



Parent Guide 2017

Hello Parents & Guardians!

Thank you so much for registering for an amazing summer at Camp Waegwoltic. We hope your camper(s) have a fun filled summer with us! We are confident we have created a program that will speak to every camper with a variety of creative and fun activities and games. From athletics to the arts there is something for everyone.

It is our goal to provide an enriching environment that encourages your child to participate in all activities while creating everlasting friendships along the way. We make a point to get to know all the campers whether your child is with us for one week or ten, creating a close knitted, supportive community.

A key part of my role as Camp Coordinator is to ensure you, the parents, feel confident and prepared to send your child off to camp with us for the day! As a first step, we've created the following parental guide as a reference to all things Camp Waegwoltic. In addition, please find attached your "Camper Information/Permission Form". Please fill out this form and return it to us as soon as possible!

New this year, campers will be able to order **Camp Waeg Swag!** The kids will love our fun new logo and neat water pouches! We are also offering an optional **healthy lunch plan** for an additional fee of \$50.00 or the option of loading credit to your camper's Waeg I.D. to purchase lunch and snack at the canteen. All of these great new add-ons are outlined in the following guide.

After reading through the guide, please feel free to contact me with any questions or concerns you may have. I can also help you with Camp Swag order forms and registering for lunch plan! Furthermore, your online membership account allows you to register for the lunch plan program and open a canteen account.

We are excited to get the summer underway!

Best,
Colleen Keenan
Camp Coordinator
camp@waegwoltic.ca
902.471.9234

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Staff & Contact Information

Our Summer Camp Staff are carefully selected based on their past experiences, skills, enthusiasm and their ability to work with children. All staff are supervised by a Camp Coordinator who reports directly to Katelyn Matheson, our Senior Administrator of Programming and Recreation at the Club. In addition to our core staff, our summer camp also benefits from the supervision of our 25+ fully qualified lifeguarding staff.

All of our staff must attend mandatory training on topics such as leadership, motivation, teamwork, parent feedback, policies and procedures, as well as specifics about camp programs and management expectations.

All of our staff are certified in Standard First Aid, CPR C, as well as High Five. High Five Training is a provincial training piece that focuses on understanding children and how to create programs that support their development.

2017 Camp Waegwoltic Staff

Colleen Keenan.....	Camp Coordinator
Kathryn Annett.....	Head Counsellor
Bryan Bell.....	Counsellor
Victoria Ellis.....	Counsellor
Holly Foxall.....	Counsellor
Nash Mclean.....	Counsellor
Martha Reid.....	Counsellor
Steve Fullerton.....	Recreation Coordinator
Kelly Beattie.....	Assistant Rec Coordinator

Important Contact Information:

Daytime Camp Phone: 902.471.9234 (Text Messaging Friendly!)

Colleen Keenan (Camp Coordinator) 902.492.2822 ext. 2 / camp@waegwoltic.ca

Katelyn Matheson (Program Manager): 902.429.2822 ext.2 / katelyn@waegwoltic.ca

Lisa Baker (Main Office): 902.429.2822 ext. 1 / lisa@waegwoltic.ca

David Greaves (C.O.O.): 902.2822 ext. 111 / david@waegwoltic.ca

Junior Counsellors

This year we will be implementing junior counsellors who go through a similar screening process as our staff. They are between the ages of 13-16 and will help facilitate day to day activities. This is a great learning opportunity for these youth members, raising the next generation of Camp Waegwoltic counsellors!



HIGH FIVE Training

All counsellors receive HIGH FIVE training during our staff training week. HIGH FIVE is Canada's quality standard for children's programs. For more information on HIGH FIVE, please visit www.highfive.org.

Camp Newsletter

Every Wednesday there will be a Camp Newsletter sent to the parents of every participants in the upcoming week. The newsletter will include a detailed schedule of the week, daily routine, and specific camp guidelines for the week your camper is registered for. We will also include information about the theme associated with that week. Each week on Thursday or Friday you will also receive a call from your child's camp counsellor!

Parent and Guardian Contact Information

Please ensure that we have up to date contact information for you, especially where we can best reach you during the day. This can be done online under your member account. In the unlikely event that a day of camp must be cancelled or there is a change in the weekly schedule, an email will be sent directly to all parents and caregivers at the email address provided to our staff. Notices will also be posted on our social media and our website.

