



## 2020 Neighbourhood Camps Parent Information

**Welcome to Neighbourhood Camps!** We are excited to continue Kitchener's tradition of offering Neighbourhood Camps this year, and to welcome your children to join us for lots of fun!

**Important information is contained in this package. Please review it carefully, and share it with your camper(s).** There are additional health and safety measures in place this summer to ensure that all of 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, please contact **Janice Ouellette – Supervisor of Children and Youth Services** at [janice.ouellette@kitchener.ca](mailto:janice.ouellette@kitchener.ca) or by calling 519-741-2200 x 7169

### How to Contact Us

Each camp location has a main point of contact. Please connect with camp coordination staff by **phone or email** if you have any questions or information you would like to share about your camper:

#### Country Hills Community Centre

<a href="mailto:alison.watkins@kitchener.ca">alison.watkins@kitchener.ca</a>	519-741-2200 x 7603;
<a href="mailto:Kaley.hughes@kitchener.ca">Kaley.hughes@kitchener.ca</a>	519-504-8289
<a href="mailto:Abbey.poser@kitchener.ca">Abbey.poser@kitchener.ca</a>	519-504-8318
<a href="mailto:Chelsea.borg@kitchener.ca">Chelsea.borg@kitchener.ca</a>	519-501-0173

#### Stanley Park Community Centre

<a href="mailto:dannon.vasey@kitchener.ca">dannon.vasey@kitchener.ca</a>	519-741-2200 x 5075;
<a href="mailto:elysia.bednarek@kitchener.ca">elysia.bednarek@kitchener.ca</a>	519-504-8315
<a href="mailto:Elizabeth.gateman@kitchener.ca">Elizabeth.gateman@kitchener.ca</a>	519-504-8316

#### Forest Heights Community Centre

<a href="mailto:janice.ouellette@kitchener.ca">janice.ouellette@kitchener.ca</a>	226-750-1517
<a href="mailto:Brittany.macdonald@kitchener.ca">Brittany.macdonald@kitchener.ca</a>	519-504-8291
<a href="mailto:Mary.coonan@kitchener.ca">Mary.coonan@kitchener.ca</a>	519-501-2614

#### Victoria Hills Community Centre

<a href="mailto:angie.fritz-walters@kitchener.ca">angie.fritz-walters@kitchener.ca</a>	519-741-2200 x 7088
<a href="mailto:Chelsea.pyle@kitchener.ca">Chelsea.pyle@kitchener.ca</a>	519-504-8303
<a href="mailto:Kelsie.kienapple@kitchener.ca">Kelsie.kienapple@kitchener.ca</a>	519-504-8304

## Program Hours

Program will be delivered between 9:00am and 4:00pm daily. There is no before and after care available this year.

In order to minimize the number of campers and their guardians arriving to the community centres at the same time, we will have staggered drop off times.

Times are determined by the age of the camper, please see the chart below.

Age Group	Drop- off Time	Pick up Time
4/5 year olds	8:30 - 8:45 am	3:45 - 4:00 pm
6/7 year olds (or 6/7/8 year olds at Forest Heights Community Centre)	8:30 - 8:45 am	3:45 - 4:00 pm
8/9 year olds	8:45 - 9:00 am	4:00 – 4:15 pm
10/11 year olds (or 9/10/11 yr olds at Forest Heights Community Centre)	8:45 - 9:00 am	4:00 – 4:15 pm



### What Do I Need to Bring to Camp?

- Morning snack, lunch, afternoon snack and a **refillable water bottle**



- **No drinking fountains will be in working order; however, campers will have the opportunity to refill their water bottles using touch free water refill stations'**



- **Campers must bring their own snacks and lunches as sharing food or snacks is not permitted, even if it is between siblings**
  - Sun hat, sun screen, bug spray (optional), extra set of clothes, running shoes
  - Campers must wear running shoes for ALL indoor and outdoor activities
  - **Any items to help you and your child feel safe, such as their own face mask, extra sanitizer, gloves, etc.**



### What Should I Leave at Home?

#### Do not bring the following items to camp:

- Cell phones, electronic games and devices, cameras
- Personal toys and games (please communicate if these items are needed)
- Items containing latex (such as balloons), flip flop sandals and Crocs, nuts and nut products

Clearly mark all items brought to camp with your child's name. 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.

Staff will be checking snack packages to ensure the safety of all campers.

Look for packages that are clearly marked "nut free" and produced in "nut free factories"

### **Sun Protection and Bug Spray**

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 which is 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.**



## Safety Measures in Response to COVID-19

### Daily Screening

All staff and campers must be screened daily in order to participate in Neighbourhood Camps programming. A link will be provided to registered families to complete a screening questionnaire each day before arriving to the community centre. Your attention to completing this questionnaire at home is necessary and will speed up the check-in process and reduce the risk to staff and campers.

If your responses to the screening questions results in direction to not attend camp that day, for the safety of all campers and staff, your camper is required to stay home. Staff will follow-up with you regarding next steps.

