

Camp Handbook

Oak Bay Parks, Recreation and Culture

Updated February 2026



OAK  BAY
PARKS, RECREATION
& CULTURE

Welcome to Oak Bay Parks, Recreation, and Culture Camps!

Oak Bay Parks, Recreation and Culture (OBPRC) have many exciting opportunities for children and youth to participate in camps. This handbook offers a brief introduction to OBPRC camps as well as the camp foundations and philosophy.

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Oak Bay Parks, Recreation and Culture Camps

Camp Philosophy

Oak Bay Parks, Recreation and Culture (OBPRC) strive to create camp environments where campers feel safe, respected, engaged, and encouraged. Diversity is valued and campers with a wide range of backgrounds, identities, and abilities are welcomed.

Staff endeavor to provide exciting, fun, welcoming and inclusive environments that promote exploration, creativity, and growth. Camp activities are designed to be both stimulating and appropriately challenging, helping campers build confidence, independence, and positive self-esteem. Staff create opportunities for meaningful participation, social skill-building, and friendship development.

Camp Locations

To ensure that your campers' first day goes smoothly, please be aware of the drop-off locations prior to camp. A map has been provided in your welcome email, for your convenience.

Facility	Description
<p>Neighbourhood Learning Centre, Oak Bay High School, Oak Bay High Turf Field</p> <p>2121 Cadboro Bay Road</p>	<p>The Neighbourhood Learning Centre (NLC) is attached to Oak Bay High School, with its entrance located to the right of the school's main doors.</p> <p>Parking is available in the small lot in front of the school/NLC, along Cadboro Bay Road, behind the school off Cranmore Road, and in the lot near the Tennis Bubble and track at the end of Goldsmith Street. Parking is busy during pick-up and drop-off times, so please plan ahead.</p>
<p>Oak Bay Recreation Centre</p> <p>1975 Bee Street</p>	<p>Oak Bay Recreation Centre is the main hub for Oak Bay Parks, Recreation and Culture. The facility includes an arena, pool, indoor sports field (ISF), restaurant, seven indoor tennis courts, a fitness studio, meeting rooms, and more.</p> <p>Parking is available on Bee Street and in the parking lot at the end of Goldsmith Street. Parking can be busy during pick-up and drop-off times, so please plan accordingly.</p>
<p>Henderson Recreation Centre</p> <p>2291 Cedar Hill X Road</p>	<p>Henderson Recreation Centre features a 9-hole par-3 golf course, fitness studio, gymnasium, activity rooms, and outdoor tennis courts. Kiwanis Playground Park is nearby, accessible from Arden Road or via the chip trail from the Henderson building.</p> <p>Parking is available in the Henderson Centre lot or along Cedar Hill X Road. Parking can be busy during pick-up and drop-off times, so please plan accordingly.</p>
<p>Windsor Park & Windsor Pavilion</p> <p>2451 Windsor Road</p>	<p>Windsor Pavilion includes a purpose-built preschool room, main hall, changerooms, and bright multi-purpose rooms. It is surrounded by a vibrant multi-sport and recreation park featuring soccer and rugby fields, tennis courts, a cricket pitch, a basketball court, and a children's playground. The grounds also include a covered picnic area, a dedicated rose garden, and the Scented Garden.</p> <p>Parking is available on Newport Avenue and Windsor Road.</p>

Age Requirements

School Age Camps

To attend school aged camps, children must be 5 years old or older to attend these camps. All campers must have also completed kindergarten before Summer 2026, be currently in kindergarten for Spring Break Camps, and/or meet the minimum age requirement by December 31 of the camp year. Some camps may have additional or specific age requirements listed in their individual descriptions.

Preschool Camps

These camps are for children 3 to 5 years of age. To register, all campers are required to be able to use the toilet independently and meet the minimum age requirement by the end of the camp week. Sorry, no exceptions.

Camp Hours

Camp hours vary between 8:15am-5:15pm. Most camps operate from 8:30am-4:30pm.

