



Camp Handbook

Updated January 22, 2021



Welcome

Welcome to Recreation Oak Bay's Camps!

Recreation Oak Bay is pleased that you are joining the programs, as we have many exciting opportunities for your child(ren). This handbook offers a brief introduction to the camps as well as the philosophies they are built on.

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Philosophy:

Recreation Oak Bay strives to make Camps a place where your child(ren) feels comfortable, happy, and excited to attend. At Recreation Oak Bay, staff provide a fun and safe environment while offering stimulating activities such as swimming, out trips, arts and crafts, and active play. These camps provide children with a friendly and safe play environment, with opportunities to develop social skills and enjoy the many benefits of group interaction.

Camp Locations:

To ensure that your child's first day of camps goes smoothly please be aware of the drop-off locations prior to the start of camps.

Facilities:	Description:
Neighbourhood Learning Centre/Oak Bay High School/ Oak Bay Outdoor Turf Field 2121 Cadboro Bay Road	The Neighbourhood Learning Centre (NLC) is attached to Oak Bay High School. The entrance to the NLC is located to the right of the main entrance at the high school. This location is home to all the arts camps (Theatre, Dance, and Art) as well as some theme camps and youth courses. There are also contracted camps that are offered in the Oak Bay High School Gymnasium such as Eli Pasquale Basketball, Westcoast Dance, and Engineering for kids. Parking is available in the small lot in front of the school and the NLC, along Cadboro Bay Road, behind the school off Cranmore Road, or in the parking lot by the tennis bubble and track at the end of Goldsmith Street.
Oak Bay Recreation Centre 1975 Bee Street	This location is the main centre for Recreation Oak Bay. There is an ice rink, pool, indoor sports field, 7 tennis courts, fitness studio, meeting rooms and much more. Many camps are offered here such as Skidaddle (daily registration camp), tennis camps, and Ocean Adventures. Parking is available on Bee Street and in the parking lot at the end of Goldsmith Street.
Henderson Recreation Centre 2291 Cedar Hill X Road	This location is home to most of the sports, golf and theme camps. There are also some contracted camps such as Badminton, Seedlings Forest Program, and Eco Quest camps. This location has a 9-hole par 3 golf course, fitness studio, gymnasium, activity rooms and outdoor tennis courts. There is also Kiwanis Playground Park which is located just off Arden Rd or by walking on the chip trail from the Henderson building. Parking is available in the parking lot or on Cedar Hill X Road.
Windsor Park Pavilion and Park 2451 Windsor Road	This location is home to Summer in the Park as well as most contracted camps such as Richardson Sports, Byte Camp, Film in a Box, Crafty camp, and much more. Preschool camps are also offered here in the preschool room. Parking is available on Newport Avenue and Windsor Road.

Age Requirements

All full day camps require campers to have completed kindergarten before summer 2021 in order to register. In order to register for school age camps or youth programs, campers must meet the minimum age requirement by December 31st, 2021. Sorry, no exceptions.

In order to register for preschool aged camps, campers must meet the minimum age requirement by March 31st, 2021 for Spring Break Camps and August 31st, 2021 for Summer Camps. Campers must be toilet trained to attend. Sorry, no exceptions.

Contractors

Recreation Oak Bay contracts a variety of camps through outside organizations to offer patrons a wider selection of camps. The following camps are run by a contracted company and not Recreation Oak Bay employed camp staff:

- Byte Camp
- Crafty Camp
- Eli Pasquale Basketball
- Engineering for Kids
- Ecoquest
- Film in a Box
- Grand Slam Golf and Tennis
- Seedlings Forest Program
- Soccertron
- Richardson Sport
- Westcoast Academy of Performing Arts
- Vancouver Island Badminton Excellence

For any detailed camp inquiries, please contact the organization directly. All contracted companies have gone through contractor training, criminal record checks and have basic first aid and CPR C.

Additional Support

If your child is eligible for a support staff through funding provided by *Supported Child Development* or *Recreation Integration Victoria* please contact the Licensed Care Programmer at 250-370-7902 to arrange for a support staff PRIOR to registering for a camp.

If your child/children is/are not currently supported through *Supported Child Development*, please contact the Licensed Care Programmer at 250-370-7902 to explore options of support through Recreation Oak Bay or through other community service providers.

