



Summer Day Camps in Manor Park Parent Handbook: Guide for Parents and Guardians 2022

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.

Proof of Vaccination

On your child's first day of camp, an MPCC representative will check their proof of vaccination, for all eligible participants, at the drop-off location. You will only need to supply this on your child's first day.

Eligible participants who do not have proof of vaccination on the first day will not be able to attend camp with no refund or credit.

Getting ready for camp

What you will notice at camp this summer are the creative activities planned for outside. 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 icebreakers and games. Counselors and campers alike are once again welcomed to play and interact in closer proximity to each other.

Camp groups will continue to practice regular hand hygiene, it will be scheduled into each day. Face masks are optional for campers, but **are very much encouraged** and welcomed while participating indoors - and out! Camp counselors will wear masks while indoors. Parents, guardians, care-givers and visitors are asked kindly to not access the community centre or portables during camp hours. Please note that masking requirements are subject to change with little notice during July and August.

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, please keep them at home and complete a covid-19 rapid antigen test (RAT) where possible. Campers in need of a RAT can get a box of five tests from the Camp Supervisor. If you are unsure about sending your child to camp, please use the Ontario School and Child Care Screening tool: <https://covid-19.ontario.ca/school-screening/>. Counselors will also do a general wellness check-in with each child upon arrival.

Parents and guardians are encouraged to get their campers ready by speaking with them about hand hygiene, face masks, and respecting other's comfort level in regards to covid-19. 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.

Tips!

Label EVERYTHING – including your backpack & 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.
No lost and found. 😞
Take EVERYTHING home at the end of each day.

What to bring to camp?

Backpacks will be stored outdoors, unless inclement weather. Do not bring any valuables to camp.

- A comfortable mask to wear indoors if desired
- 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
- Towel

Masks at Camp

Children are no longer required to wear masks while participating at camp. This is subject to change should masking once again be required during July and August. Children are encouraged to wear masks while participating in indoors activities.

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 one (1) current prescribed auto-injectors on the first morning of camp. Please label any medication with your child's name.

Children requiring life-saving medication will not be permitted on the premises 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.

We encourage parents to use the Ontario School and Child Care Screening tool if uncertain about sending your child to camp: <https://covid-19.ontario.ca/school-screening/>

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 immediately.

RAT tests are available to campers and their families should they be sent home with any symptoms of illness.

**Campers and their families should stay at home
if they are sick or experiencing
covid-19, cold or flu like symptoms.**

Dropping-off your Child(ren) & Proof of Vaccination

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

On your child's first day of camp, an MPCC representative will check their proof of vaccination, for eligible participants, at the drop-off location. You will only need to supply this on your child's first day.

All vaccine-eligible program participants, staff, Board Members, and volunteers will be required to be fully vaccinated (two shots + 14 days) against Covid-19. **Eligible children (born in 2016 or earlier), must have received 2 Covid-19 vaccine doses and be fully vaccinated by the first day of the program.** Please [click here](#) for our full vaccination policy.

Before saying goodbye to your child for the day, an MPCC representative will sign in your child, let them know what to expect, where to go and how to find their counselor. Parents are welcome to walk their child to their group's meeting area. The counsellor will greet each camper and record the time of arrival on the attendance.

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.

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.

Camp Groups

Camp groups have grown! Camp groups will have up to 20 campers per day 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 be modified for outdoor play. 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. However, there will be no changing in and out of swimwear on the premises. If your child would like to participate in the splash pad, please send them to camp wearing their swimwear with clothing over top. This will allow for more time in the splash pad and less lost clothing (...try guessing who's tiny underwear is who's!!!) We've had great success with this in the past. Many children are quick to dry in the sunshine and warm summer breeze.

If extreme conditions or emergency requires campers to move indoors, each group will use their designated indoor space.

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 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 (or emergency contact where necessary) will be contacted to arrange **immediate** pick-up of the sick child(ren). It is recommended that the child and their family members use a rapid antigen test to test for Covid-19. For any positive results, notify the [Camp Supervisor](#) who will consult with Ottawa Public Health for next steps.

In the event that a camp participant tests positive for Covid-19, they should stay at home and isolate following guidance from Ottawa Public Health. A RAT test may be require to return to camp. MPCC is able to supply RAT tests to campers who may require them.

What should parents / guardians know about Covid-19?

Covid-19 is 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.

[What are the symptoms?](#)

[Testing & Care Information](#)

[Ottawa Public Health - latest Covid-19 information & Snapshot](#)

What can Parents / Guardians do to help mitigate the spread of Covid-19 at camp?

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

- Either you, your child(ren), or anyone in your household(s) is sick
- Either you, your child(ren), or anyone in your household(s) have a fever of 37.8 degrees C or higher
- Either you, your child(ren), or anyone in your household(s) has been in contact with someone who tested positive for covid
- Either you, your child(ren), or anyone in your household(s) have received a notification from the COVID-19 app to stay home and self-isolate
- Either you, your child(ren), or anyone in your household(s) 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
- Consult with [Ottawa Public Health](#) if you are uncertain if you should stay home or not

Communication

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