

DRYLAND PROGRAMMING PARENT HANDBOOK 2026



Welcome to the Manluk Centre's Day Camps!

This guide contains important information about our camps, including details regarding staffing, what to pack, and key policies and procedures. Please take the time to read through it to help ensure your child(ren) are prepared for a safe and enjoyable camp experience.

If you have any questions or would like to speak with a member of our team, please contact us:

- **Front Desk Staff: 780-361-4444**
- **Recreation Programs Facilitator: 780-361-4412**
- **Email: recreation@wetaskiwin.ca**
- **Dryland Cell Phone: 780-839-8007 (program hours only)**

OUR COMMITMENT TO QUALITY

The Manluk Centre is committed to providing a safe, engaging, and high-quality camp experience for every child. Our day camps are thoughtfully designed to foster creativity, physical activity, personal growth, and lasting friendships in a supportive and inclusive environment.

Program Goals

- Show respect and consideration for staff and fellow campers
- Be cooperative and participate in camp activities
- Respect camp rules, the facility and all program equipment

While the Manluk Centre strives to ensure each individual's participation in all registered and drop-in recreation activities, it reserves the right for our staff to assess and evaluate an individual's participation in regard to a shared, positive, and safe experience for all participants.

Parent/Guardian Responsibilities

Parents/guardians are required to follow all established policies and procedures outlines in the City of Wetaskiwin's parent handbook. Parents/guardians are responsible for reading all information provided regarding camp to stay informed about the program.

GENERAL INFORMATION

Cancellations & Withdrawals

- The City of Wetaskiwin reserves the right to cancel any program (i.e. low enrollment or instructor availability). An account credit will be issued for any program cancelled by the City of Wetaskiwin.
- Cancellations made by the customer prior to the program's start date are eligible for a program transfer or an account credit.
- Cancellations made by the customer on or after the program's start date will not be eligible for a program transfer or an account credit.
- Once a registrant misses the first two (2) program days without notifying the Manluk Centre, the registrant forfeits their spot in the program and an account credit will not be issued. The spot will be offered to the first person on the waitlist.

Absence Reporting

If your child will not be attending camp for any reason, please call the Manluk Centre's front desk at 780.361.4444 and provide them with your child's name. The front desk will ensure the information gets passed along to the leaders. Our check in and check out policy indicates that all parents will be contacted in the event of an unexplained absence for those children checking themselves in and out.

Camper Ages

Campers must meet the listed age requirements for the camp at the start of the program, unless otherwise stated. Please contact the Recreation Program Facilitator for exceptions on a case-by-case basis.

Camp Hours

Drop off for camp is from 8:00 - 9:00 AM and pick up is from 4:00 - 5:00 PM.

If you arrive late or want to pick up early, please give our camp staff a heads up so we can discuss our daily plans. If the camp is not in the Multipurpose room, a note will be left on the door to inform parents of where we have gone.

Late Pick-up

Please ensure your child is picked up and signed out of camp no later than 5:00 PM.

- A warning will be given for the first late pick-up.
- After that, a late fee of \$1.00 per minute will be charged starting at 5:01 PM.
- Chronic late pick-ups may result in removal from the program.

Camp Ratios

Camp Ratio: One staff member to every 8 campers.

- Camp groups have a maximum of 25 campers and will be staffed by at least 3 leaders.

Swimming Ratios:

- Campers under 8 will be accompanied in the water by a leader (1 leader to every 3 swimmers).
- Campers 8 and older will swim independently in the pool under lifeguard supervision.



Check In and Check Out Policy

We are committed to providing a safe camp environment for your child(ren). To support this, a check-in and check-out procedure is in place to ensure participants are either signed in and out by an authorized adult or are safely doing so independently, as permitted.

If someone other than the parent/guardian present at check-in will be picking up your child(ren), a permission form must be completed in advance, specifying who is authorized for pick-up.

Children aged 9 and older may check themselves in and out only after:

- A parent/guardian has signed the camp waiver,
- All required paperwork has been completed, and
- A sign-in/out permission form has been submitted outlining the specific days, times, and emergency contact information in case the camper does not arrive or leave as expected.

