



# TOWN OF EAST GWILLIMBURY

Parent/Guardian Guide  
Summer Camp 2022

May 2022

## Section 1: Introduction

Welcome to the 2022 Parent and Guardians Guidebook for the Town of East Gwillimbury Summer Camps. This guidebook will outline important information about camps, policies, and procedures as well as answer some frequently asked questions.

Please read through this guide and familiarize yourself with the Town of East Gwillimbury Summer Camps to ensure that you, as well as your camper, have a great summer camp experience.

Should you have any questions regarding this guide, please do not hesitate to contact the Recreation Department at [leisure1@eastgwillimbury.ca](mailto:leisure1@eastgwillimbury.ca)

## Section 2: COVID Recommendations

The following guidelines have been developed to align with current guidance and recommendations from York Region Public Health to help limit the spread of COVID-19 and implement a safe and fun summer camp experience for all

All campers should monitor for symptoms of illness to prevent the spread of infectious diseases, including COVID-19. Campers who are showing signs and symptoms of illness should stay home and not come to camp.

If your camper or someone in their household is showing symptoms of COVID-19 or has tested positive for COVID-19, they should stay at home and follow these steps outlined by [York Region Public Health](#). It is recommended that you complete the following [screening tool](#) to determine if your camper should be isolating at home due to symptoms or exposure.

Campers will only be required to wear a mask if they develop symptoms of COVID-19 and a parent/guardian has been called for pick up. All emergency contacts must be available to pick up within 1 hour of being contacted. Camper will be placed in a quiet room with a staff member and isolated from the rest of their camp group. Please provide your camper with a mask that they can don, should they be faced with this situation. If you would prefer your camper wear a mask at all times, please communicate with the Camp Supervisor at the beginning of the week and supply your camper with enough clean masks daily.

## Section 3: Daily Camp Check List

To ensure your camper is comfortable and prepared for their day at camp, we have created a list to ensure nothing is missed. Follow the list carefully to ensure your camper is set up for success!

**Clothing and Shoes:** Your child should arrive at camp prepared for a full day of fun activities. We recommend clothing suitable for outdoor activities and that is appropriate for the weather, including rain gear, as your child will spend most of their day outside. Closed-toed shoes are mandatory; athletic shoes are preferred. Sports sandals, open-toed shoes, Crocs or flip flops are not permitted. An extra change of clothing is helpful just in case of accidents or inclement weather.

**Water Bottle:** Your child must have a refillable water bottle that has been labeled with their name. Our camp program will have campers spending most of their day outdoors and proper hydration is always important. Water bottle fill stations will be operational and only used for this purpose. Drinking by mouth from a water fountain is not permitted.

**Sun Safety:** For protection from the sun's rays, we recommend applying sunscreen SPF 30 or higher on your child prior to their arrival at camp. You must also send sunscreen with your child to camp so it can be applied throughout the day as needed. Hats are also strongly recommended. Camp staff will coach campers on how to re-apply sunscreen, and if necessary, staff will wear gloves and assist with hand over hand application.

**Bag/Backpack:** A bag or backpack is strongly recommended to keep all of your child's belongings together. Please label all items with child's name.

**Lunches/Snacks:** Nut Free lunches should be sent in small lunch boxes or bags. Your child's name must be on their lunch and any reusable containers. Refrigeration is not available, please pack accordingly. All lunches and snacks will be checked for allergens before first snack. Please pack lunches that are easy for the campers to manage by themselves and be aware that lunches may not be dropped off during the day. Healthy snacks should be sent with your child for snack breaks during the day. While there are vending machines at various camp locations, they are not available to campers. Please do not send your child to camp with money.

## Section 4: Sign in and Sign out

Your child's day will begin and end at their camp location regardless of where their activities take place in the community throughout the day.

Unless other wise noted - sign in begins at 8 a.m., each camp will be assigned a specific arrival location marked by camp signage. This location will be outdoors – unless faced with inclement weather, it will be moved inside the closest facility doors.

Sign in will be done via QR code. Please ensure you have a smartphone with Wi-Fi or data to access the sign in form. If you do not have access to these, camp staff will assist accordingly with the sign in.

