



YMCA Day Camp – Summer 2021

# Prep Kit

Westmount YMCA

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## THE YMCAs OF QUÉBEC

We build healthy communities by providing opportunities for everyone to lead fulfilling, active, healthy, and engaged lives. Our mission is to inspire and encourage all people to reach their full potential, thrive and contribute to their community.

By choosing an ACQ certified camp, you are entrusting your child to an organization that complies with the highest provincial camp norms and standards established by the Association des camps du Québec.

## THE YMCA CAMP EXPERIENCE

While each YMCA camp is unique in its own way, all of our camps provide opportunities for campers to learn and grow. Your kids will have fun every minute of camp, so they won't even notice that our programming helps them **develop independence, healthy habits and a sense of belonging** that will follow them everywhere! They will also create memories that will last a lifetime. To learn more about our programming and approach, please [visit our website](#).

At day camp, we provide a healthy, safe, and secure environment for all participants. At the YMCA, we understand that children and youth need positive peer and adult relationships in their lives. This is why we create a camp environment that encourages campers to develop lasting friendships with their peers.

At the same time, we want to develop a relationship with the parents/guardians of our campers. We encourage you to ask us any questions and share your feedback.

One of our values is inclusion. For this reason, we welcome children in our camps every year who have different needs and diverse abilities. By providing the support they need, we ensure that all our campers are active and appreciated members of our camp community. To learn more about our Companion Program, we invite you to read the dedicated section at the end of this document.

**Happy reading and let the preparations begin!**

## WHAT SHOULD MY CAMPER BRING TO CAMP?

Your child should wear:

- running shoes, non-slip shoes, or closed-toe sports sandals
- weather-appropriate clothes that are comfortable for camp activities
- a hat as they will spend the whole day outside, weather permitting

This year, we will have to limit items that are brought to camp. This is why we're asking you to help us by making sure that your camper's backpack only contains the following:

- Two face coverings or masks, to be worn inside; Important: Wearing a medical mask, which will be provided by the camp, may be required throughout the summer depending how the pandemic evolves.
- SPF 30+ water-resistant sunscreen (sunscreen should be applied before coming to camp; it will be reapplied during the day);
- Healthy, nut-free lunch and snacks;
- Resealable plastic bags (e.g. to bring wet or dirty clothes home);
- A clean and refillable water bottle (drinking water fountains will only be used to refill water bottles; each camper must absolutely have their own bottle);
- A raincoat and boots depending on the weather (we will stay outside if there is light rain, so please pack these items accordingly);
- A full change of clothes;
- A small bottle of hand sanitizer for personal use;
- A small pack of disposable tissues;
- A beach towel, which will help with physical distancing at camp;
- A swimsuit, to be worn under day clothes on splash pad days only or packed in their bag on pool days (these days are indicated on the weekly schedule). Please check your email as a reminder message will be sent out the day before any aquatic activities are planned.

Although the YMCA values sharing, we cannot allow campers to share personal belongings with each other during the pandemic, even if they are members of the same household.

Moreover, no other items (e.g. toys, iPods, cellphones, stuffed toys, playing cards, digital cameras, tablets, etc.) will be allowed at camp. There may be exceptions for campers in our Companion program; the person in charge of the Companion program for your camp location will talk to you about it before the start of camp if you wish.

**To help us out: PLEASE LABEL ALL ITEMS WITH YOUR CAMPER'S FIRST AND LAST NAME. Thank you!**

## WHAT TYPES OF FOOD SHOULD MY CAMPER BRING TO CAMP?

Due to the amount of physical activity, campers may eat more food during camp than they normally do during the school year. It is thus important that you pack enough food for them to eat well and fully enjoy their day.

Campers will have two snack breaks and one lunch period per day. We recommend that campers bring their lunch in an insulated lunch bag with an ice pack to keep it cool during the

day.

To keep your child hydrated at camp, pack a refillable plastic water bottle labelled with your camper's name. Due to more stringent hygiene measures, drinking fountains may only be used to refill water bottles.

**HEALTHY, NUT-FREE LUNCHES:**

We need your help with teaching campers the importance of healthy eating and responsibility. Please make sure that your camper has a healthy, nut-free lunch that will provide them with the nutrition they need to participate in an action-packed day at camp!

In an effort to be more environmentally friendly, please try to pack lunches that are litter free. Use reusable, washable plastic, fabric, or metal containers for lunch items.

