

It is our goal to provide families with a safe and enjoyable summer camp experience. We strongly believe that camp is an important time in a child's life. Our program design, staff selection and training, as well as our operation and management, are all geared towards ensuring that every child's camp memories are meaningful, memorable and fun. All programming will adhere to the Ontario Ministry of Health Guidelines, in consultation with Durham Region Public Health and is aligned with the Ontario Ministry of Health [COVID-19 Safety Guidelines for: Day Camps](#).

We have an open door policy and welcome your suggestions and comments. Please introduce yourself to Supervisors and Counsellors while on site and we encourage you to discuss any questions you have with them.

We value children and are committed to making sure our camps are delivered in a way that respects and nurtures their development. Our staff are trained in HIGH FIVE® Principles of Healthy Child Development.

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**Please Note: The following programming and services will not be offered in 2021:**

- Busing
- Before and After Hours
- Field Trips
- Swimming
- Pizza Lunch

**SUMMER CAMP HOTLINE - 905-619-2529 ext. CAMP (2267) SUMMER CAMP EMAIL - [camps@ajax.ca](mailto:camps@ajax.ca)**

This number and email address will be available as of July 26<sup>th</sup>, 2021. Prior to July 26<sup>th</sup>, please contact 905-427-8811 (ACC), 905-428-7711 (MCC), or 905-427-2468 (ARC).

**Please use the Summer Camp Hotline or email [camps@ajax.ca](mailto:camps@ajax.ca) to let us know if:**

- Camper information has changed
- Your child is going to be away or late (please notify prior to 8:30 a.m.)
- You have a planned absence (i.e. medical appointment or vacation)
- You need to pick your child up early
- Camper authorized pick-up information has changed
- There's been a change to the Emergency Contact Information
- You are moving
- Any phone numbers have changed
- You have a question regarding the day's activities
- Further questions or concerns

#### INCLUSION SERVICES

The Town of Ajax provides enhanced staff support to campers with support needs. Campers must be an Ajax resident in order to be eligible for a 1-1 support staff. Support is based upon available resources at the time of registration. Please contact Victoria Schafer-Gumbs at 905-619-2529, ext. 7259 or [victoria.schafer-gumbs@ajax.ca](mailto:victoria.schafer-gumbs@ajax.ca) if you have any questions or are planning on bringing in your own outside support worker to summer camp.

#### SIGN-IN/SIGN-OUT PROCEDURES

All children must be brought to camp daily by a parent/guardian. This is so an adult is able to complete a COVID-19 screening upon arrival on behalf of their child.

A child who is 10 or older may leave the program by themselves, and at any time, if the parent/guardian has agreed to it on the registration form or with a signed note from the parent/guardian.

If your child is 9 or under, and going to the same home as an older sibling, they may walk home together. Otherwise, a caregiver 14 years or older must pick your child up.

#### MEDICATION

The following procedures must be followed when sending medication to camp:

You must read, sign and fill out the medication consent form (form can be requested by emailing [camps@ajax.ca](mailto:camps@ajax.ca) or will be made available by camp staff).

- Send the medication to camp in the original prescribed container.
- Only send the correct dosage for the day.
- Any medication should be given directly to the camp supervisor to hold or be stored.

## **EPIPENS**

The following procedures must be followed when sending a child with an EpiPen to camp:

- You must read, sign and fill out the allergy alert poster and EpiPen consent form (form can be requested by emailing [camps@ajax.ca](mailto:camps@ajax.ca) or will be made available by camp staff).
- You must send 2 EpiPens to camp - 1 stays on the camper at all times, the other is secured in the camp office and will be returned at the end of the session.
- If a camper forgets their EpiPen and there is not a second EpiPen stored in the camp office, the camper will be removed from the camp and a parent/guardian will be contacted to bring an EpiPen or pick their child up.

## **ILLNESS**

Please call the Summer Camp Hotline at 905-619-2529, ext. 2267 to report daily absence.

As per camp policy, please ensure that an ill child stays home and does not come to camp if they are displaying any of the following COVID-19 related symptoms:

- Fever
- Cough
- Difficulty breathing or shortness of breath
- Decrease or loss of smell or taste
- Nasal congestion\*
- Nasal discharge\*
- Sneezing\*
- Sore throat
- Headache

\*Unless common due to allergies, etc.

Any child or staff member who has any symptoms of illness or whose parent or other household members are showing any signs of illness as described above will be asked to stay home from the day camp and self-isolate. The decision on when to return to camp is made in consultation with the Durham Region Health Department.

