

Day Camp Guide



brockton.ca/programs


Brockton
Come home to community

Dear parents and guardians,

Welcome to Brockton's PA Day and Holiday Camp Program!

This Camp Handbook is your guide to Brockton Day Camps. Our goal is to provide the best experience possible for your child. Please take the time to read thoroughly, and keep it handy as an information resource.

We believe that day camp provides children with the opportunity for healthy growth and development, as well as to embark on new friendships. Our activities are designed to be age appropriate, safe and fun! To ensure that programs are of the highest quality, we incorporate the HIGH FIVE® Principles of Healthy Child Development into all program designs.

We see parents as partners in the camp adventure and welcome your suggestions and comments. Please introduce yourself to our day camp program staff and get to know them. Each of our staff have been carefully selected based on their skills, talents and commitment to healthy child development. They will be happy to answer any questions.

Looking forward to a wonderful day of Fun and Play!

Brockton Recreation Staff



Camp Information

*Locations are
subject to
change*

Drop-off and Pick-up Location

The Walkerton Community Centre

Brockton has implemented a **Safe Arrival and Departure** experience, where campers will be dropped-off and picked-up in a secure location daily, The Walkerton Community Centre.

Campers may walk to local Parks and Facilities, for a multitude of activities. However most programming during PA Day and Holiday Camps will take place out of the Walkerton Community Centre.

Arrival and Departure Hours

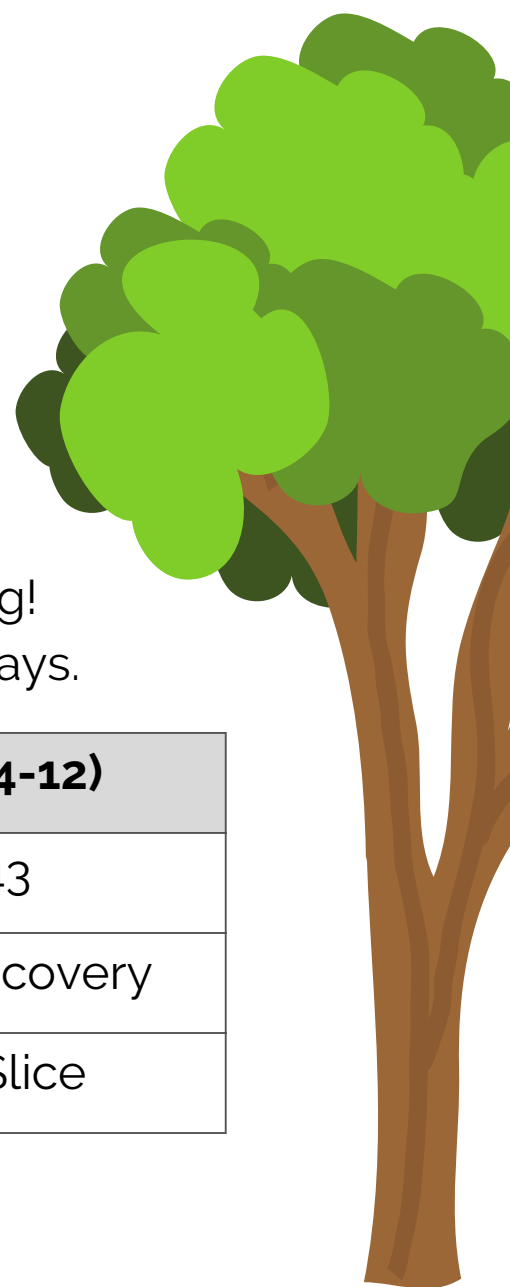
Drop-Off 8:00 - 9:00 am

Pick-Up 4:00 - 5:00 pm

Registration & Fees

Brockton has multiple Day Camp opportunities during Fall, Winter and Spring! Additional costs may incur for offsite trip days.

Fee Type	Fee (4-12)
Daily Camp Fee	\$43
Travel Day's	Cost Recovery
Pizza Friday's	\$3/Slice



Communication & Absenteeism

Email is the primary form of communication for camp. Please email **recreation@brockton.ca** anytime. Please ensure an accurate family email is provided upon registration.

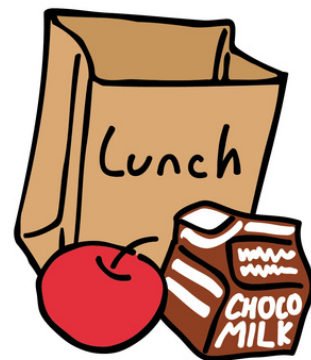
If a camper will be **absent**, it is the responsibility of a parent or guardian to **inform the Recreation Office by 9:00am**. Contact information will be provided in a pre-camp email the week before.

