

16 Things You Should Know Before Starting Summer Camp

GENERAL CAMP INFORMATION

How to Reach Us:

Camp Central: 905-953-5300, ext. 2825 and 2826, or camps@newmarket.ca.

Camp Hours:

9 a.m. to 4 p.m., with Extended Care at select locations from 7:30 to 9 a.m., and 4 to 5:30 p.m.

Registration Ends 11:59 p.m. on the Thursday prior to the camp start date.

CAMP PAPERWORK

To help serve you more efficiently and save time, you will be prompted to fill in a Camper Information Questionnaire when registering for camp. You will only need to complete this questionnaire once during the registration process and for the entire summer!

CAMPER WELCOME EMAIL

You will receive a Welcome Email the Friday prior to the start of camp, with the following forms:

- Weekly Forecasts – an outline of the weekly events
- Consent for Administration of Medication by Auto-Injector
- Consent for Self-Administration and Dispensing of Medication
- Consent for Administration of Medication During Seizure
- Safe Dismissal Consent Form - this short form will need to be completed on a weekly basis

To verify that your email is correct in our system, please contact our Customer Service department at **905-953-5303** or check your **Xplor** account online.

DYNAMIC CAMP STAFF

The Town of Newmarket camp staff are chosen for their passion for working with children, creativity and leadership skills. All camp staff are certified in Standard First Aid, CPR "C" and HIGH FIVE® Principles of Healthy Child Development, Safeguard, and have received a positive Police Vulnerable Sector Check.

LATE FEE POLICY

A \$2 late fee will apply for every five minutes that your child has not been signed out once camp has ended. All camps end at 4 p.m., or 5:30 p.m. for Extended Care registrants. Late fee payments are accepted online through your Xplor account, or at your nearest Customer Service Desk.

SIGN IN/OUT PROCEDURES

We require all parents/guardians to sign their child in and out of camp daily. **Parents/guardians should be prepared to show photo ID daily.** You may choose to give your child permission to arrive and leave camp on their own on their Camper Information Questionnaire. The Town of Newmarket would prefer that children aged nine and under be signed in and out by a parent/guardian.

If your child has an appointment during camp hours, we request that you speak to the Camp Director and make them aware of the date and time. Many camps go swimming and may not be on the camp site at various times throughout the week.

If you require someone other than those listed on the Safe Dismissal Consent Form to pick up your child, you **MUST** re-submit a Safe Dismissal Consent Form to the Camp Director. **We will require the pick-up person to provide photo ID.**

ABSENT OR LATE? HERE'S WHAT TO DO

If your child will be absent from a day of camp please call the Camp Central Line at **905-953-5300, ext. 2825 or 2826.** If your call goes to voicemail, please leave your name, phone number, the camp your child will be absent from, and their full name. We will be sure to get the information to the proper camp.

MEDICAL INFORMATION

If a participant is required to take medication, has a health condition or carries an Epi-Pen, please ensure the appropriate forms are completed prior to your child attending their first day of camp.

CHILD CARE AND EARLY YEARS ACT

Due to the Child Care and Early Years Act, all campers must turn four years old before they are permitted to attend any Town of Newmarket summer camp. For further information please visit ontario.ca

PHOTO POLICY

Photos and videos are not permitted during camp programs, other than specific cases where it has been identified (i.e. Theatre Camp Shows, Move It!, etc.). Photos and videos may be taken by the Town for promotional purposes. In this case, all parents/guardians will be notified and required to give permission if they would like their child to be featured on their Camper Information Questionnaire.

CHILDREN'S WELL BEING IS OUR FIRST PRIORITY

Parents/guardians should be aware that the Family and Child Services Act requires any suspicion or allegation of child abuse to be reported immediately to the Children's Aid Society. The Act recognizes that each of us have a responsibility to the welfare of children. It clearly states any member of the public, including professionals who work with children, have the obligation to promptly report to the Children's Aid Society.

PARENT/ GUARDIAN RESPONSIBILITIES

All parents/guardians are responsible for:

- Discussing camp appropriate behaviours with their children. The Town of Newmarket follows the same code of conduct as the school systems.
- Ensuring your child is appropriately dressed. All participants must wear weather appropriate clothing and closed toe shoes.
- Ensuring that your child brings sunscreen, a hat and bug repellent daily, as camps will spend time outdoors.
- Ensuring that your child brings nutritious nut-free snacks, lunch and lots of water. A refillable water container is recommended.
- Labelling your child's belongings with their full name.
- Ensuring your child does not bring valuable items to camp. The Town of Newmarket and its vendors are not responsible for lost or stolen items. Electronic games, iPods, cellphones, money, etc. are not permitted at camp.
- Guaranteeing your child is toilet trained. All campers must be toilet trained and independent in the washroom. If an accident occurs, a phone call to the emergency contact will be made and the guardian is expected to come in to assist in changing. If your child has specific needs, you may speak with the Inclusion Camp Coordinator at **905-953-5300 ext. 2825** (May-August) if you have a concern.

CAMPER BEHAVIOUR

The Town of Newmarket strives to provide the highest level of safety and enjoyment to all participants and staff during its camps and programs. Coarse language, bullying, eloping and aggressive or inappropriate behaviours are **not** permitted at camp.

These behaviours will be documented, reported, and could result in the removal of a participant from camp. If your child has behavioural concerns please speak to our Recreation Programmer - Inclusion & Support Services at **905-953-5300 ext. 2821** or our Inclusion Camp Coordinator at **ext. 2825** and notify them of triggers and methods that are helpful for your child. It is our goal to make camp enjoyable for everyone!

VOLUNTEERS

The Town of Newmarket has a volunteer program for youth looking to gain experience working with children and developing their leadership skills. If interested in our Summer Camp Volunteer Program, please see **page 36** or visit **newmarket.ca/camps** for more information!

BE NUT AWARE

Participants are not permitted to bring food products that may contain nuts or traces of nuts (peanuts included) to a Town program or camp. Should items that contain nuts be found, the product will be removed from the camp area and returned to the parent/guardian at the end of the day. Soy butter also known as "Wow Butter" is not permitted. Although the product is peanut-free, it creates a stressor in the camp environment for campers with an allergy as it looks and smells just like peanut butter.

RATIOS

The Town of Newmarket strives to adhere to the following staff to participant ratios to ensure safe and successful delivery of programs:

Camp Ratios	5 years and under	1 counsellor: 7 campers
	6 to 9 years	1 counsellor: 8 campers
	9 to 12 years	1 counsellor: 9 campers
	12+ years	1 counsellor: 10 campers

Swim Ratios	6 to 9 Years	1 counsellor: 4 campers
	10+ Years	1 counsellor: 10 campers

Please note: Some vendor companies operate at a 1 counsellor: 10 campers ratio for those 6+ years depending on the nature of the camp.

