

HALIFAX & REGION
MILITARY FAMILY RESOURCE CENTRE

H&R MFRC
SUMMER
CAMP
2017

PARENT HANDBOOK

TABLE OF CONTENTS

REGISTRATION POLICY	3
PHILOSOPHY	3
GOALS/OBJECTIVES	3
INCLUSION STATEMENT	3/4
GENERAL POLICIES	4
DAYS AND HOURS OF OPERATION	4
HOLIDAYS	4
WHAT YOUR CHILD NEEDS	4
DROP OFF/PICK UP	4
EMERGENCY	5
PARTICIPATION	5
PROGRAMMING	5
NUTRITION	6
NUT POLICY	6
TOYS FROM HOME	6
CUSTODY/ACCESS	6
ACCESS TO INFORMATION	6
PROGRAM POLICIES	6
BEHAVIOUR GUIDANCE	6
ILLNESS & MEDICATION	7
POWER/WATER OUTAGE POLICY	8
PARKING LOT	8
CHILD ABUSE PROTOCOL	8
CAREGIVERS UNDER THE INFLUENCE	8
HIRING STAFF FOR AFTERHOURS BABYSITTING	8
PAYMENT POLICIES	8
OUTSTANDING FEES	9
LATE FEE POLICIES	9
WITHDRAWAL	9
PARENT COMMUNICATION	9

REGISTRATION POLICY

The H&R MFRC Summer Day Camp program offers a busy and interactive program for school aged children ages 5-12 years old. Our Halifax Site can accommodate 40 campers and Shearwater Site can accommodate up to 55 campers. Provincial regulations for summer day camps permits a staff to camper ratio of 1:15, we strive for a 1:10 ratio. Ratios may change based upon circumstances as authorized by the Youth Services or Camp Coordinator.

The program is available to serving military member families. If spaces are available, civilians are welcome, at an additional charge.

To attend Summer Day Camp at both the Halifax and Shearwater sites:

- Children must be between the ages of 5 and 12 years and must have completed grade primary to qualify for the program;
- Completed registration forms, health information, and consent forms are required prior to camper(s) being placed in the program;
- Children's acceptance into the program is based on the Halifax & Region Military Family Resource Centre's ability to meet the needs of the camper(s)

PHILOSOPHY

The Halifax & Region MFRC's Summer Day Camp Program values children and is committed to making sure that the program is designed and delivered in a way that respects and nurtures each and every child. Through a variety of activities, the Summer Day Camp Program strives to create an encouraging atmosphere helping children to grow and be the best they can be.

GOALS/OBJECTIVES

The H&R MFRC Summer Day Camp will:

- Provide for the health and social well-being of children
- Provide a safe, nurturing and stimulating environment with the opportunities for learning, socialization, and fun in a consistent environment.
- Provide a unique Summer Day Camp experience where participants are able to build friendships, self-esteem and confidence through a variety of activities
- Allow participants to provide input individually and in groups during camp activities
- Provide a variety of activities in skill building, arts and crafts, and physical activity
- Respect and treat all children with dignity, respect, and integrity

INCLUSION STATEMENT

We recognize that children with disabilities comprise approximately 10% of the general population. Therefore, it is our goal to provide inclusive programming with developmentally appropriate group experiences for all children; staff will be involved and work with all children.

We recognize children have unique needs; some reflecting their family's background or culture. We will work directly with families of children with disabilities to ensure our program will best meet the developmental needs of the child; ensuring full participation in all activities.

Summer Camp will work in partnership with other professionals (early interventionists, speech therapists, etc) but we ask that professionals consult with the Youth Services Coordinator prior to setting up visits; this will ensure appointments do not disrupt the child's involvement in the regular program.

Parents are required to disclose any diagnosed disabilities before starting the program. The Youth Services Coordinator and the Camp Coordinator will meet with parents prior to starting to discuss possible program modifications and adaptations to ensure the child can actively participate in all aspects of the program. At this time, the H & R MFRC Summer Day Camp is not able to accommodate children who require the use of a wheelchair.

GENERAL POLICIES

LOCATION, DAYS AND HOURS OF OPERATION

Based on families' feedback, accessibility is a priority. To ensure all families have equal access to our summer camp program, families may register for up to 7 weeks of summer camp.