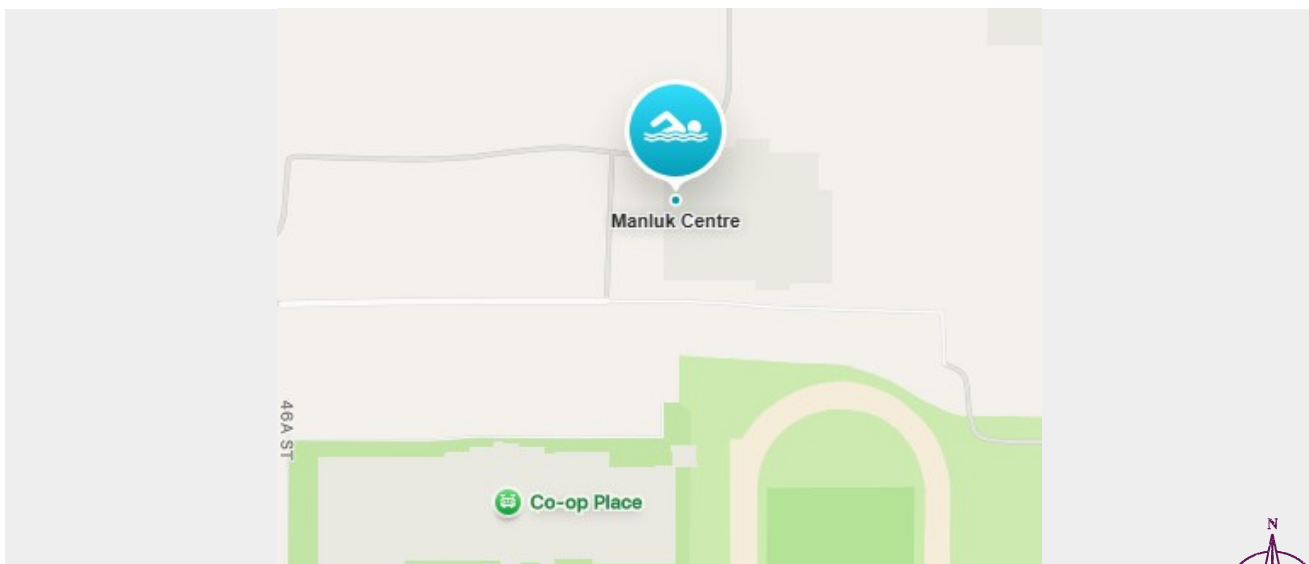
Camp Lost & Found

Help limit our lost and found items by labelling your child(ren)'s items with their first and last name so we can give you a call when we find something. All lost and found items will be donated two weeks after the last day of camp.

Before Camp

To help ensure campers have a positive experience at camp, we encourage parents to use the information in this handbook. Consider involving child(ren) in getting ready for camp (packing lunch, picking clothes, bringing a picture in their backpack). Talk to your child on what they can expect from drop off to what might happen in a day to what time you will be there to pick them up. Ask your child if there is anything they are nervous about and come up with strategies ahead of time.

Be sure to notify camp staff of strategies so that we can ensure everyone has a successful time!



A DAY AT CAMP

First Day of Camp - Parents are required to complete a waiver form for the first day of camp. At the bottom of the waiver, we ask parents to write any allergies child(ren) may have as well as an emergency contact (other than immediate family) and to confirm contact information in case of an emergency.

What to Wear - We actively engage children in a number of different activities including arts, crafts, and sports. We encourage children to dress in comfortable clothing and closed toed shoes for safety. We also encourage children to dress in layers to be prepared for the changing weather throughout the day. Some days we do get messy so check the weekly email for those days and wear clothing that can get messy.

