



# **WSPR Camps**

## **-Parent Handbook-**

*\*updated June 2022*

**1767 Island Highway, Colwood, BC**





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1767 Island Highway, Victoria BC V9B 1J1 | PHONE 250-478-8384 | [www.westshorerecreation.ca](http://www.westshorerecreation.ca)

## **Parent Handbook**

*(\*updated June 2022)*

West Shore Parks & Recreation staff look forward to spending time with your child(ren) in one of our camps!

### **Philosophy**

WSPR embraces a Move.Learn.Play-based philosophy. Program leaders are trained in Fundamental Movement and Physical Literacy skills and facilitate inclusive, safe, and enjoyable activities that encourage the children's physical, emotional, intellectual, and social development. The individuality of each child is respected and supported with the goal of fostering their creativity, confidence and a lifelong love of learning and movement. Children will have access to the vast amenities at WSPR including the natural outdoors, Indoor Sports Complex, arena, pool and special activities such as dance, language, arts, sports, yoga and skating (all activities subject to change and availability).

Even though restrictions have lifted, to mitigate the spread of COVID 19 and other communicable diseases within West Shore Parks & Recreation and its day camps, the following guidelines are followed to protect the health and safety of children and staff. The information outlined in this handbook is informed by the Province of British Columbia's *COVID-19 Public Health Guidance for Child Care Settings*, the BC Centre for Disease Control, and West Shore Parks & Recreation Society's Health and Safety Committee.

### **Sickness Policy**

**Children may NOT attend day camp programs while they have ANY symptoms of illness such as:**

- Fever (temperature of 37.8 C or higher (orally) or 37.2 C or higher (under the arm))
- Repetitive or persistent cough
- Sore throat, difficulty breathing or wheezing
- Unusual, unexplained loss of appetite, fatigue, irritability, or headache
- Eye infections
- Unexplained rashes or any rash that is not confirmed by doctor to be non-contagious
- Known or suspected communicable diseases (measles, chicken pox, pink eye, hand, foot and mouth, etc.)
- Nausea, vomiting and/or diarrhea in the last 48 hours

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Children who are exhibiting symptoms of illness or COVID-19 should stay home until symptoms have resolved and they are well enough to participate in regular activities.

Children can attend camp if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have resolved and they feel well enough to return to regular activities and their fever has resolved without the use of fever-reducing medication (e.g. acetaminophen, ibuprofen).

The *When to Get Tested for COVID-19* resource or the *B.C. Self-Assessment Tool* provides more information on whether you should get a test for COVID-19. If you are unsure or concerned about your symptoms, connect with your health care provider or call 8-1-1.

Children who test positive for COVID-19 should follow the guidance on the BCCDC website as to how long they should self-isolate. They can return to camp when they no longer need to self-isolate if symptoms have resolved, and they are well enough to participate in regular activities. WSPR does not require a health care provider note (i.e. a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.

If your child develops these symptoms while at day camp, program leaders will move your child to a separate supervised area, and you will be required to pick them up immediately. If your child has **ANY** of the symptoms above, they are not able to return to West Shore Parks & Recreation's day camps until symptoms have resolved and they feel well enough to return to regular activities and their fever has resolved without the use of fever-reducing medication (e.g. acetaminophen, ibuprofen).



## **Parental Responsibilities**

### **Daily health check procedures:**

Parents/guardians must assess their children **daily** for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to the WSPR camps.

### **Before camp starts:**

Please make sure to fill out all the appropriate waivers, medical forms, and contact information that staff will need to make sure your child has a safe and positive experience at camp. These forms are available at reception or online.

### **Emergency forms:**

WSPR requires a current emergency form be on file for every child registered in the camp programs. As this information is extremely important, please keep us informed regarding any updates throughout their time in the program.

**Please ensure the emergency form is signed and handed in prior to or on the first day of camp. No children will be able to stay in camp without a signed form. Forms can be found on the camp page for each age group within our program registration site. *\*Please download the form prior to completing and once complete, send to campadmin@wspr.ca***

[https://explore.wspr.ca/Westshore/public/category/browse/browse\\_programs](https://explore.wspr.ca/Westshore/public/category/browse/browse_programs)

### **The first day of camp:**

Please be prepared to stay a few minutes on the first day of camp to complete sign-in, meet your camp leaders and complete any outstanding paperwork or forms that may need to be filled out. Parents/guardians are required to sign campers in and out of camp each day and provide current medical and emergency information for their camper.

### **Attendance:**

If your child is unable to make it to camp, please contact the leader's camp cell number on the weekly camp schedule or call reception at 250-478-8384.

