



SUMMER DAY CAMP



MUNICIPALITY OF

PORT HOPE

PARKS, RECREATION & CULTURE

Summer Day Camp
Parent/Caregiver Handbook
Version 1 – June 2021



Table of Contents

Table of Contents.....	2
Camp information and changes to this year’s program.....	3
Our staff– caring and enthusiastic counsellors.....	3
Registration.....	4
Registration is now open – review the registration criteria	4
Participant and guardian information	4
ActiveNet tips:.....	4
Refunds	5
Subsidy	5
Special Needs.....	5
What to bring to camp.....	6
What not to bring to camp.....	6
Hand hygiene.....	6
How to wash your hands.....	6
How to use alcohol-based hand sanitizer	7
Physical Distancing.....	7
If your child shows signs of illness	7
Returning to program after an illness that is COVID-19	8
Camp drop off and pick up.....	8
Camp sign in.....	8
Camp sign out.....	9
Camper sign in and out during the camp day	9
Food at camp.....	9
Medications.....	10
Camp groups and their day at camp.....	10
Behavior.....	11
Resources.....	11
Registration waiver	11
Appendix A- Registration Waiver (please complete one per participant)	12

The Department of Parks, Recreation and Culture staff have developed a camp program to follow Provincial guidelines and requirements from our local health unit. It is a responsibility not taken lightly and is our priority to ensure your child is safe, healthy, and happy. To provide this service, there has been many changes to our traditional camp program that need to be enforced.

Camp information and changes to this year's program

The safety and wellbeing of our residents and patrons is top of mind. To ensure the safety of our participants and staff we are taking precautions and are following guidelines of the Chief Medical Officer and the Province of Ontario relating to childcare. We will be making changes to our facilities to ensure physical distancing, cleaning, and disinfecting procedures. In addition, camp staff will receive extra training on these procedures as well as regular camp training.

We continue to seek guidance from the provincial government and local health unit to establish procedures for the safe operation of our camp. There will many changes to our traditional camp program for the safety of the participants and the staff. Changes that will be put in place include:

- Camp will begin on July 5, 2021.
- The day camp program will be available to children ages 4 to 10 years old only.
- Day camp will be available for weekly registration from Monday to Friday.
- Participation in individual camp days will not be permitted this year.
- Pods must stay together all week and limit interactions with other participants and staff.
- Based on facility size, transition needs, staffing and available space, a total of 2 camp pods can be accommodated, limiting registration to 28 participants per week.
- Care will be available from 8:00 a.m. to 5:00 p.m. only.
- The summer program will be restricted to the Town Park Recreation Centre to optimize our enhanced cleaning measures and to simplify supervision. This site also allows for limited access and control points for parents and will limit exposures to other patrons. The use of other municipal facilities will be considered when the health and government authorities provide further direction.
- Registration is now open online and over the telephone, Monday to Friday 9:00 a.m. to 12:00 p.m. Parents/guardians can register for as many weeks as they wish.
- Field trips and bussing are not permitted, therefore virtual field trips are being explored alongside other local options, including outdoor play and exploration.
- Parents acknowledge that they will be required to pick up their child from camp in the event of illness or misbehaviour within one hour of receiving a call from the Municipality.
- There will be no option for specialty camps this year.

Our staff– caring and enthusiastic counsellors

Our staff team consists of enthusiastic, trained counsellors. Staff members are trained in the accredited HIGH FIVE® Principles of Healthy Child Development, First Aid and CPR, trained in delivering the values of inclusion and their individual roles and responsibilities as they relate to COVID-19. Goals of our staff team include offering your child a positive experience at camp, teaching them skills that help develop positive self esteem, and encouraging physical activity while

participating in camp activities.

Registration

We will be taking online and telephone registration Monday to Friday 9:00 a.m. to 12:00 p.m. Telephone calls and registrations for camp will be directed to Town Park Recreation Centre at 905-885-7908.

