

Manluk Centre Dryland Programming Parent Handbook

Welcome to Manluk Centre Day Camps!

This guide will provide you with information about camps, including staff, what to bring to camp and policies and procedures. Please read through this guide carefully so that you and your child are well prepared for a safe and fun camp experience.

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

- Recreation Supervisor: 780-312-4414
- Recreation Programs Facilitator: 780-312-4412
- Email: recreation@wetaskiwin.ca

Our Commitment to Quality

The Manluk Centre is committed to ensuring every child has a positive recreation experience that promotes healthy child development. Parents need to feel confident that their children are in good hands and that children feel protected, safe and secure while in the care of the leaders. The Manluk Centre day camps are a recreation-based program, where we use both indoor and outdoor space for programming. Camp staff supervise children appropriately at all times and are aware of the physical play environments.

Program Goals

The Manluk Centre is committed to providing a positive recreation experience for all participants in a safe and inclusive environment.

To achieve this goal, we expect participants to:

- 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 City of Wetaskiwin 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 must follow all established policies and procedures outlines in the City of Wetaskiwin's Manluk Centre parent handbook. Parents/guardians are responsible for reading all booking confirmations, detailed calendars, flyers, & handouts regarding camp and all other available materials to stay informed about the program and its operations.

General Information

Camp Dates

Our summer camps run weekly from July through August and will be closed on statutory holidays.

PD day, teacher convention, and spring and fall break camps are offered throughout the year in alignment with the WRPS school calendar.

Cancellations & Withdrawals

1. 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.
2. Cancellations made by the customer prior to the program's start date are eligible for a program transfer or an account credit.
3. 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.
4. 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.

Camp Registration Dates & Options

All program fees must be paid in full at the time of registration. Waiting lists will be taken for all programs.

We offer three different ways for you to register:

- Online
 - www.manlukcentre.ca/register
- In-person
 - Stop by the front desk at the Manluk Centre (4514 50 Ave, Wetaskiwin, AB)
 - Have your program codes, names, and dates for all registrants

Camp Ages

Unless otherwise stated, campers must be of age 6-11 at the first camp date. With registration being much earlier than camp, take note of your child's age for the camp you want to register in to avoid disappointment.

Camp Hours

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

Please inform us if you will be arriving late or picking your child up early. If we are not in the Multipurpose room, we will leave a note on the door to inform you of where we have gone. Come and find us or wait for our return.

Check in and Check out Policy

We are committed to providing a safe camp environment for your child. A check in & check out procedure has been implemented to ensure that participants are picked up by their responsible party or that they are safely checked in and out on their own. If you are having someone other than a parent/guardian we see at check in pick up your child, you will have to sign a permission form stating who is picking the child up. Children ages 9 or older can check themselves in (after all necessary paperwork has been signed by the parent) and out after a parent/guardian has signed the camp waiver and provided written notice with our sign in/out permission form that identifies the days, times, and who to contact if the camper does not show.

Pick-up Timing

Day Camp pick up is between 4:00 - 5:00 pm. At the end of our day camp, we build in some free non-structured play to allow for parents/guardians to pick up their kids without missing out. During this time campers are supervised in self-led activities & games. **Our doors close at 5:00 PM so that our staff may end their shift, please pick up your child before 5:00 PM.**

Late Pick-up

If you are late for pick up, a warning will be given for the first occurrence. For each late pick up after the warning, a late pick-up fee of \$1.00/minute will be charged (***please note, chronic late pick-ups will be grounds for dismissal***).

**Please be mindful our staff have been working all day and have cleanup responsibilities. We appreciate your child being picked up and checked out of camp by 5:00 pm so that we can close our doors on time. The late fees start will begin at 5:01 PM.*

Camp Ratios

For our day camp we have a ratio of 1 day camp staff to 8 campers. This means that we will always have 3 staff with the day camp group that has a maximum of 25 campers. A program supervisor is also present as needed.

For swimming all under 8's will be with a leader. Our ratio for swimming is 1 leader to 3 swimmers. All campers aged 8 and over will be swimming independently in the pool.

Camp Day at a Glance

Every camp day has a schedule of activities no matter the theme or camp. Each camp may include games, activities, crafts, and special outings all entwined to the theme of the day. The schedule may vary due to weather. We do try to keep our schedule on time and moving but we are flexible and put safety first. If you have further questions you may contact the Recreation Program Facilitator or supervisor at amy.hovdestad@wetaskiwin.ca for more details.

Day Camp Schedule Example:

Time	Activity / Location
8:00 - 9:15 am	Sign In/Free Play
9:15 - 9:25 am	Clean up time
9:30 am	Game/Review Rules
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

Camp Lost & Found

No matter how hard camp staff try to be diligent we always end up with items that have been left behind at the end of a day at camp. We have a bin of lost and found items that continues to grow if items are not labeled. Be sure to help limit our lost and found items by labelling your child's items with their first and last name so we can at least give you a call when we find something. All items will be donated two weeks after the last day of camp.

Camp Feedback

We are always looking for ways to improve. With your help we combine all the feedback throughout the summer to look at changes we can make for future years.

