



BBBAA Summer Program 2023

Parent Handbook

Bay Bull-Bauline Athletic Association

P.O. Box 66

Bay Bulls, NL A0A 1C0

Ph: 334-2300

Bay Bulls-Bauline Athletic Association Summer Camp 2023

Introduction

This handbook has been created to provide you with key information regarding your child's upcoming summer experience in the BBBA Summer Camp Program. 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 summer camp experience. Our enthusiastic staff will be trained to make your child's summer memorable and rewarding. The BBBA Summer Camp Program is a fun and enjoyable way for children to spend their summer holidays.

We will be operating out of the Bay Bulls Lifestyle Centre this summer and while there will not be separate registration for day camp and sports camp this summer, the kids will be split into age groups and rooms. This will allow children to engage in developmentally appropriate games/activities/sports with their peers who are at a similar physical, cognitive and developmental stage. The older age group will be in a different room than the younger kids and will follow the sports camp schedule. We understand that not all kids enjoy sports and the ages in this portion of our camp may vary week to week depending on those registered. Sports camp is not exclusively sports the entire day, they do engage in non-sport games and activities, but they are introduced to more sports than the youngest kids registered in our camp.

Week 1: July 3 – 7, 2023	\$160
Week 2: July 10 – 14, 2023	\$160
Week 3: July 17 – 21, 2023	\$160
Week 4: July 24 – 28, 2023	\$160
Week 5: July 31 – August 4, 2023	\$160
Week 6: August 7 – 11, 2023	\$160
Week 7: August 14 – 18, 2023	\$160
Week 8: August 21 – 25, 2023	\$160

Camp Details

- Registration will open on Tuesday, May 2nd at 10:00 am on our 'Amilia – Smart Rec' Registration System. Registration will be first come, first serve.
- Ages: children must be attending kindergarten (meaning they are or are turning 5 by December 31st, 2023) and be going to no higher than grade 7 (Turning 12 by December 31st, 2023)
- Cost: \$160/week
- Camp will run for 8 weeks and will start on July 3rd and end on August 25th
- Each Wednesday we will plan a field trip outing for the kids. A schedule of activities will be released late June/early July (depending on confirmation of bookings).
- 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

- Children will be assigned to a leader at the beginning of the week and will stay with that leader for the entire week
- Each child will have an assigned seat for eating lunch, doing crafts, store their belonging. Children are required to sit in their seats for 15minutes for each snack break and 30 minutes for lunch.
- There will be a focus on outdoor play and exploration. On excessive rainy days and days with extreme heat exposure there will be indoor activities. Please pack rain gear as there will be outdoor activities on days when the rain is not heavy

Monday Routine

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 each 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 at least notifying a Summer Camp Staff.

Items staff will go over each Monday of camp:

- Counsellor Introductions
- Overview of camp (Snack, Breaks, Lunch, Field trips, etc.)
- Proper handwashing and coughing etiquette
- Camp Rules
- Where they should keep their 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.

Daily Schedule

7:30	Early Drop off
7:30 – 9:00	Quite free play
9:00	Camp Activities Begin
10:30 – 10:45	Snack #1
10:45 – 12:00	Themed activities/games/outdoor time
12:00 – 12:30	Lunch Break
12:30 – 1:00	Free Play
1:00 – 2:30	Themed activities/games/outdoor time
2:30 – 2:45	Snack #2
2:45 – 5:00	Themed activities/games/outdoor time
5:00 – 5:30	Free Play/Outdoor Play
5:30	Late pick up

What to Bring

- Backpack large enough to fit all of their belongings. Participants should label ALL personal items
- All participants should be dressed according to the weather & activities planned for the day. Come prepared rain or shine
- Participants should have a hat, sunscreen and fly spray at all times. Participants must wear sunscreen. If parents/guardians insist their child(ren) do not have to wear sunscreen, you will be required to fill out and sign a specific form which will be available onsite
- Participants should have running shoes (non-marking soles). Flip flops are not permitted!
- Please bring a refillable water bottle, as we do not provide cups.
- Pack a healthy lunch and enough snacks for the day. Participants must bring their own utensils and microwaves are not available for use!
- **PLEASE BRING A CHANGE OF CLOTHES EVERYDAY**

Camp Rules & Guidelines

Camp Rules:

- Bullying (physical and verbal) **will not be tolerated!**
- Hands off feet off! “Play” fighting will not be tolerated!
- Once participants are broken down into smaller groups they are expected to stay with the leader of that group for the entire week.
- If a child becomes sick and is experiencing flu-like symptoms while at camp, the ‘Emergency Action Response Plan’ will come into effect.
- 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.
- Children must walk in the hallways and use their inside voice!
- Children are not permitted to use the vending machine at the Lifestyle Center.

Child Drop-off & Pick-up

All participants MUST be signed into our program when being dropped off and signed out at the end of the day. We will continue to have parents stay at the main entrance during drop-off and pick up.

Our staff will be set up at the main entrance to the Lifestyle Centre in the morning and in the afternoon. If you are dropping off late or picking up early, we will provide all parents/guardians with a phone number to call.

Camp staff will only let your child leave with those who are listed on the pick-up list that must be filled out on the registration form. If someone other than those listed is to pick up your child, please inform the summer supervisor and inform the Recreation Director (recreation@bbbaa.ca or call 334-2300), so that the pick-up list can be updated on the Amelia Online Registration System.

