



# CAMP AQ GUIDE



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# WELCOME TO CAMP AQ

## DEAR PARENTS/GUARDIANS,

Thank you for your interest in AQ Camp. We are so excited to welcome your family into our Camp family at the Aquatarium! Children will have the opportunity to immerse themselves in a combination of indoor and outdoor activities, exploration, and even behind the scenes adventures.

Our Camp AQ Team is excited to host more camps at the Aquatarium from PA day camp, holiday camp, summer camp, outdoor camp, and teen camp; we have it all!

Camp is such a fun and exciting time. To make the most of your child's camp experience, we have created this guide to help you best prepare for the camp season. Please take a look at the guide as it will help ease you through the process and answer some common questions. If you have any question or concerns, please do not hesitate to contact us at [camps@aquatarium.ca](mailto:camps@aquatarium.ca).

## GOALS

Our camp encourages creativity, inclusiveness, and exploration. Children will learn in a safe environment with skilled educators.

## VALUES

Inspire  
Enrich  
Experience



# PREPARING FOR CAMP

## PARENT/GUARDIAN RESPONSIBILITIES

1. Ensuring your child is equipped with the proper clothing, outerwear and other supplies for the programming
2. Open communication with staff and providing staff with any information that would assist us in meeting the needs of your child.
3. Following all policies and procedures outlined in this handbook.

## CAMPERS' PROMISE TO THEMSELVES & OTHERS

1. All campers will respect themselves
2. All campers will respect others
3. All campers will respect the environment



## STAFF RESPONSIBILITIES

The responsibilities of our staff include, but are not limited to:

1. Ensuring the physical and emotional safety of children.
2. Assessing and managing risk.
3. Creating a positive, welcoming space and community where everyone feels safe, and a program which supports our core values, mission and vision.
4. Modeling good behaviour and respect for others and our environment.
5. Co-conspiring in play with campers and observation.

## STAFF-CAMPER RATIO

We pride ourselves on maintaining an excellent staff to camper ratio that allows us to create close relationships with each child and provide assistance when needed.

**Ages (6-11): 2:20**

# PREPARING FOR CAMP

## WHAT TO BRING TO CAMP

Ensure your camper is ready to conquer their exploration by suiting them up with the right clothing and equipment.

- Lunch & Snacks (x2)
- Refillable water bottle
- Change of clothes
- Sunscreen (Summer)
- Bathing suit (Summer)



- Towel (Summer)
- Running shoes
- Sun Hat (Summer)
- Water shoes (sandals, crocks)
- Rain gear (jackets, rain boots)



## DAILY SCHEDULE

**\*THIS SCHEDULE IS SUBJECT TO CHANGE\***

Please note the ropes course is included in each week and is typically scheduled for 10am-12pm on 1 day in the week.

All activities are encouraged to be done outside when appropriate to do so!

### Camp Day Schedule:

- 8:15-8:45 Before Care Drop-Off
- 9:00-9:20 Sign-in/Screening
- 9:20-9:50 Activity #1
- 9:50-10:00 Snack
- 10:00-12:00 Outdoor Play
- 12:00-12:30 Lunch / Free Play
- 12:30-1:30 Activity #2
- 1:30-1:45 Snack
- 1:45-2:45 Activity #3
- 2:45-3:45 Activity #4
- 3:45-4:00 Sign-out
- 4:00-4:45 After Care Pick-Up

# GENERAL POLICIES & PROCEDURES

## TERMS & CONDITIONS

In order to participate in pre-registered programs, registration must be completed in full online before attending the program (<https://aquatarium.ca/camps/>).

Parents and Guardians must sign a waiver in order for their children to participate in our programs. These waivers are completed during registration.

## ABSENT/SICK DAY POLICY

If your child is sick, will be absent or late, please let us know asap via email ([camps@aquatarium.ca](mailto:camps@aquatarium.ca)). If we don't hear from you, and your child is absent, we will email/call you around 9:30 AM. See our Refund Policy for more information.

## REFUND POLICY

A 75% refund will be provided for cancellations of 7 days or more, prior to the session start date. Cancellations with less than 7 days are subject to a zero-refund policy. Refunds will not be provided for single day absences. If a program is cancelled by the Aquatarium due to a shortage of staff, illness, or any other reason beyond the Aquatariums control, a full refund for the date (s) involved will be provided.

# GENERAL POLICIES & PROCEDURES

## CHILD PRIVACY POLICY

Camp AQ respects the privacy of all individuals. Information collected is used for registration and safety purposes. Any personal data you give to us will be only used for the purpose agreed upon. We will not share your child's health information with third parties, unless legally required to do so. Information is stored in a secure database. This information will only be viewed if needed by office or camp staff.

Each week, camp staff are equipped with an emergency sheet that includes camper name, allergies, medications, health concerns, and emergency contact information for quick access during an emergency.