Camp start times are strategically scheduled to ensure that staff are fully prepared to provide a fun, safe, and enjoyable experience for all campers throughout the day. Doors will remain closed until the designated start time of each camp session.

Early drop-off before the specified start time is not permitted unless a completed “*Permission for Child to Sign Themselves In/Out*” form has been submitted. This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the “Camp Handbooks and Permission Forms” section, or obtained in person from Reception Services. For further details, please refer to the “*Permission for Child to Sign Themselves Out (Walk or Bike Home)*” guidelines.

Contracted Camps

OBPRC works with a variety of outside organizations to offer an even wider range of specialized camps each year. The following camps are facilitated by a contracted company and not staff employed by OBPRC:

- Byte Camp
- Coastal Kids Kayak
- Eli Pasquale Basketball
- Engineering for Kids
- Film in a Box
- Helix Ultimate
- Island Rhythmic Gymnastics
- LittlUniverse
- Protégé Dance Project
- Richardson Sport
- Soccertron
- Vesta Entertainment

All contracted companies are required to complete OBPRC Contractor Training which includes child and youth welfare, provide clean Police Information Checks, and be certified in Basic First Aid and CPR-C training.

For any detailed camp inquiries, please contact the contracted organization directly.

Support and Inclusion

OBPRC's goal is to ensure campers feel welcome, safe, and supported in camps. With the right additional support, campers with development delays, disabilities, and/or behavioural challenges can build confidence, make connections, and enjoy the many benefits of summer camps.

Through the *Spring and Summer Inclusion Grant* from Island Health's [Supported Child Development Program](#), OBPRC hires Inclusion Instructors to help campers with development delays, disabilities, and/or behavioural challenges participate in summer camp. Additional support includes modifications, accommodation, and individualized or small-group assistance in camps. This may include support with self-regulation, transitions, adapted equipment, and/or other tools and strategies.

Please note: *Campers must be able to participate in the full group program. Individualized schedules, one-on-one activities, or separate programming cannot be accommodated. Funding is limited. There is no guarantee that Inclusion Instructors or funding will be available.*

For more information about the Supported Camper Application process please visit the [Access & Inclusion](#) page of the OBPRC website.

Questions? Contact the Inclusion Programmer at inclusion@oakbay.ca

Cancellation Policy

All weekly camp credits, refunds, or changes must be requested by 8:00pm Monday one week prior to the start of camp.

Please make all cancellation requests in a timely manner to allow other campers to fill the spot.

Camp Schedules and What to Expect at Camp

For most camps, caregivers will be emailed a schedule the week before the start of the camp. Please ensure that communication@xplorrecreation.com and summer_reception@oakbay.ca are listed on your "safe" email list. Extra copies of all camp schedules are available at Reception Services and will be available at the beginning of the week.

Camp schedules outline the daily activities, personal items required, camp contact information, drop-off and pick-up locations, and scheduled out trips. Camp schedules and activities are subject to change without notice.

What to Bring to Camp

Full Day Camps:	Half Day Camps:
An easy to carry backpack with: <ul style="list-style-type: none"> • Lunch • At least two snacks • Water Bottle • Hat • Sunscreen • Change of clothes • Activity appropriate shoes • Any additional items listed on the weekly camp schedule 	An easy to carry backpack with: <ul style="list-style-type: none"> • At least two snacks • Water Bottle • Hat • Sunscreen • Change of clothes • Activity appropriate shoes • Any additional items listed on the weekly camp schedule

Please label all your campers' belongings and refrain from sending any valuables to camp such as cellphones and toys. Please note that campers are not allowed to use vending machines or purchase food while attending camp.

Campers' Personal Items

Please keep all personal toys and games at home. Campers who bring personal toys will be asked to keep them in their backpacks 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 lost or damaged personal items.

Out Trips

Most camps participate in several walking and/or bus out trips. As such, please ensure your camper is wearing comfortable walking shoes each day.

