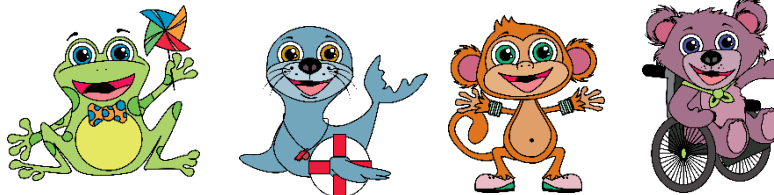


WELCOME!



Thank you for choosing PRC Children's Services day camps for your child/ren! To make the most of your experience, we have put together this guide for you and your child/ren! Please take a read through this guide which will provide an in-depth introduction to the camps including philosophies, processes and answers to frequently asked questions!



Our mission is to provide a safe and active environment where all children can have fun and build strong healthy relationships. Our vision is to strive to provide accessible programs that engage all children and help recognize their potential & our values are that we are fun, active, safe & inclusive.

CONTACT INFO

All Registration Inquires:

- ✓ Email: registration@mapleridge.ca or call: 604-467-7422

If you or someone you know requires additional assistance to participate:

- ✓ Email: recsupport@mapleridge.ca

For all other program questions, feedback and assistance, please email the Children's Team: prcchildrensprogram@mapleridge.ca or contact the Children's Programmer at: 604-467-7453.

PREPARING FOR PROGRAM

PROGRAM WAIVERS - Each participant will need to have both forms completed/sent prior to participation in the program:

- Participant Waiver: [Childrens—Participant-Waiver-2022 \(mapleridge.ca\)](#)
- Temporary COVID-19 Assumption of Risk Waiver: [2022-Childrens-COVID-19-Assumption-Of-Risk \(mapleridge.ca\)](#)

Options for Submitting your Waiver:

1. Completing the fillable PDF forms, and electronically submitting them via email to: prcchildrensprogram@mapleridge.ca. (preferred)
2. Printing out a copy, filling it out at home and bringing it to your first day of camp.
3. Fill out a paper copy on site at sign in.

If waivers are sent after the due date outlined in your program information email, our staff will ask you to fill out a paper copy at drop off or you may bring your own paper copy.

- Please do not send photos or screenshots of the forms as we will not be able to accept them.
- Please include your child's name and the program attending in the file name.

We require a waiver per participant PER PROGRAM. For those that attend our programs frequently, we advise you to save a copy of your filled PDF form on your computer and re-submit it for each program.

THINGS TO BRING

1. Water bottle
2. Wear: Comfortable weather appropriate clothing, and active close toed footwear
3. Lunch/ Snack (For programs longer than 2 hours)
4. Seasonal: Sunscreen & Bug Spray

We recommend that participants leave electronics, valuables and personal toys at home.
The City of Maple Ridge is not 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 program. Refrigeration is not available at programs, 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.

CODE OF CONDUCT

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 SUPPORT - The City of Maple Ridge aims to provide participants 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.

PARTICIPANTS CODE OF BEHAVIOUR - The Children's Recreation Staff team strive to provide all participants the opportunity to grow, develop, share and have fun in a group with their-peers. Sometimes participants can become disruptive or disengaged with the program activities which

affects all participants'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.

HEALTH + SAFETY

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. At sign in, staff will conduct a "lunch check" where all participants/parents/guardians will be asked if there is any nut products in their lunch.

SUN SAFETY – For warm weather days, please ensure you send sunscreen, bug spray, sunglasses, and a hat with your children. Camp 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) 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.

ILLNESS - 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.

OTHER PROGRAM INFO

PROGRAM HOURS - The program hours vary between 8:30am-3:30pm. Early drop off before camp start time is not permitted. Program 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.

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

OUR 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 of 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 and recreation programs. 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 etc.

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.
- Only parents/guardians and designated pick-ups listed on the participant form will be permitted to pick up children.

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

- School Aged Programs: 1 Staff for 12 participants
- Early Years Programs: 1 Staff for 8 participants

AGE REQUIREMENTS - In order to register for 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.