Parents/legal guardians are encouraged to make payment over the phone using a credit card. When a credit card payment is not available the following procedures will be implemented:

- Parents/legal guardians are encouraged to put a credit on their account to be used for camp registrations to limit the in-person payments.
- Payment of cash, cheque, or debit can be made at the customer service area of Town Park Recreation Centre if credit card is not an option. Appointments will need to be made for other methods of payment, as the facility is not open to the public and hours are limited.
- Customer service staff accepting payment will practice physical distancing.
- Staff will clean and disinfect service counter, pen, debit machine, any surface touched by parent/legal guardian after each use.
- Staff will perform hand hygiene; wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer after each transaction.

Registration is now open – review the registration criteria:

- Camp is available for children ages 4 to 10 years of age only
- Children will need to be registered for the full week, there will be no daily option.
- Camp will start at 8:00 a.m. and end at 5:00 p.m. (the hours of our typical camp day have been extended to help parents that need extended hours as our regular extended hours are not available. The extended hours are being offered for free for this year only.)
- Camper must not have travelled outside the country in the last 14 days.
- Camper must not have been in contact with someone who has travelled outside the country in the last 14 days.
- Camper must not have any signs or symptoms of COVID-19 within 14 days of camp start.
- The weekly fee for camp is \$145/child. Multi child discounts will apply (2nd child 5%, 3rd child 10%)
- The Municipality of Port Hope does not offer 1:1 inclusion services but encourages those that require 1:1 support to bring their own special needs service provider with them to camp.

Participant and guardian information

All participant, parent and guardian information will need to be updated at the time of registration. You can do this in advance by logging into your account and updating your information on our Online ActiveNet registration software <https://ca.apm.activecommunities.com/porthope/Home>

ActiveNet tips:

If you have registered for programs or use one of our pass options, you already have an account in our system.

- Please do not create a new account, enter your e-mail address, and select “forgot password” to gain access to your account.
- If you do not have an e-mail address on file, give us a call and we can add one to your file.
- Go to My account options and ensure your personal information is correct by clicking change Account Address or Personal information and/or Change information about Family/Friends
- If you do not have an account, select Create and account and enter relevant information
- Call 905-885-7908

If you are having difficulties updating current address, phone numbers, emergency contacts, etc. please email daycamp@porthope.ca or call 905 885 7908 to ensure we get your information updated.

Refunds

Refunds will not be issued for days missed at camp or in the situation where a child is not able to return to camp due to behavior. Refund requests that are accompanied with a medical note will be processed.

Subsidy

If you are faced with financial barriers and would like your child to attend camp, please fill out the required documents and submit to Sherrie Aldred, Recreation and Culture Coordinator at the Town Park Recreation Centre. Applications must be submitted two weeks prior to when you would like to register your child(ren). Received applications in no way indicate that your registration is complete, you must follow regular registration procedures. Forms can be emailed as requested and completed forms can be emailed to saldred@porthope.ca. If you do not have access to a computer completed forms can be arranged to be picked up at Town Park Recreation Centre and completed forms dropped off at the Town Park Recreation Centre in the designated drop box at the front doors.

Special Needs

The Ministry of Health recognizes that children with special needs and their families continue to require additional supports and services in childcare settings. The provision of in-person special needs services in childcare settings should continue where appropriate. If questions arise in respect of which service providers are permitted to enter the premises, staff will consult with Kawartha, Pine Ridge District Health Unit (HKPR). Staff will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible. Maximum capacity rules do not apply to Special Needs Resourcing (SNR) staff (consultants and enhanced staff) on site (i.e. if they are not counted towards staff to child ratios they are not included in the maximum capacity rules). Where SNR services are provided through external staff/service providers, licensees and home childcare providers should inform all families of this fact, and record attendance for contact tracing purposes. All SNR staff must be screened before entering the childcare setting, as per the protocol in the screening section above.

The Municipality of Port Hope does not offer 1:1 inclusion services but encourages those that require 1:1 support to bring their own special needs service provider with them to camp. Please email daycamp@porthope.ca to make these arrangements.