## **Daily Procedures**

### **What to bring:**

Please send your child with the following each day:

- A backpack that easily fits all of the child's belongings that they are able to carry on their own for walking out-trips
- An easy-to-open water bottle
- Nutritious ready-to-eat snacks and packed lunch
- Adequate clothing for indoor and outdoor play (rain gear, boots, etc.)
- Please label all items with your child's name
- A spare set of clothing for your child i.e.) pants, shirts, underwear, and socks

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- Hat (spring & summer)
- Spray sunscreen (spring & summer)
- Many full day camps require a swimsuit and towel (please check the camp schedule)

#### **Personal items and electronics:**

Please keep personal toys and electronics at home. Children who bring personal toys or electronics will be asked to keep them in their backpack. Personal toys and electronics have proven to prompt arguments, tend to get lost and/or broken, and promote exclusive play.

#### **Sign out procedures:**

At dismissal, a designated adult must sign out their child. Please ensure that your child is picked up promptly by the end of program. All individuals authorized for pick up, must be listed on the emergency medical form. If someone other than a parent/guardian or authorized and listed person is picking up your child, please notify the leader beforehand so that they are aware of whom the alternate is, and note that the leader will ask to see identification and for written confirmation to be sent in. If the leader is not notified, the child will stay in the program until the parent is contacted to verify pick-up.

If you wish for your child to sign themselves out at the end of our program, the child must be 10 years of age or older, and 12 years of age or older to sign out a younger sibling. An additional form granting children permission to sign themselves out will need to be completed (the form can be received from program staff or is available on the camp page for each age group within our program registration site).

[https://explore.wspr.ca/Westshore/public/category/browse/browse\\_programs](https://explore.wspr.ca/Westshore/public/category/browse/browse_programs)

#### **Food and drink policy:**

We promote healthy eating and nutritional habits at West Shore Parks & Recreation. Safe drinking water is available for all children at all times, and we encourage them to drink as much as they would like. If a child has specific nutritional requirements, we will ensure that all staff at the site in question knows, understands, and complies with these requirements. If there is a nut allergy in the camp room, parents will be notified, and we would encourage families to pack nut-free snacks.

At the time of registration and on the medical emergency form, parents are asked to indicate any severe or life-threatening allergies. We ask that parents complete an anaphylaxis care plan detailing their child's specific triggers prior to the child's first day attending the program. The child is responsible for carrying the epi-pen at all times. Children will not be accepted into the program with expired epi-pens.

When a program is designated allergen-aware, notices will be sent home with the children and posted within the program entrance notifying parents of any snack restrictions.

#### **Active play policy:**

All children will engage in a minimum of **60 minutes** of daily active play broken out throughout their program

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routine. Active play will consist of un-facilitated play, facilitated games, and activities both indoors and outdoors.

Staff will incorporate Fundamental Movement skills (run, jump, hop, skip, throw etc.) and injury prevention into all active play activities guided by the concepts of physical literacy. Physical literacy can be described as the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities (Whitehead, 2016).

Children who are physically literate move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person. (PHE Canada, 2010)

Westshore Parks & Recreation is committed to providing; trained staff, a variety of indoor and outdoor facilities, challenging, interactive and dynamic equipment along with varied, inclusive games and activities to encourage and nurture confidence and competence to develop a life-long love of physical activity and play.

**Screen time policy:**

Children will not receive any screen time in their daily scheduled routines. Occasionally, movies will be shown for programming purposes; parents will be notified via the weekly calendar.

**Inclusion:**

WSPR is an inclusive program. No child or adult will be discriminated against based on gender, race, religion, culture, ethnicity, sexual orientation, marital status, and/or physical and mental special needs.

We recognize that each child is an individual and we strive to develop a partnership between the family and the camp program to ensure that we are doing our best to support each child in our program.

**Additional support:**

The Child Care Licensing Regulation defines a child requiring extra support as a child who, for physical, intellectual, emotional, communicative, or behavioral reasons, requires support or services that are additional to, or distinct from, those provided to other children.

Section 58 of the Child Care Licensing Regulation requires a licensee to have a current care plan for each child requiring extra support. This form is available on the camp page within each age group on the program registration site.

[https://explore.wspr.ca/Westshore/public/category/browse/browse\\_programs](https://explore.wspr.ca/Westshore/public/category/browse/browse_programs)

If your child has extra support needs that we should be aware of, please contact lkemble@wspr.ca to set up a meeting with program supervisors to ensure your child's needs are met.

**Privacy and confidentiality:**

It is our intention that all those using and working in the camp program can do so knowing their confidentiality will be respected. Personal information about children is kept secure but is accessible to leaders and supervisors. Information passed on to any staff member in confidence will be treated as such. Exceptions to the Privacy and Confidentiality Policy are those where the safety of the children is involved.

**Medication:**

Please give any medications that your child requires **directly** to one of our leaders. We are able to administer **prescription medication only**.

Please write explicit instructions regarding the medication on an **authorization to administer medication** form, available on the camp page per age group withing our program registration site.