Upon waiver competition, you will be asked to sign a media release consent form. Photos will only be shared once consent has been given and for the purposes agreed upon, such as program promotion (website, Facebook, Instagram, local newspaper, promotional videos and parent updates). Only those who have provided consent for photo release on the registration form will be photographed.

Please do not hesitate if you have any questions regarding the privacy of the information you have provided.

## CHILD PROTECTION POLICY

Preventative measures against child abuse will be taken at all times, and staff understand and recognize their duty to report suspected child abuse immediately in accordance with the Child and Family Services Act. Reporting procedures and training are provided to all staff.

# GENERAL POLICIES & PROCEDURES

## DROP-OFF AND PICK-UP POLICY

Upon registration, Camp AQ will ask you to list your emergency contacts. We require a written or verbal authorization for the people who may pick up their child or be contacted in case of an emergency (must be over 16 years old).

Parents/Guardians must notify the Education Manager ([camps@aquatarium.ca](mailto:camps@aquatarium.ca)) before changing the usual pick-up routine. Should an unauthorized person come to pick up a camper, that child will not be released into the care of the adult until a verbal consent has been given via telephone.

Regular Drop-off is 9:00AM and pick-up is 4:00PM unless otherwise arranged.

## FOOD POLICY

Campers are required to bring their own lunch, snacks, and water bottle for each day of programming. Bringing their own lunch ensures campers can attain proper nutrition, while following personal dietary preferences and restrictions. There is a no sharing policy. Please ensure that your child has enough food to get through the day. Please ensure your child has a labelled, reusable water bottle.

**NOTE: CHILDREN WILL NOT HAVE ACCESS TO A REFRIGERATOR OR MICROWAVE**

We are a peanut aware facility. Please do not include food items that contain nuts or may contain traces of nuts. Parents must ensure that their child's lunch is nutritious and meets the guidelines of Canada's Food Guide. A few recommended food items are fruit, nut-free granola, vegetables, cheese, crackers, whole wheat bread, muffins, yogurt, 100% fruit juice, milk, or water.

# GENERAL POLICIES & PROCEDURES

## HAND WASHING AND DRINKING WATER

Campers will be instructed by staff to wash their hands frequently throughout the day. This includes before and after all meals, after all crafts and activities, after outdoor play etc. Students will have access to water to refill their water bottles.

## TOILETING PROCEDURE

Washroom facilities will be located on-site. All students must be able to use the washroom independently and are required to always bring an extra change of clothes.

## LOST & FOUND

Upon discovery, all lost and found items will be sanitized and placed inside of a sealable Ziploc bag. Once sealed the item bag will be placed into a lost and found bin. No one aside from the camp staff are permitted to touch these bags. At the end of each camp day, if there are items inside of the lost and found box, a counsellor will go through the box item by item with the campers. If a camper claims an item, it is the responsibility of the camp staff to sanitize the plastic bag before returning the item to the camper who should then place it immediately into their bag. At the end of each day, time should be allocated to look through lost and found.

Please contact [camps@aquarium.ca](mailto:camps@aquarium.ca) if your camper is missing any items. Items can be arranged for pickup on our days/hours of operation.

# SAFETY PROCEDURES AND RISK MANAGEMENT

## OUR TOP PRIORITY

The well-being of all participants and staff at the Camp AQ is our top priority! Choosing to come to camp does have many documented benefits, and it also has particular risks. Please take some time to actively engage in the following information. Participants/families need to know the risks associated with a summer camp experience at the Camp AQ, and to accept that they are taking risks.

The camp team has a thorough risk management plan that includes Hazard Identification, Risk Controls, and Residual Risk assessment. Risk management is done for any activity that occurs at camp either on-site or off-site.

## EMERGENCY POLICY

All staff are familiar with emergency procedures that Camp AQ executes when needed. A copy of the procedures, including emergency phone numbers, is carried by an educator at all times in the emergency/first aid kit.

All camp staff must have a current certification of: First Aid, CPR C, and a Vulnerable Sector Check. Staff will always carry a cell phone.

Briefly, in the event of an emergency, the staff will:

1. Determine nature and extent of the emergency.
2. Make sure all members of the group are accounted for and safe
3. Assess the casualty and have another adult call 911 and relay
  - a. Nature of Emergency
  - b. Details of injured person(s)
  - c. Address
  - d. Inform Manager of Education so they can contact emergency contact right away
  - e. Ensure the remainder of students receive appropriate support
  - f. As soon as reasonably possible, fill out Incident Report Form

# **SAFETY PROCEDURES AND RISK MANAGEMENT**

## **MEDICATION POLICY**

**The Aquatarium works with families of campers to meet the health needs of their children when the child is present in one of our programs.**

**Prescriptions must be:**

- **All prescription medication must be labelled with child's name.**
- **All prescription medications will be administered according to the instructions on the label.**
- **All prescription medications are inaccessible to children at all times.**