**Campers will not have access to a microwave or refrigerator at camp. As such, please do not pack items that need to be kept cool or heated up. For safety reasons, **glass bottles and thermoses containing glass are forbidden at camp.****

**Useful tip:**

YMCA day camps participate in the Shape Up program, which is aimed at providing youth with an environment that helps them adopt healthy lifestyle habits by sharing healthy recipes ideas. To learn more, please visit: [Goshapeup.ca](http://Goshapeup.ca)



## ARRIVALS AND DEPARTURES

Before your camper's first week at camp, you will receive an email with a link to a questionnaire about your camper's health status and a waiver. You **must complete the questionnaire and sign the waiver** before your camper comes to camp.

### At home before coming to camp

Here is what needs to be done at home each morning before coming to camp:

- Wash hands thoroughly
- Remind your camper about good respiratory hygiene
- Apply sunscreen and bug repellent

### Camp schedule

- 8:45 a.m. to 9:15 a.m., campers progressively arrive at camp according to each group's schedule.
- 3:45 p.m. to 4:15 p.m., campers progressively leave camp.

### Arrival at camp

Camp drop-offs will follow a staggered schedule based on your camper's group. Before camp starts, we will email you a newsletter letting you know which group your camper is in.

- 5- to 6-year-olds: 8:45 a.m.
- 7- to 8-year-olds: 8:55 a.m.
- 9- to 12-year-olds: 9:00 a.m.
- If applicable 13+: 9:15 a.m.
- Companion program: please consult the modified drop-off and pick-up times at the end of the document.

Campers should be dropped off at Westmount Park across from the centre (in case of rain, please come to the main entrance of the Westmount YMCA). Please follow the drop-off schedule and wait your turn in line while keeping your distance from other people.

When you are waiting in line, a member of our team will come by to ask you a few screening questions about your camper's health; this will happen **every day**.

A staff member will welcome your camper onto the camp site. Your camper must then wash their hands and join their group in a predetermined area. Please note that, for security reasons, parents/guardians will not be admitted onto the camp site at any time or for any reason.

After dropping off your camper, you can talk to a member of our management team if needed. You will not be able to speak with counsellors when dropping off and picking up your camper. We ask you to please speak directly with the management team. They will follow up with counsellors if necessary.



## **Camp departure**

Campers will gradually leave camp from 3:45 p.m. to 4:15 p.m. (up until 6:00 p.m. for campers in the post-camp childcare services) based on the needs of parents/guardians (section to be completed when filling out the pre-camp form and waiver).

We will do our best to honour your requests.

As in the morning, you can pick up your camper at Westmount Park. In case of rain, please line up on the sidewalk by the Westmount YMCA (Arlington Avenue). A member of our team will come by to ask you who you are picking up and tell someone on the field to let your camper(s) know you are there.

While you are waiting, you can identify yourself to a staff member at the reception desk. Once your camper has washed their hands, they can meet you at the entrance of the field, bringing their belongings with them.

As usual, only a person on your authorized pick-up list will be allowed to leave with your camper. To ensure everyone's safety, you must show a photo ID before leaving the site with the child. In order to make this process easier, we recommend that you take a picture of your photo ID. This way, you can simply use your phone to have your ID checked.

## **Procedure when someone else picks up your camper**

If another adult will be picking up your camper, you must notify us beforehand by email. The person picking up the child must show a valid photo ID before leaving camp with the child. If an unauthorized person comes to pick up your camper at camp, we will call the main contact person to get their authorization before letting this person leave camp with the child.

## **Children arriving to camp and leaving on their own**

Even if your camper is used to coming to camp on their own, they must be accompanied by a parent/guardian on the first morning of camp. You must make sure to complete the corresponding section in the mandatory pre-camp form and waiver.

If you give your camper permission to leave camp on their own (they must be at least 10 years old), you must mention it in the mandatory pre-camp form and waiver. Your camper must follow the same procedure and sign their name on the sign-in/sign-out sheet when they arrive in the morning and when they leave camp at the end of the afternoon.

### **Late arrivals and early departures**

The camp schedule should be respected. **A camper who arrives after 9:15 a.m. must follow the late arrival procedure, which will be explained at the entrance of the site.**

**A late fee of \$5 per 5 minutes** will be charged to your account for any tardiness that is not a result of the departure procedure (e.g., queue).

If your camper needs to leave early, you must mention it when you arrive to camp or send an email to the camp team.

For our Companion program, please consult the section at the end of the document to know how this procedure will be adjusted for program participants.

### **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.



## CAMPER CODE OF CONDUCT

The YMCA uses a positive, values-based approach to guide appropriate behaviours and seek to reward and reinforce positive behaviour.