If your camper needs to be picked up before the scheduled trip returns, please advise the camp leaders or camp Team Leader at drop off, so that arrangements can be made for you to pick them up from the out-trip location.

Many camps use buses regularly, while other camps only utilize the bus in case of an emergency. The OBPRC bus fleet includes two 25 passenger buses as well as multiple rented buses. All OBPRC camp drivers are certified Class 4 License holders in the Province of BC and have completed an annual Roadmasters Safety Course prior to the start of summer. Some camps also utilize public transportation.

If you have any questions about Out-Trips or busses, please speak with the camp Team Leader.

Weather

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

Food and Drink Guidelines

OBPRC Staff promote healthy eating and nutrition habits at all camp locations. Safe drinking water is always available for all children, and staff will encourage them to drink continuously throughout the day.

Please make sure to pack a full water bottle for each day of camps.

All camps are “Nut Aware Zones” to help with any potential allergies campers may have. Please be aware of what foods you are sending your children and please refrain from sending any nut products to camp.

Campers are not allowed to use vending machines or purchase food during camp hours.

Active Play Policy

All children will engage in a minimum of 60 minutes of active play throughout the program routine, as recommended by the Canadian Physical Activity Guide. Active play will consist of un-facilitated and facilitated games and activities, both indoors and outdoors.

Guided by the concepts of Physical Literacy, staff will incorporate Fundamental Movement Skills (run, jump, hop, skip, and throw) into all active play activities. “Physical Literacy is the motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engagement in physical activities for life” – The International Physical Literacy Association.

Sunscreen Guidelines

Due to individual allergies and preferences, all campers must bring their own sunscreen to camp. All campers must apply their own sunscreen and/or have a friend help them apply it. Camp leaders are available to assist with spray sunscreen but cannot assist in directly applying sunscreen.

Screen Time

Campers will not receive any screen time in their daily scheduled routines. Some camps may watch a movie or clips of shows. This will be clearly outlined in the weekly camp schedules. Please see “Movie Policy” below for more details.

Movie Policy

Movies and clips of shows are occasionally used in camps as a fun addition to the other planned activities. Before showing a movie in a camp, OBPRC staff will discuss movie choices with the Programmer/Coordinator. Staff will also notify families of the movie choices ahead of viewing, to allow ample time for input and/or discussion.

All movie choices will be age appropriate and in accordance with the Canadian Motion Picture Rating System.

During the showing of the movie and alternative activity will always be available for campers who do not wish to view the movie. Alternative activities could be colouring, board games, reading, etc.

Bikes and Scooters

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

Swimming at Camp

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 caregivers 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 changerooms without leader or lifeguard supervision.
- All children wear colored wristbands 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 white wristbands should remain in the small pool unless they wear a life jacket and are accompanied by a camp leader (max. 3 campers: 1 leader)
- The steam room and sauna are off limits for campers.
- The hot tub may be used by campers who are 7 or older for no more than 5 minutes, and they must be accompanied by a camp leader (maximum 5 campers: 1 leader)
- Children who have completed Swim Level 4 may swim independently.
- Children who are over 7 and wish to take the swim test may do so. Should a child not pass, they considered a 'non swimmer' as listed above.

OBPRC staff, campers, and patrons are welcome to use the changeroom that best aligns with their comfort and gender identity. All choices are respected. Universal washrooms and changerooms are available at most facilities and are open to anyone who prefers to use them.

Campers are supervised in the changerooms at all times. Staff are identifiable by staff shirts or pinnies and will provide assistance to campers primarily through verbal guidance and direction. If physical assistance is needed, it will occur within sight of others and only involve the necessary level of contact.

Maintaining a Safe Environment

OBPRC is committed to fostering a physically and emotionally safe environment for all children and youth in our community. Through comprehensive hiring practices, ongoing staff training, and established safety procedures, OBPRC works to minimize potential risks and ensure that every participant feels safe and supported in all camp settings.

