

## **March Break Camp 2023**

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

This parent 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. Campers will also enjoy playing outdoors, so packing some additional dry clothes is recommended.

#### **Hours**

March Break Camp will take place between 9:00 AM – 4:00 PM.

Outdoor drop-off (AM) will take place anytime between 8:55 – 9:00 AM.

Outdoor pick-up (PM) will take place anytime between 4:00 – 4:05 PM.

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

#### **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 24 children during the week. The group may be split from time to time into different age groups, in order to facilitate age appropriate activities.

Parents are no longer required to submit a Daily Active Health screening, however we do ask that if your child is sick, or displaying symptoms of Covid-19, cold, influenza or RSV, please do not send them to camp. A list of symptoms for all of the above can be found [here](#).

Masks are not required at camp, however we do encourage campers to wear them indoors.

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 main foyer is small and this will avoid congestion in a small space. The washrooms will not be open to parents, guardians, or visitors.

Children are encouraged to report any feeling of illness that might occur during the day to their camp counsellors. Parents will be asked to kindly pick up their child if they are unwell or experience symptoms of illness while at camp. Parents will ensure that their contact information is active and up to date during camp week and that their emergency contacts are too.

***Tips!***

Label EVERYTHING – including your backpack, lunch items & indoor shoes!  
Keep personal belongings in your backpack throughout the day.  
Leave valuables and electronics at home.  
Plan for the weather - including COLD, SNOW, 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.

- Snowsuits and warm layers
- Extra mittens, socks and/or boot liners
- 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
- Face masks
- Hand sanitizer

**Masks at Camp**

Children are not required to wear a mask while indoors at the Manor Park Community Centre. However, we do encourage the use of masks while indoors.

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

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 to attend camp without their medication or completed forms.**

**Covid-19 at March Break Camp**

Please remain up to date on isolation requirements for anyone (child or adult) who has Covid-19. The guidelines have changed and can be found at [Ottawa Public Health: Isolation Instructions for Covid-19](#).

For more information on limiting the spread of Covid-19, cold, influenza and RSV, please visit [Ottawa Public Health: Reducing the Risk of Respiratory Illness](#)

**Campers should stay at home  
if they are experiencing any Covid-19, cold, influenza or RSV like symptoms.**

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

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

Outdoor drop-off time: from 8:55 – 9:00 AM

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.

An MPCC representative will be on site to greet you. Please connect with them directly to sign in your child.

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

Outdoor pick-up time: from 4:00 – 4:05 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, please connect directly with a camp counsellor to let them know that your child is leaving. Do not take your child off site without first notifying a camp counsellor.

### **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. Kindly let us know in advance if your child will be absent. You can do that with a brief email to Camp Supervisor, Stephanie Sears at [ssears@manorpark.ca](mailto:ssears@manorpark.ca)

### **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 and age appropriate activities.

The group will be led by two full-time counsellors, one part-time counsellor, plus a youth volunteer.

### **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 or other transmissible illnesses, 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 that a [child is displaying symptoms of illness](#) ranging from mild to severe, they will be 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).

**If your child is sick, please do not send them to camp.**

It is recommended that the child and their family test for Covid-19, self-monitor for change in symptoms and seek guidance from Ottawa Public Health for guidance when needed.

Should your child present a positive Covid-19 test during the week of MPCC March Break Camp, parents will follow the most up to date [isolation guidelines published by Ottawa Public Health](#). The MPCC is happy to provide families with a box of 5 test kits upon request. Refunds are not provided when a camper is absent due to illness.

Campers waiting for results of Covid-19 tests must stay home.

**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.