



DAY CAMP
2023
FAMILY HANDBOOK

Director's Note

Welcome to the YMCA of Simcoe/Muskoka day camps! Summer Camp is a magical experience. We have a ton of exciting activities planned for the 2023 season and can't wait to have your camper join in the fun. YMCA day camps emphasize fun, friendship, safety, and skill development. Each program is built on the foundation of our YMCA core values of caring, honesty, inclusiveness, respect, and responsibility. Everyone should have the opportunity to make endless summer camp memories – playing games, exploring the outdoors with friends, and discovering new skills! At YMCA Summer Day Camps, children and youth have the opportunity to thrive in positive, safe environments.

Within this handbook you will find all of the information that you need to ensure your camper is ready for their first day of camp. Contact numbers, bus stop locations, packing lists, and the camper code of conduct are just a few of the many topics covered. If you still have questions after reading this document, please do not hesitate to contact the camp office by phone or by email. We look forward to seeing you this summer!

Heather Archibald
Day Camp Director
Heather.Archibald@sm.ymca.ca

Community Care Team
hello@sm.ymca.ca
705-792-7822

Table of Contents

1

- Family Communication
- Registration Deadline
- Contact Numbers

2

- Camp Locations

3

- A Typical Day at Camp
- Camp Hours, Bussing, and Extended Care
- Absent and Sick Days

4

- The YMCA Camper Code of Conduct

6

- Packing List
- Lost and Found

5

- What to Expect (in relation to Covid-19 distancing measures)

7

- Sign In and Sign Out
- Valuables at Camp
- Camp Supervision/ YMCA Camp Staff
- Healthy Child Development
- Snacks and Lunches

8

- Medications
- EpiPens
- Sun Safety and Hydration
- Swimming and Boating
- ID Bracelets

9

- Photo/Video Release
- Lice Policy
- Program Expulsions
- Refunds and Cancellations

Contact

For registration assistance or questions about your account, please contact:

Community Care
hello@sm.ymca.ca
705-792-7822

Day Camp location phone numbers will be sent in the weekly email to families.

Family Communication

Communication before, during and after your camper's experience is incredibly important to us. We have a number of different tools and strategies that we use in order to ensure optimum communication between our camp staff, campers, and parents/guardians. These tools include:

1) Pre-Camp Emails

Prior to your camper's week of camp you will receive an email with information about the upcoming week. These emails are typically sent out on the Thursday prior to the week commencing.

2) Phone, Email, and In-Person Updates

Throughout your camper's week you will receive updates on any need to know information. While most communication takes place in person at sign out, you may also receive a phone call or email if the matter is pressing (e.g. the bus is running far behind schedule). Please ensure we have your correct contact information on file so that you do not miss any updates.

3) End of Week Surveys

At the end of your camper's week of camp you will receive an email with a link to our online survey. We use the feedback received through our survey to ensure we are providing the best possible experience for all of our campers.

Registration Deadline

All camper registrations and registration changes must be made by 5:00 pm on the Wednesday prior to the week commencing.

If you need to make any changes to your camper's registration or update their medical information, please contact the camp office by phone or by email.

Week 1 July 3 - 7	Week 2 July 10 - 14	Week 3 July 17 - 21	Week 4 July 24 - 28	Week 5 July 31 - Aug 4	Week 6* Aug 8 - 11
Week 7 Aug 14 - 18	Week 8 Aug 21 - 25	Week 9 Aug 28 - Sept 1	*Short week due to Civic Holiday		



Inclusion Program

The YMCA of Simcoe/Muskoka is committed to working with families to support campers with special needs, whether developmental, physical, cognitive, emotional or behavioural. Inclusion support is facilitated by our inclusion counsellors who are youth with at least 1 year of experience working with children. They receive YMCA training and are not licensed professionals. Please note we do not offer personal care and campers should be able to use the toilet by themselves and dress and change themselves independently.