The safety of each individual is of the utmost importance to the YMCA. Parents/guardians and campers must recognize that they have a personal responsibility to learn and follow the safety rules and instructions at camp.

### APPROPRIATE GROUP BEHAVIOUR

There are new measures described in this guide that have been added to those that were already in place in previous years. We will explain these measures in a fun and positive way, making sure that all campers understand what they are and how important they are.

At camp, your camper will be asked to do the following to fully enjoy their experience with us:

- Have fun, laugh, and thrive
- Actively participate in camp activities
- Help us ensure a safe environment by always adhering to health and safety measures

All campers:

- Are responsible for their actions
- Respect each other and their environment
- Are honest and keep their word
- Take care of themselves and the people around them
- Make healthy and safe choices
- Value diversity and make an effort to include other campers
- Respect the rules and health measures laid out by camp staff to ensure everyone's safety

The following **behaviour will not be tolerated**:

- **Coughing without using cough etiquette**
- **Intentionally spitting on someone or something**
- **Touching equipment without permission**
- **Intentionally having physical contact with others**

Progressive disciplinary measures will be applied, if necessary:

- Issuing a warning to the camper
- Taking the camper out of the activity
- Contacting the camper's parents/guardians
- Removing the camper from camp as a last resort

Any disrespectful behaviour towards other campers or employees (violence, harassment or bullying) may result in an immediate suspension or removal from the program.

We are counting on you to talk to your camper about these new measures before the start of camp.

These rules also apply to participants in our Companion program, but they will be adapted to each camper. We will share more details on adjustments to the Camper Code of Conduct and COVID-19 Measures for our Companion program participants during the Zoom meeting, which will be held before camp starts. The parents/guardians and families of campers signed up for the program for this summer will receive detailed information by email shortly.

Moreover, we urge you to contact the camp management team if there is something preventing your camper from fully enjoying their camp experience, whether it may be something that happened at camp or exceptional family circumstances (death of a loved one, separation, birth, etc.).

Our team is there for you, so please do not hesitate to contact them.

We look forward to meeting (or welcoming back) your camper soon!

## FREQUENTLY ASKED QUESTIONS

### What are the safety measures specific to COVID-19?

Public health authorities issued the four guidelines below on May 14, 2021. If these guidelines were to change, we will send you an updated version of this document with the new guidelines.

#### 1. Physical distancing:

- Maintain 1 metre between participants and organize the site in such a way that makes it possible for everyone to keep this distance between each other. To your hula hoops!
- Maintain 2 metres between participants and staff.

For your information, our staff members respect the 2-metre distance between each other at all times.

*\*We are following the latest public health guidelines for the island of Montréal. These guidelines may change over the summer, and we will adapt how we operate accordingly.*

Your responsibility: Follow the camp's new arrival and departure procedures.

Change to the routine and campers who can arrive and leave on their own: Talk about the different measures that are described in this guide with your camper to better prepare them for their time with us this summer.

Measures taken at day camp: Remind campers every day of safety and hygiene measures; organize outdoor and indoor space in a fun and safe way that makes distancing possible; make

sure that each activity follows distancing guidelines and offer a friendly environment.

**2. Outdoor activities:** Conduct all activities outdoors whenever possible and limit the use of indoor facilities to when it rains or during heatwaves only, while ensuring that rooms are below full capacity to follow physical distancing guidelines.

Your responsibility: Make sure that your camper brings items to camp that will allow them to fully enjoy their day and that are for their personal use only.

Measures taken at day camp: Plan and lead stimulating and rewarding activities in outdoor areas and at the neighbourhood park, and have indoor activities planned in case of bad weather.

**3. Limited physical contact:** Reduce direct and indirect contact between people as much as possible, namely by limiting activities and games that require participants to share supplies or equipment that have not been disinfected (balls, crayons, etc.).

Your responsibility: Remind your camper that they will need to change how they greet people, cheer people on, get the counsellor's or other participants' attention, and play some of their favourite games this summer. They will still have fun, but they need to be ready to try something new!

Measures taken at day camp: Set up visual markers encouraging physical distancing that people of all ages can understand; organize fun contact-free activities; make sure that the camp spirit that unites us is still alive, although it will be a little different this summer.

#### **4. Hygiene measures:**

- Rigorously apply hygiene practices, including cleaning and disinfecting rooms, materials, furniture and washrooms, and ensure participants and staff members are adhering to good personal hygiene practices such as handwashing.
- Wearing a face covering or mask is mandatory in indoor settings. We recommend packing an extra one for hot or rainy days when we will need to spend time indoors.

