

Parent's Guide March School Break



We are delighted to welcome your child to the Ville de Gatineau winter break day camp. In order to ensure the safest and most pleasant experience possible, we ask you to take the time to read the following.

Our day camps provide fully supervised and safe recreational activities, entirely in French.

Participant Information Form

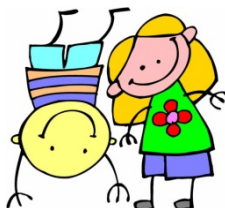
You must fill out this form, and it is essential that you hand it in on your child’s first day at camp.

Without this information, your child will not be allowed to attend the day camp.

The form is available through the municipal Web site at www.gatineau.ca and at the Service de loisirs, des sports et du développement des communautés desk in your sector.

Centre de services d’Aylmer	Centre de services de Buckingham	Centre de services de Gatineau	Centre de services de Hull	Centre de services de Masson-Angers
115 rue Principale	181 rue Joseph	144 boulevard de l’Hôpital	775 boulevard de la Carrière	57 chemin de Montréal Est
Telephone: 819-685-5007	Telephone: 819-931-2902	Telephone: 819-243-4343	Telephone: 819-595-7400	Telephone: 819-931-2902
E-mail: infoleisirsaylmer@gatineau.ca	E-mail: infoleisirsbma@gatineau.ca	E-mail: infoleisirsgatineau@gatineau.ca	E-mail: infoleisirshull@gatineau.ca	E-mail: infoleisirsbma@gatineau.ca

While the day camps are running, you can reach the individuals in charge on their cell phones. You can get these numbers at the sites.



We hope you have a wonderful experience!

Ville de Gatineau day camp ratios

- **Child care (morning, noon and end of the day):**
All ages: 1 worker for 20 children.
- **Day camp:**
5 to 6 years: 1 worker for 10 children.
7 to 9 years: 1 worker for 14 children.
10 to 12 years: 1 worker for 16 children.
- **Swimming outings:**
Additional workers and lifeguards to comply with the Société de sauvetage du Québec standards.



Everyday contents of your child's backpack

- Warm clothes and boots
- Hat and mittens
- A bottle of water
- One lunch and two snacks (there is no refrigerator or microwave oven at the site)
- An apron, overalls or an old shirt
- Non-marking running shoes

Please note that electronic games, toys and devices are not permitted at the March break camp.

Clothing

It is recommended that your child wear sports clothes (pants, T-shirt, non-marking running shoes, etc.). Dresses, skirts and crocks are not recommended. Heely's type roller shoes are prohibited. Long hair should be tied back.



Lost and found

Any lost and found items must be claimed by the last day of camp.

Group living and standard schedule

The day camp is meant to be a group living experience that follows a schedule along the following lines:

7 to 9 a.m.	Child care (supervised free time)
9 a.m.	Gathering
9:15 a.m. to noon	Organized group activities (workshops, games, group game, outings, snacks)
Noon to 1 p.m.	Lunch
1 p.m.	Gathering
1:15 to 4 p.m.	Organized group activities (workshops, games, group game, outings, snacks)
4 to 5:30 p.m.	Child care (supervised free time)

Head lice

If we find lice, we will ask you to come and get your child as soon as possible in order to avoid having it spread. The child will be able to return to camp the day after he/she has undergone the treatment.

<http://sante.gouv.qc.ca/en/problemes-de-sante/poux/>

Medication

Please note that the staff will not administer medication, except for epinephrine if the child can't do it alone. The child must carry his/her epinephrine auto-injector (EpiPen or Ana-Kit) at all times in a pouch around his/her waist.



Allergies

In order to prevent any complications due to food allergies and food poisoning, peanuts, nuts and all derivative products are strictly prohibited at the day camp. Naturally, the same applies to homemade foods cooked with those products. If you are notified of any other food allergies at the day camp (e.g., kiwis, strawberries) you must be sure not to include them in your child's lunch box. If your child is

intolerant or allergic to certain foods, it is important to include this information on the Participant Information Form and to meet with the individual in charge of the site in order to explain the severity of the allergy, any possible reactions and the best form of treatment. Please note that all workers have taken a first aid course and are aware of the required steps in such situations.

Please note that the child must at all times have his/her adrenalin dispenser (EpiPen, Ana-Kit) on him/her in a pouch attached to his/her waist.



For children with serious allergies (food or other) who require urgent intervention (epinephrine auto-injector and transfer), we ask you to fill out the Severe Allergy Care Plan, copies of which are available from the individual in charge of the site (photo required for quick identification).

Lunches

Please remember that there are no microwaves or refrigerators available at the day camps (use a lunch box that keeps food fresh).

Health-conscious day camps

The day camp program encourages healthy living. In the summer, we encourage children to eat healthy and to be physically active while having fun. You will find several ideas (including healthy lunch suggestions) on easy and pleasant ways for your kids to be more active and to eat better at www.tremplinsante.ca.