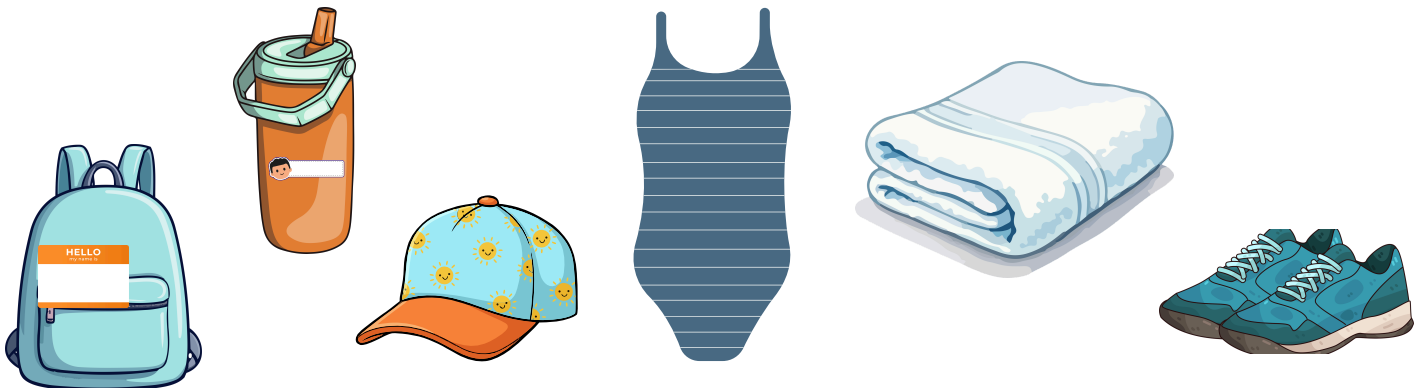
What to Bring -

- A 2-strap backpack that is comfortable and not too heavy to carry. It should be labeled. No crossbody bags or fanny packs
- Enough healthy, nut-free food for **two snack breaks** and lunch daily. Campers may get to taste a treat if we make something at camp, so please be sure to inform camp staff of allergies
- A labeled, refillable water bottle
- Non-slip closed toe running or athletic shoes that are comfortable to walk, play, and wear all day
- Hat (recommended) & sunglasses (optional)
- Sunscreen & bug spray in a plastic bag to prevent spilling (camp staff will apply sunscreen as long as the sunscreen permission form has been signed)
- Please label everything (including but not limited to clothing, containers, coats, sunscreen, etc.)
- Pack a swimsuit and towel everyday

What not to bring -

- Peanut butter, nuts, and all foods contain nut by products are not permitted
- Pop/soda or chewing gum
- Please limit the amount of candy and treats being sent to camp
- Money (the use of snack vending machines or concession stands is not permitted during camp)
- Any toys, trading cards, or electronics are not permitted at camp
- Valuable items (jewelry, portable music devices, cell phones, etc.).
- Alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp

The City of Wetaskiwin is not responsible for any lost, stolen, or damaged items.



Camp Day at a Glance

Every camp day follows a schedule that includes games, activities, crafts, and special outings, all tied to the camp's theme. While we aim to stick to the planned schedule, adjustments may be made due to weather or safety considerations.

| Time | Activity |
|------------------|------------------------|
| 8:00 - 9:15 AM | Sign In/Free Play |
| 9:15 - 9:25 AM | Clean up time |
| 9:30 AM | Game/Circle Time |
| 10:00 AM | Snack Time |
| 10:30 - 11:30 AM | Craft |
| 11:30 - 12:00 PM | Activity |
| 12:00 - 1:00 PM | Lunch & A Show |
| 1:00 - 4:00 PM | Swimming or Field trip |
| 4:00 - 5:00 PM | Sign out/Free play |

Weather

- In the event of inclement weather, program plans will be adjusted to ensure the safety and comfort of all campers.
- In the event of extreme heat, smoke or rain, activities may be modified if possible if not they will be cancelled.
- Sunscreen & bug spray should be applied in the morning before camp and brought daily in a plastic bag so that it can be reapplied throughout the day
- While outdoors, multiple hydration breaks will be encouraged and monitored to ensure the safety of all campers.
- Dress your child accordingly for outdoor activities. Provide protective clothing (hat, jacket) in layers to ensure a positive experience.





Camp Field Trips

Field trips are a chance to enhance our theme and inspire fun! Field trips happen within camp hours, and we will do our best to be back on time, but things like traffic may impact our timing, please be patient with us.

We ensure that all locations are vetted for safety prior to booking, we cover field trip specific safety protocols with our staff. These trips require us to usually take a bus or to walk to and from the location. A part of registering and signing the waiver means that parents understand and acknowledge all safety concerns involved in an offsite field trip.

*Please pack your swim gear everyday in case a field trip is cancelled at the last minute!

Camp Staff

We are proud to have an incredible team of camp staff supporting your child(ren). Our staff are carefully selected for their maturity, experience, and passion for working with children. Each team member has been interviewed, thoroughly screened, and completed training prior to the start of camp.

Staff Training - Our staff are trained in camper care, policy and procedures, safety protocols, mental health first aid, child protection, customer service and first aid.

Our staff team is a combination of new, experienced and veterans of camp. We have many years of combined experience, and we strive to not only offer the best, but train the best for now and for the future.

Camp Rules

These are the common rules to ensure the safety of all participants. Each camp may add additional rules based around activities and campers.