Lunches/Snacks/Drinks

- Campers will need to have enough lunch, snacks and drinks to get them through each day.
- 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! On hot days, campers will need lots of water to stay hydrated.
- Children **will not** have access to a microwave

The BBBAA focuses on healthy eating and physically activity, please pack healthy snacks!

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

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.**

Behavior Expectations

All campers are expected to follow the behavior expectations outlined by the BBBAA and these expectations will be reviewed on Monday of each week. Campers will be reminded of these expectations throughout the week.

- 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

- The following 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)

If a participant exhibits any of the non-tolerated behaviors, the following actions will be taken on an individual basis.

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. A refund will not be given if your child is removed from our program due to non-tolerated behaviours.

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

1st 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.

2nd 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.

- 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 pick their child up immediately and set up a meeting with the Recreation Director.

3rd 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, Summer 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 Summer Supervisor the following day.

4th Occurrence: If there are still issues and concerns after the above interventions have occurred, it will result in the 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.

2nd 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.

3rd 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.

Registration

The Bay Bulls Bauline Athletic Association uses an online registration process. We use Amilia Software for all programming and registration. If you do not have an account on our Amilia Software, you will need to do so by going to www.amilia.com/en/login. Once you have created an account you will need to add your child(ren) to your account.

To complete registration, please follow the steps below:

- Click on "Store"
- Choose program you are registering for
- Select the weeks that you would like to register for (we do not offer "drop in" option for our summer program)

- Fill in all necessary information (it is very important that all information is up to date)
- Click “checkout”
- Choose payment option
- Finish check out process

If you have any difficulties email recreation@bbbaa.ca or call 334-2300

If you already have an account, it is very important that you make sure all contact information, medical information, etc. is up to date.

Registration will be first come, first serve.

Refund Policy

The BBBAA is a non-profit sport & recreation organization. The Association strives to maintain the lowest possible fees & ensuring that our members receive the highest level of programming possible.

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 BBBAA has adopted a refund policy going forward for all programs.

A full refund, minus a \$15 non-refundable deposit (per child, per week), will be granted if written notice is submitted to the Recreation Director no later than 9:00am on the Thursday before the week starts. 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. Refunds will not be given for removal due to behavioural concerns or failure to comply with camp policies and procedures.

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 334-2300.

PLEASE NOTE: A \$40.00 fee will apply to any NSF cheques received by the BBBAA.

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 BBBAA'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 BBBAA office for more information on capacity, requirements, etc. by calling 334-2300 or email rrd@nf.aibn.com.

Medication Administration

Summer Camp 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 BBBAA and Summer Camp Staff should be aware of. All information will be treated in a professional and confidential manner. This information is important for us so that our staff can be properly prepared to ensure your child has a safe summer.

If your child has a Yellow Allergy Form, please provide us with a copy.

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.

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

*Camper go outside on a daily basis, so please pack sunscreen and insect repellent in your child's bag, with their name clearly marked on the bottles. Our counsellors will not assist the children in applying sunscreen, unless the child has a spray cap on the sunscreen. Campers will only use their own products; no sharing will be permitted.

Items NOT permitted at camp

- Electronics (cell phone, ipod, portable game device)
- Money
- Items of value
- Toys – we do not recommend that children bring toys from home with them as they may end up broken or misplaced and the BBAA is not responsible for any lost or broken toys

Staff & Training

BBAA summer program is committed to providing quality programs and hire qualified Summer Camp staff to provide a fun & safe environment for 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 our in house, full 2-day staff training sessions, which will include topics such as Epilepsy, Autism, allergy/epi-pen, bullying, mental health, HIGH FIVE Principles of Healthy Child Development, and dispute resolution. They all have also provided RCMP code of conducts/vulnerable sector checks.

HIGH FIVE

Bay Bulls Bauline Athletic Association is proudly recognized as a HIGH FIVE Registered Organization.

HIGH FIVE is Canada's only comprehensive quality assurance program for children's recreation and sport programs. Using a systemic approach to quality assurance, HIGH FIVE is designed to promote the healthy development of children 6-12 years old. Based upon Principles of Healthy Child Development, HIGH FIVE combines training, assessment tools, resources, public education and collaboration to ensure children have the best possible sport and recreation experiences.

The 5 Principles that our staff learn about are:

- A Caring Adult
- Friends
- Play
- Mastery
- Participation

The foundation on which the 5 principles are put into action in recreation and sport are:

- Developmentally Appropriate
- Safe
- Welcoming of Diversity & Uniqueness

Lost & Found

The Bay Bulls Bauline Athletic Association is not responsible for any lost, stolen or broken items. Item's left behind at the facility will be kept until the end of each week. All items not picked up by end of the day Friday, will be donated.

BBBAA Office Staff

Regional Recreation Director	Office Manager/Bookkeeper
Carla Sullivan Email: recreation@bbbaa.ca	Tracy Matthews info@bbbaa.ca

Address: 2 Southside Road, Bay Bulls, NL

Mailing Address: P.O. Box 66. Bay Bulls, NL A0A 1C0

Phone: 709-334-2300

*Our office is located on back of the Town of Bay Bulls Municipal Building, next to the RCMP office.

Thank you for choosing the Bay Bulls-Bauline Athletics Association as your summer day camp provider! We hope your child enjoys our summer program!