



YMCA Preschool Day Camp – Summer 2021

Prep Kit

Westmount YMCA

OVERVIEW

PREP KIT – SUMMER 2021	0
OVERVIEW	1
WORD OF WELCOME	2
OUR PRESCHOOL CAMP	3
OUR PHILOSOPHY	3
FULL-DAY PROGRAMMING FOR 3- TO 5-YEAR-OLDS, 9:00 A.M. TO 4:00 P.M.	3
GENERAL INFORMATION.....	4
REGISTRATION.....	4
CHANGING OR ADDING WEEKS	4
ARRIVING LATE	4
SAFETY, POLICIES AND PROCEDURES	5
OUR STAFF	5
PARENT RESPONSIBILITIES	5
LOW RATIOS	6
ADMINISTERING MEDICATION.....	6
ILLNESS	7
IN THE EVENT OF AN INCIDENT OR ACCIDENT.....	7
LICE	7
NEW ARRIVAL/DEPARTURE PROCEDURES	8
ARRIVAL AT THE CENTRE	8
ARRIVAL PROCEDURE FOR THE CHILDREN ONCE INSIDE THE CENTRE	9
DEPARTURE PROCEDURE	9
LUNCHES AND GENERAL INFORMATION	10
HEALTHY LUNCHES.....	10
WHAT SHOULD I PACK IN MY CAMPER’S BACKPACK?	10
PERSONAL ITEMS FORBIDDEN AT CAMP	11
PHOTO-TAKING AND THE USE OF PROMOTIONAL MATERIALS.....	11
CONCLUSION AND CONTACT INFORMATION	12
WHAT TO PACK?.....	13

WORD OF WELCOME

Thank you for registering your camper with The YMCAs of Québec's preschool day camps. We ask that you please read the enclosed information carefully in order to determine how we can best meet the needs of your camper. This prep kit is designed to help you better understand how our preschool day camps function on a daily basis.

With a tradition of quality staffing, low camper-to-staff ratios, diversity in activities and excellent facilities, we promise to keep your camper safe, active and stimulated all summer long.

Every week for the entire summer, we will keep you abreast of all special activities or changes in our programming to allow you to properly prepare your camper.

Your camper's counsellor will contact you prior to the first day at camp (usually Thursday or Friday the week before). The purpose of this phone call is to welcome families, have the counsellors introduce themselves to you and inform parents/guardians of things that their camper may need during their time with us. Please take this opportunity to ask any questions, express concerns or make suggestions regarding our preschool day camps.

You will also be receiving an email with what your camper will need along with the week's tentative schedule.

Also, feel free to contact us at your convenience if needed. It will be our pleasure to help you.

The YMCAs of Québec

A pioneer in the area of child development, The YMCAs of Québec have been offering quality programs and services to children for over 105 years. Each YMCA offers varied activities and programming which meet the needs of its community (March break, pedagogical days, children's birthdays, etc.). Please visit our website for all the details: ymcaquebec.org

The YMCAs of Québec inspire and encourage all people to reach their full potential, thrive and contribute to their community.

OUR PRESCHOOL CAMP

OUR PHILOSOPHY

The main objective of our preschool day camps is to create a welcoming and friendly environment **where children aged 3 to 5 can learn and play in a supervised, supportive and safe setting.**

Our activities emphasize the development of children in spirit, mind and body. We believe that each camper is unique and important. Developing a positive sense of self is at the heart of our mission. Emphasis is placed on recreational and physical activities as well as special events that allow all children to reach their full potential.

In order to assist us in making preschool camp a positive experience for all children, it is essential for them to have already gone through the separation process with their parents or guardians. This should not be the environment in which to do so for the first time.

FULL-DAY PROGRAMMING for 3- to 5-year-olds, 9:00 a.m. to 4:00 p.m.

Our full-day preschool camp program includes the exploration of a wide variety of activities such as individual and team sports, science-based experiments and activities, arts and crafts, drama, music, cooperative games and dance. All activities will be modified to respect social distancing measures put in place by the government and health officials.

Swimming opportunities

TBD: We are still discussing if this will be possible this summer.

Because of COVID-19 restrictions, swimming lessons are cancelled but free swim periods may be possible if government regulations permit.

