

## **March Break Camp 2022**

### **Parent Handbook: Guide for Parents and Guardians**

This handbook is a guide for families and their campers. We hope that it helps everyone have a fun and safe week with us.

#### **Location**

March Break Camp, for children aged 4-10 years, will take place at and around the [Manor Park Community Centre](#), 100 Thornwood Road.

Days are filled with active games, arts & crafts, music, organized and free play activities. A focus will be placed on outdoor activities and play.

#### **Hours**

March Break Camp will take place between 8:45 AM – 4:15 PM.

Outdoor drop-off will take place anytime between 8:45 – 9:00 AM.

Outdoor pick-up will take place anytime between 4:00 – 4:15 PM.

This is to allow for a staggered outdoor drop-off and pick-up. There is no extended day program.

#### **Vaccination Requirements**

All eligible children ages 5+ will have two (2) Covid-19 vaccinations prior to their start date at camp. Children must have had their second vaccine at least 2 weeks prior to the start date of camp. Proof of vaccination will be required on the first day of camp. You will find MPCC's vaccine policy at <http://manorpark.ca/covid-19-vaccinations>.

Please bring your child's vaccine receipt on the first day of camp. An MPCC representative will note your child's vaccine status upon drop-off.

#### **Getting ready for camp**

Campers should be ready for a fun and busy day at camp! Campers will enjoy playing indoors and outdoors at the community centre. It is highly suggested to dress in warm, weather appropriate layers to ensure a comfortable and dry day.

There will be one group of approximately 26 children during the week. The group may be split from time to time into different age groups, in order to facilitate age appropriate activities.

All parents will complete an online [Daily Active Health Screening](#) for their child(ren) **PRIOR** to arrival. The Health Screening must be passed and completed. An MPCC representative will check that this step is complete before your child is dropped-off for the day.

Three (3) fully vaccinated and experienced camp counsellors will be leading the group throughout the week.

Campers should be prepared to wear their masks indoors only, unless eating or drinking during snack or lunch period. Campers will not be required to wear masks outdoors but should have a safe place to store their mask for easy access when re-entering the building. A labeled zip-loc bag or envelope work well!

Physical distancing will not be required, indoors or outdoors. Hand washing will be frequent and scheduled into the day. Hand sanitizer will also be available throughout the building. Children should practice proper hand hygiene and cough or sneeze into an elbow or tissue.

We will ask that parents drop-off and pick-up outside of the building and limit coming indoors into the main hallway as much as possible. The washrooms will not be open to parents, guardians, or visitors.

Children should be encouraged to report any feeling of illness that might occur during the day to their camp counsellors. Parents will ensure that their contact information is active and up to date during camp week and that their emergency contacts are too.

***Tips!***

Bring your mask – plus a few extra, just in case!  
Label EVERYTHING – including your backpack & indoor shoes!  
Keep personal belongings in your backpack throughout the day.  
Leave valuables and electronics at home.  
Plan for the weather - including COLD, SUN & RAIN!  
Bring a [litter-free lunch!](#)  
Do not share food or drinks.  
No lost and found.  
Take EVERYTHING home at the end of each day, unless instructed otherwise.

**What to bring?**

Backpacks will be stored indoors on the hooks in the main hallway of the Manor Park Community Centre.

- [A three layered, tightly woven, cloth mask that covers the nose and chin snugly](#)
- Snowsuits and warm layers
- Nut-free, litter-free lunch
- Two healthy, nut-free, waste-free snacks
- Full water bottle (re-useable)
- Indoor shoes or slippers

**Optional/Suggested**

- Favourite book for quiet, independent reading
- Hand sanitizer
- Extra dry socks or mittens

**Masks at Camp**

Children will be required to wear a mask while indoors at the Manor Park Community Centre. [A three layered, tightly woven, cloth mask that covers the nose and chin snugly](#), is most preferred. [A ASTM level-1 procedural mask is also acceptable.](#) Please ensure your child's mask fits them correctly, prior to arrival at camp. Please send your child with more than one mask, so they may change soiled or wet masks throughout the day.