Your responsibility: Teach and practise good handwashing techniques AND cough etiquette at home; wash hands every morning before coming to camp and every evening when returning from camp.

Measures taken at day camp: Organize a special activity at the start of camp that explains how to apply hygiene measures; become experts at cleaning and disinfecting rooms and equipment thanks to our dedicated hygiene team.

## **What is the policy for isolating and reintegrating campers who have developed COVID-19 symptoms at home or who have come into contact with someone with symptoms?**

If a camper has symptoms of COVID-19 or has tested positive for COVID-19, they self-isolate and they must not come to camp.

A camper who has come into close contact with someone who has COVID-19 (probable or confirmed case) must follow public health guidelines; they must not come to camp.

If a camper has not travelled abroad but they have a fever or cold or flu symptoms (fever and cough with a headache, fatigue, achiness, etc.), they must wait at least 24 to 48 hours after the symptoms have disappeared to return to camp. For any other condition, our usual health guidelines apply (e.g. a camper does not have to stay home if they have seasonal allergies).

A camper may be turned away from camp if they have symptoms of COVID-19 or if a member of their household has symptoms of COVID-19. The goal is not to exclude the camper, but to keep everyone safe!

If you have any concerns, contact the Direction de la santé publique at 1 877 644-4545.

## **What happens if a child develops symptoms of COVID-19 during their day at camp?**

If a camper develops symptoms of COVID-19 (fever, cough, worsening cough, difficulty breathing or sudden loss of smell without nasal congestion, with or without a loss of taste), they will be isolated until their parent or legal guardian picks them up. Parents or guardians will be asked to pick them up as quickly as possible. There is a room that has been set aside for campers to isolate themselves in if necessary.

The staff member who will accompany the camper will wear personal protective equipment (mask, visor, gloves), and will bring the camper to the entrance when their parent or guardian has come to pick them up. The parent/guardian must not enter the camp site.

We will contact the local public health authority, who will tell us how to proceed, including possibly welcoming back the camper to camp. When they get home, the parent/guardian must call 1 877 644-4545 to see what recommendations they should follow with regards to their child.

For any questions related to COVID-19, please call 1 877 644-4545.

## What will happen if my camper has other symptoms of illness?

If a camper has one or more of the following symptoms, they will not be allowed to stay at camp:

- A temperature above 39° C
- Diarrhea or vomiting
- Paleness, blotchiness, rash or physical pain

If your camper requires medical attention following an accident, the YMCAs of Québec can require a note from their physician stating that the child is able to safely participate in regular day camp activities (e.g. if your child comes to camp wearing a cast).

We will inform you of any changes in your camper's health during their stay at camp. If they are showing any of the symptoms mentioned above, you will be required to promptly pick them up.

## What is the procedure in the event of an incident or accident?

Day camp management will notify you as soon as possible in the event of an incident or accident.

If there is a power outage or if camp is cancelled for the day for any other reason, our team will contact you to ask you to come and pick up your camper.

If necessary, first aid will be administered while wearing personal protective equipment based on the recommendations of the Direction de santé publique. If your camper has a minor injury, you will be notified at the end of the day. In the event of a serious injury, the emergency contact person on file will be immediately contacted.

## Can I send medication to camp?

The administration of medication to a camper requires the parent's written consent and a copy of a valid prescription. A medical authorization form must be completed before any medication is administered. Prescription medication must be provided in its original packaging and must contain the following information:

- Child's name
- Date of prescription
- Physician's name
- Required dosage
- Name of medication.

Every morning, this medication must be given directly to the appropriate staff member at the centre. **Over-the-counter medication (Tylenol, Advil, etc.) will not be administered to a child without written authorization from the child's parent/guardian.**

**If a child has an EpiPen or asthma pump, depending on their age, they will need to carry it with them in a fanny pack at all times.** The day camp coordinator and the child's counsellor must be informed.

**If a child has a medical alert bracelet, they must wear it at all times.**

Please keep us informed of any precautions we may need to take with your camper.

### **What is the procedure for lice or intestinal worms?**

If, during the camp day, it is discovered that a child has lice or intestinal worms, parents/guardians will be asked to pick up the child as quickly as possible. To prevent it from spreading at camp, parents/guardians must follow the treatment recommendations before the child can return to camp. We can turn the camper away if there is any evidence of lice, nits or worms, even after treatment.

