

# BAY BULLS REGIONAL LIFESTYLE CENTRE



## **Easter Camp April 1 - 5, 2024**

Please ensure that you take the time to read this handbook to avoid any unnecessary confusion. We look forward to providing the children within our region with a safe, fun and memorable Easter Camp. See you Soon!

## WELCOME

We would like to extend a warm welcome to all participants of the 2024 Easter Camp. This handbook has been created to provide you with key information regarding your child's upcoming experience in our Easter Camp. We are very pleased that you have chosen our program and we want to assure you that our goal is to provide your child with a fun, exciting & safe environment. Our enthusiastic staff will be trained to make your child's year memorable and rewarding.

Please ensure that you take the time to read this handbook to avoid any unnecessary confusion.

Easter Camp will be held at the **Bay Bulls Regional Lifestyle Center**

Please do not hesitate to talk to us if you have any concerns or questions about your child or the program.

## CAMP DETAILS

- Ages 5-12 (Must be in Kindergarten – Grade 6)
- Price: \$160/week
- Hours of operation: 7:30am to 5:30pm, Monday-Friday. All children MUST be picked up by 5:30pm every day, NO EXCEPTIONS. Every 15 minutes after 5:30pm you will be charged \$10 for having our staff stay later than their scheduled shift
- Our staff may prompt children for personal care and other supportive needs, but they WILL NOT physically assist children in the bathroom.
- There will be a focus on outdoor play, physical activity, creativity & structured games and activities with an Easter theme
- The camp staff-to-child ratio is 1:8
- A fieldtrip will be planned for Wednesday, April 3, 2024
- Children will be assigned to a group at the beginning of the week and will stay with that group for the entire week
- There will be no access to microwaves and children are to bring their own utensils. We will not be providing any utensils

**Daily Schedule:**

7:30 – Early Drop Off

9:00 – Camp Activities Begin

10:30 – Snack

12:00 – Lunch

2:30 – Snack

2:45 – Camp Activities Resume

4:30 – Quiet Play

5:30 – Late Pick Up

**Daily Activities:**

Our staff have a variety of themed games & activities planned for Easter Camp, which include: easter egg hunt, easter crafts, outdoor scavenger hunts, rock painting, sports, STEM activities, talent show, and so much more. Our activities focus on physical activity, creativities, exploration and building friendships.

On Wednesday, April 3<sup>rd</sup>, all participants will travel by bus for field trip activities. Field trip is only open to those registered in camp. We will not be offering registration for just the field trip or for partial attendance during the week.

**Lunch/Snacks:**

Campers will need to have enough lunch, snacks and drinks to get them through each day. We do not provide refrigeration or a microwave. We suggest at least 6 snacks in addition to their lunch. We do not have additional snacks on hand at the building and the children work up a big appetite with all of our activities. Please make sure that your child brings a water bottle with their name on it every day!

Note: Campers are required to sit for 15 minutes during snack time, and 30 minutes for lunch before starting free time activities.

**Nutrition:**

Encouraging healthy bodies through physical activity and good eating habits is very important. We encourage you to also pack some extra healthy snacks in your child's bag in case they may not like the option prepared or are looking for a little more fuel to keep them going.

Please avoid giving your child any peanut/tree nut products as there are participants registered in our program who have peanut/tree nut allergies. You will be advised of any additional food-related allergies or restrictions if they become available.

Children are not allowed to purchase items from the vending machine on site.

## **CAMP RULES & GUIDELINES**

### **Camp Rules:**

- Once participants are broken down into smaller groups they are expected to stay with the leader of that group for the entire week.
- Children are not permitted to use the vending machine at the Lifestyle Center.
- If a child is sick and is experiencing flu-like symptoms, the 'Emergency Action Response' Plan will come into effect. Parents/guardians will be called immediately to pick their child up.
- The equipment room is off limits to all participants unless authorized by a staff member.
- Participants have to ask for permission to use the bathroom so that we know where children are at all times
- Children must walk in the hallways and use their inside voice!
- Hands off feet off – zero tolerance for any form of hitting, kicking or physical touch to cause harm
- We have a zero tolerance for bullying. Please have a conversation with your child(ren) about being kind to others

### **Sign In/Sign Out**

All participants **MUST** be signed into our program when being dropped off in the morning and signed out at the end of the day. Only those listed on the pick-up list will be allowed to sign your child out of the program. **PLEASE** check your online account to make sure this is up to date.