Camp Staff

OBPRC strives to maintain a 1:10 staff-to-child ratio for preschool camps and a 1:15 ratio for school-aged camps. However, most school-aged camps are intentionally designed to operate at a 1:10 ratio, and most preschool camps are designed to operate at a 1:8 ratio to better support participant needs and program quality.

Camp leaders are selected for their experience, skills, abilities, and dedication to providing every camper with safe and enjoyable camp experience.

All OBPRC staff must meet the following criteria:

- Certified in First Aid and CPR-C
- Clear Police Information Check with a Vulnerable Sector Check
- Must complete a minimum of 16 hours of in-house training that covers topics such as behaviour management, inclusive practices, child and youth welfare, safety and first aid procedures, and developmentally appropriate program planning.

Accidents

OBPRC's priority is the safe care and treatment of all campers. In case of an emergency, accident or illness, staff will phone emergency services, contact the legal guardian, and a staff person will accompany the camper to the hospital until a legal guardian can meet the staff and camper.

Emergency Situations

Staff have been trained to follow OBPRC Emergency Procedures during emergency situations such as fire or earthquake. Emergency evacuation procedures are posted in each facility and program room. Please note that camps are equipped with cell phones and staff with attempt to contact parents/guardians during an emergency, or when it is safe to do so.

Water Quality

OBPRC staff will monitor the Island Health Authorities' Water/Lake Advisories for the morning of planned activities. 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

Air quality has a direct impact on the health of all humans and the environment. As per Island Health Authorities recommendation, camp staff will monitor the Province of British Columbia's current Air Quality Advisories and adjust the programing, as necessary. Please see below for more details.

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

Province of BC Air Quality Index Levels

Air Quality Health Index Categories and Health Messages			
Health	AQHI	Health Messages	
Risk	Index	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			

BC Air Quality Level	OBPRC Action:
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 facilities across the district. Any camps that remain outdoors will focus on low exertion activities.

Please note: Legal guardians 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.

Illness, Medications, and Epi-Pens

Illness

OBPRC is committed to providing a safe and healthy environment. For health and consideration of all, and to avoid the potential spread of 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,
- pink eye,
- 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.

If your child becomes ill during camp OBPRC staff will:

1. Contact parents/guardians listed on the registration form.
2. If the parents/guardians listed on the registration form cannot be contacted, arrangements will be made to contact the alternate person 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. Your child's privacy will be respected in correspondence with other families.

Medication

For the safety of all campers, please do not send medication to camp in children's backpacks without notifying camp staff.

For any campers that require medication during the camp day, 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". This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the "Camp Handbooks and Permission Forms" section, or obtained in person from Reception Services.

Epi-Pens

A current completed "Epi-Pen Information" form must be submitted PRIOR to your child's first day at camp. This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the "Camp Handbooks and Permission Forms" section, or obtained in person from Reception Services.

Campers are responsible for always carrying their own Epi-Pen.

Campers will not be accepted into the program with expired Epi-Pens. Please contact the camp Team Leader or Reception Services if you need more information.

Camper Behaviour Guidance and Expectations

Camper Expectations

To ensure the safety and wellbeing of all participants and staff, campers are expected to follow these principles:

1. Be Safe.
2. Be Responsible.
3. Be Respectful.

Behaviour Guidance

Children will always 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.

- Behaviour guidance is based on safety rules and developmentally appropriate expectations.
- Children are not allowed to hurt themselves or others.
- Children are given clear, simple, consistent limits regarding appropriate behavior.

To positively support children in camps, staff will:

- Focus on the behaviours exhibited, and not the child.
- Offer choices of alternative activities whenever possible.
- Provide children with clear expectations to know how to behave.
- Provide children with clear warnings to provide time to respond to expectations.
- Use positive reinforcement to encourage appropriate behaviour.
- Redirect and divert when appropriate.
- Never use physical punishment.
- Never withhold water or food from children or used as a form of reward.

