



Grass Creek Camp Information Letter

Welcome to our **2019** Grass Creek Camp. We are looking forward to spending quality time with your child and doing our utmost to ensure your child's experience at our Camp will be one of the highlights of his/her summer. We have provided information that will give you some insight into the makeup of our program and answer some of the questions you may have.

Program Outline

We provide children with an opportunity to be creative, use their imagination, explore, and develop new interests and skills in a recreational camp setting. Emphasis is on a non-competitive format that encourages cooperation, respect, caring and personal development among the children. Through exposure to a wide variety of physical activities, sports and games, our program aims to help campers develop a foundation of physical literacy needed to be active and healthy for life.

Camp begins at 9 a.m. and ends at 4 p.m. Staff will send home a detailed activity outline on the first day of camp. The camp schedule will vary slightly from week to week based on the activities planned.

Children not riding on the bus are to be dropped-off and picked-up at Grass Creek Camp.

Parents must sign children in and out daily with one of our camp staff. If more than one parent/guardian will be picking up or dropping off your child please provide the name(s) to the camp staff. Unless we are notified in advance we are unable to release children to any individuals other than the person who signed them in or the individual who registered the child without obtaining written permission from parent/guardian.

Children who are not riding the bus may be dropped-off at the campsite no earlier than 5 minutes prior to camp starting (8:55 a.m.) and picked up no later than 5 minutes after the camp ends (4:05 p.m.). A \$5 late fee will be charged to parents who are late picking up their child and an additional \$5 will be charged for every 15 minutes thereafter. Campers who take the bus must be picked up immediately upon the bus arriving at the stop (see below for busing details).

Special arrangements must be made in advance for any parent wishing to have their child walk home from camp unescorted. Please speak to a camp staff person if you wish your child to be able to leave camp without a parent present to sign him or her out. Parents wishing to allow their children to sign themselves into or out of camp must provide permission in writing to the camp staff.

Medical Conditions / Allergies / Medication

In order to ensure the health and safety of all campers, medical conditions, life-threatening allergies and medications your child is required to carry with them must be disclosed at time of registration.

If your child is required to carry medication with them, parent/guardian must complete a **Medication Administration Request Form**, confirming parental direction with regard to medication administration while at the program. If you child has life-threatening allergies parent/guardian must complete an **Anaphylaxis Emergency Plan** detailing emergency response in the case of an allergic reaction. Both documents should be completed at the time of registration or a minimum of one week prior to the first day of the program to ensure all required accommodations are in place. Forms are available on-line, at recreation registration sites (INVISTA Centre and Artillery Park Aquatic Centre) or by contacting the Program Coordinator, Chris Paterson (contact information below).

Note: Only **prescription medication** can be administered at camp. The Medication Administration Request Form must be submitted, medication must be signed in to staff each day in the original prescription container, with a single (1) day supply. Medication will be stored securely by the camp supervisor and provided to your child as per instructions on the Medication Administration Request Form. Refrigeration of medication is not available at our programs. We are unable to administer or permit any non-prescription medications at our programs.

Bus Transportation

A camp bus service is available to Grass Creek Camp participants for **an additional fee of \$16 per session**. Please identify the pick-up location you will be using at time of registration. Ensure your child is at the stop at least 5 minutes prior to the scheduled bus stop time. A camp leader will travel on the bus with your children. If you wish your child to end the day at a different bus stop then they used in the morning, please provide a request in writing to a camp leader.

During drop-off times, no child will be permitted to exit the bus if their parent/guardian is not at the stop. The child will remain on the bus while the camp leaders attempt to contact the parent/guardian. If the parent/guardian does not catch the bus on route, camp leaders will remain at the final stop (Kingston Memorial Centre) with the child until the parent/guardian arrives.

A \$5 late fee will be charged to parents who are late arriving at the final stop and an additional \$5 will be charged for every 15 minutes thereafter.

No child will be permitted to exit the bus at an alternate stop or be picked up by someone other than the parent/guardian who dropped the child off without written permission from the guardian on the specified day.

The bus may be delayed due to unforeseen circumstances or traffic congestion but every attempt will be made to keep to the schedule as closely as possible. Information regarding any delays in the bus can be obtained by calling our reception line at 613-546-4291 extension 1700.