Camp Hours

The camp hours vary between 8:15am-5:15pm. Most camps operate from 8:30am-4:30pm. **Please note:** Camp start times are set for a reason so that the staff are well prepared to have fun with the camper(s) for the day. Doors will not open until right before the camps start. Early drop off before camp start time is not permitted unless you have completed a Permission for a child to sign themselves in/out form. Please see "Permission for child to sign themselves out" for more information about this form.

Cancellation Policy

To serve you better, Recreation Oak Bay has updated the camp cancellation policy.

All weekly camps credits/refunds/changes must be requested by 9:30am the Friday prior to the start of the camp.

All Skiddadle credits/refunds/changes must be requested at a minimum of 72 hours prior to the start of camp. For example: By Friday at 9am if daily camp is on Monday starting at 9am.

Camp Schedule & What to Expect at Camp

For most camps, you will be emailed a schedule a week before the camp starts. Please ensure your email has communication@perfectmind.com and summer_reception@oakbay.ca listed on your incoming safe list.

If you do not receive a schedule, please ask reception to send you one. There will also be copies available at the beginning of each week in the camp locations.

This emailed schedule outlines the daily activities, personal items required, camp contact information, drop-off and pick-up locations, and scheduled out trips.

Camp activities/schedules are subject to change due to weather and other factors.

What to Bring to Camp?:

For full day camps, campers will need an easy to carry bag with a lunch, two snacks, water bottle, hat, sunscreen and a change of clothes. For half day camps, campers will need to bring the same as above minus a lunch. The camp schedule will clearly note any other items that your camper should bring to camp.

Please label all your camper's belongings and refrain from sending valuables to camp including cell phones and money. Campers are not allowed to use the vending machines during camp hours.

Out Trips:

Camps participate in several walking trips. Staff will accompany children on all outings. If your child needs to be picked up before the scheduled return time on any particular day, please advise the Camp Leaders or Team Leader ahead of time and arrangements can be made for you to pick up your child from the out trip location.

Active Play Policy:

All children will engage in a minimum of **60 minutes** of daily active play broken out throughout their program routine as recommend by Canadian Physical Activity Guide. Active play will consist of un-facilitated play and facilitated games and activities both indoors and outdoors.

Staff will also incorporate Fundamental Movement Skills (run, jump, hop, skip, and throw) and injury prevention into all active play activities guided by the concepts of Physical Literacy. Physical Literacy can be defined as the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities (Whitehead, 2016). Children who are physically literate move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person (PHE Canada, 2010)

Screen Time Policy:

Children will not receive any screen time in their daily scheduled routines.

Please note: Some camps will watch a movie or clips of shows for theme purposes only. This will be clearly outlined on the weekly parent schedule that will go out to each camp.

Providing a Safe Environment

Staffing:

Recreation Oak Bay strives to uphold a 1:10 ratio for children in preschool aged programs and a 1:15 ratio for children in school aged programs. Most school aged camps are designed to have a 1:10 ratio and most preschool aged camps are designed to have a 1:8 ratio.

Camp Leaders are selected for their experience, abilities, and dedication to provide every camper with a safe and fun summer camp experience.

All Recreation Oak Bay camp staff must meet the following criteria:

- First Aid and CPR – C
- Police or RCMP Criminal Record Check including the vulnerable sector
- Must attend a minimum of 16 hours of training which covers topics such as behavior management, inclusive practices, safety and first aid procedures, and developmentally appropriate program planning.

Illness:

Recreation Oak Bay is committed to providing a safe and healthy environment for all children and staff. A child's ability to combat common illnesses can be impeded due to the immaturity of their immune systems.

If a child develops symptoms at home:

Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.

If a child develops symptoms at the centre, staff will take the following steps:

1. Identify a staff member to supervise the child.
2. Identified staff member will immediately separate the symptomatic child from others in a supervised area until they can go home.
3. Contact the child's parent/guardian to pick them up right away.
4. Where possible, maintain 3 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated or use a tissue to cover their nose and mouth.
5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene.
6. Open outside doors and windows to increase air circulation in the area.
7. Avoid touching the child's body fluids. If you do, wash your hands.
8. Once the child is picked up, wash your hands.
9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).
10. If concerned, contact 8-1-1 or the local public health unit to seek further advice.