Camp Staff

We have hired the most amazing and outstanding camp staff for your child! We strive to find staff members who are mature, experienced and love camp. Each staff member has been personally interviewed, hand chosen, provided clearances and been through rigorous training.

Staff Qualifications - All camp staff are selected based on their experience and enthusiasm. All staff must have;

- Current workplace approved Intermediate First Aid
- Clear vulnerable sector check and child intervention check
- Minimum of 6 months direct involvement with children ages 4 - 12 years
- Knowledge of games, activities, and songs that are age appropriate
- Techniques for interactions with upset children
- Strategies for inclusion and inclusiveness

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

- Camper Care
 - Focus on proactive behavior guidance, group dynamics, bullying, homesickness and making sure that every camper receives individual attention. Staff are taught how to recognize that every camper learns differently and has their own set of needs. Our staff are equipped with tools to help build relationships with campers new and experienced.
- Policy & Procedures
 - We have high standards when working with children that include safety of our staff, knowing how to work together as a team effectively and efficiently but also how to keep things running in the tough patches.
- Safety Protocols
 - Scenarios, role play and training on severe weather, fire, medical emergencies and unauthorized personal interactions. We also train on pool related emergencies, attendance, activity supervision and ratios.
- Child Protection
 - Prevention and how to report abuse.
- Customer Service
 - Staff are taught how to address and greet kids and parents, communication techniques and providing an exceptional camp experience for every camper. We train our staff to make camp the best ever experience for campers like we experienced back in the day at camp.
- First Aid Awareness
 - Staff member that works with campers have their Standard First Aid with CPR. We also address typical camp ailments like bee stings, stomach aches, bumps, scratches and how to respond to pants wetting in a discrete way.

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

Before Camp *(Considerations before arriving to camp)*

The Manluk Centre Day Camps provides many activities for your child's enjoyment while in our care. It is quite normal for a first-time camper, and sometimes a repeat camper, to be nervous or not want to stay at camp. Our camp staff are trained to deal with this and help with a smooth transition but as a parent you can help us and prepare your child for staying with us at camp.

A camp experience may be intimidatingly or scary for a camper. Quite often children are unsure what camp will be like; what they will do all day and most often they don't want to be alone. It is important for parents to communicate with campers about what will happen in camp. As a parent we encourage you to use the information in this handbook to assist in ensuring your child has a good time. Stay positive, be excited and offer encouraging support to your child. Consider involving your child 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

1. **First Day of Camp** - Parents are required to complete an intake form and waiver form for the first day of camp. At the bottom of the waiver, we ask you to write any allergies they may have as well as an emergency contact (other than your immediate family) and to confirm your cell number that you can be reached at during the day in case of an emergency.
2. **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. Please always pack a bathing suit and towel as well.
3. **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.
 - Closed toe non-slip running or athletic shoes that are comfortable to walk, play, and wear all day are mandatory.
 - Hat (recommended) & sunglasses (optional).
 - Sunscreen & bug spray in a plastic bag to prevent spilling (camp staff will apply sunscreen as long as sunscreen permission form has been signed)
 - Please label everything you bring to camp (including but not limited to clothing, containers, coats, sunscreen, etc.).
 - Pack a swimsuit and towel every day.
4. **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, treats, and junk food 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 day camps are not responsible for any lost, stolen, damaged, or left behind items.

Enjoying Time Outdoors

- 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.
- Wearing a hat to camp is also strongly recommended.
- 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.

Weather

- In the event of inclement weather, program plans will be adjusted to ensure the safety and comfort of all campers. We will modify activities to the best of our abilities or provide alternates.
- In the event of extreme heat, smoke or rain, activities may be modified if possible if not they will be cancelled.

Camp Swims

- Many of our camps include a recreational swim as part of the week's programming. All pools are supervised by qualified lifeguards. Children 8 years and older who complete the required swim test will be able to swim in the deep end. Children over 8 years who do not complete the required swim test will either be required to remain in the shallow area of the pools or wear a PFD while in the deep water.
- Children under 8 years of age are required to stay within an arm's reach of a camp leader while children ages 8 and over will swim independently. The day camp leader to participant ratio is 1:3 for children ages 8 and under.
- If you are wanting to pick up your child from swimming, please let the staff know at drop off so we can be prepared. This ensures we can release your child to you with all their belongings from the pool deck. Our staff cannot leave the swim area to get your child's other items from the room due to pool ratio supervision requirements.

Camp Field Trips

- The Manluk Centre day camps program loves field trips! The cost of field trips is built into a week registration and a separate day specific cost. These excursions are to enhance our theme and inspire fun! The trip happens 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 for the Manluk Centre day camps means that you understand and take responsibility for any and all safety concerns involved in an offsite field trip.
- Please pack your swim gear every day in case a field trip gets cancelled at the last minute.

Support Needs, Accommodations or Medical Considerations

The Manluk Centre day camps are inclusive and welcome participants of all abilities. If your child has a disability, behavioral challenges or medical concerns, please contact the Recreation Program Facilitator PRIOR to registration.