### **Allergies**

Due to staff and camper allergies, we request you **NOT** pack these types of food into your campers' lunches.

- **Peanuts/peanut products/nuts**
- **Fish products/seafood/shellfish**

**\*Some of these allergies do require epi-pens. Please be respectful of all campers and staff in our programs.**

## **Safety**

It is extremely important that participants follow the rules and regulations that are established for this program. The rules will be explained at the beginning of the week and campers will be reminded of the rules throughout the week. We ask that the parent/guardian stress to their children the importance of not going anywhere without notifying a camp leader.

Items staff will review:

- Counsellor Introductions
- Overview of camp (Snack, Breaks, Lunch, etc.)
- Proper handwashing and coughing etiquette
- Camp Rules
- Where they should keep the personal belongings throughout the week. Each child will be assigned a seat
- Staff desk area – no campers are allowed behind the desk
- Gym & outdoor etiquette
- Physical distancing expectations
- Respecting equipment and property
- Personal Space – no play fighting, etc.
- Cleaning expectations of camper – all campers must clean up after themselves.

## **Health Policies**

- If you or your child is having symptoms of COVID-19 or flu-like symptoms, you are required to stay at home!
- If your child should become ill while they are at camp, you will be notified right away to come pick up your child. We have an Emergency Action Response Plan in place should your child feel ill while at camp.

## **WHAT TO BRING**

It is very important that you dress your child appropriate for the program.

- Indoor gym sneakers must be worn in the gym (i.e. sneakers that have not been worn outside with non-marking soles)
- Physical activity, including outdoor play, is an important part of our program and all children are expected to participate. Snow Pants, hats, mitts, and/or a change of clothing are required.
- Ensure all personal items are marked with your child's name. The program is not responsible for lost or stolen items.

- We have our own water cooler on site. Please ensure your child comes with a water bottle to fill up.
- Extra snacks

## STAFFING

Qualified Program Staff have been hired to take care of our participants. Our goal is to make the program as enjoyable and safe as possible. Our staff will be certified in emergency first aid, along with attending training sessions, which will include topics such as epilepsy, allergy/epi-pen, bullying, fundamental movement skills training, child development, and dispute resolution. Additionally, all staff will be required to have a High Five Course and RCMP code of conduct.

## COMMUNICATION

Important notices, and other relevant information will be posted on our Facebook page as well as sent out in an email. **Email will be the main method of communicating with parents.**

Please make any changes of telephone numbers or email addresses on the Rec Smart Amilia site so we can keep our files up to date, and more importantly, so that we can reach you in the event of an emergency.

If for any reason your child will be absent from the program on any given day, **PLEASE** contact the program by email, or by speaking directly to the recreation director. If you know in advance that your child will not be attending, please provide notification in writing or inform our recreation director so that it is documented.

## REGISTRATION

Registration will open Tuesday, February 27<sup>th</sup> at 10:00 am. All registrations must be done online! Please review the steps below prior to the opening of registration. We will not be taking registrations over the phone/email/etc.

### **How to register:**

A link will be provided on our website that will take you to our online registration system.

If you have already used this system, log in – if you forget your password, select ‘reset your password’. If you have never used this system, click “create account.” You will be required to enter your information but please be sure to “add” your child and their information on your

account. If your child is not listed on the account, you will need us registering yourself into our camp.

**Payment:**

Payment is to be made at the time of purchase! Our Amilia registration system now access debit visa. The cost of our camp for the full week is \$160.00.

If you have issues with payment, alternative options may be discussed with the recreation director on an individual basis if necessary. Contact Carla via email at [carlasullivan@bbrlc.ca](mailto:carlasullivan@bbrlc.ca)

**REFUND POLICY**

The association incurs an administrative cost for each child during registration including but not limited to staffing, credit card & debit fees, equipment, facility rental and It is because of these costs that the BBAA has adopted a refund policy going forward for all programs.

