

Discovery Day Camp Policies



Last Revised: October 2023

Introduction

These policies have been prepared to protect you, your children, and our staff at Discovery Day Camp. This document will help you understand our policies, procedures, and your role as a parent of a child attending our day camp. *We ask that you read through this document thoroughly before registering your child for our day camp program.*

Parent/Staff Roles

Role of the Parent in Day Camp Programs:

A close working relationship between staff and parents provides the basis for an effective summer camp. The parent's responsibility in establishing this relationship includes:

- Thorough completion of registration, permission waivers, and supplemental information forms. Informing staff of any special needs the child may have, i.e., allergies, medical conditions
- Understanding transportation policies.
- Parent/guardian signing in and signing out their child every day.
 - o Sign-in is from 8:30 till 9:00a.m.
 - o Sign-out is from 4:30 till 5:00p.m.
- Picking their up child on time. Arranging for a sick child to be picked up.
- Notifying staff if child is sick or if child will not be attending.
- Making sure their child is appropriately dressed for the weather.
- Ensuring their child has everything required for a day at camp. i.e., water bottle, swimwear, bag lunch.
- Talking with staff regarding concerns.
- Encouraging their child to talk about experiences in the program.

Complaints/Issues:

If an issue arises, we would like parents to let us know.

- If the staff at the check-in desk is unable to resolve the issue, the Camp Director will be called to assist.
- **Insulting language, shouting, or verbal harassment on any of our staff will not be tolerated and will result in the camper being suspended and/or expelled from our program. No refund will be granted.**

Camp Security

Unauthorized People

Unauthorized people are not permitted to visit the facility during camp hours. To help protect everyone's children, parents are not permitted to wander the facility without a staff member directly present with them and must always be escorted around the building.

Behaviour Management

Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. Camp staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior. When inappropriate behaviors occur, based on the circumstance,

appropriate action will be taken. This section is to inform the parent of the course of action that will be taken in the event disciplinary action is needed.

Terms

- **CORRECTION** – The child is reminded of the rules and is asked once again to follow them.
- **SAFE PLACE** – The child is asked to “sit out” (no longer than 15 minutes) to cool-off and calm down.
- **COMMUNICATION WITH PARENTS** - Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the camp day. Parents will also be informed of any “safe place” period administered.
- **SUSPENSION/EXPULSION** - Serious or continuing problems may result in suspension and/or immediate withdrawal.
- **Note: No refund will be issued for suspension or expulsion**

Camper Rules of Conduct

The following will not be tolerated at Discovery Day Camp and *may lead to suspension/expulsion*.

- Bullying
- Harassment and/or inappropriate or indecent conduct or language.
- Use of illegal or recreational drugs, intoxicants, or weapons (anything that can be used to cause bodily harm).
- Altering or defacing church or personal property.
- Continued defiance of leader instruction or program schedule.
- Any other conduct that may jeopardize the safety and well-being of others.

Injuries and Illness

It is never our hope or intent for injuries or sickness to occur. We take heavy precautionary measures to help prevent this from happening. However, accidents can happen, and injuries and sickness can be out of our control. This section is to give an overview of Discovery Day Camp’s processes in the event of injury or sickness.

Injuries:

- All injuries will require an incident report to be completed by the staff member who first handles a situation.
- In the event of a **minor injury**, i.e., scrapes, small cuts, bruises, we will use our first aid supplies to deal with the injury. The child will be monitored for the remainder of the day. Parents will be informed at time of sign-out.
- In the event of a **major injury**, i.e., sprain, fracture, head or spinal injury. Parents will be contacted immediately. It will be assessed with the parent if a hospital trip is required, an action plan will be made with the parent.
- In the event of an **allergic reaction**, i.e., food reaction, bee sting, asthma attack. Parents will be notified immediately. If a hospital trip is required, this will be communicated with parents and a plan of action will be made.

Illness:

- If a child is unwell, we ask that they remain at home until they are well again.
- If a child becomes unwell during camp, parents will be notified immediately, and we ask that parents come and pick their child up from camp for the day.

Safety Precautions

These are the preventative measures Discovery Day Camp will take to ensure the safety of every child.

- **Attendance** – We take note of the number of attending children each day once sign-in is complete. Group leaders also take note of the number of kids in their group each day. Whenever we are leaving the facility for an outdoor venture, group leaders take a head count of their kids. We also do an overall head count once the bus is loaded up.
- **Food** – Parents must provide children with an adequate bag lunch. We ask that there are **no nuts** and **no microwavable** food. We also ask that parents provide kids with a **pre-filled** water bottle for the day.
- **Dress Code** – Parents must provide weather appropriate clothing.
- **Swimming** – Parents must provide kids with swimwear, sunscreen, bug spray, and a towel on days we are scheduled to go swimming. If a parent supplies the child with a life jacket, we will enforce that the child wears the lifejacket provided, unless otherwise stated by the parent. At the **pool**, we will follow the guidelines and requirements set by the pool, i.e., height requirements, deep end, slides. At the **lake**, kids are not allowed to go deeper than their armpits within the water and no deeper than the deepest leader when at the lake.
- **Medication** – medication must be pre-labelled with the child's name and handed in at sign-in. The medication will be given to the proper leader to handle and administer if required at a certain time or in the event of an emergency. We will not provide any over-the-counter medication to children unless provided with permission by parents to give at the leader's discretion.
- **Pick-Up** – Parents are expected to pick-up their child on time. If another parent is picking up your child, you must give permission with the camp staff via email or at the check in desk prior to the time of pick-up.

Refund Policy

Discovery Day Camp's refund policy is dependent on the camp your child is attending. For Christmas and Spring camps, you may receive a 100% refund up until 2 weeks prior to the first day of the given camp. **Any cancellations after this date will not be refunded.**

For summer camp, there is a \$50.00 non-refundable deposit required per child, per week. The remainder of the cost may be refunded up until June 15th. **Any cancellations after this date will not be refunded.**