**Medication is administered to a child only when a parent/guardian has:**

- **Provided written permission via Camp Waiver.**
- **The medication has been provided in its original container.**
- **The medication is labelled with the child's first and last name.**
- **The medication is labelled with the medication's name.**
- **The medication is dated – and is not expired.**
- **The instructions of the dosage amount to be given are clearly indicated on the container.**
- **The medication has instructions for administration and storage.**
- **The parent has clearly indicated a schedule of times when the medication is to be administered.**

**Parents/Guardians must indicate any health conditions on Camp Waivers.**

# OUTDOOR PLAY PROCEDURES AND POLICIES

## OFF-SITE FACILITIES / FIELD TRIP POLICY

The Aquatarium is surrounded by many local off-site locations that are perfect for performing camp activities such as Hardy Park, Blockhouse, and Centeen. Camp groups will visit outdoor spaces throughout the day while at camp. Play structure use will be at the discretion of the camp staff based on how many people are playing on the structure at a time. Hand-washing will be encouraged before and after play structure use.

Any presentations and field trips will be done with the safety of all camp participants being the top priority! Parents/Guardians will sign a waiver acknowledging their child(ren) are allowed to leave the premises.

## INCLEMENT WEATHER POLICY

Camp staff will consult the forecast leading up to scheduled days outside and any weather related safety concerns will be considered in all decisions for programming purposes.

Thunderstorms & Lightning: In the event of potential thunder and lightning, our outdoor camp will run at the Aquatarium for the day. If weather conditions clear up mid-day, campers will be permitted to use close by outdoor facilities for programming.

Extreme Heat: In the event of extreme heat warning, our outdoor camp will run at the Aquatarium for the day. Time outside will be limited and staggered to prevent heat exhaustion.

Any decision to move camp location for the day will be communicated by the Education before scheduled programming day to ensure all parents/guardians are aware of the location change.

# OUTDOOR PLAY PROCEDURES AND POLICIES

## WATER GUIDELINES

Water is an important part of our programming, but comes with inherent risks. This policy includes swimming and water-based activities (pond dipping, boat making, and more).

1. Students must wear life jackets at all times during water activities .
2. Maximum Staff/Camper ratio 1:8 (Ages 6-11).
3. A fully stocked; waterproof first aid kit must be readily accessible.
4. Swimming is done under the supervision of certified lifeguards.
5. Swimming area clearly defined, free from hazards and suitable water temperature.

## SUN SAFETY

All children are encouraged to wear a sun hat and sunglasses when playing outdoors.

Everyone must apply sunscreen 15-20 minutes before going outside. Sunscreen may be applied to a child if permission is granted from a parent or guardian. A child at the age of 9 or younger will require assistance from a counsellor. Camp staff are expected to wear gloves when applying sunscreen and will change to a new pair of gloves for each new child.

# BEHAVIOUR MANAGEMENT STRATEGIES

## BEHAVIOUR MANAGEMENT

The Aquatarium adheres to behaviour management strategies that are designed to redirect children's behaviour in a positive manner. We promote healthy relationships and positive self-growth. Our behaviour management strategies are founded on positive reinforcement and positive language.

### General Guidelines:

- Behaviour guidelines are used in a positive manner.
- Behaviour management strategies are consistent across Camp AQ.
- Behaviour management is to be appropriate to the child's developmental level.
- The strategies selected are to be explicitly related to the inappropriate behaviour.
- Behaviour management is meant to be an opportunity for teaching and learning.
- Keeping the parent/guardian informed on how things are going with the camper.

## PROHIBITED BEHAVIOUR

We have a zero-tolerance policy for any type of abuse (physical, verbal, sexual, neglect of child, corporal punishment, etc). We maintain a safe environment for each child at all times. In the event that a child needs to be sent home, parents/guardians will be notified immediately and expected to come and pick up their child. There will not be a refund for that day's camp. This is fairly rare and would only happen when all other ideas are exhausted.

### These behaviours include, and are not limited to:

1. Any of the above prohibited behaviours
2. Significantly impeding on other children's experience or the ability for the program to be successful
3. Disregarding personal safety or putting others in danger; threatening others
4. Continued disrespect and failure to follow set limits
5. Running away or needing constant 1:1 supervision

## PROHIBITED BEHAVIOUR (CONTINUED)

We know that sometimes inappropriate behaviour can occur and we are willing to work through this with the help of the parents/guardians. For the most part, we work on a three-strike system, but everything is case by case. We reserve the right to ask at any time that a child does not return, or take a break for a session (please see our Refund Policy).

## EQUALITY

At Camp AQ, we aim to dismantle any barriers to participation by making our site accessible for everybody, as well as a safe and welcoming place. Our goal is to make our program accessible to everyone regardless of race, religion, sexual orientation, socio-economic status, physical ability, gender and more.

Camp Should Provide:

- **Good environment** built to help youth grow and reach their potential
- **Respect** for self, others, and the environment
- **Safe and healthy space**
- **Protection** from bullying, abuse, and discrimination

