

# Dollard-Des-Ormeaux Day Camp



## Parent's Handbook

## 1. ADDRESS AND LOCATIONS OF CHALETS

### Office

Civic Center: 12001 Boul de Salaberry H9B 2A7, Room H-191

### Kidz Camp

Sunnybrooke Park: 100 Cadman Street, DDO

Pool: Glenmore

Westminster Park: 541 Westminster Street, DDO

Pool: Westminster Pool

### Adventure camp

Westwood Park: 45 Thornton Street

Pool: A.A.D.D.O (Centre Civic 12001 boul de salaberry)

## 2. HOURS OF ANIMATION AND EXTENDED HOURS

- Animation hours: 8:30 a.m. to 4:30 p.m.
- Extended hours: 7 a.m. to 8:30 a.m. and 4:30 p.m. to 6 p.m.
- Babysitting fees are included in the registration fees.
- ★ **An additional charge of \$1.00 per child per minute late (after 6:00 p.m.) will be imposed.**

## 3. ARRIVAL/DEPARTURE TIMES, ABSENCES

### ABSENCES

- In case of absence or late, please send us an email at [info@campdejourddo.com](mailto:info@campdejourddo.com). Please leave your name, the name of the child, the park and the day of absence.
- When we are not notified, we send an email home after our attendance is concluded to confirm your child's absence.

### ARRIVAL AT THE PARK

- At drop off, parents must sign their name and indicate the time of arrival on the **sign in sheet**.
- Parents must ensure that they are dropping their child off to the animator.
- A hard copy of the weekly schedule will be made available to reference (weekly schedules will be made available the week prior and accessible via our website).

- Information regarding our field trip will be on a bristol board posted on the entrance door.

## **PICK UP**

- For the safety of your children, the day camp reserves the right to ask for identification from the person picking up the child.
  - Only those authorized (indicated in the child's file) will be able to pick up.
  - Written authorization from a parent or guardian is required in the event that someone who is not listed in the child's file should be picking them up.
  - This authorization must be given to the office and to the camp manager by the parent or guardian. However, if it is an emergency, a telephone authorization will be accepted after verification.
- ★ **Should you need to pick your child up early, please notify the camp manager as well as the office in advance.**

## **4. DINNERS AND SNACKS**

- The child must bring their lunch each day. If your child forgets their lunch, we will contact you so that you can bring one.
  - We do not have a refrigerator or microwave available for our campers. We suggest your child use an ice pack or an insulated lunch bag.
  - Each day, please provide your child with snacks, bottled water, and a lunch.
- ★ ***Products containing peanuts are prohibited.***

## **5. HEALTH/ILLNESS/MEDICATION PROBLEMS**

- If your child has a health problem (food allergies, asthma, etc.), please notify the office.
- If your child has allergies and needs an EpiPen, make sure it is easily accessible to the camp staff.
- A child who has a fever or a contagious illness must stay at home. Please inform the day camp at [info@campdejourdo.com](mailto:info@campdejourdo.com)

## **6. ACCIDENTS**

- Each location has a walkie-talkie to communicate with the office, and has a complete first aid kit.
- For each incident, a report is completed.

- Regardless of the severity of the accident, DDO day camp will contact the child's parents to notify them.
- In the case of a serious injury, DDO day camp reserves the right to contact 911 and agree to have the child transported by ambulance. The transport costs will be invoiced to the child's parents.

## 7. TRANSPORTATION

School buses transport children on outing days.

## 8. OUTINGS

- The departure time of the outing will be indicated on the weekly schedule. It is important to note that the camp will leave at **the indicated time** and unfortunately can not wait for latecomers.
- No service is offered at the parks during outings when the camps are gone.
- In case of rain, the outing can be postponed to the following day or canceled.

## 9. ACTIVITIES

Activities are organized by the staff. Here are some examples of activities :

- Theme activities (treasure hunts, obstacle courses);
- Arts and crafts;
- Sports;
- Water games;
- Theater games;

## 10. SWIMMING

- The day camp visits the pool during the week. In addition to the animators, the pool's lifeguards are on site to ensure the safety of campers.
- In the event of rain, swimming periods are canceled.
- If your child has difficulty swimming and needs a life jacket, **parents are encouraged to provide one.**
- If your child needs special attention while swimming, please notify the office and camp manager.

\*Adventure Camp goes to the DDO Aquatic Center for swimming, it is strongly recommended for campers to bring a lock for their lockers.

## 11. WEEKLY NEWSLETTER

Weekly schedules will be posted online at [www.campdejourddo.com](http://www.campdejourddo.com).