### Drop-Off and Pick-Up

As directed by local public health and Provincial guidelines, only registered participants and program staff are allowed in the community centre to maintain strict contact tracing and safety requirements. **Parents/guardians will not be able to enter the centre. Drop-off and pick up of their children will take place outside at the designated times.**

All campers will enter through the main doors where camp staff will sign them in and ensure screening is complete. Once the child enters the facility, they will be asked to wash their hands thoroughly before entering the program room with our camp leaders.

Each camp group will have a maximum of 10 people per room – 7 campers and up to 3 staff. Each camp group (or cohort) will remain separate from any other group in the building, and maintain physical distancing in their activities throughout the day.

At the end of the day, each camper group (cohort) will exit out of their assigned room doors. **Parents will not be able to enter the facility.** Please go to the exit door for your child that is shared with you on the first day of camp at sign-in. Camp staff will assist parents/guardians with sign-out in a safe and secure manner.

### Signs of Illness During Program

If a child shows signs of illness during the program hours, they will be immediately removed from the main program and be isolated with a staff member in a designated area.

The child's parent/guardian will be contacted immediately and must arrange for the child to be picked up as quickly as possible.

If a camper and/or staff is displaying, one or more of the listed symptoms below, they will be asked to seek medical assistance, and call Region of Waterloo Public Health and not to return to camp until a diagnosis is made and the camper/ staff has been cleared. As the Provincial Government has opened testing to all members of the community, the availability of tests should not be a barrier. If Public Health recommends that a child/ staff be tested for COVID, presentation of a negative test result will be required before the child/ children/ staff can return to camp.

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

- Fever
- New onset of cough
- Worsening chronic cough
- Shortness of breath
- Difficulty breathing
- Sore throat
- Runny nose or nasal congestion without other known cause
- Chills
- Headache
- Unexplained fatigue/malaise/muscle aches
- Loss of taste or smell
- Nausea, vomiting, diarrhea, abdominal pain
- Difficulty swallowing
- Pink eye

### **Physical Distancing**

Neighbourhood Camps is committed to following and enforcing physical distancing as part of all of our programming. All activities will follow physical distancing guidelines by keeping all campers and staff members a minimum of 2 meters apart at all times.

Please share with your child physical distancing expectations and their importance before they attend any Neighbourhood Camps programming. Failure or refusal to follow physical distancing expectations may result in removal from the program.

Neighbourhood Camps will not be going on any field trips this summer. There will also be no special guests, as the facilities are open to camp staff and campers only. No centre staff, special guests, parents, or community members will be allowed in the Community Centre and doors will be locked at all times in order to enforce this and keep our campers and staff safe!

Each camper will be placed in a cohort based on their age. Each cohort will have a maximum of 7 campers and 3 staff members in alignment with physical distancing measures with groups of or under 10 people. All staff are dedicated to one site only, and will work with only one cohort. Each cohort will be assigned their own room and rooms will be sanitized each day on a regular basis. Outdoor play will be encouraged for the majority of the day when possible.

There will be absolutely no sharing of food, drink or equipment. Each camper will receive their own camp kit at the beginning of the week with all necessary supplies for crafts and activities. If any other equipment is used, it will be thoroughly sanitized before and after use.

In event of an emergency, camper safety will always be our first priority. Camp staff will still administer first aid if necessary but we will take greater precautions, including wearing a face mask, gloves and other necessary Personal Protective Equipment. Any application of first-aid will be communicated to parents and guardians.

### **Other Safety Measures**

#### **Hand-washing and hand Sanitizer**

Campers and staff will be expected to wash their hands often and use sanitizer. Hand sanitizer will be provided; however, if you prefer to not use camp provided sanitizer, please provide an alternative.

### **Face Masks**

The day camp setting is excluded from the mandatory mask by-law because of the strict oversight and regulations we have in place.

All staff members are provided with face masks. Staff may be wearing face masks, especially if physical distancing is not feasible. Children can wear masks but parents/guardians must ensure that the child can manage taking on and off the mask independently.



### **Medical Information and Medications**

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 other 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.

Before participating in programming, camp staff must be informed of any allergies or medications, including epi-pens and inhalers through the questionnaire provided.

### **Transportation to Hospital**



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.

### **Program Readiness Guidelines**

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).

## **Behaviour Expectations**

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.**

This summer our behaviour expectations will also include:

6. Stay 6 feet away from other campers and leaders
7. Wash your hands when you arrive, before and after eating, between activities and before you leave.
8. Cover my cough or sneeze
9. Do not touch your face, nose or eyes with dirty hands
10. Do not share your food, water bottle, toys or craft supplies with others.
11. 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 behaviour management techniques to encourage positive behaviour and self-discipline. 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 2020 season and are taking all measures to ensure for the best camp experience possible. By reading and understanding our 2020 parent package, we thank you for helping us keep everyone safe.**

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

