

# Neighbourhood Camps 2022

## City of Kitchener Summer Camp Information Package

### **WELCOME TO NEIGHBOURHOOD CAMPS!**

*ON BEHALF OF THE ENTIRE NEIGHBOURHOOD CAMPS TEAM, I WANT TO TELL YOU HOW VERY EXCITED WE ARE TO CONTINUE KITCHENER'S TRADITION OF OFFERING FUN, INCLUSIVE CAMPS IN YOUR NEIGHBOURHOOD.*

*WE ARE SO EXCITED TO WELCOME YOUR CHILDREN TO CAMP AND TO GET BUSY MAKING GREAT MEMORIES!*

***THERE IS SOME IMPORTANT INFORMATION CONTAINED IN THIS PACKAGE, SO PLEASE REVIEW IT CAREFULLY, AND SHARE IT WITH YOUR CAMPER(S). (PLEASE NOTE- INFORMATION IS SUBJECT TO CHANGE IN RESPONSE TO MINISTRY OF HEALTH AND PUBLIC HEALTH GUIDELINES. ANY CHANGES WILL BE FORWARDED THE WEEK BEFORE CAMP)***

*THERE ARE ADDITIONAL HEALTH AND SAFETY MEASURES IN PLACE THIS SUMMER TO ENSURE THAT ALL OUR CAMPERS, STAFF AND FAMILIES REMAIN HEALTHY WHILE HAVING A GREAT SUMMER WITH US.*

*SHOULD YOU HAVE ANY QUESTIONS REGARDING INFORMATION CONTAINED IN THIS PACKAGE OR FEEL YOU ARE MISSING ANY KEY INFORMATION, **PLEASE FEEL FREE TO CONTACT ME AT JANICE.OUELLETTE@KITCHENER.CA OR BY CALLING 226-750-1517***

*OUR FOCUS THIS YEAR IS ON HOPE AND KINDNESS AND OUR WHOLE STAFF TEAM IS SO EXCITED FOR A GREAT FUN SUMMER!*

***JANICE OUELLETTE  
SUPERVISOR, CHILDREN AND YOUTH SERVICES  
CITY OF KITCHENER***

# 1 HOW TO CONTACT US

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**PRIOR TO THE START OF CAMP,** we want to answer all your questions and help you and your child feel informed and totally comfortable with what to expect at our neighbourhood camps. Please do not hesitate to reach out to the program supervisor with questions at [camp@kitchener.ca](mailto:camp@kitchener.ca) or call Janice Ouellette, Supervisor of Children and Youth Services at 226-750-1517

**DURING CAMP WEEKS BUT OUTSIDE OF CAMP HOURS-** or if you need to reach someone **urgently:** please email: Children Services Coordinator [camp@kitchener.ca](mailto:camp@kitchener.ca) or call **226-751-6403**

**DURING CAMP WEEKS DURING CAMP HOURS (8:30 AM – 5:00 PM)** - If you have any questions or information you would like to share about your camper (e.g. you are dropping them off late or picking them up early or they will be absent or lost an item etc.), you can connect with the Summer Camp Coordination staff at the appropriate site by **email** or by **calling the centre:**

**Bridgeport Community Centre:** 519-741-2271

**Centreville Chicopee Community Centre:** 519-741-2490

**Chandler Mowat Community Centre:** 519-741-2733

**Country Hills Community Centre:** 519-741-2596

**Doon Pioneer Park Community Centre:** 519-741-2641

**Downtown Community Centre:** 519-741-2501

**Forest Heights Community Centre:** 519-741-2621

**Forest Hill Public School:** 226-751-6403

**Kingsdale Community Centre:** 519-741-2540

**Stanley Park Community Centre:** 519-741-2504

**Victoria Hills Community Centre:** 519-741-2717

**Williamsburg Community Centre:** 519-741-2240

## 2 PROGRAM HOURS

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Program will be delivered between 9:00am and 4:30pm daily. Drop off can occur any time after 8:50am. Pick up must take place by 4:30 pm

Before care (8:30 am – 9am) and after care (4:30 pm – 5 pm) will be available at Full Day Neighbourhood Camps sites. Before and After Care is a separate registration – you must be registered for the week of camp to register for before and aftercare for that week; before care drop off would begin at 8:30am and aftercare pick up would be required by 5pm.

## 3 WHAT SHOULD I BRING TO CAMP?

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- ✓ Morning snacks, lunch and afternoon snacks.
  - Sharing of snacks and lunches is not permitted. Please make sure to pack enough food to eat for 3 different times each day.
  - Nuts are not allowed.
- ✓ Please also bring a refillable water bottle!
  - Drinking fountains are closed. However, campers can refill their water bottles using the touch free water refill stations, located on site.
- ✓ Hats, sunscreen, bug spray (optional), extra sets of clothing, water and running shoes!
  - It is important that campers wear running shoes for indoor and outdoor activities.
  - Masks, gloves, hand sanitizer, etc. (any items to make your child feel happy, protected and safe at camp).

Clearly mark all items brought to camp with your child's name (backpacks, lunch boxes, water bottles, etc.) Although every effort is made to keep items safe, loss and thefts do occur.

**Camp staff are not responsible for lost or stolen items.** Labelling items is particularly important this year to ensure each child only handles their own personal items.

### **ALLERGY ALERT → No Nut Products Please.**

**Some campers have life threatening allergies.** Please read labels on food packages. If a package says "may contain trace amounts of nuts or nut products", the food item will not be allowed to be opened at camp.

Look for packages that are clearly marked "nut free" and produced in "nut free factories." Staff will be checking snack packages to ensure the safety of all campers.