Information on the weekly schedule includes:

- Schedule of activities;
- Pool schedule;
- Departure and arrival times for outings;
- Important Messages;
- Special items that need to be brought to camp;

## 12. DRESS CODE

- *On site:* We recommend shorts, a t-shirt, running shoes and a hat.
- *Outings:* Please make sure that your child comes to camp wearing their DDO day camp shirt;
- *Swimming pools:* Each day our campers are encouraged to bring their bathing suits and towels. It is suggested to bring these items every day as some activities may require it.

**\*It is important to properly identify all clothing items and belongings with the child's name.**

## 13. DAY CAMP T-SHIRT

- Campers should bring their camp T-shirt on outing days.
- The price of the t-shirt is included in the camp fees.
- The t-shirt is given to the child on their first day at camp.

## 14. SUNSCREEN

- We ask that you apply sunscreen before arriving at the park.
- Your child should also bring a bottle of sunscreen in their backpack every day.
- The day camp does not provide these products.

## 15. LOST ITEMS

- The day camp is not responsible for lost items.
- Campers should not bring any electronic device, cell phones and video games to the day camp.
- It is strongly advised to leave all valuables and toys at home.

## 16. CODE OF CONDUCT

- Campers can receive up to 3 warnings prior to having their registration canceled.
- Warnings can be issued for any breaking of camp rules.
- Any misbehavior will be noted and discussed with parents. If the problems continue to persist, as a result, the camper may miss the outing, and then camp days- (both of which will not be *refundable*).
- If the camper is unable to demonstrate appropriate behavior at camp, DDO day camp reserves the right to terminate the camper's registration.
- There is a **zero tolerance** of any kind of abuse towards staff.
- ★ **Please note that DDO Day Camp reserves the right to terminate the camper's registration immediately and without warning. Reimbursement will be issued for remaining days.**

***Some examples of misconduct that would merit missing the field trip, camp days or cancellation of registration:***

- Refusing to listen;
- Disrespecting the camp rules and others;
- Damage the premises (and break the materials) of the camp, buses, swimming pool facilities;
- Hit/bite others;
- Running away;
- Vandalism;
- Bullying;
- Any form of abuse towards staff (from parent or camper)

***Any act of vandalism requiring compensation will be charged to the parent or guardian of the child who caused the damage. The camp therefore disclaims all liability with regard to acts of vandalism by children.***

## 17. RL-24

- ★ Your RL-24 slip will be available in your file in February. You are responsible for uploading it from your folder.

## 18. CANCELLATIONS AND CHANGES TO REGISTRATION

- Cancellations must be made 2 weeks in advance.
- If a cancellation must be made within 2 weeks, refunds will only be provided with a medical note stating that the camper is unable to attend.
- There is no reimbursement for the days your child is absent.

## 19. INTEGRATION AND SUPPORT

- The camp welcomes children who need additional support. Our camp provides an inclusive and fun environment for all children.
- If your child has a disability and requires support at camp, you must contact the director and request for an accompagnateur.
- Please note that the application must be made before **March 1st** as we have a deadline to apply for grants.
- Please note that our ability to provide support is **dependent on the availability of staff**.

## 20. STAFF

**Camp manager:** The camp manager oversees all activities. They are the person you should contact if you have questions about the day-to-day program.

**Animator:** Our ratios are 1 animator to 10 campers. We follow the rules outlined by ACQ (Association Camp de Quebec).

**Assistant Animator:** These young volunteers in training help the animators throughout the day. The ratio for our Assistant Animators to campers is 1:1

**Animator in training (A.E.F.):** Animators in training are there to gain experience working with campers. They do not count in our ratio.

**Director, Assistant Director, Office Administrator:** The administrative team oversees and coordinates all camp activities.

## 21. BOARD OF DIRECTORS

Our Board of Directors is made up of volunteer parents who contribute to the success of the day camp. The council meets several times throughout the year.

President: Mark Levine

Vice President: Sam Mariani

Secretary: Erin Schwartz

## **22. REGISTRATION**

Registration for summer camp 2023 begins April 3rd, exclusively online at [www.campdejourddo.com](http://www.campdejourddo.com).

It is recommended that you create a file prior to registering. Please ensure that the file is completely filled out.

It is recommended that parents read the parent manual prior to registering.

Registration is only confirmed once the payment is completed.

Please note that the calendar age for registration is the minimum age before **September 30th of the current school year 2022-2023.**

## **23. QUESTIONS, COMMENTS, AND SUGGESTION**

Send us an email at [info@campdejourddo.com](mailto:info@campdejourddo.com) for any questions, comments and/or suggestions regarding the Day Camp D.D.O.

**THANK YOU FOR YOUR COLLABORATION AND HAPPY SUMMER!**