OUR CAMP IS A SPRINGBOARD TO HEALTHY HABITS

You too can explore an array of ideas and tips to be active and eat better.

www.goshapeup.ca



Communications with parents

The staff wants to keep the lines of communication open with parents. We prefer using lunch boxes for the exchange of any non-urgent information that does not require a meeting between the individual in charge and the parent. For instance, if items are missing from your child's backpack, the staff will insert a note in the lunch box. Please keep an eye out for these messages.



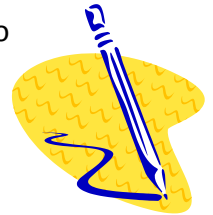
While the camps are running, you can reach those in charge of the sites or their assistants on their cell phones, at the numbers listed at the sites.

Attention: For sites located in schools, do not call the school secretariats because nobody there will be able to help you. The day camp is organized by Ville de Gatineau.

Please note that violence (verbal or physical) and discriminatory comments are not tolerated at the sites.

Day camp arrival and departure procedures

We ask that you sign the attendance sheet at the start and at the end of the day and indicate your child's arrival and departure times. **This is a matter of security, so please don't forget!** On the participant information form, you can enter the names of other people who may pick up your child besides you. We will ask everyone who picks up a child instead of a parent or guardian for **ID**. ***Please pass on this message to the individuals in question.*** We will only release your child to you or one of the authorized individuals. If you want to give your child permission to leave on his/her own, you will have to indicate this on the information form. Children authorized to leave on their own will have to sign the attendance sheet.



Hours of operation

GATINEAU AND AYLMEY SECTORS: Children will not be able to enter the site before **7 a.m.** and will have to leave by **5:30 p.m.**



HULL SECTOR: Children who are not registered for the child care program *will not be able to enter the day camp site before 9 a.m. and will have to leave by 4 p.m.*

Children who are registered for the child care program will not be able to enter the site before **7 a.m.** and will have to leave by **5:30 p.m.**

In all sectors, failure to comply with the arrival and departure times will be penalized as per the established procedure.

Outings



The **departure** time is **9:15 a.m.** You must be sure to arrive at the day camp on time.

Children should be there at **9 a.m.** when we take attendance and explain the schedule for the day, and to make sure that they don't miss the bus. Generally, we are back at the day camp around **3:30 p.m.** Unfortunately, we sometimes encounter delays.

Every day, you will be notified of the outing (if applicable) through a poster or a sheet listing all the details. These outings may include the following: sugar shack, bowling, movies, sledding, etc.

When on outings, the workers are careful to keep the children protected and safe. If necessary, the individual in charge may leave early to ensure their safe return to the camp, or may cancel any outing or special activity if weather conditions might compromise the safety of the children or day camp staff.

For swimming outings, lifeguards will assess your child to determine whether he/she requires a personal flotation device (PFD).

Extraordinary situations

In case of a storm or disaster, the staff will ensure the safety of the children by keeping them at the camp as long as necessary, even after normal hours.

Notification Procedure—Late Pick-Up by Parents/Guardians

The official time used by staff is that indicated on the cell phone of the person in charge of the site.

For children signed up for the day camp and child care programs:

Parents who expect to arrive after 5:30 p.m. must notify the camp leader or the workers as soon as possible.

First late pick-up: parent receives a verbal warning, and is required to sign the late pick-up form.

Second late pick-up: the child is expelled from the child-care program for a day, and the parent is required to sign the late pick-up form.

Third late pick-up: the child is expelled from the child-care program for the rest of the week.

For children signed up only for the day camp program only (HULL sector):

After three warnings recorded on the late pick-up form by staff and signed by the parent, the day care program is billed for the week.

Notification Procedure in Case of Inappropriate Behaviour on the Part of the Child

We would like to inform you of the procedure that has been set in place to notify parents of any inappropriate behaviour on the part of their child. This is a three-step process developed by the Ville de Gatineau day camp staff. The purpose is to clearly identify the boundaries that have to be respected in the group. The consequences will be decided by the person in charge and the supervisors. The procedure is as follows:

First notification

- 1.1 Notification from the camp leader to the child, and contract drawn up in collaboration with the child.
- 1.2 Communication with the parents.

Second notification

- 2.1 Second exchange with the parents.
- 2.2 Contract review and follow-up with the child.

Third notification

- 3.1 Child suspended from the day camp the next day.

Fourth notification

- 4.1 Child expelled from the day camp for the rest of the week

N.B. Please note that every situation will be assessed on its own merits, and depending on its seriousness, it may not be necessary to go through every step.

Refund and Cancellation Policy

Registration fees are **not refundable**, except:

- When Gatineau fails to fulfill its obligations.
- If the child who is registered moves away from Gatineau before the end of camp. The refund will be based on the number of days used. Proof of the move must be provided.
- If the child cannot take part in the camp for health reasons (sickness or injury), the refund will be based on the number of days used. A medical certificate must be provided.