When submitting your camp registration, please register for 'Inclusion Support' for the session and location desired and a member of the YMCA staff team will connect with you this spring to discuss inclusion supports and confirm your spot.

Camp Locations

Alliston

- **Earl Rowe**

Camp Trailblazers
4998 Concession Rd 7, Alliston, ON L9R 1W1

Pick up and Drop off at Earl Rowe, will only be available by bus. Please see Bussing locations below.

Bussing and extended care available at:

- *Banting Memorial High School*
203 Victoria St E, Alliston, ON L9S 4V7
- *Innisfil YMCA*
1-7315 Young St, Innisfil, ON L9R 1G5
- *Tottenham Public School*
21 Rogers Rd, Tottenham ON L0G 1W0

Bradford

- **W.H. Day Public School**

Camp Explorers, Camp Trailblazers
410 Maplegrove Ave, Bradford, ON L3Z 2V4

Barrie

- **Oakley Park Public School**

Camp Explorers, Camp Trailblazers
22 Davidson St, Barrie, ON L4M 3R8

- **Bass Lake Provincial Park**

Camp Trailblazers
2540 Bass Lake Side Rd E, Oro-Medonte, ON L3V 2Z2

Bussing for Bass Lake:

- *Oakley Park Public School*
22 Davidson St, Barrie, ON L4M 3R8

Collingwood

- **Collingwood YMCA**

Camp Trailblazers
200 Hume St. Collingwood, ON L9Y 4E8

Gravenhurst

- **Gravenhurst YMCA**

Camp Trailblazers
101 Centennial Dr, Gravenhurst, ON P1P 1B9

Innisfil

- **Innisfil YMCA**

Camp Trailblazers
1-7315 Young St, Innisfil, ON L9S 4V7

Midland

- **Midland YMCA**

Camp Trailblazers
560 Little Lake Park Rd, Midland, ON L4R 4L3

Orillia

- **Bass Lake Provincial Park**

Camp Trailblazers
2540 Bass Lake Side Rd E, Oro-Medonte, ON L3V 2Z2

Bussing for Bass Lake:

- *Harriett Todd Public School*
11 George St, Orillia ON L3V 2V1
(not Regent Park)

Parry Sound

- **Parry Sound High School -**

Camp Explorers, Camp Trailblazers
111 Isabella St, Parry Sound, ON P2A 1N2

Wasaga Beach

- **Wasaga Beach Lion's Hall (YMCA/Rec Plex) -**

Camp Trailblazers
1724 Mosley St, Wasaga Beach, ON L9Z 1A3

Camp Hours, Bussing Hours, and Extended Care

Our Bussing times and Before Care hours are different at each location. Please contact our Customer Care Team (hello@sm.ymca.ca) or visit YMCASM.ca/ECCB for more information.

*A variety of drop in activities will be available for campers during extended care times. Campers may be dropped off and picked up at any point during before and after care.

Note: campers must be registered for extended care in order to participate. Extended care is not available at all locations.

A Typical Day at Camp

The following schedule represents a sample day at one of our centre based camps. Exact schedules and activities will vary by camp location.

- 7:30 AM** Morning Extended Care Begins
(Please check under your camp location for AM care start time)
- 9:00 AM** Camper Sign In and Small Group Games
- 9:15 AM** Opening Flagpole and Morning Announcements
- 9:30 AM** Activity Block 1
- 10:45 AM** Morning Snack
- 11:00 AM** Activity Block 2
- 12:00 PM** Lunch
- 12:30 PM** Small Group Games
- 1:00 PM** Activity Block 3
- 2:15 PM** Afternoon Snack
- 2:30 PM** Activity Block 4
- 3:45 PM** Closing Flagpole and Afternoon Announcements
- 4:00 PM** Camper Sign Out
- 6:00 PM** Afternoon Extended Care Ends

A signature is required at both sign in and sign out. Photo ID must be presented at every sign out. Only those listed under the parent/guardian and alternate pick up sections of a camper's registration will be allowed to sign the camper out.

