

# MAPLE RIDGE PARKS, RECREATION & CULTURE SUMMER 2022 DAY CAMPS



Welcome to another exciting year of camps! Thank you for choosing our day camp for your child. To make the most of your child's camp experience, we have created this guide to help you best prepare for camp this season. Please read through this guide which will provide a brief introduction to the camps including philosophies and processes, as well as answers to some common questions.

If you have any questions or concerns, please give us a call:

- **Caroline Lee (6-12Y Children's Programmer) 604-467-7453**
- **Melissa Malo (0-5Y Children's Programmer) 604-467-7478**

Or email: [prcchildrensprogram@mapleridge.ca](mailto:prcchildrensprogram@mapleridge.ca)

For registration inquiries, please contact: [registration@mapleridge.ca](mailto:registration@mapleridge.ca)

We cannot wait for another amazing season of learning, exploring, discovery, new friends and fun!

Sincerely,  
Children's Recreation Team

## **MAPLE RIDGE PARKS, RECREATION & CULTURE CAMP LEADERS**

A caring leader is an essential component in ensuring a positive day camp experience for your child. Our leaders are fun, knowledgeable, energetic and personally invested in ensuring a successful camp experience.

All our staff have been through a thorough screening process including a criminal screening check. All staff are certified in first aid and receive specific training on running camps. Our staff are trained on topics such as program planning, understanding child behavior & development, problem solving, emergency procedures, as well as practical experience such as leading cooperative games, crafts and songs.

## **RATIOS**

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

- School aged: 1 leader for 10 participants
- Preschool: 1 leader for 7 participants

## **AGE REQUIREMENTS**

All full day camps require campers to have completed kindergarten before summer 2022 in order to register. In order to register for school age camps, pre-school camps or youth leadership programs, participants must meet the minimum age requirement at the start of the camp. Any age exception requests will be reviewed by the Children's Recreation Programmer prior to registration.

## **INCLUSION**

The City of Maple Ridge is committed to creating inclusive and accessible recreation programs. Our programs foster social connections, and promote a healthy and active lifestyle. Please contact a community recreation team member at Maple Ridge Parks, Recreation & Culture if you or someone you know requires additional assistance to participate.

## **CAMP HOURS**

The camp hours vary between 8:30am-4:00pm. Early drop off before camp start time is not permitted. Camp start times are set so that the staff are able to set-up and be well prepared to have fun with the camper(s) for the day.

## **CONTRACTORS**

The City of Maple Ridge contracts a variety of camps through outside organizations to offer patrons a wider selection of camps. The following camps are run by a contracted company and not City of Maple Ridge employed camp staff:

- Ridge Wilderness
- DANCEPL3Y
- Build-a Biz Kids
- Cycling BC HopOn

For any detailed camp inquiries, please contact the organization directly. All contracted companies have gone through contractor training, criminal record checks and have basic First Aid and CPR C.

## DROP-OFF/PICK-UP

- Parent/Guardian will drop off and pick-up at the designated drop-off/pick-up zone at each location. This will be identified with signage and/or staff direction.
- Parent/Guardians are not permitted to enter the program space unless the program requires parent participation. We ask that everyone please respect this boundary.
- Camp leaders will sign participants in and direct them to the program area.
- At pick-up staff will bring participants to the drop-off/pick-up zone.
- Only parents/guardians and designated pick-ups listed on the participant form will be permitted to pick up children. Should alternate pick-ups need to be made parents/guardians will need to send an email to <mailto:prcchildrensprogram@mapleridge.ca> outlining who has permission to pick-up your child. Upon pick-up they will be required to show photo ID.

## ABSENCES

If your child is going to be absent from camp, please email [prcchildrensprogram@mapleridge.ca](mailto:prcchildrensprogram@mapleridge.ca). Please include your child's first and last name and what camp they are registered in.

If your child is absent without it being reported prior to 7am the day of the camp, please note you will receive a call from one of the camp leaders.

## REFUND POLICY

**IF WE CANCEL A PROGRAM** - A full refund will be processed to the original method of payment.

**CUSTOMER REFUND REQUESTS** - Refunds will be issued prior to the start date of the second class and will be pro-rated. Nonattendance without notification is not accepted as a refund request. Single day programs must give 24 hours notice or no refund will be issued.

**MEDICAL REFUND REQUESTS** - Due to COVID-19, we have temporarily waived the necessity of a doctor's note. Those who must withdraw from a multi-day program for medical reasons can do so without the note and need only inform City staff prior to the end of their multi-day program. Likewise, for single day camps, we will provide refunds without a doctor's note should your child show symptoms the morning of camp. Please notify our Registration Team as soon as possible.

**CLASS TRANSFER POLICY** - A class transfer may be possible based on availability, prior to the start of the second class. If there is no space available in the requested class, a refund will be processed in accordance with the Refund Policy.

For more information on the refund policy, please email: [prcchildrensprogram@mapleridge.ca](mailto:prcchildrensprogram@mapleridge.ca)

## WALK HOME AUTHORIZATION

This is a great option for those who are comfortable with their children either walking to camp or home from camp. By signing the Walk-Home Authorization section on the waiver form your child can sign themselves out of the program at the end of the program and walk home. Once the children have signed out they will not be directly supervised by a leader. Children must be 10 years of age for this option. Parents must provide a safe walking route plan.