Drop off and Pick Up

Drop-Off Procedure: Camp Waegwoltic runs from 9:00am-4:30pm Monday to Friday. Parents/Guardians will be expected to provide their signature at the gate/MPR when their camper is dropped off. Camp provides complimentary early drop-off at the MPR building that begins at 8:00AM. As of 8:45AM you can also drop-off at the front gate. In case of rain, there will be no gate drop off option and all campers must be signed in at the MPR. There is no need to notify the Camp Coordinator of which drop off service you will be using. We have plenty of staff at the gate, on the playground, and in the MRP at all times during morning drop-off. This is just our way of trying to make your morning dash less stressful!

Pick-up procedure: Your camper can be picked up at any time, however camp pick-up begins at 4:00PM at the front gate and runs till 5:30PM. In the event that you know you will be picking your camper up early, please inform your child's counsellor so we are better able to accommodate you. In case of rain, pick-up will take place in the MPR. The latest pick-up time is

5:30PM. Failure to do so will result in a penalty of \$1.00/minute according to our clock and sign out sheets. If your camper is remaining on the property after camp and does not require extended care, arrangements to release the camper must be made with the Camp Coordinator.

Sunscreen

Campers are not fully dressed without sunscreen! Camp Waegwoltic has partnered with Sun Safety Nova Scotia to review and implement a new staff wide policy regarding sunscreen and children in our care.

Counsellors will keep a supply of non-scented hypoallergenic sunscreen (SPF 30+) at program sites for those staff or participants who may have forgotten. However, it is each parent's responsibility to make sure their camper arrives **every day** with a labelled bottle of sunscreen.

As always, we will be applying sunscreen after snack, after lunch and when we return from the pool. **By signing your child in at camp in the morning you are acknowledging that your child has applied sunscreen before arriving at camp.**

We ask you that give our counsellors permission to apply sunscreen to your camper throughout the day. This can be found on the Camper Info/Permission Form.

What to Bring

For your camper to participate fully in all the great activities there are some important things to send with your camper each day.

- Morning snack or loaded swipe card
- A lunch, loaded swipe card, or our lunch plan can be purchased for an additional \$50.00 fee
- Swim gear (bathing suit, towel, waterproof bag)
- Sunscreen! Labelled with your child's name
- A water bottle
- A hat
- Appropriate foot wear (sneakers are recommended)
- A change of clothes

Please label all items to ensure we are able to return them to you if they are lost!

Typical Daily Schedule

- 8:00-8:45AM Early drop-off at MRP
- 8:45-9:00AM Early drop-off at gate
- 9:00AM Attendance and Welcome!
- 9:30AM separate into groups, energizing activity
- 10:30AM Group snack (provided by home)

- 11:00AM Olders/Youngers separate for age appropriate activity
- 11:45AM Attendance
- 12:00PM Lunch (provided by home or camp)
- 12:45PM Change/Sunscreen
- 1:00PM Lido Pool Time
- 3:00PM Change/Sunscreen
- 3:30PM Snack (provided by camp)
- 4:00PM Attendance
- 4:15PM Free play at playground until pick-up
- 4:30-5:30PM complimentary late pick-up

Safety

The Waegwoltic Club believes in fostering individuality, self-worth and self-esteem for all who are in our care. All of our campers will be treated respectfully, listened to, and encouraged to share their perspectives, life experiences and values.

In the event that—through the course of daily interaction with children in our care—we become privy to information that could reasonably be concluded as harmful or threatening behavior towards the well-being of a child by a parent/legal guardian/caregiver, our staff is trained to recognize and report the situation to their supervisor and, as necessary, to the appropriate child protection agency. This is not just our duty, but our responsibility under the law.

A protocol is in place to address, document and report emergency situations (both life-threatening and non-life-threatening). All emergency situations, whether life-threatening or not, are immediately reported to a supervisor after the incident, and put into writing within an hour (examples: lost child; injury).

Vulnerable Sector (VS) police checks are conducted for any staff that encounters children at The Waegwoltic Club.

The Waegwoltic Club policies regarding child safety follow the guiding principles outlined in Quest 1 of HIGH FIVE®'s quality standard for children's sport and recreation. Founded by Parks & Recreation Ontario, HIGH FIVE® provides policy guidelines that ensure that your camper's experience with sport and recreation will be safe, properly-supervised, and age-appropriate. It also ensures your child will have a positive experience and leave the program smiling.

For more information about HIGH FIVE®, visit www.highfive.org. For more information about our Safe Care and Supervision Policy, please contact Katelyn Matheson, our Programming Manager, at katelyn@waegwoltic.ca

Each camper is required to have a Camper Information/Permission Form filled out. **Please send this to us as soon as possible and no later than your camper's first day.** This form is essential to the safety of your camper.