Physical and community activities

We are all aware of the benefits that a physically active lifestyle has on our health. This is why children will take part in activities that will get them active and energized all while respecting the public health restrictions mandated by the INSPQ.

On the agenda: modified team sports, dancing, Olympics, relay races, etc. Also, children will develop their sense of self by discovering the diversity around them. Examples of activities to support this include science activities, local outings (splash parks, markets, etc.), science-based experiments as well as activities that encourage environmental awareness (art activities using recyclable materials, gardening, composting, etc.).

The detailed weekly schedule for your camper's group can be consulted at any time. The schedule is tentative and weather permitting.

GENERAL INFORMATION

REGISTRATION

Registration begins at the end of March 2021, and will continue throughout the summer, space permitting. You can register your camper for day camp online at ymcaquebec.org/camps.

When registering, you will need to provide the following information to complete your camper's profile:

- Child's complete address;
- Child's health insurance number;
- Social insurance number of the parent/guardian making the payment;
- Names and numbers of person to contact in the event of an emergency (2 parents/guardians, **and** 2 other adults that can be reached at a local number);
- All information regarding the child's health and particular needs.

CHANGING OR ADDING WEEKS

Camp sessions may be added at any time provided that spaces are still available. No additional fees, other than the payment for the camp session(s), apply for this transaction.

Please note that there will be a \$20 fee for interchanging a week for another.

PRE- AND POST-CAMP CHILDCARE SERVICE (CANCELLED)

This service is cancelled because of COVID-19 restrictions.

ARRIVING LATE

The day camp schedule must be respected.

At the end of the day, children must leave when the camp day ends at 4:00 p.m.

A late fee of \$5 per block of 5 minutes is applicable.

SAFETY, POLICIES AND PROCEDURES

OUR STAFF

Our staff members have been carefully selected. With our team of bilingual, responsible, patient and caring counsellors, your camper will be in good hands this summer.

Dedicated to the YMCA's values and mission, our staff foster close relationships with each camper to promote individual growth and development. Our staff members are aged 18 and over.

With your camper's safety and security in mind at all times, a pre-camp training allows us to properly prepare our employees on all aspects of camp safety such as:

- the centre's emergency evacuation procedures;
- travelling as a group;
- water safety;
- our quality standards;
- and a **full training on COVID-19 health and safety measures put in place by the ACQ, the CNESST and the INSPQ.**

Furthermore, our employees are CPR and first aid certified.

PARENT RESPONSIBILITIES

To ensure your camper's complete safety, we ask that you inform the preschool camp coordinator as soon as possible of any changes to your camper's personal information (person to contact in the event of an emergency, change in telephone number, etc.).

The YMCAs of Québec pay careful attention to the safety of the children who make use of their facilities. All campers must be signed in and signed out at the beginning and end of every day in accordance with the day camp policy. This year, given our strict guidelines, it is strongly recommended that, as much as possible, the same person drop off and pick up the child every day.

As an exception, individuals other than the parents are permitted to pick up the child at the end of the camp day. However, the names of these individuals **must** be clearly indicated on the child's registration form and they must provide a photo ID before leaving with them.

Only authorized individuals indicated on the form may sign in or sign out a child. If, for any reason, a person other than the one indicated on the registration form must come and pick up a child, the parent must inform the preschool camp coordinator and send a written authorization **by email**. Any changes regarding the individuals authorized to pick

up the child from day camp should be communicated to the preschool camp coordinator as they happen.

LOW RATIOS

The low child-to-adult ratio we have implemented in our preschool camp allows us to provide children with the maximum amount of attention and ensure their safety at all times.

- 3-year-olds: 1 counsellor for 8 children
- 4-year-olds: 1 counsellor for 8 children
- 5-year-olds: 1 counsellor for 10 children

ADMINISTERING MEDICATION

The administration of medication to a preschool day camp participant requires the written consent of the child's parent/guardian, a copy of a valid prescription and a medical authorization form.

Prescription medication must be provided in its original packaging and must contain the following information: the child's name, date of the prescription, doctor's name, required dosage and the name of the medication. Every morning, this medication must be given directly to the day camp administration. Only authorized staff members identified by the day camp director are permitted to administer the medication.

Over-the-counter medication (Tylenol, Advil, etc.) will not be administered to a child, under any circumstances.

