



Camp Handbook

Updated March 10, 2023



Welcome

Oak Bay Parks, Recreation and Culture (OBPRC) has many exciting opportunities for your child(ren) in program and camp settings. This handbook offers a brief introduction to the camps as well as the philosophies they are built on.

Philosophy:

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

Camp Locations:

To ensure that your child(ren)'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 High Outdoor Turf Field 2121 Cadboro Bay Road	The Neighbourhood Learning Centre (NLC) is attached to the Oak Bay High School. The entrance to the NLC is located to the right of the main entrance to the high school. This location is home to all the arts camps (Theatre, Dance, and Art) as well as some theme camps and youth programs/camps. Contracted camps are also found here such as Eli Pasquale Basketball Camp in the Oak Bay High School Gym, Soccertron on the Oak Bay High Turf Field, and Engineering for Kids and West Coast Dance camp in the NLC. Parking can be found 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 Oak Bay Parks, Recreation and Culture. There is an arena, pool, indoor sports field, 7 indoor tennis courts, fitness studio, meeting rooms and much more. Many camps are offered here such as Skidaddle (daily/weekly registration camps), tennis camps, and Aquatics camps/courses. 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, half day tennis and theme camps. There are also some contracted camps such as Seedlings Forest Program, and Richardson Sport 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 accessible 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 Parks Camp as well as most contracted camps such as Soccertron, 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

To register for **all school age camps** (5 years old plus): all camps require campers to have completed kindergarten before summer 2023 and meet the minimum age requirement by December 31, 2023. Sorry, no exceptions.

To register for **preschool aged camps** (3-5 years old): All camps require campers to be able to use the toilet independently and meet the minimum age requirement by the end of the camp week. Sorry, no exceptions.

Contractors

OBPRC 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 OBPRC employed camp staff:

- Byte Camp
- Eli Pasquale Basketball
- Engineering for Kids
- LITTLEUNIVERSE
- Film in a Box
- Seedlings Forest Program
- Soccertron
- Sooke Sailing Association
- Richardson Sport
- Zen Makers Lab

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

Support and Inclusion Workers

If your child is eligible for a 1:1 support staff through funding provided by Island Health *Supported Child Development* or another community organizations, please contact the Licensed Care Programmer at 250-370-7902 to arrange for a support staff **PRIOR** to registering for any camp. Funding priority will be given to full day camps.

Camp Hours

Camp hours vary between 8:15am-5:15pm, although 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 camp's start time. Early drop off before the camp start time is not permitted unless you have completed a Permission for a child to sign themselves in/out form. This form can be found online under "Camp Forms" and is available for pick-up at reception services. Please see: Permission for Child to Sign themselves Out (walk or bike home) for more information.

Cancellation Policy

To serve you better, OBPRC 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 Daily Skidaddle (non-weekly camps) credits/refunds/changes must be requested at a minimum of 72 hours prior to the start of camp. For example: By Friday at 9:00am 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 the 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. Please be sure to send your child in comfortable walking shoes. If your child needs to be picked up before the scheduled return time on any 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. Many camps use busses regularly while other camps may use a bus in case of emergencies only. Oak Bay's camp fleet includes two 25 passenger busses and one 15 passenger van, as well as rented class 4 vehicles depending on need. Camp drivers are certified class 4 license holders and have all completed a Roadmasters Safety course prior to the start of summer. In special circumstances camps may also use public transportation. If you have questions about specific out trips or bus use, please speak with the Camp Leaders or Team Leader ahead of time.

Active Play Policy:

All children will engage in a minimum of **60 minutes** of daily active play throughout their program routine, as recommended by the 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 is 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. Some camps will watch a movie or clips of shows for theme purposes only. This will be clearly outlined on the weekly parent/guardian schedule that will go out to each camp. Please see the “Movie Policy” below for more details.

Movie Policy:

Movies are occasionally used in children’s programming as a fun addition to the planned activities. Before showing a movie in an Oak Bay Parks, Recreation, and Culture children’s program, staff will:

- Discuss movie choices with the Programmer/Coordinator.
 - o All movie choices will be age appropriate and in accordance with the Canadian Motion Picture Rating System.
- Notify all families of the movie choice ahead of viewing, to allow ample time for input and/or discussion.
 - o All movie choices will be listed on the activity schedule.

During the showing of a movie, alternative activities will always be available for any children who do not wish to view the movie, such as colouring, board games, or reading.

Personal Items:

Please keep personal toys at home. Children who bring personal toys will be asked to keep them in their backpacks and/or cubbies until the end of the day. Personal toys have proven to prompt arguments, tend to get lost and/or broken, and promote exclusive play. OBPRC Staff are not responsible for the loss or damage of personal items.