Absent and Sick Days

If your camper will be absent for one or more camp days, please call the camp office at 705-503-4983 or contact the On Site Coordinator directly. In your message, please indicate the following:

- Camper's name
- Camp location and program they are attending
- Expected date of return

To prevent the spread of illnesses we ask that you keep your camper home if they are feeling sick. Please follow COVID-19 protocols shared in the weekly email or found on the website.



The YMCA Camper Code of Conduct

As a camper, I pledge that:

- I will care for myself, those around me and our environment
- I will make honesty the basis of all relationships and interactions
- I will accept all campers and allow everyone equal opportunity to participate
- I will respect myself, others and the camp environment
- I will be responsible for my own actions, attitudes and behaviours

Why a Code of Conduct?

A code of conduct helps to:

- Build team spirit and a sense of belonging
- Ensure everyone takes responsibility for their own behaviours, attitudes and actions
- Contribute to the safety of campers and staff

If a camper does not follow the code of conduct, we will take the following steps:

Step 1: Staff will redirect the camper to more appropriate behaviour. The camper will be reminded of the code of conduct and camp rules.

Step 2: If the inappropriate behaviour continues, staff will document the situation using a 'problem solving plan'. This document will include an overview of the inappropriate behaviour, what provoked the situation, and the corrective action taken. Staff will notify the On Site Coordinator of the situation. The On Site Coordinator or their designate will discuss the situation with parents/guardians and provide a copy of the problem solving plan.

Step 3: If the inappropriate behaviour continues, the On Site Coordinator will contact parents/guardians to discuss the situation. Depending on the behaviour, the On Site Coordinator may request that the camper take a short break from camp (e.g. be picked up early, take one day off). If the behaviour continues to interrupt the camp program, the camper may be required to take a longer break or may be removed from camp for the remainder of the summer.

The following behaviours are not acceptable and may result in the immediate removal of a participant for the remainder of the day, week, or summer:

- Endangering the health and safety of campers, staff, members, or volunteers
- Stealing or damaging YMCA or personal property
- Leaving the program without permission
- Continual disruption of camp programming
- Refusing to follow the code of conduct or camp rules
- Using profanity, vulgarity, or obscenity
- Refusing to participate in activities or cooperate with staff
- Physical violence or bullying/teasing toward another camper, staff, member, or volunteer

MISSION

What is our purpose?

A community-building charity that connects people to each other and to experiences designed to build health and strength, skills and confidence, and opportunities for exploration and growth.

VISION

What do we want to achieve?

Vibrant and connected communities where everyone belongs.

VALUES

Kindness - We are friendly, caring, and committed to cultivating relationships built on compassion.

Integrity - We are honest, trustworthy, and take responsibility for our decisions and actions.

Inclusiveness - We embrace diversity and strive to create places, programs, and experiences where everyone belongs.

Respect - We believe in each other – our strengths, perspectives, and passions.

Optimism - We approach things with an open mind, an emphasis on happiness, and are inspired by the potential of all people.

What to Expect



**2 counsellors to 15 campers
in a group**

- 1** Groups will be split up by age.
- 2** Groups will remain together each day/week.
- 3** Each group will have its own designated space and equipment.

YMCA Day Camps are a mask-friendly environment. We respect the choices of campers and staff to wear, or not wear, a mask.



Cleaning



Our staff will **clean and disinfect frequently touched surfaces** multiple times throughout the day.



Shared equipment will be **disinfected** between use by different cohorts.



Children will be encouraged to **practice proper hand washing** and will be reminded to wash their hands before and after meals and throughout the day.



Packing List

To ensure your camper is prepared for each day, please pack all of the items listed below. Most camp activities will continue rain or shine so it is very important that all campers are dressed appropriately for the weather.