### **What do I do if my camper loses something at camp?**

For health and safety reasons and because of the volume of lost items, lost and found items will be kept at camp only for the summer during which they were lost. If these items are not claimed before the end of the summer, they will be donated to a local charity. If items are identified with the owner's full name, the YMCA will attempt to contact the owner for pick-up.

### **What qualifications do your staff members have?**

YMCA day camp staff members are chosen for their ability to model YMCA values to campers entrusted to their care. We carefully select staff members for their interest in working with children and their camping and recreation experience.

All our senior counsellors are over 18 years of age. Our staff members know the importance of a safe environment, and how to make things fun and challenging. Several staff members also have standard first aid and CPR training.

Our team receives more than 50 hours of training, which teaches them the personal skills and knowledge they need to make sure your child's experience is positive, safe and fun.

All YMCA staff members are subject to a criminal background check and receive training on the YMCA's Child Protection Policy. Our employees also follow the YMCA Healthy Child Development program to ensure children receive the highest standard of care.





## Can I meet the camp staff before camp starts?

Before camp starts, we will set up a Zoom meeting. The meeting details will be shared on the YMCA Day camp's Facebook page. We will have other meetings throughout the summer, if needed.

Don't hesitate to join the Westmount camp parent/guardian group on Facebook; we will use it to post useful information throughout the summer and it will be a good place to chat with our team.

Additionally, your camper's counsellor will call you a week before the start of camp. We will also present our management team on our Facebook page.

<https://www.facebook.com/campsdejourymcaqc>

### More information

To learn more about our Companion program, refunds and cancellations, modifications, or our camp programming, visit our [website](#).

## CONTACT US

When you drop off your camper, don't hesitate to ask questions to members of our management team; they will be wearing grey shirts.

In the week before your child's first day at camp, you will receive a newsletter with contact information for the Westmount camp's management team.

If you have any questions or concerns about your camper's participation in camp, don't hesitate to contact the camp's local management team.

Moreover, if you would like to let us know about a particular situation that requires our immediate attention regarding your camper's camp experience or if you have any concerns, please contact the camp's local management team for assistance.

If needed, please do not hesitate to contact YMCA camp management at 514-789-8001, ext. 1524.

### Contact information

Westmount Camp Management:  
[camp.wm@ymcaquebec.org](mailto:camp.wm@ymcaquebec.org)

Camp Administration and Management:  
[campsdejour@ymcaquebec.org](mailto:campsdejour@ymcaquebec.org)  
514-789-800, ext. 1524

Companion Program:  
[inclusioncamps@ymcaquebec.org](mailto:inclusioncamps@ymcaquebec.org)  
514-789-8001, ext. 1517

## COMPANION PROGRAM

This section of the document aims to provide practical information on our Companion program to clarify how it works.

As mentioned at the beginning of this document, one of our core values is inclusion. It is for this reason that every year we welcome children in our camps who have different needs and diverse abilities. By providing the support they need, we ensure all our campers are active and appreciated members of our camp community.

The level of participation of each camper varies depending of their needs and abilities, but our team does everything to provide every one of them with the same experience or a similar one. To do this, we focus on their needs rather than their diagnosis.

We believe implementing a child-based approach is key to ensure the child's strengths and needs are at the heart of any intervention. This is the approach adopted every day by our personnel to meet campers' needs as best we can.

### Arrival and departure times

For children registered in our Companion program:

- Drop-off at the entrance starting at 9:00 a.m.
- Pick-up between 3:45 p.m. and 4:00 p.m.

The same COVID-19 procedures will be implemented for arrivals to and departures from camp.

For Companion program participants who are also signed up for our childcare service, the service will be offered from 8:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 5:00 p.m.

**Reminder:** registering for the childcare service is mandatory and is not available on a “per day” basis.

The same terms and conditions listed in the previous sections of this document are also applied to the Companion program (absences, late arrivals and early departures, COVID-19 procedures, etc.).

### Preferred communication methods

Our companion program is run in the field by our site management teams (Camp Coordinator, Assistant, Inclusion Specialist) and by our team of companions.

A Zoom meeting will be organized before camp starts (followed by an email), during which our Inclusion Specialists and Companion Program Administrative Coordinator will answer your questions (applying COVID-19 protocols, specific programming, etc.).



## **CONTACT US**

Contact information for each camp location and management team will be included in the newsletter sent the Thursday before the start of the camp week.

Don't hesitate to contact the Inclusion Specialists or the person in charge of the Companion program for your camp location. The entire team is here for you.

[inclusion@ymcaquebec.org](mailto:inclusion@ymcaquebec.org)

514-789-8001, ext. 1517