

Town of Lakeshore – Recreation and Leisure Services

Registration and Day Camp Guidelines

Welcome to the Town of Lakeshore's Day Camp Program.

The Camp Leaders and Instructors are looking forward to spending some quality time and having fun with your children. Please take a moment to review the registration and camp program guidelines.

Registration:

In order to assess the number of leaders per child ratio, we recommend that weekly registrations are done prior to start date of camp program. Early registration also guarantees availability and avoids disappointment. Register by the week or by the day by calling 519-727-0470 or in person with customer service at the Atlas Tube Centre, 447 Renaud Line Road, Belle River. Payments can include Visa, Mastercard, debit or cash. A \$28.00 cancellation fee is applicable if registration cancelled prior to start of program.

Refunds/Credits:

No credit or refunds will be issued for non-participation or change of plans. For illness, an alternate day/week (based on availability) can be selected if child becomes ill and cannot attend. No refunds or credits issued for zero tolerance suspension due to uncontrollable behavior, bullying or willful damage to other children/staff.

Sign-in/Sign-Out Procedures:

All children must be accompanied by a parent/guardian inside and outside of the building. No child will be allowed to leave the premises without sign out procedures taking place by either parent, guardian or alternate. Please sign in with your signature, stating the time and any other comment including an alternate name and their relationship to child if it is someone other than the parent picking up the child. If the child is to be picked up at a designated time, please indicate this information as well on the sign in sheet. Identification is also required for individuals considering alternates re: pick up of child other than parent.

Camp Program Hours:

Early drop off begins at 7:30am and late pick up ends at 5:30pm. A \$15 charge is applicable after 5:30pm. Programming begins at 8:30am and ends at 4:30pm. Please ensure your child is in attendance by 9:00am for scheduled field trip days. Should your child wish to attend the scheduled field trip, one more day must also be considered for registration throughout the week.

Allergy Alert:

PEANUT/NUT ALERT! – Please do not pack anything that contains peanuts or tree nuts or any nut product in lunches or snacks. No “may contain tree nuts, peanuts, almonds”.

Lunch inspections take place daily to ensure the safety of all children. Any suspected food items will be pulled from lunch bags and placed in a temporary location for return at the end of the day. Please ask your child not to share food products with others campers.

Parents must notify the Supervisor in charge of any allergy related foods that affect their child. Should an Epi-pen be required, the pen must be identified, the child’s photograph will also be taken and an alert notice will be created and displayed in the main program room for purposes of identification. We appreciate all communication related to any and all food/environmental intolerances that your child may have.

Sun sensitivity must also be indicated so that extra precautions are taken during outdoor play. Please provide your child with their own sunscreen.

Lunch/snacks/drinks

Are required daily including field trips unless stated otherwise. Nutritional lunches and snacks are recommended. Please note that if child does require something warmed up, leaders can provide assistance with proper notification. Water bottles can be refilled at the water fill station when required.

Photographs:

On occasion, the camp leaders and supervisor may take photos of our day camp participants at play. By signing the photo contest form, you are giving permission to the Town of Lakeshore and those acting under its authority, the right and permission to reproduce, publish, print, copyright or otherwise, use the photographic reproductions in which your child/children may be included for promotional purposes.

Field Trips:

Children attending scheduled field trips must be registered and in attendance at least one day prior to allow for familiarity between child and staff.

All children registered with the Lakeshore Adventure Camp must attend the field trips, as there is no staff at the Centre to supervise children.

A field trip waiver form will be circulated to parents at the beginning of the week and must be signed and returned prior to field trip departure. Field trip departure and return times will be posted. Parents do have the option of driving the child directly to the field trip location and/or picking them up at end of day.

Field trip cancellation due to inclement, unsafe weather conditions will be posted directly on the Town's Website and Facebook page prior to departure. If a scheduled field trip is being held outdoors and weather is not favorable (raining prior to departure) the field trip will be cancelled and regular camp lesson plan will be conducted on site (Atlas Tube Centre).

If scheduled outdoor field trip takes place and inclement weather suddenly occurs, children will be transported by regular school bus and returned to home base (Atlas Tube Centre) immediately.

Children are fully responsible for their own field trip monies & purchases.

Junior/Senior Club Members:

Lakeshore's Day Camp Program welcomes Junior Camp Members ages 4 to 6 years and Senior Camp Members ages 7 and up to register.

Please note: Junior Camp Members must be 4 years old on the **first day** of camp.

Junior Camp and Senior Camp groups rotate to the various activities throughout the day and on occasion, all groups will assemble ie. first thing in the morning and end of day activities and or pending number of children registered on a given day may spend most of the day as a group in same space location but doing age appropriate activities.

Camp needs:

It is necessary that all campers bring the following items each day:

- Indoor Running shoes (no black soled shoes please)
- Change of clothes – t-shirt and shorts/pants
- Weather appropriate jacket/hat
- Snacks – morning and afternoon snack time
- Refillable water bottle please. We are a water bottle free facility
- Healthy peanut/nut free lunch
- Sunscreen, towel, bug spray left in back pack for their use only.
- Swimsuits on water days and field trip days

Prohibited items are:

Electronic devises (ipods, ipads, cell phones, hand held game devices)

Peanut products

Toys

Money

Please note that the Town/staff are not responsible for lost or stolen items