If your child has an EpiPen or an asthma pump, it must be given directly to the designated day camp staff member. The day camp coordinator and the child's counsellor must be informed.

If a child has a medical alert bracelet, it is essential that the parent ensure that their child wears it all times.

Please ensure that **all life-threatening allergies, illnesses requiring medication or any emotional and/or physical difficulties are clearly indicated on the day camp registration form.** Keeping this information up-to-date and informing us of any changes as soon as they occur is essential for us to ensure we provide your camper with the appropriate care and support.

ILLNESS

If a camper is displaying one or more of these symptoms of illness, they will be denied access to camp (for more details please refer to the new arrival procedure):

- A temperature greater than 38°C
- Diarrhea or vomiting
- Cough
- A pale or flush complexion, skin outbreak or if they seem out of sorts

If your camper requires medical attention following an incident, The YMCAs of Québec can require a note from a doctor stipulating that the incident will not prevent the child from participating normally in the day camp's activities.

IN THE EVENT OF AN INCIDENT OR ACCIDENT

We will inform you of any changes in your camper's health. Should they show any of the symptoms mentioned above, you will be required to promptly come pick them up.

In the event of an incident or accident, the day camp coordinator will inform you as soon as possible.

LICE

If a camper has lice, we will ask parents to pick up their child as soon as possible. In order to ensure it does not spread parents must administer the recommended treatment for lice before the child will be allowed back to camp. In the event that lice continue to appear after the initial treatment, we reserve the right to deny access to camp.

NEW ARRIVAL/DEPARTURE PROCEDURES

Please note that it is imperative to drop off and pick up your camper on time. If you cannot drop your camper off on time and the group has left the building, you will be responsible for finding someone to take care of your camper for the day. Please note that you will not be refunded for that day.

Parents/guardians are not allowed in the centre; this is to limit the number of people in the building. If you need to pick up your camper before the end of the camp day, you must advise the day camp administration as soon as possible.

Strict government guidelines have been put in place that indicate that children have to remain with the same group and counsellor during their time with us.

If you would like to learn more about the government guidelines on day camps, click [here](#) (in French only).

ARRIVAL AT THE CENTRE

- Parents/guardians will not have access to the centre (adults must wear a mask).
- A staff member, wearing a disposable medical mask, will welcome the parent/guardian and the child at the designated drop off area outside the Westmount YMCA building. A table will be set up and will be clearly visible.
- The staff member will ask parents/guardians and children to disinfect their hands as soon as they arrive, before handing them anything.
- They will be asked daily health questions:
 1. Does the child or a member of their household have symptoms related to COVID-19? Cough, fever, difficulty breathing, sudden loss of smell or taste (adult).
 2. Does the child or a member of their household have a temperature?
 3. Has your child taken a fever-reducing medication in the last 12 hours?
 4. Is the child or a member of their household waiting for an appointment to take a test or waiting for a COVID-19 test result?
 5. Has the child or a member of their household tested positive for COVID-19?
 6. Has the child or a member of their household received a letter from Public Health asking them to pay special attention to their symptoms or to place themselves in isolation?
 7. Has the child or a member of their household travelled or been in contact with someone who has travelled in the past 14 days?
- Please note that if you answered “yes” to any of these questions, the child will be denied access to camp.

ARRIVAL PROCEDURE FOR THE CHILDREN ONCE INSIDE THE CENTRE

- Once the verification is done and the child can be accepted into the centre a staff member will indicate the drop-off time on the daily sign-in sheet, and that the seven COVID-19 questions were asked and answered.
- A staff member will accompany the child inside.
- The child will be taken to wash their hands (20 seconds).
- The child will be shown to an empty locker and helped with their personal effects.
- The child will then be accompanied to their designated group's classroom (always the same room and counsellor).
- The staff member must also disinfect their hands after accompanying each child.

DEPARTURE PROCEDURE

- Parents/guardians are not permitted inside the centre (they must arrive wearing a mask). The same table will be set up outside the centre for the pick-up of children, and a staff member will be there to call each child.
- They will be asked to identify themselves (child's name and which group they are in). The person picking up the child must be on the authorized pick-up list.
- A staff member will indicate the pick-up time on the daily sign-out sheet.
- The parent/guardian must wait outside the centre for the child to come out.
- Staff will ensure that the child washes/disinfects their hands and puts their personal effects in their backpack.
- The staff member disinfects their hands after the child has left and before returning to other duties.