Parents/guardians are required to sign their child out of camp each day. Children will only be released to authorized persons with proper identification. To ensure your child's safety, children will only be released to the designated authorized pickup provided at drop off, with proper ID.

Your child must be picked up no later than 5:30 p.m. If your child has not been picked up by the designated time, a late fee will be applied for every additional 15 mins.

Please email [leisure1@eastgwillimbury.ca](mailto:leisure1@eastgwillimbury.ca) if your child will be absent or if you have any questions.

## Section 5: Refund and Transfers

**Full Refund:** If a program is cancelled before the session begins, you will be contacted by telephone and issued a full refund.

**Partial Refund:** You will receive a partial refund if a written request is received by Recreation Services one week before the camp starts. Refunds will be deducted \$20 for the administration fee. We regret that we are unable to reimburse funds once a session has commenced.

**Transfers:** If you wish to transfer your child from one camp to another, there will be a \$20 administration fee. Mid-week transfers will not be accommodated.

**Medical:** Before each camp day, [please review the guidance from the Ministry of Health](#). If your camper cannot attend based on this guidance, please contact Recreation Services immediately at [leisure1@eastgwillimbury.ca](mailto:leisure1@eastgwillimbury.ca). There will be no administration fee or doctor note required.

## Section 6: Accidents and Emergencies

In the event of a major emergency or accident involving your child, you will be notified after we have contacted emergency personnel. Should a minor accident or incident occur, it will be communicated during pick up time. If a camper becomes ill while at camp, they will be placed in a quiet room with a staff member and isolated from the rest of their camp group. Parents/guardians will be contacted and must pick up their child immediately. **All emergency contacts must be able to pick up within 1 hour of being contacted.**

## Section 7: Cleaning of Facilities

Cleaning of facilities will occur more frequently with special attention to high touch surfaces like door handles and counters, as well as any shared spaces and common areas like gyms and washrooms.

## Section 8: Activities

We have structured the daily program with a focus on outdoor play and activities, as well as to include time for additional hand washing breaks before and after activities and during lunch and snack times.

Staff will frequently review hand washing techniques, proper respiratory etiquette (sneezing into elbow) and safe physical distancing while working and travelling as a group.

## Section 9: Medications and Allergies

If your child requires prescription medication of any type, it may only be dispensed by the Camp Supervisor or their designate. Complete the “Participant Allergy and Medication” form for staff to dispense your child’s medication. All medication must be sent in its original labelled container and only include the prescribed daily dosage. Over-the counter medication will not be dispensed unless prescribed by a doctor.

Campers that have known allergies and require an EpiPen must always have it on their person. Children without their EpiPen will have to be picked up by a parent/guardian or have it brought to camp immediately in order to participate. You must complete the “Participant Allergy and Medication” form.

Please include any and all allergies on the “Participant Allergy and Medication” – Hand sanitizer allergies or sensitivities as well.

## Section 10: Behaviour Management

To foster a positive environment, participants must behave in a manner that promotes safety for themselves, along with staff. Camp staff are responsible for explaining rules and boundaries to campers and will provide reminders for them about appropriate behaviours during the program.

Each camper is expected to follow camp rules that promote public health practices and create a safe environment for everyone including:

- Wear mask properly when asked by members of staff
- Wash hands properly when asked
- Practice proper respiratory etiquette (i.e. sneeze into elbow)
- Informing camp staff if you are not feeling well
- Demonstrate respect for staff and fellow campers
- Treat all equipment and materials with respect
- Follow instructions given by camp staff and be willing to try new things
- Respect all boundaries laid out by camp staff
- Using appropriate language
- Creating a positive environment – no bullying behaviour
- Always remain with their assigned group
- Always keep hands to yourself, including not touching other participants, their belongings or equipment on purpose

## Section 11: Contacting us!

Email: [leisure1@eastgwillimbury.ca](mailto:leisure1@eastgwillimbury.ca)

Customer Service #: 905-478-3826

Recreation Coordinator: 905-478-4283 x 1402 or x 1447