A full refund, minus a \$15 non-refundable deposit, will be granted 2 days prior to the start date of Easter Camp. After that, a refund or credit may only be issued for a medical reason which prohibits continued participation, in which case a medical note is required.

Refunds or credits will not be issued for individual absent days, even if a medical note is attached.

Refund or credit requests will not be issued after program end date has passed.

All payments are to be made at time of registration. If you have any issues, please call Carla at 334-3348

**MEDICATIONS/ALLERGY INFORMATION**

Our staff will not administer any medication to participants. Any medication should either be self-administered or be given to your child before or after program hours.

Upon registration, parents/guardians should identify any special conditions that BBAA and Easter Camp Staff should be aware of. All information will be treated professionally and confidentially. This information is important for us so that our staff can be properly prepared to ensure the safety of your child.

### **Epi-pen or Inhaler:**

If a camper has a known allergy or pre-existing condition for which an Epi-pen or inhaler has been prescribed and they have a prescription for such, the parent/guardian must indicate this on the registration form.

## **BEHAVIOUR GUIDELINES**

All participants are expected to follow the behavior outlines by the BBBAA and these expectations will be reviewed with all participants at the beginning of the program. Participants will be reminded of these expectations throughout the week on a regular basis. However, it is the responsibility of all parents and guardians that they ensure children are willing and able to follow these guidelines

Participants will be encouraged by program staff to display the following behaviors:

- Respect for others
- Respect for property
- Responsibility for their belongings
- Safe and fair play
- Cooperation with leaders and participants
- Listen to others
- Being honest
- Following the program rules
- Appropriate voice tone and language
- Abiding by the rules of the program
- It is also expected that all participants/parents/guardians adhere to all guidelines outline by Bay Bulls Bauline Athletic Association and the Government of NL in relation to COVID-19 safety.

The following unacceptable behaviors will **not be tolerated**:

- Aggressive behavior such as hitting, kicking, biting, or pushing
- Excessive use of obscene language or gestures
- Teasing, bullying, name calling or other verbally aggressive behavior
- Possessing dangerous or sharp objects
- Running away from program site (indoor or outdoor locations)

### **COVID-19 Guidelines and Expectations**

All participants are expected to follow all guidelines as it pertains to COVID-19 provided by the Government of NL and those provided by Bay Bulls Bauline Athletic Association

- Understand and follow proper hygiene etiquette
- Maintain social distancing at all times, unless otherwise directed



- Keep in their personal bubble
- Wear mask while indoors, except when engaged in high intensity physical activity
- Understand the importance of COVID-19 rules and guidelines.

## **Behavioral Procedure**

Below is the manner in which our staff should respond to inappropriate behavior by participants. It is very important that staff addresses unwanted behavior immediately so that the participant is aware that their behavior is unacceptable. Staff will use discretion to take appropriate action if unacceptable behavior occurs. If a participant exhibits any of the non-tolerated behaviors, the following actions will be taken on an individual basis.

**IMPORTANT: If at any time a behavior is of danger to the participant, other participants or staff, or the participant is using excessive use of obscene language/gestures, the participant will be removed immediately.**

### **Non-Physical Behavior**

Non-physical behavior includes but is limited to taunting, bullying, discrimination, disrespectful words or actions, causing emotional harm to another participant/staff, verbal aggression or implied actions, anything deemed inappropriate by staff

**1<sup>st</sup> occurrence:** Participant will be removed from the situation. Staff will communicate with the participant and explain why their behavior is unacceptable. An incident report will be written, and parent/guardian will be notified at the end of the day. The report must be signed by parent/guardian and staff who completed the form.

**2<sup>nd</sup> Occurrence:** If there is a second incident of undesirable behavior, the participant will be removed from the activity and staff will sit with the child and review previously discussed behaviors' and camp expectations. Parent/guardians will be called to be informed of the incident and reminded of the repercussions if this behavior continues. Parent/guardian may/may not be asked to pick their child up immediately.