Children will be invited to take their masks off for eating and drinking. Masks are not required to be worn while outdoors, but we welcome anyone who wishes to continue mask wearing outdoors to do so!

**Does your child have an anaphylactic allergy or carry life-saving medications?**

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Complete both the [Medical Administration Form](#) and the [Individualized Plan for a Child With Medical Needs](#) forms and [return them to the Camp Supervisor electronically](#) before your child's first day of camp.

In the event that the medication changes, a new form must be completed and submitted electronically. If an auto-injector (Epipen) is required, parents / guardians must provide 1 **current prescribed and labelled** auto-injector on the first morning of camp.

**Children requiring life-saving medication will not be permitted on the premises without their medication or completed forms.**

#### **What should parents / guardians know about Covid-19?**

Covid-19 and its variants are an illness caused by a coronavirus. It is highly contagious. The virus causes a variety of symptoms ranging from asymptomatic (no obvious symptoms) to life-threatening. Although it appears that certain individuals may carry additional risk of infection or severity of illness – no one in the community is immune from contracting the virus. Vaccines are known to be highly effective in mitigating transmission and severe illness. All eligible participants will be fully vaccinated against Covid-19 prior to participation. All MPCC staff will have received three (3) doses of a Health Canada approved vaccine before starting work.

[What are the symptoms](#)

[Isolation Requirements](#)

[How to limit the spread](#)

[Ottawa Public Health for the latest Covid-19 information](#)

[Ottawa Public Health information on vaccines](#)

[MPCC's vaccine police](#)

#### **Daily Active Screening Questionnaire**

The [Daily Active Screening Questionnaire](#) is a review of the health of your child(ren). Please ensure you fill out one form per child **each day before you leave home**.

Screening daily is a **mandatory** requirement placed on parents / guardians in order that recreational camps comply with Ministry of Health and Ottawa Public Health requirements.

Screening requires parents / guardians to take the temperature of their child(ren) and observe their physical symptoms. (Parents should screen themselves, too!) Completing the **mandatory** Daily [Active Screening Questionnaire](#) **BEFORE** arrival at camp automatically reports to the MPCC that your child is fit to attend camp.

If your child's [Daily Active Screening](#) is not received before arrival at camp, they will be prohibited from participation for the day, asked to leave, with no refund or credit offered.

**Campers and their families should stay at home if they or anyone in their household(s) or close contacts are sick or experiencing any cold or flu like symptoms.**

**If your child has a chronic health issue that could be mistaken for a COVID-19 symptom, please notify the camp supervisor and send a doctors note confirming that this symptom is not a result of COVID-19, prior to the participant's arrival at camp.**

#### **Dropping-off your Child(ren)**

Outdoor drop-off time: from 8:45 – 9:00 AM

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The drop-off location will be outside the front / West entrance (Thornwood Road) of the Manor Park Community Centre. One parent / guardian **must** bring the child(ren) to the drop-off location. Parents are encouraged to physically distance while waiting to drop-off children.

Before saying goodbye to your child for the day, you will be obligated to confirm that you have completed the mandatory [Daily Active Screening Questionnaire](#) with the designated MPCC representative at the drop-off area.

Once confirmed, the MPCC representative will notify the child's counsellor of the arrival. The child will be directed to the area where they may leave their belongings, will walk to their group and greet their counsellor. The counsellor will record the time of arrival on the attendance.

### **Picking-up your Child(ren)**

Outdoor pick-up time: from 4:00 – 4:15 PM

Only those adults listed on the registration form will be permitted to pick up your child(ren). We will ask for government issued identification before releasing your child(ren). This can be updated by the parent on the Amilia account.

Upon arrival for pick-up, visit the MPCC representative at the pick-up area. If no one is found at the pick-up area, please call 613-741-4753 and your child will be brought to you. If you are picking up your child early, please notify an MPCC representative at the beginning of the day.