[https://explore.wspr.ca/Westshore/public/category/browse/browse\\_programs](https://explore.wspr.ca/Westshore/public/category/browse/browse_programs)

Leaders **will not** administer any medication that is not in the original container or that is not accompanied by a signed authorization to administer medical form.

Vitamins and cough candies must stay at home and should not be given to children in their lunch kits or snacks.

**Epi-Pens:**

A completed epi-pen information form (anaphylaxis care form) must be submitted prior to the child's first day attending the program. The child's epi-pen must be on-site at WSPR on the days the child is attending the program. Children will not be accepted into the program with expired epi-pens. The form is available on the camp page within each age group on our program registration site.

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**Sunscreen & sun safety during summer camps:**

WSPR leaders practice sun safety while outside in the summer. The children are encouraged to seek shade and drink lots of water while playing outside.

Please ensure your child has a wide-brimmed sun hat at the center. We do not recommend baseball hats as they do not provide enough coverage to the children's ears and necks.

Children must bring their own SPRAY sunscreen to the camp program due to individual sunscreen allergies and preferences. Please ensure your child arrives at the camp program wearing sunscreen.

The leaders will apply the SPRAY sunscreen to the children before heading outside in the afternoon.



### Air quality:

Air quality has a direct impact on the health of humans and the environment. As per Vancouver Island Health Authorities recommendation, West Shore Parks & Recreation programs will monitor the Province of British Columbia's current Air Quality Advisories and adjust the programming as necessary. Please see below.

Main Information Source:

Air Quality Health Index

<http://www.env.gov.bc.ca/epd/bcairquality/readings/aqhi-table.xml>

### Index levels:

Air Quality Health Index Categories and Health Messages			
Health	AQHI	Health Messages	
Risk	Index	At Risk Population	General Population
Low	range 1 - 3	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities.
Moderate (MOD)	range 4 - 6	Consider reducing or rescheduling strenuous activities outdoors if you are experiencing symptoms.	No need to modify your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	range 7 - 10	Reduce or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	above 10	Avoid strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	Reduce or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.
At Risk Population: People with heart or breathing problems are at greater risk. Follow your doctor's usual advice about exercising and managing your condition.			
* If the AQHI index has increased to 7 (high health risk), it is usually because of high concentrations of smoke particles (PM2.5) in this community.			
			Source: Environment Canada



## West Shore Parks & Recreation's response:

<b>Low risk:</b>	No change to programming
<b>Moderate Risk:</b>	Monitor forecasts and adjust activities if needed
<b>High Risk:</b>	Where possible, limit outdoor program activities and move programming inside. No long-lasting high exertion activities should take place outside. Participants and staff with heart or breathing issues should use caution.
<b>Very High Risk:</b>	All programs should move indoors where possible. If staff are unable to move the program inside, programs will be cancelled, and credit will be issued.

Please note: parents will be notified of any major changes in programming via email or in person as soon as alternate plans have been made.

## Expectations and Guidelines

At WSPR there are several ways we keep each other safe. There are three basic expectations:

1. Be kind
2. Be safe
3. Be respectful

Outside expectations and boundaries include:

- Children stay within the confines of the equipment site
- Children require the company of an adult or any other adult responsible for their care when using the washroom or exiting the play space
- Children must be supervised at all times on the swings
- Children may not climb above 5ft
- 

### **Discipline policy:**

- Discipline is based on safety rules
- A child is not allowed to hurt them self or others
- Children are given clear, simple, consistent limits regarding appropriate behavior
- Choices are offered whenever possible
- Verbal direction and re-direction are the main means of guidance and discipline

At all times, children will be treated with respect, their feelings will be acknowledged and accepted, and they will be encouraged to talk about their problems in a non-threatening supportive environment.

If it is necessary to use a 'time out' or break, children will not be removed to an unsupervised area. Children are supervised at all times.

If a child is in physical danger to themselves or others they will be removed from the situation to protect the

child until self-control is regained.

Under no circumstances is physical punishment used.

If a child is unable to co-operate in a program, leaders will meet with parents to seek a resolution to the situation. At that time, a letter may be sent to the parent/guardian as follow up to the discussion. If there is no satisfactory improvement in the child's behavior, the child may be removed from the program with notification to the parents/guardians. In cases of more severe incidents and behavior concerns where the safety of the other children may be at risk, parents/guardians may be contacted to remove the child from the program immediately. West Shore Parks & Recreation reserves the right to refuse participation in a program where safety of others is at risk. A pro-rated refund will be given if the child is asked to withdraw from the program.

### **Pick-up, Unexpected Circumstances, and Emergency Situations**

#### **Persons authorized to pick up:**

Leaders will not dismiss your child to anyone but a parent or guardian that is designated on your emergency form. The parent or guardian is required to notify staff **in writing** if someone other than the designated parent or guardian will be picking up the child. If arrangements have been made for an alternate person to pick up your child, notification in writing must be received and ID must be presented upon pick up. Anyone authorized to pick up must be 16 years of age or older.