LUNCHES AND GENERAL INFORMATION

HEALTHY LUNCHES

For the health, safety and well-being of all our campers, please respect the following information when preparing your camper's lunch for their day at camp:

- Due to serious food allergies, the day camps are **peanut/nut-free zones**. Parents must absolutely avoid putting foods which contain or may contain any peanuts or nuts (almonds, pecans, pistachios, etc.) in their camper's lunch.
- Lunchboxes or bags must be labelled with the child's name. Lunches or snacks will not be refrigerated or reheated. It is therefore important to use something to keep food cool such as an ice pack or a frozen juice container.
- The children will be active all day long and, as a result, it is important that they have enough food. **You must provide a lunch and two snacks as well as two refillable water bottles (or disposable water bottles)**. Please note that water fountains in the centre can only be used to fill a water bottle and not to drink from directly. Water fountains in the park are also off limits so it is important to provide enough drinking water for the day while they are out.
- In order to promote healthy eating habits, campers are not allowed to bring soft drinks, chocolate bars, chips, gum or candy, etc.
- For safety reasons, glass bottles and thermoses containing glass are forbidden at camp.

WHAT SHOULD I PACK IN MY CAMPER'S BACKPACK?

Every day, aside from wearing comfortable clothing **appropriate for camp activities and weather conditions**, each child should bring a clearly labelled **backpack** containing the following:

1. A lunch and two snacks;
2. Two water bottles / two refillable water bottles;
3. Closed-toe and non-slip shoes or sports sandals;
4. Two changes of clothing with a reusable large zip-lock bag for wet or soiled clothing;
5. A small bottle of hand sanitizer;
6. A small pack of Kleenex;
7. A bathing suit and a towel (a bag to put them in when wet);
8. BPA-free **spray sunscreen** with an SPF of at least 30; sun safety is extremely important. **We ask that you apply sunscreen on your camper prior to their arrival at camp and counsellors will reapply it as needed**. We strongly recommend the use of an aerosol sunscreen to make it easier for the staff to respect the COVID-19 distancing guidelines while applying it.
9. A hat.

PERSONAL ITEMS FORBIDDEN AT CAMP

This summer, we have to limit the items brought from home into the centre, so please ensure that your camper does not bring toys, money, books, playing cards, stuffed animals, figurines or any other personal items that are not on the list above. The camp is not responsible for any lost or stolen articles.

This summer parents will not be permitted to have access to the centre, and thus will not be able to visit the day camp's lost and found box to retrieve items that their child may have misplaced. Please label all items clearly.

PHOTO-TAKING AND THE USE OF PROMOTIONAL MATERIALS

The YMCAs of Québec wish to inform you that during day camp activities, photos and videos of your child may be taken and used for promotional purposes, unless you indicated your refusal on the registration form.

CONCLUSION AND CONTACT INFORMATION

Thank you for having taken the time to read this prep kit. We are looking forward to a wonderful summer with you and your camper!

In order to stay abreast of specific dates, special activities and important information, please make sure to read the documentation provided.

Should you require more information about specific details such as drop-off, pick-up, a typical day (etc.), questions, comments or concerns, or COVID-19 guidelines, please feel free to contact us at:

Westmount YMCA

4585 Sherbrooke Street West

Westmount, QC

H3Z 1E9

514 931-8046, extension 17224

The YMCAs of Québec preschool day camp team

WHAT TO PACK?

PLEASE KEEP THIS AS A REFERENCE FOR YOUR CONVENIENCE

All of these items must be clearly labelled with your child's name and ***packed in a clearly labelled backpack.***

- TWO WATER BOTTLES
- A HEALTHY, NUT-FREE LUNCH
- TWO SNACKS
- SUNSCREEN (SPRAY)
- CHANGE OF CLOTHING (X 2)
- SUN HAT
- SMALL BOTTLE OF HAND SANITIZER
- RUNNING SHOES OR SPORTS SANDALS
- BATHING SUIT
- TOWEL
- SMALL PACK OF KLEENEX
- REUSABLE ZIPLOCK BAG FOR WET OR SOILED CLOTHING