What to bring to camp

Here's a list of items that your camper will need to bring to camp each day:

- Backpack – Campers will be responsible for carrying their own backpack as well as ensuring all their items are packed as staff will not be able to assist campers with their backpacks.
- Refillable Water Bottle
- Lunch with extra snacks for the morning and afternoon, sharing of food is prohibited.
- Hat and Sunscreen (campers will have to apply their own sunscreen without assistance) Parents/caregiver are asked to apply sunscreen on their child before they arrive to camp. Each child requires their own bottle of sunscreen. Staff will not be able to assist children with applying sunscreen.
- Bathing suit and towel on Mondays and Thursdays - campers could possibly walk to the beach if beach access is permitted.
- Extra well-fitting face masks. All camp participants in grades 1 (as of September 1st, 2021) and above are required to wear well-fitting masks (e.g. non-medical) while indoors.

What not to bring to camp

Here's a list of items that are not allowed at camp:

- Electronic Games
- Cell phone
- Tablet
- Toys (of any kind)
- Money
- Please note that the Town Park Recreation Centre is a nut sensitive facility and ask that no participants bring in any items that may contain traces of nuts.

Hand hygiene

Campers and staff will be required to wash or disinfect their hands at the following times:

- Upon entering a building.
- Before eating food (e.g. when entering the dining area).
- After being in contact with someone who may have been sick.
- After touching frequently touched surface (railings, doorknobs, counters, etc.).
- After using the restroom.
- After using common items, such as sports equipment, and craft supplies, etc.
- After coughing, sneezing, or blowing your nose.

How to wash your hands

- Wet your hands with clean, running water. Turn off the tap and apply soap.
- Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (about the time it takes to sing the "Happy Birthday"

song twice).

- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or an air dryer.

You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

How to use alcohol-based hand sanitizer

Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol.

- Apply the product to the palm of one hand.
- Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
- Continue to rub your hands together until your hands are dry (about 20 seconds).

Physical Distancing

Physical distancing is also known as “social distancing.” Physical distancing can allow individuals to safely interact with others. Encourage physical distancing through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible.

- Staff must make every effort to maintain at least 2 meters away from participants and other staff, however there will be times that the 2 meters must be breached, such as providing first aid, during behaviour management situations, or when a participant is in an emergency life-threatening situation.
- Physical distancing cannot risk life. Not having proper Personal Protective Equipment (PPE) (i.e. gloves or a mask) must not be a hindrance to assisting a participant or staff requiring assistance, in an emergency situation.
- To help maintain the 2 meters of physical distancing, visual markers will be used on floors/tables/desks/etc. to designate areas for each camper and staff to occupy.
- Where physical distancing cannot be maintained (i.e. extra help with craft), staff will wear face covering.

If your child shows signs of illness

If your child is displaying signs of illness, please do not send them to camp for the consideration of other campers and staff. If your child will not be attending camp, please call the Town Park Recreation Centre at 905-885-7908 to notify staff and provide a reason for their absence.

If your child is showing signs of sickness during camp, they will be isolated in a designated room and a phone call will be made to the parent/caregiver to come and pick the child up. Pick up must be done within the hour of the phone call home. Parents/ caregivers must be available when a phone call is made to inform them of their child showing symptoms of sickness.

If a camper and/or staff has a runny nose/watery eyes consistent with allergies, and an additional symptom presents itself, such as lethargy or fever, they would be asked to leave program/work. Symptoms need to be "greater than normal". If your child is showing any symptoms of not feeling well, please keep them home.

If staff notices a participant and/or staff displaying, one or more of the listed symptoms, they will ask the parent/caregiver or staff to seek medical assistance, doctor, call telehealth, or Kawartha, Pine Ridge District Health Unit and to not return until a diagnosis is made, and the camper/staff has been cleared with a note. As, the Provincial Government has opened testing to all members of the community, the availability of tests must not present as a barrier. The note can be a doctor's note or a note from the testing assessment centre.

Symptoms can take up to 14 days after exposure to COVID-19 to appear, and include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Runny nose
- Loss of taste or smell
- Nausea, vomiting, diarrhea
- Difficulty swallowing

Disease symptoms may be different, depending on age. Children and older adults with COVID- 19, may also have non-specific symptoms, such as:

- Disorientation, confusion
- Sleeping more than usual or muscle aches
- Dizziness, weakness, or falls
- Chills, headaches

Returning to program after an illness that is COVID-19

Per the Health Unit guidelines, here are the rules about returning to camp after an illness:

- Staff and participants will not be permitted back to the facility unless they have been cleared.
- If a staff or participant tests negative for COVID-19, they can stop self-isolating 24 hours after their symptoms have resolved, as long as they are not required to be in self-isolation for another reason (such as being a close contact of a case).

