

## SPORT CAMP 2019 PARENT'S GUIDE

### Camp material

Please make sure that your child brings the following items daily in his back pack:

- ✓ Their lunch and two snacks.
- ✓ Proper clothing for sports activities (indoor/outdoor).
- ✓ Sport shoes (with a good sole) and cotton socks.
- ✓ Swimming suit and towel.
- ✓ A hat to protect your child from the sun.
- ✓ Sunscreen (minimum SPF 30).
- ✓ Water bottle and/or fruit juice.

Thank you for clearly identifying your child's belongings **and leaving valuable objects at home. All valuables will be confiscated and given back to your child at the end of the day.** Loisirs Sportifs CDN-NDG is not responsible for lost, stolen or broken objects.

### Schedules and outings

The programming of the activities will be distributed each week. All groups must leave at specific times for activities; information will be given for each outing. **It is important to be punctual when arriving to camp.**

### Eating

Your child must bring his lunch and two snacks each day. We do not have access to refrigerators; please put an « ice pack » in their lunch boxes.

**For precautionary measures it is forbidden to put the following items in your child's lunch: eggs, peanuts, nuts and seafood. Some of our campers have serious allergies.**

### Sunscreen and medication

Please apply sunscreen to your child in the morning before leaving. The animators are not allowed to apply sunscreen to children. They will do it themselves.

No medication will be given to your child by our staff without proper parental consent. Only prescribed medication can be administered at the camp. These medications must be given to us in the proper packaging from the pharmacy.

#### Sickness:

If your child is sick before arriving at camp, we ask you to please keep him at home.

If your child becomes sick while at camp, you will be advised by telephone to come and pick him up.

### Discipline

The camp reserves the right to refuse or dismiss any child who acts in a dangerous or aggressive manner towards; themselves, other children, staff or the camp itself.

If a child has serious behavioural problems, a meeting will take place between the camp coordinator, counsellor and parent to reach an agreement on an intervention plan. If after this meeting, there is no

improvement in the child's behaviour, the camp will be obligated to refuse the child from returning to camp. If a child is refused from coming to camp, the parents will be reimbursed based on the date of the incident, please be aware that we retain 25% for administrative fees.

#### Departing procedures

If your child leaves camp alone he will leave at 4pm

If he needs to leave early he will need a written authorization indicating the exact time the child must leave.

If you have reported on the registration form that your child could not leave alone after camp activities, the following rules will apply:

- persons indicated on the registration form must pick up their child(ren) at 4pm, if the child is not registered for extended hours.
- if the child(ren) is registered for extended hours, the parent or guardian must pick them up between 4pm and 6pm.
- if a child, for any reason must leave early permission will only be granted with written authorisation from the parent or guardian indicating the exact time the child must leave.
- if a person other than the one's indicated on the registration form must come pick up your child you must advise the camp personnel or extended hours staff in writing.

We won't allow departure without following these procedures. In the case of a missing authorization, we will keep the child until we can confirm with the parent or guardian.

#### Late fees

The parents are asked to advise the camp staff by telephone if they will be late. If a parent comes to pick up their child after 4pm or after 6pm, he will be obligated to pay late fees:

- 5.00 \$ for the first 15 minutes.
- 1.00 \$ per extra minute.

Parents must sign the late form with the monitor, including the name of the child, the time and date that will be given to the camp coordination, followed by the bill and payment

#### 8) Administration

##### Bounced checks:

Parents must reimburse the camp in cash for the original amount as well as the banking fees (7.00\$)

##### Taxes :

Your social insurance number is **mandatory** in sending you your relevé 24 (tax return). This receipt will be sent to you by mail or by e-mail no later than February 2020. It is your responsibility to clearly write your address on the registration form as well as informing us of any address changes in writing if you are moving.

#### 9) Questions and comments

If you have any questions or comments concerning the camp, do not hesitate to contact our camp coordinator, Mme Marlène Bédard at 342-9988 #231 or by [mbedard@loisirsportifscdndg.com](mailto:mbedard@loisirsportifscdndg.com).

Partenaires de vos loisirs sportifs  
Pour une communauté active et en santé!