Incidents Requiring Assessment

Situations may arise where a camper's behaviour poses a risk to themselves, others, or the facility. If unsafe behaviours continue after appropriate interventions, the following steps may be taken:

1. **Initial Communication:** Staff will contact caregivers to share details of the incident; strategies attempted and collaborate on additional approaches.
2. **Follow-Up Meeting:** If behaviours persist, a supervisor will arrange an in-person meeting or phone call to further discuss strategies and/or next steps.
3. **Program Withdrawal:** If agreed-upon strategies do not result in improvement and the behaviour remains unsafe, removal of the camper from the program may be necessary.

Dangerous Situations and Emergency Restraints

If a camper is in physical danger to themselves or others, they will be removed from the situation until self-control is regained. In cases where a camper has lost the ability to self-regulate and is in danger of harming themselves or others, emergency restraint may be used as a last resort.

In the event of extreme behaviours that pose a risk to the safety and wellbeing of the camper, participants, public, or property, immediate removal from the program may be required by the caregiver. For more information, please see the "*OBPRC Behaviour Incident Response Procedures*".

Sign in and Sign out Procedures

Sign in and Sign Out Sheet

Campers cannot sign or initial the sign in/sign out sheet for the parent or guardian. Please do not allow children to draw on the sign or sign out sheet.

Parents/guardians must be present at sign in and sign out unless a “*Permission for Child to Sign Themselves In/Out*” form has been submitted. This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the “Camp Handbooks and Permission Forms” section, or obtained in person from Reception Services.

For further details, please refer to the "Permission for Child to Sign Themselves Out (Walk or Bike Home)" guidelines.

Permission for Child to Sign Themselves Out (Walk or Bike Home) Guidelines

Campers who are 13 years of age and under are required to obtain written permission from their legal guardians to independently sign in and out of camp.

Prior to the start of the camp session, please complete a “*Permission to Walk/Bike Home*” form. This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the “Camp Handbooks and Permission Forms” section, or obtained in person from Reception Services. Camp leaders will also have this form available on the first day of camp.

Campers must have this form on file, those without it will not be allowed to leave camp unless accompanied by a legal guardian.

Authorized Pick-Up Person

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

If you have any questions, please ask the program Team Leader at the start of camp.

Emergency Contacts

Emergency contact information must be kept current and should consist of friends or family members who are readily available to pick up children, if the legal guardian is unable to be contacted. In the event of an emergency, staff must be able to contact someone to come and collect your camper.

If you would like to update your emergency contact information, please contact Reception Services at Oak Bay Recreation or Henderson Recreation Centre.

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.

Late Pick Up

If you are going to be late picking up your camper, please call the camp staff as soon as possible. Contact information can be found on the weekly camp schedule, or you can call Reception Services.

If a legal guardian has not picked up their camper and the staff have not heard from them, camp staff will attempt to contact the family and those authorized to pick up. If camp staff are unable to contact anyone and no one has arrived to pick up the camper within 20 minutes of the end of the camp, staff are required to notify the Ministry of Children and Families.

Late Pick Up Fee

If late pick up is an ongoing problem 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 ends 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.

Incidents at Pick-Up

- If a person is authorized to pick up a child but is incapable of providing safe care, staff will:
 - Assess the situation.
 - Contact the other legal guardian, if possible.
 - Contact the emergency contact person as an alternative.
 - Contact the police if the person insists on taking the child.

- If no one arrives to pick up a camper 15 minutes after the camp has ended, staff will:
 - Contact the parents/guardians.
 - Contact all emergency contacts.
 - If no contact can be made, and 20 minutes have passed, the staff may contact the Ministry of Children and Families.

- If an unauthorized person requests the release of a child, staff will:
 - Not releasing the child
 - Keep the child under staff supervision.
 - Explain to the unauthorized individual the OBPRC policy that no child will be released without written authorization by the parent or guardian.
 - Contact the parents/guardians for written confirmation that this person present can take the child.
 - The legal guardian can text or email in the change or request. However, the phone number or email must match what is on the campers file.
 - Call the police for assistance, if necessary.