#### **Custody and court orders:**

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The parent/guardian is responsible for providing accurate up-to-date information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent/guardian unless the non-enrolling parent/guardian is not listed on the authorized pick-up list, then the policy on unauthorized persons will be implemented. The legal parent/guardian must provide all consents.

#### **Emergency contacts: MIN 1 REQUIRED**

Emergency contacts must be kept current and should consist of family members, or friends, who are available to pick up your child in the event that you are unable to be contacted. In the event of an emergency, we must be able to contact someone to whom we may release your child. Please do not include relatives from out of town.

#### **Late pick-up procedure:**

Parents are required to pick up their children promptly at the end of the program. Parents/guardians are asked to allow for sufficient time to collect their child's belongings, connect with a staff member, and leave the centre.

If a parent/guardian is aware that they are going to be late, we ask that they please phone the camp phone as

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soon as possible.

If a parent/guardian has not picked up a child and/or called the program by the program end time, the staff will initiate the following procedures:

- Attempt to contact the family and then the alternative person(s) from the authorized pick-up list.
- If that person is unavailable and the parent has not contacted the caregiver 20 minutes after the site has closed, the staff is required to notify the Ministry of Children and Families.

Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged – please see “Late pick-up fee” below for more information.

If late pick-up becomes an ongoing problem, and reasonable effort has not been made to solve it, West Shore Parks & Recreation may choose to terminate care.

**Late pick-up fee:**

Please note that a late fee charge applies to parents/guardians who pick up their child after the program end time.

The late fee is \$5.00 per child, for every 10 minutes (or portion thereof) beginning at program end for example, if the program ends at 5:30PM and a child is picked up at 5:35PM, the charge will be \$5.00.

Please note, the program clock will be used to determine late fee charges.

Late fees will be added to your family account and require payment prior to further enrollments.

**Pick-up situations requiring assessment:**

If a person is authorized to pick up a child, and is incapable of safe care, staff will:

- a) Assess the situation
- b) Contact the other parent/guardian as an alternative
- c) Contact the emergency contact person as an alternative

If a person authorized to pick up a child is incapable of safe care and insists on taking the child, staff will call the police.

If no one arrives to pick up a child by program end, staff will:

- a) Again, attempt to contact the parent or emergency contact/s
- b) If no answer per (a), staff will contact the Ministry of Children and Families

If an unauthorized person requests the release of a child, staff will:

- a) Not release the child; the child will remain under the supervision of staff. Staff will explain to

the unauthorized individual that the child will not be released without written authorization by the parent or guardian

- b) Contact the parent or legal guardian for written confirmation that this person present is able to take the child.
- c) Make all reasonable efforts to ensure the safety of the child and other children
- d) If necessary, the police will be called for assistance

**Emergencies:**

Staff have been trained to follow West Shore Parks & Recreation Emergency Procedures during emergency situations such as fire and earthquakes. Emergency evacuation procedures are posted in each facility. Fire drills are conducted monthly. Please note that programs are equipped with cellular phones and staff will attempt to contact parents/guardians during/after an emergency situation.

In case of a medical emergency, staff will follow these procedures:

- 1) Contact the parent/guardian listed on the registration form
- 2) If the parent(s) or guardian listed on the registration form cannot be located, arrangements will be made to contact the alternate person listed
- 3) Take the child to a hospital (which will be by ambulance). Depending on circumstances, there is a possibility that staff may decide to take the child to hospital and then call the parent(s).

**Accidents:**

West Shore Parks & Recreation's priority is the safe care and treatment of the children. In the case of an emergency, accident or illness, West Shore Parks & Recreation will phone an ambulance and contact the parent/guardian. A West Shore Parks & Recreation staff person will accompany the child to the hospital until a parent/guardian can meet the staff and the child at the hospital.

## **Withdrawal Policy, Payments, & Unexpected Fees**

### **Withdrawals:**

Withdrawals require a minimum of 7 days' notice prior to the start of camp or a refund will not be given.

No refunds or credits are given for days absent due to illness, appointments, extracurricular activities, visiting friends, vacation, etc. In the case of extended illness, a medical note must be provided, and refunds or credits will be considered on an individual basis.

### **Questions or concerns:**

Please contact reception at 250 478-8384 and a receptionist will be happy to answer your question or have a camp supervisor contact you.

Your feedback is important to us!

We thank you for following these procedures for all camps as we strive to bring your child the best program possible. We also appreciate your patience and as we work through these ever-changing times, we will continue to work with our local Health Authority, Provincial Government and BC Recreation and Parks Association to monitor the situation and adapt policies and procedures as necessary.

