Parent Camp Information

Camp Locations
The daily meeting place for your child's camp will be printed on your receipt. Staff will be at these locations wearing their staff shirts.

Sign In/Sign Out Procedures
Parents/Guardians will be required to:
• verbally sign their child into camp with camp staff
• inform staff who will be picking them up at the end of the day.
Camp Leaders will be available to help direct parents and campers and answer questions each day. We ask that parents do not enter camp program areas. If your child is over the age of 10 and has permission to sign themselves in and out of camp please complete an independent sign-out form, available at the front desk and our website.

Hours of Operations
Most of our camps run Monday to Friday 9am-4pm, unless otherwise noted on your receipt.

KidsPlay (Before & After Camp Care)
Safe, unstructured, but supervised playtime is available before camp from 8am to 9am and after camp from 4pm to 5pm. Pre-registration is required to attend. Drop-off and pick-up from KidsPlay is at the Lewis Park totem poles.

Late Pick-up's/Absences
If for any reason you are unable to pick you child up on time, please call and notify the Lewis Centre as soon as possible. When possible your child will join the KidsPlay program and you will be billed for the cost. Late pick-ups from the KidsPlay program will be billed an additional fee. If your child will be absent from camp, please notify the Lewis Centre as soon as possible.

Field Trips
Leaders may take participants on field trips to locations around the Comox Valley. An itinerary will be available on our website Friday prior to the start of your registered camp. Activities run rain or shine, so please make sure your child is prepared for all weather conditions.

Lost & Found
Items will be kept at the Lewis Centre until September 1st. After September 1st, they will be donated to an organization in need. Please make sure to label everything your child brings to camp so we can ensure it is safely returned to them.

Swimming
All camp swims are supervised by qualified lifeguards. All campers will participate in a swim test. They will be assigned a bracelet which indicates if they are allowed to swim in the deep end, the shallow end or are required to wear a life jacket. Youth in life jackets and participants ages 6 & under will be within arms-reach of a counsellor at all time. If you would like your child to wear a life jacket regardless of their swim ability, please contact the Lewis Centre prior to the camp start date and a note will be made on your child's account. Please ensure your child packs a swimsuit and towel every day of camp.

Administration of Medications
If your child requires medication during camp hours (including Tylenol or Ibuprofen) please contact the Adaptive & Inclusive Program Supervisor to make arrangements at 250-338-5371.

Allergies
Please treat day camp like a school environment. We do have campers with severe peanut and other nut allergies. Please do not send your child with nut products. If your child has food allergies or dietary restrictions please ensure these are clearly stated on the camper registration form. Please do not hesitate to discuss your child's allergies or dietary restrictions with their program staff.
If you child requires an epi-pen for their allergies, please contact our Adaptive & Inclusive Program Supervisor at 250-338-5371 to discuss arrangements.

Adapted & Inclusive Program
We make it fun and easy for children with special needs and diverse abilities to attend our camps. Contact the Summer Inclusion Coordinator at 250-338-5371 for more information on the support available.

Parent Communication
Program staff will keep parents/guardians informed of daily events, via an online schedule. It will be edited in advance of any changes to the schedule. If your child will not be attending for any reason please notify the office. Any concerns should be brought to an Assistant Managers attention immediately.

Change in Family Status
If your child is experiencing any stress or trauma outside of camp, please inform one of the camp contacts (see next column). This will allow our staff to better understand your child and communicate more effectively should any behaviour changes occur. It is the responsibility of the parent to notify the front desk or Assistant Manager of any changes to custody orders, spousal restrictions, or living arrangements. If there is ever a concern about your child's wellbeing please call to discuss.

Removal of Participants from the Program
If your child comes to the program with an infectious disease (ex. Pink Eye) or condition (ex. Head Lice), the parents will be notified and the child will be sent home immediately. The child may only return to the program when they are no longer infectious. If a child's behaviour is disruptive to the program, the safety or enjoyment of other participants and all efforts have been made to support him/her to participate successfully, the child's parents will be notified. If the behaviour continues, the parents will be notified again and the child will be sent home from the program for the day. The child will only be allowed to return to the program when his/her behaviour is appropriate. A child may be refused the opportunity to participate or be removed from the program by the program staff after consultation with an Assistant Manager.

Program Tips for Parents/Guardians in Preparation for Camp:
Please explain to your child how important it is to work with and listen to their camp leaders to help ensure a fun and safe camp experience for all. Some of the things to review are:
• Practice good hand hygiene: wash hands frequently for at least 20 seconds and avoid touching your face.
• Cough and sneeze into your elbow, not your hands
• Don't be in other participants and staff personal bubble
• Stay home if they are unwell
• Use a refillable water bottle to stay hydrated
• Get plenty of sleep before attending camp
• Apply sunscreen before attending a program and teach your child to be able to apply their own effectively.

Sun Protection
We require all participants to be protected with sunscreen, and a hat each day. Use of UV protected sunglasses is encouraged but not required. Children should come to camp with sunscreen already applied and be able to re-apply independently upon reminders from Camp Leaders.

What to Bring
• Weather appropriate clothing
• Comfortable, closed toe shoes
• Bathing Suit & Towel (everyday)
• Water Bottle
• Waterproof Sunscreen & Hat
• Water Shoes or Sandals (for beach days)
• Rain Jacket & Boots (for rainy days)
• Bag lunch & snacks (peanut free)
Please label all your child's belongings

Please leave at home: electronics, food with peanuts, flip flops, toy weapons, money, or anything else of value or sentiment they would be upset if lost or stolen.

Important Links:
Summer camp forms:
courtenay.ca/recforms
Safety plans & guidelines:
courtenay.ca/safetyplans
Weekly camp schedules:
courtenay.ca/camps

Contacts:
Summer Camp Coordinator
daycampsupervisor@courtenay.ca
250-218-8667

Summer Inclusion Coordinator
inclusion.coordinator@courtenay.ca
250-338-5371 ext. 7442