Camper Information

At the time of registration please ensure all questions are completed fully with accurate information.

What to Bring...

- Backpack
- A reusable water bottle
- Suitable and warm Outdoor Clothing
- Closed toe shoes
- Skating Gear (including helmet) if skating
- Anything else specific to your camp and identified in your pre-camp email
- Snacks that are peanut/nut free (and litter free, if possible), including a lunch (if Pizza is not selected upon checkout)



Refund and Cancellation Policy

Cancellations **received more than 14 days before** the start date of the program or activity can transfer their registration to any alternative camp or Brockton recreation program, accept an account credit (no expiry), or receive a full refund.

If a cancellation occurs **less than 14 days before** the start of the program or activity, there will be a 20% Non-Refundable Administration Fee, with the remaining 80% refunded as an account credit.

Cancellations and refund requests should be received in writing via email to recreation@brockton.ca, or by phone during business hours (8:30am - 4:30pm Monday to Friday) by calling 519-881-0625 x 2.



Camp Policies

Lost & Found

The Municipality of Brockton is not responsible for lost or stolen items. The lost and found will be emptied weekly.

Camper Readiness

It's important that campers attending Municipality of Brockton camps are "program ready" to ensure the best possible experience for all campers while at camp. Our goal is to ensure the safety of all campers at any given time.

Upon registration, please make your sure you child is ready for camp by confidently answering "yes" to the below questions:

- Child is able to take instruction from a staff person and participate in planned activities.
- Child is successful at doing daily activities (such as using the washroom) without a known guardian present.
- Child feels comfortable interacting in a group environment, to the best of their ability.
- Child can participate in a way that is safe for themselves and others.

Children at camp who are not ready may be withdrawn at the discretion of supervisory staff.

Late Fees

Camp programming ends at 4:00 pm, with pick-up until 5:00 pm. An additional \$10 fee will apply for every 15 minutes you are late, past 5:00 pm.



Participant Code of Conduct

Every camper has the right to feel safe in any municipal recreation program. When behavior issues arise or challenges present themselves, we resolve them on an individual basis. All campers are responsible for conducting themselves in accordance with our **Participant Code of Conduct**:

- Show respect and consideration for staff, instructors, leaders in training, volunteers and other participants in the program.
- Be cooperative and willing to participate in programs with the understanding that all participants have varying abilities.
- Respect the rules and regulations to ensure the safety and well-being of all participants.
- Include others in activities when possible.
- Play without bullying or teasing others.
- Use equipment safely and appropriately
- Use appropriate language.
- Adhere to a "hands-off" expectation by not touching or making physical contact with other participants, staff, instructors, leaders in training and volunteers.

Behaviours that are not tolerated:

- Physical aggression – behavior causing or threatening physical harm towards others.
- Damaging property – deliberate behavior aimed at destroying, altering or defacing property and/or public spaces.
- Inappropriate language – language that is considered to be impolite, rude or offensive.
- Social behavior – any behavior that aims to use social power over another program participants, staff, instructors, leaders in training and volunteers.

The Municipality of Brockton reserve the right to dismiss a participant without warning if, in their opinion, the participant compromises the physical and emotional safety of themselves, other participants, staff, instructors, leaders in training and volunteers or has failed to cooperate with any rules or code of conduct.

Behaviours and Additional Support Requirements

If your child has a particular diagnosis or may be in need of additional support while attending camp, **please contact our Programming Supervisor** (Lisa Fagan) well in advance by emailing lfagan@brockton.ca or calling 519-881-0625 x 201. Please note that a more detailed questionnaire may need to be completed, to determine the needs of your camper.

Additionally it is important to note that all communication remains confidential and that Brockton will aim towards providing additional support while keeping safety in mind as our top priority; this includes the safety of your camper, other campers and Brockton staff.

The County of Bruce has a **Special Needs Resource Program** that supports the inclusion of children with special needs, and is a voluntary program with no cost to parents/caregivers. Please complete their online referral form found at:

<https://www.brucecounty.on.ca/services/human-services/resource-program>

We Have a “Duty to Report”

As a day camp provider, we are committed to the safety and well-being of every child in our care. In accordance with the Ontario Child, Youth and Family Services Act, we have a legal duty to report any suspicions of child abuse or neglect to the appropriate authorities. This is not only a legal obligation but also a crucial part of ensuring the best interests of your child.