- Staff will discuss techniques used to redirect the behavior and ask parent/guardian for additional methods. Depending on the nature of the concern, parent/guardian may be asked to set up a meeting with the Recreation Director.

**3<sup>rd</sup> Occurrence:** If behavior concerns are still present despite the above interventions, the parent/guardian will be called and asked to pick up their child immediately. A meeting will be held with the parents/guardian, Camp Supervisor and Recreation Director.

The camp expectations will be reviewed and the consequences of not adhering to the expectations will be clearly outlined to the parent/guardian.

At this time a behavior contract will be presented with the expectations and consequences clearly outlined. The purpose of the behavior contract is to encourage positive behavior techniques, therefore there will be a section of the contract that outlines positive consequences and rewards for the participant when these expectations are followed. It is the responsibility of the parent/guardian to review the contract with their child and have them sign the contract and return to the Camp Supervisor the follow day.

**4<sup>th</sup> Occurrence:** If there are still issues and concerns after the above interventions have occurred it will result in the immediate removal of the participant for the remainder of their registration. Refunds will not be applicable.

### **Physical Behaviors**

Physical behaviors include but are not limited to kicking, pushing, punching, hitting, any form of physical contact, throwing items, anything that may cause harm, any form of physical aggression or actions, anything deemed inappropriate by staff

**1st Occurrence:** Parent/guardian will be contacted immediately. The participant will not be permitted to attend camp for the remainder of that day. An incident report will be completed and must be signed by parent/guardian and staff. Upon returning the next day, staff will work with the participant using identified techniques to try and prevent future undesired behaviors.

**2<sup>nd</sup> Occurrence:** If a second physical behavior incident occurs upon the return to summer day camp, the participant will be sent home for the remainder of the day, plus one day. In addition, a meeting will be scheduled between the Summer Supervisor, Recreation Director and parent/guardian to discuss the behavior expectations and consequences for not adhering to the outlined expectations. At this time a behavior contract will be presented with the expectations and consequences clearly outlined. The purpose of the behavior contract is to encourage positive behavior techniques, therefore there will be a section of the contract that outlines positive consequences and rewards for the participant when these expectations are followed. It is the responsibility of the parent/guardian to review the contract with their child and have them sign the contract and return to the Summer Supervisor the follow day.

**3<sup>rd</sup> Occurrence:** If there is a third occurrence of any kind it will result in the removal from the summer day camp for the remainder of the summer. Refunds will not be applicable.

### **SUPPORT WORKER POLICY**

Bay Bulls Bauline Athletic Association (BBBAA) supports an inclusive recreational program for all persons in our community. However, the BBBAA has a behaviour code of conduct which must be adhered to by all participants. Personal care needs (i.e. toileting, dressing, feeding) and

recurring violent/aggressive behaviour causing harm to self, others, property or program quality are needs that fall outside of the skillset of the BBAA's program staff. For participants who have higher levels of needs, it is the responsibility of the participants caregiver to find support. For children with identified exceptional needs to be successfully integrated into our programs the following criteria must be followed:

**Support Worker:**

If your child requires the support of a one on one or shared student assistant at school for behaviour, safety reasons or otherwise then they are also required to have a one-on-one support worker while attending our After-School Program and the Summer Program.

The one-on-one support worker must be:

1. Provided by the family
2. Submit a Certificate of Conduct and Vulnerable Sector Check issued no earlier than 6 weeks prior to the start of the program.
3. Submit a valid Standard First Aid and CPR certificate
4. Be present at the program at all times when the child is in attendance.

Bay Bulls Bauline Athletic Association will waive the registration fee of any child whose family is required to provide a one-on-one support worker.

Please contact the BBRLC office for more information on capacity, requirements, etc. by calling 334-3348 or email [carlasullivan@bbrlc.ca](mailto:carlasullivan@bbrlc.ca)

**CONTACT INFORMATION**

If you have any additional questions/concerns regarding Easter Camp, please contact Carla Sullivan (Recreation Director) at 334-3348 or email [carlasullivan@bbrlc.ca](mailto:carlasullivan@bbrlc.ca)