- Our department is committed to offering safe, inclusive, and quality programs for individuals with physical and developmental disabilities. We understand that modifications, adjustments and expectations may vary to have a positive experience at camp.
- Please note: if your child requires a full-time aide for support at school, we ask that an aide also attend with them during camp.
- While Manluk Centre day camps strive to ensure each eligible individuals' participation in all registered and drop-in recreation opportunities, 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.

Camp Rules

Campers at Manluk Centre day camps will have the chance to try new activities, express their creativity, develop new skills, and make friends—all while having fun and creating lasting memories. To ensure the safety and enjoyment of everyone, all campers are expected to follow our common rules, which are clearly explained at the start of each camp. Individual camps may also have additional rules based on specific activities.

1. Campers must treat everyone (other campers, staff, public) with respect.
2. 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.
3. Campers will keep their hands, feet, and objects to themselves.
4. Campers will act as positive role models to other campers.
5. 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 behavior.
6. Campers should not touch any other campers' belongings.
7. Campers will observe the rules & consequences.
8. Campers must treat camp supplies, equipment and facilities with respect and care.
9. Campers must remain with their group and camp staff at all times to ensure everyone is safe.
10. Campers must ask permission to take bathroom breaks or leave the area.
11. Campers must leave all electronics, weapons, and/or illegal substances at home.

Behavior Management & Child Discipline Policy

While we respect and recognize the individual differences in each child, we expect them to participate in a respectful manner for the enjoyment and safety of all campers and staff.

We use a three-strike system at camp, which is explained to all 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.

Our documented process is as follows:

1. Strike ONE - Warning Given

- If a child behaves inappropriately, staff will discuss the behavior with them and provide verbal guidance on the expected conduct. We give them the opportunity to express their thoughts and feelings. In most cases, minor problems can be solved with this talk & a combined effort to work out a solution.

2. Strike TWO - Sit out

- If their behaviour does not improv, they may be seperated from the group to calm their feelings, think about their actions, and figure out a soultion. They are once again given our expectation and are encouraged to express their feelings with an instructor. They are reminded that this is their second strike and if their behaviour continues that they may be sent home.

3. Strike THREE - Go 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 attending camp are considered individual campers and as such will be treated individually. Each child will be treated as their own person and be held to the same standard of behavior as any other camper. 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 expecations.

If your child is unable to attend camp

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.

Child Care Expectations

All children who participate in the Manluk Centre's programming are treated in a positive manner that supports healthy development.

All staff are obligated to:

- Treat children with respect, acceptance, and integrity.
- Interact with all children in a patient, interested, understanding and caring manner
- Promote feelings of competency and self-esteem.
- Ensure 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 behavior.
- Guide inappropriate conduct by using positive child guidance and behavior 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:**
 - Deny or threaten to deny any basic necessity.
 - Use or permit the use of any form of physical restraint, confinement or isolation as punishment.
 - Share personal contact information or communicate privately with campers outside camp activities.
 - Force participation in activities against a camper's comfort or ability level.
 - Show favoritism or discriminate.

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

Medications at Camp

If your child needs prescription medication during camp, please provide it in its **original, labelled container**, with **only one day's required dosage**. The camper must be able to **open the container on their own**. Camp staff are **not permitted to administer medication**; we can remind and supervise your child while they take it, but legal restrictions prevent us from giving it directly.

Epi-Pens & Inhalers

If your child carries an epi-pen or inhaler, please ensure to 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. Camp staff are not responsible for any lost, misplaced, or stolen items.

Illness at Camp

When individuals contract certain communicable illnesses or conditions, their health may affect the health and well-being of others. Inconsideration of all program's participants, staff and volunteers, an ill child should be kept home until his/her condition is no longer deemed contagious. It is also in the best interest of the ill child that he/she remains home to recover.

If a staff member knows or has reason to believe that the child is ill, we must ensure that the child is immediately removed from the program by a parent and the child does not return to the program until the Program Facilitator is satisfied that the child no longer poses a health risk. Every effort will be made by camp staff to keep your child comfortable until you arrive.

A sick child is defined as a child who is unable to participate in the childcare program because he/she/they are:

- Vomiting, has a fever, diarrhea, or a new or unexplained rash or cough;
- Requiring greater care and attention than can be provided without compromising the care of other children in the program; or
- Having or displaying any other illness or symptoms that a staff member knows or believes may indicate the child poses a health risk to persons on the program premises.

Camp staff will assess if a child is ill through observation (vomiting, rash, and cough) as well as ongoing communication from the leader to the child to understand all symptoms. The child cannot return to our programs until the Program Facilitator is satisfied that the child no longer poses a health risk to others.

Should an accident happen at camp, where your child needs to be taken to the hospital, emergency transportation will be provided by calling 911. In all emergency situations, the parent/guardian will be contacted and if not successful the emergency contact will then be notified. If a child must be taken to the hospital, a camp staff will accompany the camper in the emergency vehicle and wait in the hospital until the parent/guardian arrives. At no time with the child be left alone.

Questions

If you still have questions, please contact the Recreation Program Facilitator.

- Email - recreation@wetaskiwin.ca
- Phone - 780-361-4412
- Visit - www.manlukcentre.ca/programs