## 4 WHAT SHOULD I LEAVE AT HOME? (DO NOT BRING THESE ITEMS TO CAMP)

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- ✓ Cell phones/electronics
- ✓ Personal toys, games, stuffed animals, etc. (please let us know if these items are needed and we will accommodate)
- ✓ Flip flops, sandals and crocs (except for on Water Days!)
- ✓ Latex items (ex; balloons)
- ✓ Peanuts and peanut products

## 5 SUN PROTECTION AND BUG SPRAY

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Some programming will be happening outside every day, weather permitting. Please apply sunscreen at home before coming to camp, and additional sunscreen should be sent with your child so they can re-apply as needed throughout the day.

Please send a hat with your child to be worn while playing outside. You may wish to send bug repellent as appropriate for your child's age.

**Please ensure that your child is prepared to apply any sun protection and/or bug spray without physical assistance so campers and camp staff can respect physical distancing guidelines.**

## 6 MEDICAL INFORMATION AND MEDICATIONS

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The only medications given at Neighbourhood Camps are for life threatening conditions such as epi-pens and inhalers. All other medications should be given before or after program. For any other necessary arrangements, please contact the coordination team at your site.

Epi-pens and inhalers may only be carried by your child if they are in a waist pouch. If your child does not have a waist pouch Epi-Pens and inhalers must be carried by the camp staff.

As part of registration, parents/ guardians are asked if their child has any medical concerns, allergies or medications. If you answered yes to this question, you will receive an email the week prior to camp with a link to our medical information form that **MUST** be completed before participation in the program.

## 7 TRANSPORTATION TO HOSPITAL

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The safety of your child is our primary concern. In the event of a life-threatening condition or injury, Neighbourhood Camp Staff will call an ambulance to transport your child to the hospital and will then contact you to meet your child at the hospital. In a non-life threatening situation, you will be contacted and asked to take your child to the doctor, clinic or hospital.

## 8 COVID RELATED INFORMATION

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The City of Kitchener Children and Youth Services programs and program staff will be adhering to all public health measures as directed by the Province of Ontario and Region of Waterloo Public Health. We are anticipating further direction on this and will reach out to families via email when all of these directions are finalized. The health and safety of our participants and our staff are our priority.

## 9 WHAT DOES A WEEK OF CAMP LOOK LIKE

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- Each day, parents/guardians will drop their children off at the program room and have the opportunity to speak to program staff. We will have signage and staff helping to direct the way.
- On the first day of camp, a camp leader and the parent/guardian will ensure that all paper work and required information for the camper is complete. Staff will hand out the calendar for the week.
- Each week of camp will have a theme. Games and activities will revolve around that theme.
- Each day will start with quiet games, circle game, get-to-know-you games.
- Each day will also include active running games, outside play (weather permitting), and an arts and crafts and/ or science activity.
- Each week will also include one water day (outside water play), and a special activity such as a scavenger hunt or talent show or special guest. (There will be no off-site bus trips this summer).

### Example of a general day schedule

9:00am – 9:30 am	– get everyone signed in and play some get to know you games
9:30am – 10:30 am	– active and quiet games
10:30am – 10:40 am	– snack
10:40am – noon	– outside activities
Noon – 12:30pm	– lunch
12:30pm – 1:00 pm	– circle games, gratitude project,
1:00pm – 2:00 pm	– arts and crafts activity
2:00pm – 2:15 pm	– snack
2:15pm – 3:30pm	– active running games
3:30pm – 4:15pm	– outside activity
4:15pm- 4:30 pm	– tidy and collect items for going home, circle activity
4:30 pm	– pick up

## 10 PROGRAM READINESS GUIDELINES

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To support the success and safety of all participants and staff, it is important that the participant is “program ready.” To assist in determining if a participant is program ready” the following criteria have been developed:

- Participant is able to take direction and instruction from a staff person
- Participant is able to interact and participate within a recreational program environment (participation, interaction and inclusion in program is based on the individual abilities)
- School-aged participants are able to attend school successfully and use the restroom independently
- Participant is able to interact and participate in program in a manner that is safe for themselves and others, including following physical distancing guidelines relating to COVID-19 safety measures and procedures

Some participants may require additional support to assist them in being successful in program. With support from Every Kid Counts or support arranged through alternate means, participants must be able to demonstrate that they are “program ready”. Participants that are not demonstrating that they are “program ready” may be withdrawn from the program. More information on Leisure Support and Every Kid Counts can be found at [www.kitchener.ca/leisuresupport](http://www.kitchener.ca/leisuresupport).

## 11 BEHAVIOUR EXPECTATIONS

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The City of Kitchener Community Services Department camp staff is dedicated to providing your child with a safe, creative and innovative program that will peak their interest and keep them enthused. We have fun, play fair and show respect for ourselves and others.

The rules of camp participation will be clearly outlined to campers:

- 1. Keep your hands and feet to yourself;**
- 2. Speak nicely and positively;**
- 3. Touch only what belongs to you;**
- 4. Stay within the activity area;**
- 5. Listen to your leaders.**
- 6. Do not share your food, water bottle, toys or craft supplies with others.**
- 7. Always tell a leader if you feel sick.**

It is the intention of staff to provide a fun and safe camp environment for your child. Camp staff has been trained in a variety of techniques for promoting positive behaviour in camp. In the event that a camper's behaviour does not contribute to the wellbeing of the camp program, parents will be informed and included in the decision process regarding consequences.

Program Readiness Logs will be used at all City of Kitchener program sites – ask camp coordination staff to see a copy of it.

**Neighbourhood Camps is committed to delivering fun and safe programming. We are excited to welcome back our campers for the 2022 season and are taking all measures to ensure for the best camp experience possible. By reading and understanding our 2022 parent package, we thank you for helping us keep everyone safe.**

**We Can't wait to see you  
soon!**