A Traditional Camp Experience

Grass Creek offers a traditional camp experience consisting of such favourites as canoeing, archery, arts and crafts, games, sports and theme days. Each day from approximately 9 a.m. to 1 p.m. campers will rotate through a variety of activities in small groups. Each afternoon (weather permitting) campers will swim at the Grass Creek beach under supervision of our qualified lifeguards.

Physical Literacy

The City of Kingston's camp programs integrate physical literacy into the program curriculums. Camp leaders are trained to foster the development of physical literacy through programming, teaching children basic fundamental movement skills and promoting physical confidence. Physical literacy gives children the tools necessary to take part in physical activity and sport, leading to a healthy active life.

Lunch / Snacks / Drinks

This is a Nut Free program! For the safety of all of our campers and staff, no nut products can be brought to camp in lunches or snacks – please check labels. Parents, please ensure all life-threatening allergies are identified at time of registration. Parents may be asked to omit other products in lunches if other camper food allergies are brought to our attention.

Please send a lunch, snacks and drinks with your child each day and help us reduce camp waste by packing a litterless lunch. Campers will have a snack break mid-morning, lunch at noon, and a snack during mid-afternoon. We recommend each camper **brings plenty of drinking water each day in refillable bottles!** A water cooler is available in our camp hut for campers to refill their water bottles as required.

Tuck Shop / Pizza Days

Campers will have the opportunity to purchase snack items from our Camp Tuck Shop. Items such as juice, granola bars, fruit cups and freezies are available. Prices range from \$0.25 to \$2 for most items. Only products that are explicitly labelled nut free are available in our tuck shop. Each session we have a pizza day on Friday. Information and order forms will be sent home on the first day and campers may order pizza slices each and juice drinks.

What to Bring to Camp

Include a backpack, bathing suit, towel, hat, aqua socks, and sunscreen daily. A sweatshirt or jacket should be sent on cool days. Please label all clothing and footwear.

Personal Belongings / Sunscreen

Please label all belongings with your child's name. We have a tremendous amount of unidentified camp clothing left behind every year. All unclaimed camp clothing will be donated to a non-profit organization at the end of the summer.

Personal belonging not listed above and particularly valuable items such as toys/trading cards/electronics should be left at home.

We strongly suggest all campers wear hats whenever outdoors. To reduce sun exposure all campers are required to wear shirts while at camp, with the exception of swim time. When outdoors, supervised sunscreen application and water breaks will occur regularly (every 2-3 hours), and staff will monitor campers for ill effects of heat and sun. Unless requested during registration or in writing by a parent/guardian, **camp staff will not directly apply sunscreen to campers.** If you would like program staff to apply sunscreen to your child, you must provide a note requesting sunscreen application.

Shelter from Sun & Rain

Our camp hut provides shelter from the rain and a safe location to store lunches and belongings.

Head Lice Procedure

To limit the occurrence of head lice at camp we encourage all parents to check their children for head lice prior to sending them to camp. We ask that any campers identified as having head lice be treated and lice free before returning to the program.

Special Events

Special Events are planned each session. Staff may send notes home asking parents to send specific items related to special events or activities i.e. white shirt or other clothing item for tie dye days.

Staff

Camp leaders have demonstrated leadership skills, experience working with children and leading crafts, games and activities. All camp leaders are certified in First Aid and C.P.R. and High Five Principles of Healthy Childhood Development. Our camp leaders attend a pre-camp training program organized by the Recreation and Leisure Services Department. Your on-site leadership consists of 1 Supervisor and 5 counsellors. *Grass Creek* Camp provides 6 staff for 40 children in the camp (1/7 ratio). Our maximum ratio of staff to children is 1/10. Lifeguards are on duty for all swims and accompany all canoeing activities.

Questions? Talk to our camp staff.

Please do not hesitate to approach our camp staff should you have any questions regarding the program. They will be more than happy to answer any of your questions and provide details about your child's day.

We are in the business of making **GREAT** memories! We look forward to meeting your children and thank-you for supporting our program.

Chris Paterson
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