All Camps

- Hat
- Sunscreen
- Bug spray
- Reusable water bottle
- Closed toe shoes
- Bathing suit and towel (if required)
- Nutritious litterless lunch and snacks
- Supportive backpack capable of holding all items
- Rain jacket and rain boots if required

Lost and Found

All lost and found items will be held at camp until the end of each month. Where possible, found items will be displayed at sign out for parents and guardians to see. If your camper is picked up at a bus stop, please provide the bus counsellor with a detailed list of any items you believe may be in the lost and found.

In order to reduce lost and found we ask that you label all of your camper's items. Custom labels can be ordered from: camps.mabelslabels.com. If you type 'YMCA Simcoe/Muskoka Day Camp' in the search bar before shopping a small portion of the cost will be donated to our campership fund.



Sign In and Sign Out

Your camper's safety is our primary concern throughout the day. All campers must be signed in and out by an approved parent or guardian. This will require a parent or guardian to meet the extended care or day camp counsellor in the designated sign in/out area and physically sign the camp roster acknowledging that the camper has been dropped off/picked up.

Only those listed under the parent/guardian and alternate pick up sections of your camper's registration will be allowed to sign your camper out. If someone else will be picking up your camper, please ensure you provide a signed written note to your camper's bus monitor, counsellor or On Site Coordinator. Photo identification will be required at every sign out. Please ensure that everyone authorized to pick up your camper is aware of the need to present photo identification.

If you are dropping your camper off late, please be sure to sign them in with their counsellor or the On Site Coordinator. For safety reasons, please do not let your camper find their counsellor on their own. In the event that you can not find any day camp staff, please go to the YMCA Service Desk.

Valuables at Camp

Please do not send your camper to camp with any valuables (iPods, MP3 players, tablets, DSIs, toys, jewelry, etc.). These items are not a part of our camp program and do not fit into our daily plans.

Please do not send money to camp. Campers will not be permitted to make purchases from vending machines or during out trips. This allows us to ensure that all campers are provided with equal opportunities during their camp experience and prevents the possibility of allergic/medical reactions.

If a camper arrives at camp with any valuables, the On Site Coordinator will take the items for the duration of the camp day and return them at departure time.

Camper Supervision and YMCA Camp Staff

All day camp staff are chosen for their commitment to safety and the well-being of

each camper. Our intensive pre-camp training program educates staff on their role in making each camper's experience a success. Part of this training includes sessions on group dynamics, YMCA Healthy Child Development and risk management. In addition, all staff hold Standard First Aid and CPR certification and are required to provide a Criminal Reference Check.

Healthy Child Development

At YMCA Day Camps we focus on strengths and personal achievements. The Search Institute has identified 40 building blocks of Healthy Development that help young people grow up healthy, caring and responsible. The YMCA of Simcoe/Muskoka helps to build these developmental assets. All of our summer camp staff have been trained to be asset builders – an asset builder is someone who makes a positive difference in the life of a young person by doing good things with them and for them, on purpose.

Snacks and Lunches

Each day campers will sit down with their group for two fifteen minute snack breaks (one in the morning and one in the afternoon) and one half hour lunch break around midday. To ensure your camper has what they need, please refer to the following list of do's and don'ts when preparing your camper's lunch and snacks:

- Do pack your camper with a nutritious, litterless lunch complete with several ready to go snacks.
- Do consider that your camper will be physically active throughout the day and may require more food than they typically eat at school.
- Do send extra snacks if your camper is participating in extended care.
- Don't pack your camper with heat sensitive food items. Campers will not be able to refrigerate or reheat their meals at camp.
- Don't include snacks or meals that contain nuts or nut products.

Medications

All medications required by your camper during the camp day should be noted on their online registration form.

All medication sent to camp must be:

- In its original packaging
- Stored in a plastic baggie
- Clearly labeled with your camper's name and dosage instructions

All medications must be turned in to the camp staff who will store them in a locked location and assist your camper with administration at the required time(s).

We ask that you communicate any specific instructions to the On Site Coordinator during sign in.

EpiPens

All allergies requiring an EpiPen should be noted on your camper's online registration form. Campers must carry their EpiPen with them at all times throughout the day.

