



### Snacks and lunches

All participants require a daily nutritional snack that includes a labelled water bottle or juice in a non-glass container. Children attending full-day programs also require a self-contained bag lunch and second snack for the afternoon. Do not send any peanut or nut products. Microwave, hot water and vending machine purchases are not available.

### Swimming/outdoor water play areas

Most camps include swimming and/or outdoor water play areas. The outdoor water play area may include hoses, sprinklers and various water toys (summer only). We recommend two towels for campers swimming twice per day. Loonies/quarters are not required, as we have a secure area for storing participant belongings. For their safety, all participants are required to wear a lifejacket (provided) and/or successfully complete a swimming ability check. This is not a swim level test. Please see your *City of Calgary Recreation Receipt* for swimming details or ask your day camp leader on the first day. Please note: golf, sailing and arts centre camps do not include swimming or water play areas.

### Pick-up and emergency information

To save time on the first day of day camps, it is recommended that the *Day Camp Participant Information* form be filled in and signed and ready to hand in on the first day. This will ensure we have all your current important information on hand. This form can be found at [Calgary.ca/recreationforms](http://Calgary.ca/recreationforms). For the safety of all participants, authorized pick-up persons may be asked to produce photo ID.

### Drop-off and pick-up areas

Signage may be posted in each facility indicating drop-off and pick-up areas. Please check your *City of Calgary Recreation Receipt* for more information.

### Late pick-up fee

Please make every effort to be on time to pick-up your child from camp or post-care. In the event that parents are late, a late fee may be charged. Please contact the facility (or contact 311 and ask to be transferred) to inform day camp staff if you know you are going to be delayed.

### Program forms and waivers

Your *City of Calgary Recreation Receipt* lists all the program forms and waivers that are required for your specific program to be filled out and brought on the first day of camp. Forms and waivers can be found at [Calgary.ca/recreationforms](http://Calgary.ca/recreationforms). Please also bring your *City of Calgary Recreation Receipt* with you each day.

### Questions?

Please read your *City of Calgary Recreation Receipt* thoroughly and keep it on hand until camp is completed. For registration information, contact **403-268-3800**.

For program information, **contact 311** or visit our website at [calgary.ca/recreation](http://calgary.ca/recreation).

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Calgary



# Recreation Day Camp Handbook

# Welcome to The City of Calgary Day Camp programs.

Thank you for choosing a City of Calgary Day Camp. In order for us to provide a happy and safe day camp experience, we ask you to read this handbook thoroughly with your child and ensure all proper preparations are made. Information specific to different camps can be found on your *City of Calgary Recreation Receipt*.

## Leader-to-children ratios

The City of Calgary Recreation offers a variety of quality day camp programs with a wide range of activities. Specific policies for supervision are implemented in all day camp programs. The program ratios are based on age groups of participants, activities and program location. To ensure the safety of the participants, the programs have the following standards in place:

- Day camp staff are selected on the basis of experience, ability to relate to children and leadership skills. Staff receive City of Calgary training and are certified in Standard First Aid and CPR, as well as High Five Principles of Healthy Child Development.
- Lower ratios are in place for programs for six year olds and under and some specialty programs.
- All participants *must* be the appropriate age by the first day of the program.

**Please see your day camp staff for further information.**

## 3Y – 4Y Participants (leisure centres only)

Children three years old and up must be fully toilet-trained, no pull-ups. We do not recommend full-day participation for three- and four-year-olds, as camps are very active and there is no rest time.

## Sunscreen and insect repellent

Please apply sunscreen and insect repellent to your child before camp. City of Calgary staff cannot provide or apply these products to participants.

## Valuable items

Please leave all valuable items and personal electronic devices, including cell phones and games, at home. We are not responsible for lost, damaged or stolen items.

## Day camp gear

Please send your child(ren) with a manageable backpack containing the items listed in the chart for the program(s) your children are attending. Please label all belongings.



	leisure centres	Swim & Fun programs	golf camps	arts centres
water bottle	*	*	*	
healthy bag lunch	*	*		*
peanut-free, healthy snacks	*	*	*	*
swimsuit and towel(s) with plastic bag for wet items	*	*		
sunscreen and insect repellent (with name label)	*	*	*	*
hat and weather appropriate clothing	*	*	*	*
change of clothing (underwear & socks for six years and under)	*	*		
proper footwear for activities (heelies, high heels and flip-flops not permitted)	*	*	*	*
indoor shoes	*	*		
sports equipment (as required, see <i>City of Calgary Recreation receipt</i> ).	*	*	Clubs provided if needed.	

## Participants with disabilities

Our day camps welcome and include all children. Please make us aware of any disabilities or behavioral needs that may affect your child's participation. While our goal is inclusive participation, there are times when a child requires more support than our current ratios are able to provide, and day camp supervisors reserve the right to request an aide.

If required, it is the parents' responsibility to arrange for and provide for the aide. Please contact the Day Camp supervisor to obtain the *Aide Expectation Information*.

## Participants requiring medication

Medications must be brought daily, in their original container, with a label indicating the type of medication, dosage, participant's name, physician's name and any instructions staff may need to be aware of. A *Medication Permission Form* must be filled out and signed by a parent/guardian for all medications. This form can be obtained from the leaders on the first day of camp.

## Pre- and post-care

Pre- and post-care is offered at most City of Calgary facilities for an additional fee. Pre-care begins at 7:30 a.m. and post-care ends at 5:30 p.m. Pre-registration is required and extra fees apply. Lunch supervision is available for no charge for those children registered in two half-day camps only; no pre-registration required for this service. Full-day camps have lunch supervision within their program.

**Leisure centres only:** daily pre-and post-care registration is permitted and registration is not available online. Please call 403-268-3800 or visit a leisure centre to register. **Golf camps:** pre- and post-care is not available.

**Arts Centres:** pre-care begins at 8:30 a.m. and post-care ends at 4:30 p.m. Pre-registration is not required.

## Program information

Please be aware there is a possibility that day camp groups may leave their facility location to walk to nearby green spaces or playgrounds as part of the program.