### **Attendance and Absenteeism**

Attendance is taken daily as children arrive and leave. MPCC will not be providing refunds for any days a camper is absent.

### **Camp Groups**

There will be one (1) group of children attending March Break Camp. The group may be split up from time to time to facilitate smaller group activities.

All eligible children must be fully vaccinated (2 doses) with a Health Canada approved Covid-19 vaccination.

The group will be led by three (3) counsellors. All counsellors will complete a daily health screening prior to arrival and have received three (3) doses of a Health Canada approved Covid-19 vaccination.

### **Camp Fun**

Activities will be focused around outdoor play. Organized activities (active sports & games, arts & crafts, science, dance & movement, etc...) will be interwoven with opportunities for free play.

Children should arrive dressed for the weather. Warm layers are recommended to accommodate for changing March weather throughout the day. An extra pair of mittens and socks is a great idea.

Some extreme weather conditions may require the short-term closure of camp. The MPCC reserves the right to close the camp in extreme weather conditions or unforeseen, unavoidable challenges, and will not be required to provide a refund.

### **Behaviour**

Due to concerns associated with the potential transmission of Covid-19, parents are asked to remind their child(ren) of the importance of being respectful of the safety of others. If a camper purposefully puts the

health or safety of another camper and/or staff at risk, parents will be contacted to pick up their child immediately. This behaviour will result in the immediate discharge from camp without refund or credit.

### **If your child(ren) feels sick at camp**

We will take the symptoms of every camper seriously and administer appropriate measures accordingly.

In the event of a [child with Covid-19 symptoms](#) ranging from mild to severe, they will be immediately isolated, separated from others in their group and supervised until the parent arrives to pick them up. Parents / guardians will be contacted to arrange **immediate** pick-up of the sick child(ren). It is recommended that the child and their family seek guidance from Ottawa Public Health for guidance on isolating at home and returning to camp.

Ottawa Public Health (OPH) will be contacted by the MPCC and OPH protocols followed if there is a suspected case of Covid-19. Parents / guardians of others in the group will be notified that a child has developed symptoms and asked to monitor their own child's health should Ottawa Public Health advise it.

In the event that a camp participant tests positive for Covid-19 (rapid or PCR) during the week, the MPCC asks that the parents or guardians do not send the child to camp and notify the camp Supervisor (613-858-1143 / [ssears@manorpark.ca](mailto:ssears@manorpark.ca)) as soon as possible. The camp Supervisor will seek guidance from Ottawa Public Health as to how to move forward with the March Break Camp.

Child(ren) and / or staff waiting for results of Covid-19 tests must stay home and [self-isolate](#). Parents / guardians will be required to [provide information](#) back to the camp Supervisor.

### **Enhanced Safety Protocols**

Following guidelines from Ontario's [Ministry of Health](#), we are adopting these protocols:

- Daily Active Screening Questionnaire passed and completed for staff and campers
- Frequent handwashing will be scheduled into the day
  - Hand sanitizer will be available
- Sharing of food is not permitted. No cutlery or cups will be provided
- High touch surfaces will be sanitized as needed throughout the day
- [Masks](#) will be worn indoors by children and counsellors

### **What can Parents / Guardians do?**

You and your child(ren) should stay home if:

- Either you, your child(ren), your close contacts, or anyone in your household(s) is sick
- Either you, your child(ren), your close contacts, or anyone in your household(s) have a fever of 37.8 degrees C or higher
- Either you, your child(ren), your close contacts, or anyone in your household(s) has been in contact with someone who tested positive for covid
- You've received a notification from the COVID-19 app to stay home and self-isolate
- You have been directed to self-isolate by a health care professional
- You have come into contact with someone who became sick, symptomatic or tested positive in the last 5 days
- You have been outside Canada in the last 14 days

### **Communication**

If you have any questions, concerns, comments, please contact Stephanie Sears, Art Supervisor, Manor Park Community Council at [ssears@manorpark.ca](mailto:ssears@manorpark.ca) or 613-858-1143.