## PREPARING FOR CAMP

What to wear to camp:

- ✓ Clothing to recreate in & comfortable running shoes

What to bring to camp:

- ✓ Peanut/tree nut free literless lunch and snacks
- ✓ Reusable water bottle
- ✓ Hat & sunscreen
- ✓ Bug spray
- ✓ Rain jacket (weather permitting)
- ✓ Spare set of clothing; including socks and undergarments in a zip lock bag
- ✓ Swimming suit and towel

What not to bring to camp:

- Electronics
- Valuables
- Personal toys, Video games
- Peanut products

*\*The City of Maple Ridge will not be responsible for any lost, stolen or damaged items.*

## LUNCHES/SNACKS

We are a peanut/tree nut aware program. Please provide your child with a nutritious peanut/tree nut free lunch & snacks, and plenty of water to drink for every day of camp. Refrigeration is not available at camp, therefore we recommend insulated lunches bags or packing a frozen water bottle with your child's lunch. As part of our attention to camper safety, we will have regular water breaks, so please pack a water bottle that can be refilled.

We want 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. Participants will be given time each day for two snacks, and a lunch. Full day programs will have a morning snack, lunch and an afternoon snack.

## NUT AWARE CAMPS

Due to the number of nut related allergies of our participants and leaders, peanut butter, peanuts/tree nuts, and foods that contain nut by-products will not be allowed at camp. Leaders are trained in recognizing and responding to allergic reactions.

We ask that you and your family please join us in our commitment to providing a safer environment for all program participants. Leaders will do a lunch/snack check at drop-off to ensure that lunches are peanut/tree nut free.

## SUN SAFETY

Please ensure you send sunscreen, sunglasses, and a hat with your children. Leaders will periodically check to ensure everyone is wearing their hats, and sunscreen. It is a good idea to practice how to apply sunscreen with your child prior to camp. Please send your child with sunscreen already applied in the morning.

## **MEDICATION**

Participants requiring any type of medication during camp hours must have a signed Permission to Dispense Medication release form on file. (This form can be found on [www.mapleridge.ca/1468](http://www.mapleridge.ca/1468)) Medication cannot be distributed without the fully completed release form. A child can self-administer under supervision of a leader with permission from the parent/guardian. All prescription medications require written instructions from a physician. All medication must be in the original labeled container and have a valid expiration date. Prescription medication must have the pharmacy label containing the child's name, dosage, and times to be administered. All medication must be given to camp leaders at drop-off. All medication will be kept in a safe and acceptable place.

## **HEALTH & WELLNESS**

If a child shows symptoms of general illness, the following protocol will happen:

1. The parent/guardian will be contacted to come pick the child up right away.
2. The child will be brought to the designated self-isolation space to wait for their parent/guardian.
3. They will be supervised the entire time.

## **INCLEMENT WEATHER**

We will follow all Provincial/Local Air quality and Heat advisory warnings. Cancellations of camp due to weather advisories will be made the morning of by Children's Programmers.

## **PROGRAM CONDUCT & GOALS**

We aim to provide enjoyable activities in a safe and positive environment. Participants are expected to be courteous and respectful to all participants and camp leaders, use non-offensive language at all times, support and appreciate each other, solve problems in a fair and peaceful manner, include others in their activity and play without bullying and teasing others.

## **PLAY FAIR**

The goal of our camps is to ensure that all participants have a rewarding, memorable, safe, active, fun and inclusive experience. Providing a safe environment is a collaborative process. We ask that parent/guardians talk to their children about the following camp guidelines:

- Respect others and their property
- Respect the environment
- Stay with the group
- Use appropriate language
- Ask for help when needed

## **BEHAVIOUR MANAGEMENT**

The City of Maple Ridge aims to provide children with a rewarding experience by allowing them to grow and learn in a safe and fun environment. This requires cooperation and consideration for the rights and property of others.

## CAMPERS CODE OF BEHAVIOUR

The Children's Recreation Staff team strive to provide campers the opportunity to grow, develop, share and have fun in a group with their-peers. Sometimes campers can become disruptive or disengaged with the program activities which affects all camper's enjoyment of the program. Further steps will be taken in the event of the following behaviors:

- A. Physical Aggression- i.e. hitting, kicking, etc.
- B. Verbal Aggression- i.e. shouting, swearing, threats, etc.
- C. Defiant or Uncooperative Behaviour- to the extent of program disruption
- D. Unusual/Unpredictable Behaviour – i.e. running away from the group, tantrums, or constant emotional outbursts, etc.

The Children's Recreation Programmer reserves the right to cancel enrolment or send any child home after notification with a parent/guardian. Prior to cancelling a child's enrollment the Children's Recreation Programmer may take any or all of the following steps such as meeting with parent & child, creating a behavior contract, reducing the amount of times and/or days the child is allowed to attend camp. If Parks, Recreation & Culture deems it necessary to withdraw any child(ren) from the Summer Day Camp or Summer Programs NO refund will be provided.