



PARENT HANDBOOK 2023

Welcome to the Ladysmith Parks, Recreation & Culture Adventure Zone Daycamp!

We look forward to getting to know both you and your child. Adventure Zone is dedicated to creating a safe, fun, positive, and exciting atmosphere for your child. In order for us to provide a happy and safe daycamp experience, we ask that you please read through this handbook thoroughly and ensure all proper preparations are made. Thank you for choosing our daycamp!

Registration Information

An **Emergency & Profile Form** must be completed when registering for any camp facilitated by Ladysmith Parks, Recreation and Culture. **To allow for planning and administrative purposes, only weekly registrations will be accepted.** The Emergency & Profile Form provides our team with information to best ensure a safe and enjoyable summer for your child(ren) - to allow time for staff to review the form, we ask that you complete the form as soon as possible and at least one week prior to the camp start date. The **Emergency & Profile Form** is available ONLINE at www.ladysmith.ca/adventurezonedaycamp or we can arrange to have it emailed to you. Printed copies are also available from the Frank Jameson Community Centre. Please complete the form and email it to camps@ladysmith.ca or return a paper copy to the FJCC.



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INFO / REGISTRATION 250.245.6424 | ladysmith.ca

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Participants with Diverse Needs:

Parents/guardians must indicate on the **Emergency & Profile Form** if their child has an EA at school, qualifies for funding through Supported Child Development, and/or has extra support needs. If yes, he/she will require an aid at Daycamp. Please note that parents/guardians of children with known support needs must disclose their child's needs prior to enrollment. Failure to do so may result in termination of services. Please contact the Supervisor by email at camps@ladysmith.ca or by phone 250.245.6424.

Participants Requiring Medication:

Please be sure the section on the **Emergency & Profile Form** is clearly filled out with all necessary details pertaining to your child's medication. If your child requires medications to be administered during camp, a completed **Permission to Administer Medication form** and/or **Emergency Medical Care Plan for Anaphylaxis/Asthma form** is also required. These are available online at www.ladysmith.ca/parks-recreation-culture/programs or in person at the FJCC.

Health & Safety:

- If your child is ill, please keep them at home or with alternate care until they are well enough to participate in all daycamp activities.
- In case of accident or sudden illness, staff will contact the parent/caregiver so the child may be taken home. If the child is ill and the parent/caregiver is unavailable, the emergency contact person will be called.
- Children will have a buddy when using the washrooms and on out-trips.

Come Prepared:

Daycamp Gear - Please send your child(ren) with a **manageable backpack** containing the items listed below:

- Water bottle
- Healthy lunch & snack ***Daycamp is a PEANUT/NUT FREE zone!***
- Swimsuit & towel
- Spray sunscreen & hat
- Weather appropriate clothing and a change of clothing
- Proper footwear for an active day (flip flops are not recommended)
- Water shoes/sandals (for summer daycamp at Transfer Beach)

Labelling all items with your child's name is required

Valuable Items - Please leave all valuable items and personal electronic devices, including cell phones and games at home. Town of Ladysmith employees are not responsible for lost, damaged, or stolen items.

Sunscreen Application - Please apply sunscreen to your child before summer daycamp drop-off. Leaders can only apply spray sunscreen on participants.



Swimming & Water Play:

Daycamp will frequently include swimming and water play. Money is not required for locker storage as there is a secure area for storing belongings. Participants who are 5 & 6 years old will be required to wear a PFD (Personal Flotation Device), and children 7 & up who cannot swim one width of the pool may be required to wear a PFD (provided by program). A swim assessment with one of the certified lifeguards may be used to assess swimming abilities. Please be aware that this assessment is not a swim level test, but a safety precaution.

High Five Trained Staff:

HIGH FIVE is the standard in BC for those who manage and/or lead sport and recreation programs for children aged 6-12 years. The HIGH FIVE system is designed to specifically support the safety, well-being and healthy development of children in sport and recreation settings. The HIGH FIVE mission is to ensure that recreation and sport practitioners develop a high level of knowledge and expertise in child development and provide them with the tools for enhancing and maintaining a high level of program.

Guidance:

Adventure Zone Daycamp staff use guidance methods that help children learn to control, modify, change and maintain desirable behaviour. These positive methods include natural and logical consequences, redirection, praise, encouragement, modeling, consistency, and good communication. "Go for Greens" is in place to ensure consistent consequences:

- Green is for GREAT! Children receive recognition and reinforcement for positive behaviour. Children may receive a green ticket that can be used to enter a weekly draw prize.
- Yellow means YIKES! When Leaders need to intervene to remind and reinforce behaviours, they will provide the child with a "yellow slip". The Leader will discuss the problem with the child, remind of the rules, redirect, model problem solving and provide opportunities to make amends. 3 "Yellow" slips in one day may result in the parent being called for pick up.
- Red stands for STOP! When Leaders need to intervene because of dangerous behaviour, they will provide the child with a "red slip". If a child receives one or two red slips discretion can be used regarding sending the camper home depending on the severity of the behaviour. The Leader will speak to the parent at the end of the day.