HALIFAX SITE

Windsor Park

WP38 MacDougall Street

Mon to Fri: 7:30am – 4:30pm (active programming)

Early Drop off: 6:30 – 7:30 (no programming offered)

Late Pick up: 4:30 – 5:30pm (no programming offered)

SHEARWATER SITE

Hampton Grey Memorial Centre

Bldg 14 Shearwater

Mon to Fri: 7:30am – 4:30pm (active programming)

Early Drop off: 6:30 – 7:30 (no programming offered)

Late Pick up: 4:30 – 5:30pm (no programming offered)

HOLIDAYS

Summer Camp at both the Halifax and Shearwater Sites are closed for all statutory holidays, which include; Canada Day and Natal Day (first weekend of August).

WHAT CAMPERS NEED TO BRING TO SUMMER DAY CAMP EACH DAY

Children will have a locker to store their belongings. Please send items in a backpack that your child can carry.

- Hat
- Indoor sneakers for rainy days; sandals with straps
- Change of clothes
- Rain gear (when necessary)
- Refillable Water Bottle
- Healthy lunch and snacks daily
- Non-Spray Sunscreen; Insect repellent (at parent's discretion)
- Bathing suit and towel
- Please remember to label all items with your child's name. The Halifax & Region Summer Day Camp is not responsible for lost or damaged items

DROP OFF/PICK UP

Children must be dropped off no later than 8:30am. It is very important that your child is dropped off on time as all structured programming begins at this time. If children arrive late it is a disruption to the children and staff engaged in these activities.

EMERGENCY

***In emergency situations or to notify staff that your child(ren) will be late or absent please contact the following:
YOUTH SERVICES COORDINATOR (BOTH SITES) 902-720-2168***

HALIFAX SITE

Halifax Camp Office: 902-427-7787

F.I.R.S.T (Halifax): 902-427-7788

SHEARWATER SITE

Shearwater Camp Room: 902-720-1242

Shearwater Camp Coordinator Office: 902-720-2236

Shearwater Main Office: 902-720-1885

All children must be signed in/out by a parent. Please ensure that a staff member is aware that your child has been picked up at the end of the day, so they can ensure your child has been signed out.

- Pick up must be no later than 5:30pm at either site.
- Parents are asked to notify staff in case of lateness (see payment policies for information regarding late fees).
- Children will be released to authorized persons only. Parents must provide written permission (in advance) when your child will be picked up by someone else.
- If the staff member is not familiar with the person, they will be required to show photo identification before taking the child.

PARTICIPATION

The Halifax & Region MFRC Summer Camps provide active and stimulating experiences for all children. Part of our weekly programming includes swimming, free play, gym time, outdoor activities, theme days, crafts and field trips.

It is understood that children who are attending Summer Camp will participate in all scheduled events and activities. Due to the highly active nature of the program, and the need to fulfil staff: child ratio requirements, Summer Camp is unable to provide alternate arrangements for non-participating children. Parents must be able to provide a medical reason in order for children to be excused from a scheduled activity.

PROGRAMMING

- Swimming will take place once a week at either a lifeguarded pool or beach
- Programming is varied throughout the summer, keeping in mind that we have children attending multiple weeks
- Field trips are planned once a week. Field trips are subject to change due to facility availability and weather. Field trips will be rescheduled when possible.
- Parents must sign a field trip permission form and waiver, which is included in the registration forms

Depending on registration numbers, children may be divided into the following age groups:

- Ages 5-7
- Ages 8-10
- Ages 11-12

If registration numbers for the older age group are low, there will be two age groups:

- Ages 5-8
- Ages 9-12

All age groups will be together at different times of the day.

NUTRITION

Parents are required to send a healthy lunch daily and two snacks with their child(ren).

- Allergies must be reported to the Camp Coordinator and indicated on registration forms
- Parents may bring in a healthy, peanut-free breakfast for their child(ren) any time prior to 8:00am. Food brought in after 8:00am will be stored in the child's lunch bag.
- Children are only allowed to eat what is in their lunch bag, no trading of food is permitted
- Ensure that your child(ren) has a water bottle or two as it is important to re-hydrate throughout the day

NUT POLICY

The Halifax & Region MFRC Summer Camp is "peanut reduced". Please DO NOT bring nuts or products containing nuts into camp. (We encourage parents not to feed children peanut butter at breakfast as residue can stay on hands and clothing.) We do not permit nuts or nut containing products in camp but as a public facility (MFRC) we cannot guarantee the building (i.e. hallways) is nut free.

TOYS FROM HOME

The Halifax & Region MFRC Summer Camp is well equipped with materials and toys; we request that children do not bring toys from home unless specified. Toys will be removed and returned at the end of the day.

The Halifax & Region MFRC Summer Camp is not responsible for lost or damaged toys.