## **ITEMS FROM HOME**

Please do not send cell phones, toys, books, electronics, money, or sharp objects to camp. Personal items brought to camp should be limited. There will be no sharing of personal items between participants. Personal items, including water bottles, sunscreen, etc., should be clearly labelled with the participant's name.

You will be notified in writing if your child is requested to bring specific items to camp.

## **STAFF SUPERVISION AND PROFESSIONAL DEVELOPMENT**

All staff have current Standard First Aid, CPR-C, High Five® Principles of Healthy Child Development - a provincial certification, criminal record check, attend a comprehensive week-long, pre-summer training session and have received additional Health & Safety training related to COVID-19.

## **CAMPER GROUPINGS**

Day camps will operate in consistent cohorts/groups (with assigned staff members) who stay together for the duration of the week. Our ratio of staff to camp participants is 1:10. Cohort sizes will be small enough to accommodate distancing both indoors and outdoors.

Please notify us at the time of registration if you wish to have your child placed in a group with a sibling or friend. We will try our best to accommodate your request.

## **LUNCH & SNACK**

Each day your child will be required to bring a lunch, drink and two snacks. To avoid loss or confusion, place your child's name on his/her lunch. Please send your child with a refillable water bottle. Due to severe allergies, all snacks and lunches must be nut free.

## **RAINY DAYS**

All camps operate on rainy days and will move indoors at their regularly assigned locations should it rain during programming.

## **LATE PICK-UP FEE**

A charge of \$20 for every 15 minutes applies to the parent/guardian for all participants picked up late from a camp. You will be required to pay the fee before you leave with your child.

## HEAT MANAGEMENT PLAN

Outdoor camps operate under the following conditions when temperatures are under 40 degrees Celsius with humidex:

- Staff will take daily conditions into account and plan activities accordingly.
- Water breaks will be scheduled every 20 minutes.
- Sunscreen will be applied every 2 hours or after water play.

When temperatures exceed 40 degrees Celsius with humidex the following provisions will be made:

- All camp programs will run indoors at their scheduled locations.
- Outdoor play will be limited.

## WHAT TO WEAR?

- All campers must wear a non-medical face mask at all times when indoors and outdoors during activities where campers cannot maintain a physical distance of two metres.
- Dress campers according to weather.
- Campers must wear closed-toe shoes - no flip flops, crocs or sandals. Running shoes are recommended.
- Hat and sunscreen
- Bug repellent
- Clean indoor shoes during inclement weather.
- Meal times will take place on the grass outdoors. Please feel free to pack a small towel or blanket for your child to sit on.
- Label all articles worn or brought to camp with your child's name.
- Send camper in older 'play' clothing

## CAMPER PICK UP INFORMATION

The safety of the campers is our number one priority. It is imperative that the person registering the camper provides us with the names of all people permitted to pick up your child. Your child will not be released to anyone not on the list.

**THERE IS NO EXCEPTION TO THIS RULE.** If a name needs to be added to the pick-up list please call the Summer Camp Hotline at 905- 619-2529 ext. CAMP (2267) or email [camps@ajax.ca](mailto:camps@ajax.ca) starting July 26, 2021 or call 905-427-8811, 905-428-7711, or 905-427-2468 prior to July 26, 2021.

## SAFETY

It is extremely important that campers understand the rules & regulations established for the camp program. Counsellors will discuss these with the campers on the first day of camp. No child will be able to wander off unsupervised or leave the camper group at any time without permission. Failure to abide by the camp policies may lead to suspension or dismissal of campers from the program. Please discuss the importance of safety with your child prior to the first day of camp.

## EMERGENCY TRANSPORTATION

Should an accident occur at camp, where your child needs to be taken to the hospital, emergency transportation will be provided. In all emergency situations the parents or emergency contacts will be notified. If a child must be taken to the hospital, a staff member will accompany the camper in the emergency vehicle and will wait at the hospital until the parents/guardians arrive. At no time will the child be left alone.

## PHOTOGRAPHY POLICY

The Photography Policy allows you to take photographs of your own family only. If you wish to take a photo of the counsellor or any other camper, you must obtain permission from the counsellor and the parents/guardians of the other camper before taking any photos. In order to respect the privacy of all participants, any photos or videos taken are for personal use only and we ask that they are not posted to public social media websites (e.g. YouTube).