

Get Out and Play Camp Parent Manual

Hosted by: Warman Childcare Centre

Contents

Program Information	Page 3
Program Staff	
Hours of Operation	
Behaviour Guidelines	
Program Activities	
What to Bring	
Nutrition	
Illness	
Medication	
Child Protection	
Accident/ Injury Procedures	
Supervision	
Registration Information	Page 5
Attendance	
Changes and Cancellations	
Guardianship/ Custody	
Confidentiality	
Media Consent	
Pick up/ Drop off	
Payment Information	Page 5
Payment schedule	
Tax Receipts	
Late pick up fee	
Non payment of fees	
Withdrawal	Page 6

Welcome to the Get Out and Play camp, hosted by Warman Childcare Centre. We are happy to serve you and your family. This manual will provide you with all the information that you need for our school age program.

Warman Childcare Centre found that there was a gap in childcare services once children completed Kindergarten. This need fueled our organization to expand our services to an unlicensed school age program called Get Out and Play Camp. This camp is designed for children who have completed Kindergarten to the age of twelve. As the camp is an expansion of Warman Childcare Centre it aligns with their mission statement and vision:

Mission Statement:

Warman Childcare Centre and its programs provide high quality childcare in a safe and secure learning environment.

Vision

Our Centre is the platform where every child will thrive while learning in a nurturing environment. We do this through providing children with experiences and play based learning opportunities and offering supportive resources to families within the community.

Program Information

Come out and play camp was designed to fill the need of care for school aged children that have graduated from WCC as well as in the community. This program started in the summer of 2022 and continued into the school year on non school days. It serves both school divisions in the community as well as surrounding areas.

The main goals of the program are as follows:

- provide a safe and supervised camp for school age children to attend when there is no school
- provide developmentally appropriate activities based on participants interest areas.
- have participants get outside and to play and discover the environment around them

Program Staff

Our responsible and friendly staff have experience with working with children of all ages and have obtained First Aid and CPR C certification and a Criminal Record Check with vulnerable sector. We are committed to provide detailed orientation and continuous learning to our staff.

Camp Information/ Registration: warmanchildcarecentre@gmail.com

Camp Communication: camp.wcc@gmail.com

Cell: 306-381-9492

Hours of Operation/ Location

The camp will run on non-school days that mirror the school division calendar. Hours of camp are 7:30-5:30 pm.

Currently the summer camp is located at Great Plains College -201 Central Street and the PD camps are located at the Warman Home Centre Communiplex – 701 Centennial Blvd (formerly known as Legends Centre).

Behaviour Guidelines

All participants of the camp must respect other participants, staff and the rules of the facility. We ask that parents talk to their children about respect, and the rules of camp. Multiple behaviour incidents may result in termination of care. Parents will be made aware of all behaviour incidents the day they have happened.

Program Activities

Come Out and Play strives on providing programming that is inclusive, interactive and engaging for all participants. Activities are planned based on child's interests and developmental levels and will be held both indoors and outdoors, weather permitting.

What to Bring

Participants are asked to bring a water bottle and inside shoes daily along with proper outside attire. In the summer this includes hat, sunscreen and bug spray. In the winter this includes ski pants, boots, jacket, mitts and neck warmer.

We ask that participants do not bring toys from home to camp, this includes any electronics and gaming systems.

Nutrition

Snacks and lunch are provided daily, families will be notified of the menu the day before camp commences. Snack is served at 9 am and 3 pm. If your child prefers a different choice for lunch and snack please feel free to send one along. Please make sure to check with Camp Supervisor about any allergies at camp or if your child has an allergy.

Illness

Sick care is not provided at camp. Participants must be able to participate in all activities. If participant is ill their parents/ guardians will be called to pick up from camp. Sickness includes but not limited to: fever, cough, vomiting, diarrhea, chills, aches and pains,

Medication

Administration of medication is only permitted for prescription medication that the participant needs through out the day. Over the counter medication is not permitted at camp. If your child needs medication to be administered, a medication form must be completed prior to administration and stored outside of the child's bag. All medication must be labeled with the original prescription.

Child Protection

Children will only be released to people who are listed on the child release form. All children's files and camp information is considered confidential and will only be released with permission of guardian.

Accident/ Injury Procedures

Staff are trained in First Aid and CPR C. All injuries are to be documented and reported to parents at pick up the day injury. Once signed injury reports are signed off by camp supervisor. Staff are required to follow first aid/ cpr standards when dealing with injuries this includes calling 911 if needed. Parents will be notified of all major incidents as soon as staff can access the phone.

Supervision

Staff are required to plan activities that are based on participants interests and are appropriate for their development. Staff are to situate themselves in areas that they can supervise the group as a whole and know group numbers at all times. Threshold counts must be used at all times.

Registration Information

Attendance

Staff will be responsible for signing children in and out for the day. Attendance sheets will be provided from WCC based on the enrollment for specific camp

Changes and Cancellation

Cancellation of attendance must be done within 24 hours before camp starts. There will be no refunds, but a credit on account will be issued. Failure to comply to the 24-hour rule will result in no credit and or refund on account.

If participant is sick and cancels less than 24 hours a credit of half camp fee will be issued

Guardianship/ Custody

Custody/access restrictions must be indicated when you enroll your child. A copy of the court order or agreement must be provided to Come Out and Play Camp to substantiate this. Staff will not become involved in custodial disputes if parents using the program divorce, separate or become involved in legal proceedings over custody and visitation, unless ordered by the court. Come Out and Play staff are unable to withhold a child from either of their parents unless there is a custody and access agreement ordered by the court and only if it is safe to do so.

Confidentiality

All staff, volunteers, students and board members are to sign an oath of confidentiality. Breach of this oath may result in termination of employment with WCC Come Out and Play Camp.

Media Consent

A media consent form is a required form that all participants must have completed.

Pick up/ Drop off

Participants will only be released to the people on the Child Release Form. Staff are to ask for identification if they do not know the person who is picking up the child. If they are not listed on the child release form, staff members will call the guardian to get approval of pick up.

Payment Information

Payment schedule

Payment for the camp secures your spot for the day/ week your child is booked. All payments can be transferred to warmchildcarecentre@gmail.com.

Tax Receipts

Tax receipts will be issued annually in January.

Late pick up fee

There is a \$1/ minute charge for campers picked up after 5:30pm.

Non payment of fees

Fees must be paid prior to day of camp.

Withdrawal

Families can withdrawal from the program at anytime. If you would like to be removed from the email list please let us know.