Parents/guardians must pick up their child promptly once notified that their child is ill.

For the health and consideration of all, and to avoid the potential spread of illness, if your child displays **any** of the symptoms outlined below, we ask that you please make alternate care arrangements.

- A persistent fever (38.8C or higher), unexplainable rashes, vomiting, diarrhea, persistent cough or pink eye, or is too ill to enjoy camp activities.

Program staff reserve the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition. During the program, if your child becomes ill, the staff will follow these procedures:

- 1) Contact the parent(s) or guardian(s) listed on the registration form (information collected at the time of registration).
- 2) If the parent(s) or guardian(s) listed on the registration form cannot be located, arrangements will be made to contact the alternate person(s) listed.

Head Lice Policy:

Head lice are common in BC communities. Although they are a bother, head lice are not a health risk. As per Island Health Authority's recommendation, **if your child has a confirmed case of head lice, they are still welcome** in Recreation Oak Bay's programs. All families in the camp will be notified that there has been a case of head lice and families will be given an information sheet on how to treat head lice and preventative measures for the future. Please contact the camp supervisor if you need more information or visit the Island Health website.

Here are some suggestions for TREATMENT (if you find lice) (cited from Island Health)

1. With the conditioner still on, pull the comb through the hair in one stroke from the front to the back of the head. Keep the teeth in contact with the scalp for the entire stroke.
2. After each stroke, rinse the comb in warm water. Check the comb for lice before you pull it through the hair again to make sure you do not put lice back onto the head.
3. Keep combing over the entire head until you find no more lice.
4. Rinse the hair to remove conditioner. Leave the hair wet. Untangle the hair with a wide-tooth comb to take out the knots.
5. Comb the whole head again with a lice comb, rinsing the comb after each stroke to make sure there are no more lice.
6. Keep repeating the steps every 4 days for a full two weeks to make sure that new lice are removed as the eggs hatch. If lice are found on the fourth combing, add one more combing in 4 days.

Weather:

Camps run rain or shine unless you are notified otherwise through email or phone call.

Water Quality Policy:

Recreation Oak Bay will check the Island Health Water/Lake Advisories on the morning of the activity. In the event the lake has an advisory posted the camp will not attend and alternate swimming arrangements will be made. Parents will be notified of the change via email or in person as soon as alternate plans have been made.

Air Quality Policy:

Air quality has a direct impact on the health of humans and the environment. As per Island Health Authorities recommendation, Recreation Oak Bay programs will monitor the Province of British Columbia's current Air Quality Advisories and adjust the programming as necessary. Please see below:

Air Quality Health Index

<http://www.env.gov.bc.ca/epd/bcairquality/readings/aqhi-table.xml>

Index levels:

Air Quality Health Index Categories and Health Messages			
Health Risk	AQHI Index	Health Messages	
		At Risk Population	General Population
Low	range 1 - 3	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities.
Moderate (MOD)	range 4 - 6	Consider reducing or rescheduling strenuous activities outdoors if you are experiencing symptoms.	No need to modify your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	range 7 - 10	Reduce or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	above 10	Avoid strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	Reduce or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.
At Risk Population: People with heart or breathing problems are at greater risk. Follow your doctor's usual advice about exercising and managing your condition.			
* If the AQHI index has increased to 7 (high health risk), it is usually because of high concentrations of smoke particles (PM2.5) in this community.			
			Source: Environment Canada

Recreation Oak Bay's Response:

Low risk:	No change
Moderate Risk:	Monitor forecasts
High Risk:	Where possible limit outdoor programs activities. Long lasting high exertion activities should be limited, with regular indoor "fresh" air breaks. Participants and Staff with heart or breathing issues, should use caution.
Very High Risk:	Reroute camps indoors, where possible to utilize our facilities across the District. Any camps that remain outdoors will focus on low exertion activities.

Please note: Parents will be notified of any major changes in programming via email or in person as soon as alternate plans have been made.

Discipline Policy:

1. Discipline is based on safety rules.
 2. A child is not allowed to hurt themselves or others.
 3. Children are given clear, simple, consistent limits regarding appropriate behavior.
 4. Choices are offered whenever possible.
 5. Verbal direction and re-direction are the main means of guidance and discipline.
- At all times children will be treated with respect, their feelings will be acknowledged and accepted, and they will be encouraged to talk about their problems in a non-threatening supportive environment.