Please know that any concerns will be handled with the utmost sensitivity and in a manner that prioritizes the safety and well-being of your child. Our goal is always to foster a positive and supportive environment for all children, and we appreciate your understanding and cooperation in this matter.

Behavioural Policy

Brockton has implemented a **Behavioural Policy** which includes preventative measures such as re-direction of behaviour, documentation of behaviour and consistent communication with a parent/guardian.

- **First Warning:** If inappropriate behaviour occurs, the child is removed from program to discuss behaviour and camp guidelines. Child will return back to programming.
- **Second Warning:** Re-occurring behaviour, the child is removed from program to discuss behaviour and camp guidelines. A more thorough discussion takes place, and depending on severity a parent/guardian is informed. The child will return to programming.
- **Third Warning:** Re-occurring behaviour, the child is removed from program to discuss behaviour and camp guidelines. A "Time Out Talk It Out" will take place. A behaviour checklist will be completed and provided to parent/guardian upon pick-up. The Recreation Programming Supervisor will determine if next steps are required.
- **Removal of a Participant from Program:** Depending on severity or recurrence of behaviour, while taking into account the safety and well being of all campers and staff.

Subsidy and Financial Assistance

To apply for **Child Care Fee Subsidy**, you must complete an application on the County of Bruce website at:

<https://www.brucecounty.on.ca/services/human-services/child-care-fee-subsidy>

Jumpstart

Sometimes, families need financial assistance to get their kids into a sport or physical activity. We're committed to helping all families access a range of activities. For more information and to apply visit the Jumpstart website at www.jumpstart.canadiantire.ca/

R Zone Policy in Brockton



What is the Rzone policy?

The goal of this policy is to promote a positive, safe and supportive environment for the public and staff.

It promotes respect for yourself, respect for others, and enforces responsibility for one's actions. Rzone is a zero tolerance policy that applies to the municipality's facilities, programs, parks, and trails. The policy enforces zero tolerance for inappropriate behavior including:

- Verbal Assault
- Use of Alcohol and Drugs
- Threats and Aggression
- Theft
- Fighting and Physical
- Assault
- Harassment
- Vandalism
- Possession of Weapons

If you are involved in or witness an incident within our facilities, report it immediately to staff on duty. Staff will follow appropriate procedures and complete an incident report with your assistance. If you become aware of the incident after leaving the facility, report it by completing an incident report found online (website below) and emailing the report to recreation@brockton.ca.

For more information please visit www.brockton.ca/rzone

Safe Arrival and Dismissal

Brockton has implemented a **Safe Arrival and Departure** Experience, where campers will be dropped-off and picked-up in a secure location daily, **The Walkerton Community Centre**.

Our Safe Arrival and Dismissal Policy also ensures that children are only released into the care of their parent/guardian or into the care of an individual designated by the parent/guardian at the time of registration (Emergency Contacts).

Families may add individuals to the list at any time by contacting the Recreation office at **recreation@brockton.ca**.

Parents, guardians and caregivers must show photo I.D. when picking up their camper to ensure campers are released to the appropriate caregiver.

It is the parent/guardian who is responsible in notifying staff of any absenteeism.

Photo Consent & Use of Pictures

Pictures and videos are taken at all camps. Photos and videos are used for the promotion of programs on municipal social media platforms, website and print promotions.

At the time of registration, please indicate if you do not want your child's photo used in any publications.

Camp Policies

Nut-Free Program

Brockton Day Camp is strictly a nut-free programs. We ask that all staff and participants refrain from bringing peanuts and other nut products into camp.



While we discourage participants and staff from bringing peanut and nut products to programs, campers and their families must be aware that our facilities are not peanut and nut-free. Items in our concessions, kitchens, vending machines, offsite etc. may contain peanut and nut products.

Sign In & Out

All campers must be signed in and out by their parent, guardian or authorized caregiver. If your camper is over the age of 10 they may sign themselves in and out of camp. This should be indicated at the time of registration.

Should your preference change please notify recreation staff by emailing **recreation@brockton.ca**.

Electronic Devices

We ask that campers leave their electronic devices at home. The Municipality of Brockton is not responsible for lost or stolen items.

Medical Information

Health and safety are priorities for Brockton. Please ensure your child's information is accurate at the time of registration by completing the Questionnaire.

The Municipality of Brockton does not administer medication to program participants. Should your child require medication while at camp, please make alternative arrangements.



Brockton Parks & Recreation

Walkerton Community Centre

290 Durham Street West, Walkerton, ON N0G 2V0

519-881-0625

recreation@brockton.ca