Bikes and Scooters:

Bikes and/or scooters are not allowed in the program/camp rooms. If children, choose to bring bikes and/or scooters to the program, please ensure proper locking mechanisms are sent.

Swim Days:

Most full day summer camps swim a minimum of once a week. Each camp’s swim days will be indicated on the camp schedules. Please remember to pack a swimsuit, towel, and \$0.25 cents for the locker.

Reminders for parents to know about the pool:

- All OBPRC camp leaders wear yellow pinnies in the pool so that children and lifeguards can identify them during the swims.
- Children are not allowed to go into the change rooms without leader or lifeguard supervision.
- All children wear a coloured wrist band to identify which camp group they are a part of.
- Children under 7 years old must always remain within arm’s reach of a camp leader.
- All children under 7 years old and weak/non swimmers will be identified to lifeguards by a white wrist band while in the pool.
 - Swimmers with a white wristband should remain in the small pool unless wearing a lifejacket & accompanied by a camp leader (max. 3 campers: 1 leader)
- The steam room and sauna are out of bounds to campers.
- The hot tub may be used by campers for no more than 5 minutes, and they must be accompanied by a camp leader (maximum 5 campers: 1 leader)

Swim Test (during camp week):

White wristband swimmers **7 years and older** may challenge their non-swimmer status by completing a Lifeguard supervised swim test at the beginning of a swim. Swimmers that attempt the swim test must demonstrate the ability to:

1. Swim with their face in the water and breathe effectively
2. Swim on their front from the pool stairs to red line unassisted while maintaining a horizontal body position
3. Then tread water in a vertical position for 45 seconds (ideally, with ears out of the water)
4. And return to the stairs swimming on their back unassisted while maintaining a horizontal body position

Swimmers may attempt the swim test once during a swim session and completion of the swim test is at the On-Duty Supervising Lifeguard's direction.

Providing a Safe Environment

Staffing:

OBPRC 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 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, Immunizations, and Epi-Pens

Illness:

OBPRC is committed to providing a safe and healthy environment. For the health and consideration of all, and to avoid the potential spread of all illnesses, if your child/children display **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.
- 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:

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 camps. All families in the program 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.

Epi-Pens:

A current completed epi-pen information form must be submitted prior to your child's first day attending the program. The child is responsible for always carrying their epi-pen. Children will not be accepted into the program with expired epi-pens. Please contact the program supervisor or reception if you need more information.

Medication:

Regular 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. Staff will not administer any medication that is not in the original container or that is not accompanied by a signed *Authorization to Administer Medication form*.

Weather:

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

Water Quality Policy:

OBPRC will check the Island Health Water/Lake Advisories on the morning of the activity. In the event a lake has an advisory posted, the camp will not attend, and alternate swimming arrangements will be made. Parents/guardians 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, programs will monitor the Province of British Columbia's current Air Quality Advisories and adjust the programing, as necessary. Please see below:

Air Quality Health Index

<http://www.env.gov.bc.ca/epd/bcairquality/readings/aqi-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

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 by program supervisors and reception.

Guidance and Expectations

Guidelines:

At camps there are several ways we keep each other safe. There are three basic expectations:

1. Be safe and kind to yourself,
2. Be safe and kind to others,
3. Be safe and kind to the toys, materials, and equipment.

Discipline Policy:

- Discipline is based on safety rules.
- A child is not allowed to hurt themselves or others.
- Children are given clear, simple, consistent limits regarding appropriate behavior.
- Choices are offered whenever possible.
- 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 in 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 program, supervisory staff will meet with parents/guardians to seek a resolution to the situation. At that time, a letter may be sent to the parent/guardian as follow up to the discussion. If there is no satisfactory improvement in the child's behavior, the child may be removed from the program with notification to the parents/guardians. In cases of more 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. OBPRC reserves the right to refuse participation in a program where safety of others is at risk. A pro-rated refund will be given if the child is asked to withdraw from the program.

Accidents:

OBPRC's priority is the safe care and treatment of the children. In the case of an emergency, accident or illness, staff 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 OBPRC 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 a 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, 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:

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 the "Permission to sign in/out" form.

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.

Parent/Guardian 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. These forms are available at reception or online.

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.

Attendance:

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

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. OBPRC 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 guidelines:

Staff promote healthy eating and nutritional habits at all camp 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 centres 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/guardian 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 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. If late pick up becomes a problem, you will receive a warning letter.

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 throughout the summer on the weeks that your child/children attend 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.