CUSTODY & ACCESS

H & R MFRC Summer Day Camp requires a signed and legal Court Agreement to be submitted and kept on file that outlines specific access or restrictions to the child in order for Summer Day Camp staff to enforce or deny access to a parent. Without a signed court agreement we recognize both parents having equal access. In cases where a court agreement is on file and a parent with restricted access attempts to take the child, the Military Policy will be contacted.

ACCESS TO INFORMATION

Information provided on registration forms is the property of H & R MFRC Summer Day Camp and will be held confidential. Access to any information, including providing copies of documents, contained in child's files will not be granted.

In cases where families are separated, any additions or deletions to children's files must be approved by both parents, such as persons authorized to pick up children. In cases where families are separated, all Summer Camp information such as parent letters will be disseminated to the parent (or designate) picking the child up from the program; it is the responsibility of both parents to communicate the information to each other. Summer Camp will not provide double correspondence.

PROGRAM POLICIES

BEHAVIOUR GUIDANCE

Behaviour Guidance techniques will be implemented as a method of re-enforcing positive behaviour rather than punishing negative behaviour. Careful consideration will be given to the child's age and developmental level. Our staff will demonstrate a positive attitude and will assist children in learning appropriate behaviour by showing consistency when setting limits.

Every effort will be made to positively re-direct children when they are exhibiting inappropriate behaviour. This may include removing a child from one activity in which they are being disruptive and introducing them to a new activity.

The following forms of Behavior Guidance shall be used:

1. Limits set should be enforced consistently and fairly.
2. Under certain circumstances, staff may want to use physical contact to guide behavior, for example, gently holding a child to prevent disruptive behavior. An adult touch during a frustrating situation may have a calming effect on the child.
3. A brief period of isolation or "time out" may sometimes be required. A child shall never be placed alone in a room, but may be removed from an activity for a period of quiet time. Time Out is to be used as a "cooling off" period when a child is distraught, excited and needs a period of time to calm down.
4. Positive behavior reinforcement should be used at all times; staff should refrain from statements using "NO".
5. Staff are to assist children in resolving conflict by discussing the behavior with the child immediately following the incident.
6. Staff are to watch for potential conflicts that are arising and redirect children to another activity before problems occur.

The following forms of discipline shall not be used:

1. Corporal punishment, including but not limited to the following:
 - striking a child directly or with any physical object
 - shaking, shoving, spanking or other forms of aggressive physical contact; and requiring a child to repeat physical movements, and
2. Harsh, humiliating, belittling or degrading responses of any form, including verbal, emotional or physical.
3. Confinement of/or isolation of children
4. Deprivation of a child of basic needs including food, shelter, clothing
5. Should a child's behaviors cause continual disruption, the child may be asked to leave the program.

ILLNESS

- H&R MFRC Summer Camp will follow the Nova Scotia Health Promotion and Protection Guidelines for Communicable Disease Prevention and Control for Childcare Programs (2008).
- Sick children should not be brought to Summer Camp; this includes but is not limited to high fever (101F or 38.3C), vomiting, diarrhea, and other communicable diseases.
- Parents are required to notify Summer Camp if their child has, or has come in contact with a communicable disease.
- If a child becomes ill while at Summer Camp, including but not limited to fever (101f or 38.3C), vomiting, diarrhea and other communicable diseases, the parents will be contacted immediately for arrangements to be made for pick up.
- Children can not return to the program for 24 hours should they be sent home with these symptoms.
- Halifax & Region MFRC Summer Camp reserves the right to exclude children from the program if they are generally unwell and unable to participate in the general camp routine (i.e., field trips, outdoor activities, etc.).

MEDICATION

- Summer Camp staff are only permitted to give prescription medication if the medical release form is filled out and signed by a parent.
- All prescription medication must be labelled with the child's name and in the original container with the prescribed dosage, and doctor's name.
- All medications must be given directly to a staff member for proper storage. For risk management these cannot be stored in your child's bag or locker.
- Staff are NOT permitted to administer a non-prescription drug.
- Written instructions and explanation of symptoms from a Doctor must accompany prescription inhalers. If your child requires an inhaler please speak with the Youth Services Coordinator.
- Epi-pens must accompany children each day in order for them to attend the program and must be worn on their person. In times of swimming or water games, the epi-pen will be on the pool deck or on a staff member. Parents are responsible to check the epi-pen regularly to ensure it has not expired.