Please ensure that all medical concerns and/or special care requirements are documented in your Camper Information/Permission Form. Should your child require medication, use of an asthma inhaler, or Epinephrine pen while at camp, it is required that the camper leave this medicine with their counsellor. It will be placed in our secured medical bin. We encourage parents/guardians (if possible) to provide "stay-at-camp" medicine if your camper requires so. These will be returned at the end of each week.

All staff on the property are trained in CPR and First Aid. In the event of a serious injury parents will be notified immediately. Minor incidents that occur during the day will be reported to parents at pick-up time.

Campers will be required to wear pinnies while on the grounds of The Waegwoltic Club. Each group will be divided according to age, which will be colour identified. Group attendance will be taken 3 times per days, and counsellors will account for their campers during every transition period.

We have a zero-tolerance bullying policy at the Waegwoltic Club. Any incidents that may arise will be dealt with directly by Katelyn Matheson, Program Manager. If you have any concerns during your camper's time with us, please contact her directly by email or phone: katelyn@waegwoltic.ca / 902.429.2822 ext. 2.

Illness Protocol

If your child becomes ill during camp hours, the parent/guardian will be notified immediately to pick up your child. The child will remain in the care of our Main Office staff until the parent or guardian arrives.

For the safety of all campers, **please do not bring your camper to camp with any communicable disease** (i.e. pink eye, chicken pox, infection, fever, etc.).

Dress Code

Campers should wear comfortable clothing that is weather appropriate. For their safety and protection, it is recommended that your camper wear sneakers, hat, and sunscreen.

Lost & Found

It is your camper's responsibility to keep track of their personal belongings. Our staff is not responsible for lost or missing items. No toys or special items should be sent to camp. Please label your camper's clothing and personal items so that lost items can be identified and returned!

At the end of every day, the items collected in the Lost & Found will be brought up and displayed at pick-up in the hopes that they will be returned home with your camper. At the end of each week, what is then left over will be relocated to the main Lost & Found of the Waegwoltic Club.

Photo Release

At Camp Waegwoltic we would love to document the fun we have during the summer. These photos will be used for Waegwoltic Club promotion as well as our (private!) camp Instagram! On the Camper Information/Permission form you can check yes or no to this option.

Swim Safety

Camp goes swimming every day possible! Qualified Aquatics Staff will be on deck to supervise and maintain pool regulations at all times. Counsellors will also be in the water with the campers.

Alternative activities will be provided for any camper who is not interest in participating in swimming/water play.

All campers will be required to complete a swim test to swim unaided. All other campers will be required to wear lifejackets or a floatation device. This is an informal test determined by the Head of Aquatics. The results will be communicated to you by your camper's counsellor should they require a lifejacket and are not currently bringing one. Parents/Guardians will be required to provide lifejackets should their child be below Swim Kids 5 or its equivalents. If you already know your child will need aquatic assistance please send them with the appropriate gear for the pool.

Lesson Plans

Sending your camper to Camp Waegwoltic does not mean they need to miss out on our regular programmed summer lessons! You can register your camper in any lesson that happens on the property between **the camp friendly hours of 9:30am and 11:30am**, and we will make sure they are ready and safely transported to and from by our Assistant Rec Coordinator and her team of Junior Counsellors.

***As a reminder, all regular programmed lessons run for 2 weeks and camps only run for 1 week.**

Rainy Day Procedure

If we are relocated due to weather, campers who are not in lessons will go up to our friendly neighbours at theFirst Baptist Church (1300 Oxford Street) and those in lessons will remain in the MPR with counsellors.*Note:* We simply rent out the space. There is no religious affiliation, it is just a great community space that is also close by!

Cancelation and Transfer Policy

- I. A notice of cancellation or transfer must be received a minimum of 7 days prior to the start date of the program for a full program credit.
- II. Any cancellations or transfers received within 6 days of the program start date will receive a credit for the full amount, less an administrative fee of 25% of the program fee.

Snack and Lunches

Please remember to pack lunches and snacks that will not spoil or be sure to send your camper with an ice pack. Two or more drinks are advisable. We strongly recommend refillable water bottle as campers are very active and need to hydrate! There is a water fountain located at the back of the MPR building as well.

We are a nut free camp and a nut aware property. We ask that you do not send your camper with any nut products out of respect for campers with allergies. We strive to maintain a nut free environment at camp. However, The Waegwoltic Club is not a nut free ground therefore we have limited control of the food products brought on site.