If supplied, additional EpiPens may be carried by your camper's counsellor. These EpiPens will then be stored in the locked medication box overnight unless otherwise noted.

Sun Safety and Hydration

In order to keep your camper safe in the sun, we ask that you apply sunscreen before arriving at camp each day. Please be sure to send your camper with extra sunscreen to be reapplied as necessary.

At camp we like to follow the 4 "S's" of sun safety:

1. Slip on a sun protective shirt
2. Slap on a hat
3. Slop on some sunscreen
4. Slurp some water

Throughout the camp day all of our camp staff will role model the 4 S's listed above. Our staff will encourage campers to reapply sunscreen and refill their water bottles at every snack and lunch break. When necessary some camp activities will be moved to shaded areas.

In extremely hot and humid weather, all necessary measures will be taken to keep campers safe and hydrated.

Swimming and Boating

All swimming and boating sessions will be supervised by certified lifeguards. Prior to swimming in deep water or entering a boat, all campers will be required to complete a basic swim test. Life jackets will be available for campers that do not complete the swim test. All campers must wear a life jacket while boating.

ID Bracelets

At the beginning of each week campers may be provided with one or several ID bracelets. These bracelets help identify each camper's bus route, camp location, and swimming ability. Please do not remove your camper's ID bracelet during their time at camp. If you need to remove the ID bracelet before the end of the camp session, please inform your camper's counsellor.

Photo/Video Release

All photographs/videos taken of your child while at camp are the property of the YMCA of Simcoe/Muskoka and may be used for promotional purposes. If you wish otherwise, please inform the camp management in writing. When registering your camper, you would have agreed to the following photo/video release statement:

I understand and agree that the YMCA of Simcoe/Muskoka and its subsidiaries reserve the right and permission to publish, reproduce, distribute and/or otherwise use any still or moving photograph or video, for such purposes and with such frequency as it shall determine in its sole discretion without further compensation or consideration to me and without further authorization by me for, as yet, unnamed video or photographic projects (including promotion, marketing and social media) which shall constitute the sole property of the YMCA of Simcoe/Muskoka. The YMCA of Simcoe/Muskoka and its subsidiaries shall be released from and against any and all liability resulting from its use of the photos or related to my use of the product.

Lice Policy

In order to keep our camps lice free we ask that you check your camper's head for signs of lice prior to arrival. Campers found with lice will not be able to attend the camp program until they have completed a treatment and all lice and eggs have been removed (eggs and lice must be removed with a comb following treatment in order for the treatment to be effective). Once a camper is lice free they may return to camp.

Campers may be checked for lice on arrival at camp, before participating in an activity involving helmets or after returning to camp following a lice treatment. No refund will be given in the event that a camper is removed from camp due to lice.

Program Expulsion

Intentional participant behaviour that puts the participant or others at physical or emotional risk may result in immediate dismissal from the program. In addition, consumption or possession of alcohol, drugs, tobacco products and illegal or harmful substances will result in immediate dismissal from the program.

Any expenses incurred because of program dismissal will be the responsibility of the participant/parent/guardian. Parents/guardians or a suitable designate must be available to pick up participants should they be dismissed from their program. Refunds will not be issued for participants removed from camp for disciplinary reasons.

Refunds & Cancellations

Requests for refunds of paid camp fees must be made at least 14 days prior to the camp week commencing in order for a refund to be considered.

Cancellation requests made less than 7 days prior to the camp week must have an attached medical note in order to obtain a refund.

Refunds will not be issued in instances where the participant is removed from the camp program at the choice or request of the participant, participant's parent/guardian or for disciplinary reasons.

Camps may be cancelled due to low registration. Anyone affected by a cancellation will be notified two weeks prior to the camp week commencing.



**FOLLOW US
FOR UPDATES**



@YMCAofSimcoeMuskoka



@YMCASM



@YMCASM



Charity # 119215119RR0001

YMCAofSimcoeMuskoka.ca