POWER/WATER OUTAGE POLICY

In the event of a power/water outage where Summer Camp cannot ensure the safety and health of campers (i.e. no heat, prolonged outage) the staff will not accept campers into the program in the morning. If campers are already present parents may be contacted in cases of prolonged outages. In the event parents can not be reached those listed as emergency contacts will be contacted.

In the event of an evacuation the campers will be taken to a secondary site:

- In Shearwater: the Shearwater Sports and Fitness Centre.
- In Halifax: Windsor Park MFRC

PARKING LOT

The H&R MFRC discourages parents from leaving children unattended in vehicles in the parking lot. The H&R MFRC cannot be held responsible/liable for accidents/incidents resulting from children being left unsupervised in vehicles.

CHILD ABUSE PROTOCOL

All persons are required to report suspected child abuse. The duty to report suspected child abuse and neglect overrides the confidentiality of all professional relationships and includes information considered to be privileged. Every person in Nova Scotia is required by law under the Children and Family Services Act to report child abuse and neglect.

Suspected cases of child abuse will be reported to the Department of Community Services. Parents will not be informed, if the Halifax & Region MFRC Summer Camp has filed a report of suspected child abuse.

CAREGIVERS UNDER THE INFLUENCE

- A parent who appears to have been drinking and intends to drive will be asked to make alternate transportation arrangements i.e. Call the other parent, call a friend, or a taxi
- If the parent rejects this request, it will be necessary for the staff to call the Military Police immediately.
- In the case where a parent is intoxicated to the point that staff may have concerns about the camper's safety regardless of the method of transportation, the above procedure will be followed.

HIRING STAFF AS AFTERHOURS BABYSITTERS

Due to conflict of interest, code of ethics, confidentiality and professional parent/staff boundaries. Parents are strongly discouraged from asking our Summer Day Camp staff to provide baby sitting services. Our staff have a professional relationship with you, please help us all respect boundaries. Should you require babysitting services after hours we have resources available within the MFRC that could assist you.

PAYMENT POLICIES

- Payment must accompany registration in order to secure a space for your child(ren)
- Registrations received without payment will lose placement priority
- Registration for camp will be processed on a first come, first served basis. Registration night in Shearwater can accept payment in the form of post-dated cheques or cash.
- Registration night in Halifax can accept payment in the form of post-dated cheques, cash, debit, or credit.
- Cheques are dated for the Monday of each week your child is attending, payable to the Halifax & Region MFRC.
- Payments must be paid to the Youth Services Coordinator or designated staff
- Non-sufficient funds' cheques will result in a NSF charge
- Two NSF cheques will result in the Summer Camp no longer accepting cheques and all future payments must be made by money order or cash
- Non-payment for services could result in immediate loss of space.

OUTSTANDING FEES

- In the case when an account is in arrears, Youth Services will give notification to either parent. In cases of family separation both parents will be given notification.
- The Executive Director will be notified of all delinquent accounts
- A final notice for payment will be issued to receive payment. If full payment is not received, it will result in dismissal from the program.
- All outstanding balances must be paid in full prior to withdrawal from Summer Camp.
- Payment arrangements for delinquent accounts are to be made with the Summer Camp Coordinator.
- If a camper is no longer attending Summer Camp and there is an outstanding balance, families will be contacted in writing to discuss payment arrangements.
- Failure to respond and in absence of payment, your account will be turned over to a Collection Agency.

LATE FEES

In the case where a parent arrives to pick up a child after the program is scheduled to close, there will be a fee charged. The late fee is \$10.00 per 15 minutes or part thereof. This is paid to staff at time of pick up. Staff will provide a receipt.

WITHDRAWAL

- Two weeks written notice is required prior to the withdrawal from Summer Camp.
- If this requirement is not met, parents will be billed for the two-week period.
- Requests for refunds due to withdrawal must be made in writing two weeks in advance and will be subject to a \$25 fee, per child, per week. This policy is in effect due to late program withdrawal and for staffing reasons. In extenuating circumstances, at the discretion of the Summer Camp Coordinator, this policy may be waived.
- Children/families can be dismissed from Summer Camp if they are disruptive to program, interfere with the staff, or do not practice the stated policies.

PARENT COMMUNICATION

Parents will receive a weekly newsletter which will outline the week's schedule and any additional reminders for the week. Parents are encouraged to bring their comments and/or concerns to the Camp Coordinator.

PRIVACY CODE

The Halifax & Region MFRC adheres to the Military Family Service Program Privacy Code. Personal information about CAF members and their families is protected and used only for the purpose for which the information is collected. For more information on the MFSP Privacy Code, visit the website www.halifax.ca