If it is necessary to use a 'time out' or break, children will not be removed to an unsupervised area. Children are always supervised.

If a child is a physical danger to themselves or others, they will be removed from the situation to protect the child until self-control is regained.

Under no circumstances is physical punishment used.

If a child is unable to co-operate in a camp, staff will meet with parents/guardians to seek a resolution to the situation. A letter may be sent to the parent/guardian to follow up after the discussion. If there is no satisfactory improvement in the child's behavior, the child may be removed from the program/camp with notification to the parents/guardians. In case of severe incidents and behavior concerns, where the safety of the other children may be at risk, parents/guardians may be contacted to remove the child from the program immediately.

Recreation Oak Bay reserves the right to refuse participation in a program where the safety of others is at risk. A pro-rated refund will be given if the child is asked to withdraw from the camp.

Accidents:

Recreation Oak Bay's priority is the safe care and treatment of the children. In the case of an emergency, accident or illness, Recreation Oak Bay will phone an ambulance, contact a parent/guardian, and a staff person will accompany the child to the hospital until a parent/guardian comes to meet the staff and child.

Emergency Situations:

Staff have been trained to follow Recreation Oak Bay Emergency Procedures during emergency situations such as a fire or earthquake. Emergency evacuation procedures are posted in each facility. Fire drills are conducted monthly at each location. Please note that programs are equipped with cellular phones and staff will attempt to contact parents/guardians during/after an emergency.

Persons Authorized to Pick Up and Emergency Contacts:

Camp staff will not release your child to anyone but the parent or guardian who was designated at registration and is clearly indicated on the registration form. The parent or guardian is required to notify staff in writing if someone other than themselves will be picking up the child. If arrangements have been made for an alternate person to pick up your child; ID must be presented upon pick up.

Emergency contacts must be kept current and should consist of family members or friends who are available to pick up your child (if you are unable to be contacted). In the event of an emergency, Recreation Oak Bay's staff must be able to contact someone to whom your child may be released. If you would like to update this information, please contact reception at Oak Bay Recreation Centre or Henderson Recreation Centre.

Sign-in and Sign-out Sheet:

Due to COVID-19, the following procedures must be followed for drop-off and pick-up:

- There will be limited access to the camp spaces by adults.
- Drop-off and pick-up will occur outside of all camp spaces.
- Sign in and sign out tables will be located outside of all program areas to minimize any additional people within the program spaces.
- Staff will sign the child in and out of the program, to avoid multiple people touching the attendance sheets and pens.
- Children will wash hands and/or use hand sanitizer upon entering or exiting the building.
- Parents and caregivers will be asked to confirm that their child does not have any symptoms related to the common cold, COVID-19, or other respiratory diseases before attending camps.

Please note: Children cannot sign or initial for a parent/guardian. Parents/guardians must be present at drop-off and pick-up times. Early Drop off before camp start time is not permitted unless you have completed Permission child to sign themselves in/out.

Custody and Court Orders:

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The legal guardian is responsible for providing accurate, up to date information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented. The legal guardian must provide all consents.

Situations Requiring Assessment:

If a person is authorized to pick up a child and is incapable of safe care the staff will:

1. Assess the situation.
2. Contact the other parent as an alternative.
3. Contact the emergency contact person as an alternative.

If a person authorized to pick up a child is incapable of safe care and insists on taking the child, the staff will:

1. Contact the Police

If no one arrives to pick up a child 15 minutes after the camp, the staff will:

1. Contact the parent or emergency contact(s).
2. If no contact can be made, and 20 minutes has passed, the staff may contact the Ministry of Children and Families.

If an unauthorized person requests the release of a child, the staff will:

1. Not release the child.

2. The child will remain under the supervision of staff and they will explain to the unauthorized individual the policy that no child will be released without written authorization by the parent or guardian.
3. Contact the parent or legal guardian for written confirmation that this person present can take the child. The parent can fax or email in a request, but the signature must be compatible with the one on file on site.
4. Make all reasonable efforts to ensure the safety of the child and other children.
5. If necessary, the police will be called for assistance.