Camp drop off and pick up

A parent or caregiver, over the age of 18 with knowledge of the participant's health, must be present at arrival and departure each day of the program to complete the daily health screening form and identification.

Camp sign in

Sign in will take place in the Fall Fair Centre located in the parking lot of the Town Park Recreation Centre where staff will be situated at a table to conduct screening and provide directions. To make the sign in process seamless, here is a list of the procedures:

- Screening will be available starting at 8 a.m., parents/caregivers must be present with their child until the screening is complete.

- All parents/guardians are required to wear a face mask during sign in and out procedures.
- Staff will be wearing face shields until participants clear screening.
- There will be markings two metres apart for parents/ caregivers to stand while waiting to sign in.
- Staff will be asking a few screening questions as well as will be taking your child's temperature with a non-contact thermometer.
- It is strongly recommended that the same parent/caregiver drops off and picks up their child each day.
- Once sign in is complete, staff will escort your child to their designated pod.
- To quickly and efficiently get campers signed in, parents are asked to say a short goodbye to keep sign in line moving.
- Parents and campers are encouraged to have any conversations in their vehicle before proceeding to sign in.
- Once your child is in their camp pod, their leader will take their attendance and ensure they are ready for the day.

Camp sign out

Parents/ caregivers will be asked for ID when picking up campers. Pick up will take place in the Fall Fair Centre, located in the Town Park Recreation Centre parking lot. To make the camp sign out process seamless, here is a list of the procedures:

- Camp sign out is at 5:00 p.m.
- Parents / caregivers will be asked to provide ID when picking up campers.
- Camp sign out takes place only at the sign out table.
- If there is a line up please stand on the marker to ensure physical distancing, two metres apart.
- Staff will escort your child from their camp pod to the Fall Fair Centre.
- In the event where a camper needs to be picked up earlier in the day, a phone call needs to be made to the Town Park Recreation Centre to inform staff of the time of pick up. Staff will escort the camper outside to the Fall Fair Centre for the given time indicated by the parent/caregiver.

Camper sign in and out during the camp day

Once a camper is signed into camp, parents/guardians are encouraged to arrange appointments for their child(ren) before attending camp or at the end of the day. If a camper must attend an appointment during the camp day, parents/guardians will need to notify the Town Park Recreation Centre of time of pick up. Staff will have camper ready and at the front of the building for the time indicated. The parent/guardian will need to then contact the Town Park Recreation Centre again to indicate the time of the campers return so staff can be prepared for the time indicated and to screen the camper again before re-entering into camp. There may be times when the camp is not able to accommodate re-entry to camp. Parents/guardians are encouraged to make these arrangements before registering for camp.

Food at camp

Campers are to have a packed lunch and snacks with them to camp every day. Please do not pack any items with your child that may contain traces of nuts as the Town Park Recreation Centre is a nut

sensitive facility. Once your child is at camp, they cannot have food dropped off for them. Unfortunately, there will be no breakfast offered for campers this year. Please ensure campers eat before arriving at camp or pack something extra for them to eat in the morning if unable to eat before arriving to camp. Campers will also not be able to do any baking or cooking as camp would traditionally have done in the past. The kitchen and any appliances will not be accessible for any cooking or baking during this time.

Medications

If a child requires prescription medication on a regular basis that is to be administered at camp, please note the following procedures for sending medication to camp:

1. Parents must indicate at registration the type of medication, dosage and optimum time of dispense.
2. Only send the correct dose for the week.
3. All medications must be in its prescription bottle with the child's name and dosage.
4. Staff are not permitted to administer non-prescription drugs at camp.
5. Parents to complete medication form

Camp groups and their day at camp

Here's how our camp groups and daily camp schedules will work:

- Camp will be located at the Town Park Recreation Centre
- There will be no swimming at the Jack Burger Sports Complex
- Camp groups will have a staff to children ratio of 2:14 (two staff for every 14 campers).
- Your child will be assigned a pod that will be labelled with a color.
- Siblings will be placed in the same pod when possible.
- Each group will have a designated home base.
- Each pod will be assigned a designed washroom to reduce the risk of different pods coming into contact with each other and will be labeled with the pods corresponding colour.
- Children will be going outside a lot, weather permitting. Dress appropriately and wear comfortable shoes.
- Children will need to apply their own sunscreen. Staff will not be able to assist to ensure physical distancing is required.
- Children will visit the local beach on Thursdays, when possible. Campers will need a bathing suit and towel on the designated beach day. Campers will not attend the beach on this day if humidity, or UV index is high and or the beach has been deemed closed by the Local Health Department.
- Staff will be planning physical activities, crafts, virtual trips, scavenger hunts and more. All activities will follow physical distancing guidelines.
- Each child will be provided with their own craft kit for the week, to prevent cross contamination.
- All equipment used will be cleaned before an activity and after
- Children and staff will be required to wash their hands before and after each activity.
- Children will require their own lunch, snacks and sunscreen. There will be no sharing of food or sunscreen at camp

- Children will need to be responsible for their own backpack, carrying and packing at camp
- Fridays are spirit and special days! Information will be communicated about our spirits days through weekly newsletters and camper calls.
On Mondays, campers will be participating in water activities at the Town Park Recreation Centre, weather permitting.

Behavior

It is essential that participants follow and abide by the rules and procedures at camp. We understand that children may need reminders and staff are there to guide them but given the risks with COVID-19 we are enforcing a strict no hands policy. In the event where a child is hands on with another child or staff, the parent/caregiver will be notified to come pick up their child. Staff will have different strategies to help prevent incidents from happening in hopes that it does not escalate to that point where a child may need to leave camp. If a child does not abide by the guidelines put in place to ensure other children's and staff safety, including physical distancing and handwashing they may be sent home.

Resources

Please read the following resources as well as the forms provided. It is a requirement that you read and understand this document and sign before your child attends the Day Camp program.

- Self-assessment if you're worried you were exposed to COVID-19 (novel coronavirus) or have symptoms <https://covid-19.ontario.ca>
- For more general information about COVID-19, visit <http://porthope.ca/covid-19>
- Ministry of Health COVID-19 Guidance: Summer Day Camps https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_summer_day_camps_guidance.pdf
- To inquire about registering your child(ren) in camp please e-mail daycamp@porthope.ca
- To inquire about subsidy for camp please e-mail saldred@porthope.ca
- Waiver Form (appendix A)
- Weekly camp newsletter <http://www.porthope.ca/day-camps>

Registration waiver

A registration Waiver must be received each week for each participant. Please sign and return forms to daycamp@porthope.ca or the Town Park Recreation Centre

Appendix A- Registration Waiver (please complete one per participant)

In permitting my child to attend camp operated by the Municipality of Port Hope, Department of Parks, Recreation and Culture, I the undersigned, permit my child to participate in the full range of activities. I authorize the Program Coordinator, or his/her appointee, in the event of accident or illness affecting the above camper, to authorize on my behalf any care deemed essential for the well-being of the child. Such action will be taken only when contact with the undersigned can not be made.

I understand my child may be participating in recreational swimming. Aquatics staff will determine, based on ability, if participants are required to use floatation devices and in what areas my child may or may not swim. My concerns regarding my child's swim ability, if any, are described here:

I understand that staff will encourage my child to apply their own sunscreen and hand sanitizer. At times, staff may be required to assist my child with the application of the products.

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and local governments and federal and provincial health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups of people.

The Municipality of Port Hope ("the Municipality") has put in place preventative measures to reduce the spread of COVID-19; however, the Municipality cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the Municipality could increase your risk and your child(ren)'s risk of contracting COVID-19.

By completing a registration or participating in a program or rental, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Municipality and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Municipality may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Municipality employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Municipality or participation in Municipal programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Municipality, its employees, agents, and representatives, of

and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Municipality, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Municipality program.

Participant Name

Parent Name

Parent Signature

Date

To be filled out by staff:

Date of Camp

Date received:

Initial: