



Summer Day Camps in Manor Park Parent Handbook: Guide for Parents and Guardians 2023

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

Location

Summer Day Camps in Manor Park, for children aged 4-10 years, take place at and around the [Manor Park Community Centre](#), on green sports fields, under the shade of trees, and in the cool waters of the on-site splash pad. Days are filled with games, active sports, arts, crafts and more!

Hours

Camps take place between 9:00 AM and 4:00 PM. Families may purchase, optional, extended hours from 8:00 – 9:00 AM and/or 4:00 – 5:00 PM.

Getting ready for camp

What you will notice at camp this summer are the creative activities planned for outdoors. Counselors will plan outdoor activities for campers in all types of weather. Campers will enjoy the greenspace, the gazebo, the swings, the trees, splash pad and play structures. They will get to know one another and their counselors through exciting icebreakers and games.

Camp groups will practice regular hand hygiene, it will be scheduled into each day. Face masks are completely optional for campers, but if campers choose to wear them, we certainly don't mind!

Parents, guardians, care-givers and visitors are asked kindly to not access the community centre or portables during camp hours. Drop-off and pick-up will happen outdoors. The washrooms will not be open to parents, guardians, or visitors.

Daily active health screenings are no longer required, but we encourage parents to screen their child for any symptoms of illness before arriving at camp. If your child is sick (cold, influenza, strep throat, RSV, Covid-19, etc...), please keep them at home

Parents and guardians are encouraged to get their campers ready by speaking with them about what to expect at camp! Children should be confident taking care of their own belongings and their backpack. How to apply sunscreen should be taught so children can do so themselves, as necessary. Counselors will not be applying sunscreen to children, but will encourage them to reapply during the day as needed. Children should be encouraged to report any feeling of illness that might occur during the day to their camp counselors. Parents will ensure that their contact information is active and up-to-date on Amilia during their camp week(s) and that their emergency contacts are accurate as well.

Fun Tips!

Label EVERYTHING – including your backpack, lunch containers & shoes!
Keep personal belongings in your backpack throughout the day.
Leave valuables and electronics at home.
Put on your sunscreen before arrival.
Plan for the weather - including RAIN & HIGH HEAT!
Keep lunches and snacks cool with an ice pack.
Be [waste-free at lunch!](#)
Don't share food or drinks.
Take EVERYTHING home at the end of each day.

What to bring to camp?

Backpacks will be stored outdoors. Do not bring any valuables or water-guns to camp.

- 1 healthy, nut-free, waste-free lunch
- 2 healthy, nut-free, waste-free snacks
- Full water bottle (re-useable)
- Hat
- Sunscreen – labeled with name
- Comfortable shoes to run and play in
- Water shoes or flip flops for splash pad
- Bathing suit worn under clothing (*PLEASE send your child with their bathing suit on under their clothing whenever possible.*)
- Towel

Lost & Found

We do not keep a lost and found at camp. Any items left at camp at the end of the day will be left outside for parents or campers to pick up. Any items left behind at the end of the week will be disposed of or donated.

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.

Campers may enjoy freezies or other cold treats on Fridays, supplied by the camp. Should there be a concern or allergy that we should be aware of, please let us know in advance in order to make the appropriate accommodation.

Daily Active Health Screening Questionnaire

The Daily Active Health Screening Questionnaire is no longer required.

Covid-19 at 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 where possible, confirming that this
symptom is not a result of illness, prior to the participant's arrival at camp.**

If your child is sick or displaying symptoms of cold, flu or covid-19 – please **do not send them to camp**. Should a child present symptoms of illness while participating in camp, an MPCC representative will telephone the child's parents, or emergency contact when necessary, to pick them up from camp.

Drop-Off at Camp

The drop-off welcome location will be outside the front/West entrance (Thornwood Road) of the Manor Park Community Centre. A parent / guardian will walk the camper(s) to the drop-off location each day. Drop-off times: from 8:00 AM for extended hours and from 9:00 AM for camp hours.

On Monday morning, a MPCC representative will be at the welcome location. You and your child will be greeted, and notified which camp colour they will be for the week (blue, green or yellow). Campers will then be directed to their group where their counsellor will welcome them and sign them in. Counsellors will be wearing t-shirts in the colour of the group. Parents are welcome to walk their child to their group's meeting area.

Picking-up your Child(ren)

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) where necessary. If someone unexpected is picking up your child, please notify the Camp Supervisor in advance (<mailto:ssears@manorpark.ca>)

Pick up times: from 4:00 PM for camp hours and extended hours. Upon arrival for pick-up, visit the MPCC representative at the pick-up area. They will notify your child's counselor that you are here and send the child over. Parents are welcome on the premises to retrieve and greet their child.

**Please always notify the camp counselor before leaving with your child, so that they can be
signed out and accounted for.**

Attendance and Absenteeism

Attendance is taken daily as children arrive and leave. MPCC does not provide refunds or credits for any days a camper is absent. If your child will be absent, we would greatly appreciate a quick email to notify the camp of your child's absence.

Camp Groups

Camp groups will have 20 - 24 campers per week and will be organized by age. Counselors are excited to be planning engaging and age appropriate activities for each group.

We will do our best, but cannot guarantee, that your child(ren) will be placed with the friend requested on registration.

Camp Fun

Activities will take place outside. Everything from active games to individual projects, to quiet times will take place outdoors – unless there is severe inclement weather. Children will enjoy the outdoors if dressed for the weather, including rain gear if in the forecast. Sunscreen (applied at home) and a hat are everyday essentials for happy days at camp.

Use of the splashpad will be incorporated into the day.

We politely request that you PLEASE send children to camp wearing their bathing suits under their clothing if they wish to participate in splash pad play.

This will allow for more time in the splash pad and less time spent changing / plus less lost clothing (...try guessing who's tiny underwear is who's!!!) We've had great success with this format in the past.

Inclement Weather

Should there be any extreme weather events, camp groups will take shelter indoors. Parents may be asked to pick up children early in some cases. In instances of extreme weather or extreme heat, the MPCC reserves the right to cancel camp should it be believed to be a health or wellness concern for MPCC staff, camp counsellors, children or families.

Behaviour

Any camper who purposefully puts the safety of another camper and/or staff at risk, parents will be contacted to pick up their child immediately. This type of 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).

Communication

If you have any questions, concerns, comments – *or compliments* – please contact Stephanie Sears, Supervisor, Summer Day Camps in Manor Park, ssears@manorpark.ca or 613-741-4776 ext 3.

We're so excited to welcome everyone back to camp for another fun and safe summer in Manor Park!