TOILETTING & CHANGING - Children must be fully toilet trained to attend all programs not requiring parent/guardian participation. It is also preferred that children know how to dress themselves (should they need to change) including tying shoes and putting jackets on.

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.

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.

SPECIALIZED PROGRAMMING

All specialized programming will be indicated in our recreation guide.

SWIMMING/WATER

For camps and programs that include swimming, the camp/program will follow the pool facility's safety procedures, as well as our additional Children's Recreation Department safety procedures. Our CMR Children's Recreation Department safety procedures are as follows:

- Participants aged 5-6 years will be required to wear a life jacket and will be swimming at an arm's length of a staff at all times (1 staff per 3 participants).
- Participants aged 7 years and older will undergo a quick swim test with a lifeguard in the shallow end of the pool. Upon evaluation, lifeguards may ask participants to wear a lifejacket while swimming (if child does not want to take swim test, they will be given a life jacket to swim).
- One camp staff on pool deck for parent contact, rest of staff swimming in pool to ensure participant safety.

**Please note* that additional safety procedures have been in place when in the pool, such as extra camp staff and additional lifeguards on deck.

Please ensure your child comes prepared with: swimming attire, a towel and change of clothes. We encourage that participants come with their swim suits underneath their clothes to ease the transition.

- At the Maple Ridge Leisure Centre Pool, participants will use the camp washrooms at the Greg Moore Youth Centre when changing before the pool, and will then walk to the pool for swim test and safety instructions. After their time swimming, the group will come back to the Greg Moore Youth Centre washrooms to get changed into their dry clothes.
- At other off-site pool facilities, participants will use the facility change rooms. Staff will ensure change room are safe prior to participants using the area. Staff will supervise the general area of the change rooms (outside of the stalls) at this time.

For camps/programs that are located by a river/lake, there will be no swimming. Participants will be allowed to explore the water area at knee-height, and a staff member will be in the water at knee/waist-height to supervise children at all times. Staff will assess the water areas before letting participants use it, and they will only allow participants to play in shallow, calm water. Change rooms may or may not be available, participants must be prepared to dry in the sun.

All participants should be able to change themselves in/out of a swim suit/wet clothes and into dry clothes should they need to change.

OUT TRIPS

Select camps/programs will go on out-trips on select days of the week. An out-trip will be an off-site trip via charter bus to visit a special location/facility for participants to gain a new and exciting experience while in our programs! All out trip information will be given to parents/guardians via email, including location, date, time, etc.

All busses for full-day camp out-trips will leave at **8:45am** sharp. Please ensure your participant arrives on-time for camp/program sign-in so they can join the bus. Participant who arrive after

8:45am will need to meet the camp/program on-site at the out trip location. Full-day camps will arrive back to the camp facility at 3:30pm (give or a take a few minutes per traffic times).

For Out-Trips, please ensure your participant has the following:

- 2 snacks and a packed lunch (no access to buying food, microwaves or refrigerators).
- Backpack with sunscreen, bug spray, change of clothes, hat, sunglasses.
- Comes dressed in comfortable, weather-appropriate clothing and close-toed active shoes.
- Swimming attire and water shoes if pool/water-based out-trip.

CONTRACTORS

The City of Maple Ridge contracts a variety of programs and 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 program staff:

- ✓ Ridge Wilderness
- ✓ DANCEPL3Y
- ✓ Build-a Biz Kids
- ✓ Cycling BC HopOn
- ✓ Alouette River Management Society

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

REFUND POLICY

- **IF WE CANCEL A PROGRAM** – You will receive communication to notify of the cancellation. A full refund will be processed to the original method of payment.
- **CUSTOMER WITHDRAW/REFUND REQUEST** – Withdraw requests must be provided 24-hours notice for a refund. Nonattendance is not accepted as a refund request.
- **MEDICAL/ILLNESS REFUNDS** – We have temporarily waived the necessity of a doctor's note. Please email: registration@mapleridge.ca to notify your child's absence from the program by 7:00AM to receive a refund. Emails after this time will not be eligible for a refund.

Please contact: registration@mapleridge.ca for all withdraw/refund requests.