New to the Waegwoltic Club this year is a credit charge account you can add to your camper's Waeg I.D. We will be enforcing that camp remains cashless whenever possible. This option also gives parent/guardian's the ability to control what their camper can or cannot purchase at the canteen.

It will be the parent's/guardian's responsibility to provide:

- Morning snack or loaded swipe card
- Lunch or loaded swipe card
- Water bottle
- A healthy afternoon snack will be provided by the Club each day
- Healthy lunch plans can be purchased at the cost of \$50.00 a week*

*Healthy lunch plans can be ordered online.

Closing Remarks

We are so excited to welcome you and your camper to Camp Waegwoltic 2017. We look forward to a fun filled summer and creating memories with your child. In the following pages, you will find the menu for the camp lunch plan, the camper information/permission form and the optional order form for Waeg Swag. Thank you so much for joining us this summer and we look forward to meeting you and your camper!

Waegwoltic Lunch Plan

We offer a weekly lunch plan option for all children at The Waegwoltic. Those children enrolled in our summer camps will enjoy a daily rotation of meals that includes healthy sides and snacks.

All lunch plan offerings are **nut free**, and accommodations are made to ensure safe, healthy meals for those with dietary restrictions.

Here is a list of our rotating daily options:

BBQ DAY

PASTA & SALAD DAY

WRAP AND WAEG FRIES DAY

PANCAKE & FRUIT DAY

SOUP & GRILLED CHEESE DAY

TACO & SALAD DAY

PIZZA & WAEG FRIES DAY

CHICKEN NACHO & VEGGIE DAY

It is **very important** that ALL allergies or food intolerances are identified and detailed for our staff when submitting the included **Camper Information & Permission Form**.

It is also **very important** that ALL medications, *Epipens*, or other medical devices required by your child are identified on this form.

Camper Information & Permission Form

NAME OF CAMPER: _____ DOB: _____

PARENT OR GAURDIAN: _____

Primary Contact: _____ Emergency Contact 1: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Emergency Contact 2: _____ Alternative Pick-up Names: (1) _____

Phone: _____ (2) _____

Email: _____ (3) _____

OFF SITE PERMISSION:

In the event of persistent inclement weather, a portion of our campers and counsellors may be traveling on foot to ***First Baptist Church*** (1300 Oxford Street, approx. 8 minute walk) to use their indoor recreational space.

Yes No

PHOTO RELEASE:

Camp Waegwoltic loves to cherish memories! We would like to document the summer with photos that will only be used for Waegwoltic promotional purposes. To see a detailed description of the photo release, please look in the Parent Guide, pg. 6.

Yes No

SUNSCREEN:

It is an expectation you camper arrives with sunscreen on. However, we ask you give Waeg Camp staff permission to apply sunscreen to you camper throughout the day. For a more detailed description of our sunscreen policy, please refer to the Parent Guide, pg. 6.

Yes No

Has your child obtained their "Swim Kids Level 5" or equivalent? Yes No

Grouping Campers: All campers will be divided into groups of ten and will remain with the group for the duration of camp. If you child wishes to be grouped with specific camper(s), please provided their names. We will do our best to accommodate groupings.

ALLERGIES/MEDICAL REQUIREMENTS *(for allergies, it is required that you complete the form that follows)*

Parent/Guardian Signature: _____

Date: _____ 12

The Waegwoltic Club
Allergy Form



Child's Name: _____

Child's Birthday: _____

Child's Health Card Number: _____

Emergency Contact 1: _____

Emergency Contact 2: _____

Emergency Contact 3: _____

Type of allergy/allergies: _____

How severe allergy is this allergy?: *(mild)* 1 2 3 4 5 *(severe)*

Details of severity: _____

Could a reaction be triggered if substance is ingested?: YES or NO details: _____

Could a reaction be triggered if substance is airborne?: YES or NO details: _____

Could a reaction be triggered if substance is touched?: YES or NO details: _____

Location of *Epipen*: _____

When to administer *Epipen*: _____

Additional Info: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____



SUMMER CAMP WEAR ORDER FORM



\$15.00 (+HST)

- Purple T-shirt**
- Yellow T-shirt**

Size:

- X-Small
- Small
- Medium
- Large
- X-Large



\$8.00 (+HST)

- Blue Water Bottle**
- Clear Water Bottle**

To be completed by office:

Subtotal: _____

HST: _____

Total: _____

Child's Name: _____

Week(s) for which your child is registered (list all):

Parent/Guardian's Name: _____

Registrant Membership #: _____

Credit Card Holder: _____

Credit Card Number: _____

Expiry Date: _____