Caregiver Responsibilities

Caregiver Conduct

OBPRC presents a safe, welcoming, positive and inclusive environment where everyone is valued and respected. Staff will do their utmost to provide you with courteous, timely, and professional service and appreciate the similar conduct in which we serve you.

Before Camp Starts

Please make sure to fill out all appropriate waivers, medical forms, and ensure all contact information is up to date, to ensure your camper has a positive and safe experience at camp.

All forms are available online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> or can be found at Oak Bay and Henderson Reception Services.

First Day of Camp

Please be prepared to stay a few extra minutes on the first day of camp to complete the sign-in process, meet the camp leaders, complete any outstanding paperwork, and ask any questions you may have. Parents/guardians or adults authorized to pick up are required to sign campers in and out of camp each day.

Camp Attendance

If your camper is unable to attend camp, for whatever reason, please contact the leaders on the camp cell phone. At the camp contact information can be found on the weekly camp schedule or call Reception Services.

Medication Reminder

For the safety of all campers, please do not send medication to camp in children's backpacks without notifying camp staff.

Please see the "*Illness, Medications, and Epi-Pen*" section of the Camp Handbook, above, for more information.

Epi-Pens and Severe Allergies

A current completed "*Epi-Pen Information*" form must be submitted PRIOR to your child's first day at camp. Children will not be allowed to attend camp with expired Epi-Pens.

Please see the "*Illness, Medications, and Epi-Pen*" section of the Camp Handbook, above, for more information.

What to Bring and Clothing Requirements

Please label all your campers' belongings and refrain from sending any valuables to camp such as cellphones and toys. Ensure your camper is dressed for the daily activities.

Lost and Found

Each camp program has a lost and found for the week. If items are not collected by the end of the camp week, they will be brought to Oak Bay Recreation Centre's main lost and found. However, if the camp is located at Henderson Centre their items will be kept at Henderson's main lost and found.

OBPRC staff are not responsible for any lost or damaged items. Please label your campers belongings and refrain from sending valuable items to camp.

Food and Drink Reminders

Please make sure to pack a full water bottle for each day of camps.

Please refrain from sending any nut products to camp.

Please see the "*Camp Schedules and What to Expect at Camp*" section of the Camp Handbook, above, for more information.

Sunscreen Guidelines

All campers must apply their own sunscreen and/or have a friend help them apply it. Camp leaders are available to assist with spray sunscreen but cannot assist in directly applying sunscreen.

Please see the "*Camp Schedules and What to Expect at Camp*" section of the Camp Handbook, above, for more information.

Late Pick Up

If you are going to be late picking up your camper, please call the camp staff as soon as possible. Contact information can be found on the weekly camp schedule, or you can call Reception Services.

Please see the "*Sign in and Sign out Procedures*" section of the Camp Handbook, above, for more information.

Late Pick Up Fee

If late pick up is an ongoing problem reasonable effort has not been made to solve it, a "Late Pick Up Fee" will be charged to your account.

Please see the "*Sign in and Sign out Procedures*" section of the Camp Handbook, above, for more information.

Questions, Concerns, and Feedback

OBPRC staff appreciate your cooperation in adhering to the policies and procedures outlined above to ensure a smooth and organized camp experience for all participants.

Questions

Please contact Oak Bay Recreation Centre Reception at 250-595-7946 or Henderson Recreation Centre Reception at 250-370-7200, and a receptionist will be happy to assist you.

Feedback or Concerns

If you have any feedback or concerns, please contact reception at Oak Bay Recreation Centre (250-595-7946) or Henderson Recreation Centre (250-370-7200), or speak with the program supervisor before the end of camp. Staff are more than happy to assist you.

Thank you and welcome to Oak Bay Parks, Recreation and Culture Camps!