Parental Responsibilities

Before Camp Starts:

Please make sure to fill out all the appropriate waivers, medical forms, and contact information that staff will need to make sure your child has a safe and positive experience at camp.

The First Day of Camp:

Please be prepared to stay a few minutes on the first day of camp to complete sign-in, meet your camper's leaders and complete any outstanding paperwork or forms that may need to be filled out. Parents/guardians are required to sign campers in and out of camp each day and provide current medical and emergency information for their camper. **Please see the Sign-in/Sign out section and the COVID-19 Childcare Handbook for more detailed information.**

Attendance:

If your child is unable to make it to camp please contact the leader's camp cell number on the weekly camp schedule or call reception at 250-595-7946 at Oak Bay Recreation Centre or 250-370-7200 at Henderson Recreation Centre.

Medication:

First aid treatment does not include any form of orally ingested medications. For staff to assist with medication, an *Authorization to Administer Medication form* must be on file.

EPI Pens and Severe Allergies:

The completed Epi Pen information form must be submitted prior to the child's first day attending the camp. These forms are available at reception and can be emailed to you as well. The child will always be responsible for carrying the epi-pen. Children will **not be accepted** into the program with **expired epi-pens.**

Clothing Requirements:

There will be days when outdoor play is an activity. Ensure your child is appropriately dressed or supplied with indoor and outdoor clothing on these days (outlined in weekly camp schedule).

Lost and Found:

The camp area has a lost and found box. If the items are not collected by the end of the week at camp, they will be brought to the Oak Bay Recreation Centre's main lost and found. Please note that if children are attending a camp at Henderson Recreation Centre their items will be kept on site. Recreation Oak Bay is not responsible for any lost items.

It is recommended that:

- Children's clothing and belongings are clearly labeled (name and phone number).
- Children leave precious clothing and valuable toys at home.

Food and Drink Policy:

Staff promote healthy eating and nutritional habits at all Recreation Oak Bay locations. Safe drinking water is always available for all children and staff encourage them to drink as much as they would like. Please make sure to pack a water bottle for camp. All centers are “nut aware zones” to help with any potential allergies’ children may have. Please be aware of what foods you are sending with your child. **Please refrain from sending any nut products to camp.** Campers are not allowed to use the vending machines during camp hours.

Sunscreen Guidelines:

Children must bring their own sunscreen to camps due to individual sunscreen allergies and preferences. Children must apply their own sunscreen or have a friend help them apply it. Leaders can assist with spray sunscreen but will not aid in applying it.

Permission for Child to Sign themselves Out (walk or bike home) – Form Required:

Campers 13 years of age and under must have prior permission in writing from their parents/guardians to sign themselves in and out of camp. Please fill out a Permission to Walk/Bike Home form (available from Reception) prior to the start of your child’s camp. Campers without this form on file will not be permitted to leave their camp without a parent or guardian signing them out. Camp leaders will also have forms available at the start of camp.

Late Pick Up:

Please phone the leader as soon as possible if you are going to be late to pick up your child. If a parent/guardian has not picked up a child or called by the end of camp, the staff will try to contact the family and then the alternative person(s) from the authorized pick up list. If that person is unavailable and the parent has not contacted the caregiver 20 minutes after the site closes the staff is required to notify the Ministry of Children and Families. If late pick up becomes a problem, you will receive a warning letter.

If late pick up continues to be an ongoing problem and reasonable effort has not been made to solve it a Late Pick-Up fee will be charged to your account. The late fee is \$5.00 per child, for every 5 minutes (or portion thereof) beginning 5 minutes after the program ends. For example, if a child is picked up at 5:30pm, and the program ended at 5:15pm, the charge will be \$10.00.

Please note, the program clock will be used to determine late fee charges.

Questions or Concerns

Please contact reception at the Oak Bay Recreation Centre, 250-595-7946, or at the Henderson Recreation Centre, 250-370-7200, and a receptionist will be happy to answer your question or have a camp supervisor contact you.

Your feedback is important to us☺ Surveys are emailed each week that your child/children attends camp. Feel free to fill them out weekly or if your time is restricted, just fill one out at the end of the summer.

Please note: If you have feedback or a concern that you feel needs attention, please **do not wait** to fill out a survey. Contact reception and/or the program supervisor before the camp ends and staff will be happy to help you.