- Campers must treat everyone (other campers, staff, public) with respect;
- Campers must listen to and follow instructions and directions given to them by all camp staff and volunteers. Camp staff are ensuring safety and fairness to all campers;
- Campers will keep their hands, feet, and objects to themselves;
- Campers will act as positive role models to other campers;
- Campers should not intentionally cause or attempt to cause harm to anyone. This includes but not limited to name calling, arguing, fighting, gossip, swearing or rude behaviour;
- Campers should not touch any other campers' belongings;
- Campers will make good decisions and obey the rules & consequences;
- Campers must treat camp supplies, equipment and facilities with respect and care;
- Campers must remain with their group and camp staff at all times to ensure everyone is safe;
- Campers must ask permission to take bathroom breaks or leave the area;
- Campers must leave all electronics, weapons, and/or illegal substances at home.

Children Requiring Additional Support

The City of Wetaskiwin camps are inclusive and welcome children of all abilities. If your child(ren) has a disability, medical condition, or behavioral needs, please contact the Recreation Program Facilitator before registering. If your child(ren) requires an aide at school, they must also attend camp with an aide.

Our goal is to provide a safe and positive experience for all. While we strive to support every child, individual needs will be reviewed to ensure we can maintain a safe and supportive environment for everyone.

Behaviour Management & Child Discipline Policy

While we respect and recognize the individual differences in each child, we expect them to take direction and get along in a cooperative manner. We have a three strike policy at camp that we discuss with the campers. Any bullying or physical violence is an automatic third strike and the child will be sent home.

We reserve the right to withdraw a child when the safety of the child, other children, or our staff is considered to be threatened, this will be at the discretion of the Program Facilitator or Recreation Supervisor.

- Strike ONE - Warning Given
 - If a child misbehaves, we take the time to explain what the problem is with their behaviour and guide them verbally through what we expect from them. We give them the opportunity to express their thoughts and feelings. In most cases, minor problems can be solved with a talk & a combined effort to work out a solution.
- Strike TWO - Sit out
 - If their behaviour does not improve, they may be separated from the group to calm their feelings, think about their actions, and collaborate with a leader figure out a solution. They are once again given our expectations and are encouraged to express their feelings with a leader. They are reminded that this is their second strike and if their behaviour continues that they may be sent home.
- Strike THREE - Sent Home
 - The behaviour continues after two interventions. We contact the parent/guardian and remove the child from the group. Any bullying or physical violence is an automatic third strike and the child will be sent home.

No credits or refund will be given to any camper who has been removed from camp due to inappropriate, dangerous, or strike 3 behaviors.

Siblings will not be given allowances to physically touch others, play fight, or act as though they would at home. At camp all campers are campers and have the same rules and expectations.



Child Care Expectations

All children who participate in the City of Wetaskiwin's programming are treated in a positive manner that supports healthy development.

All staff are obligated to:

- Treat children with respect, acceptance, and honesty
- Interact with all children in a patient, interested, understanding and caring manner
- Make children feel physically and emotionally safe & secure.
- Encourage responsible, safe and mutually respectful behavior through positive methods, such as; role modelling, setting reasonable limits, providing choices and recognizing appropriate behaviour;
- Guide inappropriate conduct by using positive child guidance and behaviour management practices;
- Accommodate individual differences and make all children feel equally welcome regardless of gender, race, culture, economic status or ability;
- Ensure that any child disciplinary action taken is reasonable in the circumstances with respect to a child in the program - staff must not:
 - Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
 - Deny or threaten to deny any basic necessity
 - Use or permit the use of any form of physical restraint, confinement or isolation

All children will be treated respectfully, in ways that protect their well-being, individuality, self-worth and self-esteem.

Medications at Camp

If child(ren) require prescription medication during camp, they must be able to take it independently. Camp leaders are not permitted to assist with medication.

If your child carries an epi-pen or inhaler, please make camp staff aware. Epi-pens and/or inhalers must be brought in a separate pack that children can wear at all times if the allergy is severe.

Illness at Camp

To help ensure the health and safety of all campers and staff, we ask that parents keep children home if they are exhibiting signs of illness. Children should not attend camp if they have any of the following symptoms:

- Fever of 100.4°F (38°C) or higher
- Vomiting
- Diarrhea
- Persistent cough or sore throat
- Contagious rash
- Eye infection or discharge
- Any symptoms that may indicate a communicable illness

If a child becomes ill during the camp day, a staff member will contact the parent or guardian listed on file. Parents will be required to pick up their child promptly to help prevent the spread of illness to others. PLEASE ENSURE WE HAVE YOUR CURRENT CONTACT INFORMATION ON FILE.

In the event of a medical emergency, camp staff will call 911 immediately and provide necessary first aid until emergency responders arrive. The parent or the emergency contact listed on the registration form will be notified as soon as possible.