not resolved, contact the Director of Recreation, Culture and Community Services.

While parents may not agree with every decision made by the City of Langley's Recreation, Culture and Community Services department and staff, in most cases, parents and staff find enough common ground to continue. However, a disagreement may emerge that is severe enough that the parent(s) cannot remain a constructive member of the program. In such cases, the City of Langley and the family should consider whether another environment would be more suitable for the family. In the very rare case where parent/guardian behaviour undermines mutual trust and respect, including verbal abuse, the use of threats, bullying and other similar behaviour, the City of Langley reserves the right, at any time, to immediately expulse the child from the program.

## **MEDICAL FORMS**

Day Camp medical forms consist of emergency contacts, information about who is authorized to pick up/drop off your child, waivers, and medical information (allergies, fears, disorders, etc.). Any information listed on medical forms is strictly confidential and will not be disclosed to a third party, so please be candid. If you have multiple children attending Day Camp, a separate form is required for each child.

If your child requires medication, you must state it on the medical form before your child starts camp. These forms are available online at [www.langleycity.ca](http://www.langleycity.ca), at Douglas Recreation Centre or Timms Community Centre. The medication must be in its original container and handed to Senior Leader when you drop it off each day. Only medications prescribed by a physician will be considered for administration by our staff. Medication must be stored in its original container with appropriate dosage and directions for

administration on the label.

Medication such as Epi-Pens and asthma puffers will be carried by the child in a backpack if authorized by the parent or guardian. Staff will not administer medication but will supervise participants capable of administering their own. In case of a life threatening situation where the participant is unable to administer medication such as an epi-pen or asthma inhalers, staff will assist.

## **EMERGENCY PROCEDURES**

Your child's safety is our number one priority. Activities and games are planned with participant safety in mind and are always monitored to ensure that safety standards are maintained. All Program Leaders have current First Aid Certification and carry a first aid kit at all times.

In the event of a minor injury to your child - scraped knee etc., staff will apply basic first aid by cleaning the wound and applying a bandage. In the unlikely event of a serious injury to your child, emergency services will be called immediately to respond to the situation. If there is an emergency at camp the Senior Leader will make every attempt to contact the camper's parents/guardians. If they cannot be contacted, then the person you list as the emergency contact on your medical form will be called. Please look over the contact information that is on the medical form, and keep us up to date if anything changes.

## **SUMMER WEATHER RESTRICTIONS POLICY**

To ensure the safety and comfort of all program participants, the City of Langley has developed a Weather Restrictions Policy for their Recreation Programs. For all campers, time spent outdoors will be restricted or limited based on the following:

1. For temperatures 30°C and above, all campers will be restricted from going outside, except in the case of our outdoor camps. These campers will participate in low-intensity activities and spend time in shaded areas.
2. If there is no air conditioning at the camp location, campers will be outdoors and participate in low-intensity activities and spend time in shaded areas.

## **PREPARING YOUR CHILD FOR CAMP**

### **What to Bring to Camp:**

To make the most of your child's time at camp, please ensure that the following items are brought with your child each day:

- Healthy Lunch & Snacks for a 6.5-9.5 hour day.

- A water bottle that can be refilled throughout day
- Comfortable running shoes
- Sun Hat & Sunscreen
- Raincoat (Just in case!)
- Bathing Suit & Towel

**REMEMBER: A little rain won't stop us from going outside so always come prepared!**

### **Money and Valuables**

Camp leaders will not be responsible for any money or valuables brought to summer camps. Access to vending machines and concession will not be permitted during program time. We ask that all participants leave any electronic devices (i.e. video games, iPods, cell phones, digital cameras, etc.) and money at home.

### **Packing Nutritious Lunches**

Please provide your child with a nutritious lunch, snacks and plenty of drinks for every day of camp. Refrigeration is not available at camp therefore we recommend insulated lunch bags or packing a frozen water bottle or two 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 water bottle that can be refilled.

Each day at camp, we make a small snack for all campers. However, we ask that you send your child to daycamp with snacks and a full lunch every day, including Thursdays (hot dog lunch day). The snacks we prepare are very small and are not a meal replacement. If your child has any dietary restrictions or allergies, please list them on his/her Medical Form, however we may not always be able to accommodate food restrictions with our snack so please ensure your child has something packed they can eat at snacktime.

The City of Langley wants to encourage healthy food choices. Nutrition is important for our children's growth and development. Proper nutrition will help them maintain consistent energy throughout the day.

### **Nut Alert NUT FREE CAMP**

Due to the number of nut related allergies of our participants and staff, peanut butter, nuts and foods that contain nut by-products WILL NOT be allowed at camp. Camp Leaders are trained in recognizing and responding to allergic reactions, including the use of Epi-pens. We ask that you and your family please join us in our commitment to providing a safer environment for all program participants by reviewing the following facts about food allergies.

Kids love peanut butter, but there are many other healthy lunch alternatives:

- Sliced meat & cheese
- Leftover dinner (pasta, salad)
- Fruit/Vegetables
- Egg salad/tuna salad

## SWIMMING

On Tuesdays and Thursdays, we will be walking to Al Anderson Memorial Pool for an afternoon of swimming. The walk takes about 20 minutes (on average). We will only cancel swimming under extreme weather conditions so please dress your child appropriately.

Safety is our first priority when it comes to swimming. If your child is aged 8 to 12 years, he/she is required to successfully complete a swimming test in order to swim without a life jacket. If your child is aged 5 to 7, he/she is required to wear a life jacket and will be paired with a Lifeguard or Day Camp Leader at all times.

Whether or not your child is allowed to swim without a life jacket is subject entirely to the discretion of the Lifeguards at Al Anderson Memorial Pool.

All camp swims are supervised by qualified lifeguards. Our leaders swim with campers to ensure their safety. If you would like your child to wear a life jacket regardless of their swim ability, please contact the Senior Leader and they can make a note on your medical form.

## SUNSCREEN POLICY

We are all concerned with the damaging effects of the UVA and UVB ultraviolet rays. For this reason, we request that all parents send sunscreen, sunglasses and hats with their children.

Camp Leader will periodically check to ensure that children are wearing sunscreen. However, due to potential allergic reactions, we will NOT provide sunscreen to children. If your child arrives at camp without the proper sun protection, we will send a reminder note home. In order to assist camp leaders, please ensure your child knows how to apply sunscreen to their bodies. We will support younger campers to ensure they have applied properly and have not missed any important spots.

## LOST AND FOUND MANAGEMENT

If your child is attending Daycamp for multiple days, we ask that you periodically check for missing items, which will be kept near the entrance of the gym. Daycamp Leaders cannot be held responsible for items lost on field trips, at the playground, or at the pool, though we will make our best effort to ensure nothing is left behind.



**Contact Us**  
**604.514.2865**



**20550 Douglas Crescent**  
**Langley, BC V3A 4B3**