



# TOWN OF EAST GWILLIMBURY

Parent/Guardian Guide  
Summer Camp 2021

July 2021

## Section 1: Introduction

Welcome to the 2021 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.

The Town of East Gwillimbury will operate modified camps during the months of July and August 2021. The following guidelines have been developed to help staff implement a safe summer camp program by establishing health & safety and administrative protocols to reduce the spread of COVID-19.

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)

COVID – 19

## Section 2: 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.

**Masks:** All campers will be required to wear a face covering when indoors. Outdoor mask breaks will be scheduled daily for those campers that choose to wear one outdoors. Please send your child with 3-4 clean reusable masks daily. Masks will be changed when they become visibly wet or soiled.

**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, so 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 3: 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.

Sign in begins at 8 a.m. and campers must be accompanied by an adult who is 18+ years of age and aware of the camper's health. For camp locations with multiple cohorts, you will be assigned a specific arrival location marked by camp signage.

*All parent/guardians signing campers in and out must be wearing a mask.*

Campers will be required to complete a COVID-19 Screening each day while waiting to be checked in at the facility. This will be completed using a smart phone, via a QR code.

Campers will be required to have a temperature check during the sign in screening each day prior to camp. This will be completed by a camp staff.

If a camper fails the screening (symptoms or exposures), they should not attend camp.

Please email [leisure1@eastgwillimbury.ca](mailto:leisure1@eastgwillimbury.ca) if your child will be absent.

Campers will not be permitted to return to camp until 24 hours after symptoms subside.

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 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.

## Section 4: 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 and complete the COVID-19 screening questionnaire. If you answer yes to any of the questions and cannot attend, please contact Recreation Services immediately at [leisure1@eastgwillimbury.ca](mailto:leisure1@eastgwillimbury.ca). There will be no administration fee or doctor note required.

## Section 5: 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 6: Cleaning of Facilities

Cleaning of facilities will occur more frequently with special attention to high touch surfaces like door handles and counters. Shared spaces and common areas like gyms and washrooms will be cleaned between uses.

## Section 7: Activities and Cohorts

Each camp location will be dedicated to camp only, with segregated space for each camper group. There will be a maximum number of campers per cohort to limit interactions and provide for a safe experience for all involved.

Each camp group will stay together for the entire week and will not interact with other groups of campers or staff.

All camp activities, games and crafts have been modified with physical distancing in mind. To support this, campers will have their own personal supplies and equipment to reduce the need for sharing high touch items (i.e. – scissors, glue, etc.).

We have structured the daily program 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 8: 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 9: 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 10: Contacting us!

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

Customer Service #: 905-478-4282

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