Drop-off & Pick-up Times:

For each location there will be a sign-in table where parents verbally sign in their children and drop them at Daycamp. Sign-in is at 9 am and pick-up is promptly at 3p.m. No early birds please, and prompt pick-up is very important! When you arrive, you will need to wait in queue until the staff are ready to have you signed in or out. Please allow for enough time before your next appointment. We appreciate your understanding and patience through this process. After 15 minutes, you will be charged \$1 for each minute you are late for pick up.

Where a parent is unable to pick up prior to closing, it is the parents responsibility to:

- Contact an emergency contact to arrange for alternate pick up and to advise this person that they may be asked to show photo ID
- Contact the daycamp staff to advise of the change in routine by calling your camps location cellphone (number provided at drop-off).

Daycamp - FJCC

Drop off: 9:00-9:15am @ FJCC back field

Pick up: 3:00pm @ FJCC back field

Daycamp - Transfer Beach

Drop off: 9:00-9:15am @ picnic table near Kin Hut

Pick up: 3:00pm @ picnic table near Kin Hut

Please ensure you have completed the following forms 1 week prior to Daycamp beginning:

- 1) Emergency & Profile Form**
- 2) Medical Forms (if applicable)**
- 3) Campers Code of Conduct**

Failure to complete these documents may result in losing your spot in Daycamp.

If you have any questions, please don't hesitate to contact a member of the LPRC staff at 250.245.6424 or by email at camps@ladysmith.ca



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EMERGENCY & PROFILE FORM

Please complete form at time of registration. To allow for administrative purposes, same day registrations will not be accepted.

NAME OF CAMP: _____

PERSONAL INFORMATION			
Childs Name:			Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Birth date:		Care Card #	
Address:			
City:	Province:	Postal Code:	
Doctor's Name & Ph #:		Dentist Name & Ph #:	
Parent/Guardian Emergency Contact #1		Parent/Guardian Emergency Contact #2	
Name:		Name:	
Relationship to Child:		Relationship to Child:	
List phone numbers in order of accessibility. Also indicate if phone number is cell (C), home (H) or work(W). _____ _____ <input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W		List phone numbers in order of accessibility. Also indicate if phone number is cell (C), home (H) or work (W). _____ _____ <input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W	
Emergency contact other than parent/guardian listed above:			
Name:	Relationship to Child:	Phone Numbers: () _____ - _____ <input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W () _____ - _____ <input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W	
CHILD RELEASE: To ensure your child's safety, children need to be signed in and out of our care on a daily basis. Please check below which method of pick-up is the best for your family.			
<input type="checkbox"/> My child is ONLY allowed to leave with the parent or guardian indicated above (ID required).			
<input type="checkbox"/> Other family members or friends, as listed below, may pick-up my child (ID required).			
Name: _____		Phone: _____	
Name: _____		Phone: _____	
Relation: _____		Relation: _____	
Relation: _____		Relation: _____	
DO NOT RELEASE: Please list those who under any circumstances are NOT ALLOWED to pick up your child. If there are current court orders related to your child's care in our program, including custody orders, pick up and drop off information etc. please use the box below to provide details or attach information to this form.			
DO NOT RELEASE:			
Name: _____		Phone: _____	
Name: _____		Phone: _____	
Relation: _____		Relation: _____	
Relation: _____		Relation: _____	
Additional Details:			
SWIMMING ABILITY: Please indicate your child's swimming ability			
<input type="checkbox"/> Strong Swimmer <ul style="list-style-type: none">• Must be 7 years or older• Have completed Swimmer 3 OR can swim 25 metres• Child may swim in deep water without lifejacket		<input type="checkbox"/> Moderate and Non-Swimmer <ul style="list-style-type: none">• All children 6 years and under• Children 7 years & older who have NOT completed Swimmer 3 OR cannot swim 25 metres comfortably in deep water• Child must wear a lifejacket in water beyond their depth	
What is the last swim level your child completed? _____			

HEALTH & SPECIAL CONSIDERATIONS

Does your child have any health and/or special considerations? Yes No

If YES, what special considerations should we be aware of to better meet your child's needs?

Please check appropriate boxes:

- | | | | |
|-------------------------------------|--|---|--|
| <input type="checkbox"/> Allergies* | <input type="checkbox"/> Asthma* | <input type="checkbox"/> Medical or Health Conditions or restrictions | |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Behavioral Concerns | <input type="checkbox"/> Speech | <input type="checkbox"/> Emotional/Psychological |
| <input type="checkbox"/> Visual | <input type="checkbox"/> ADHD/ADD | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Multiple Disabilities |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Learning | Seizures | |

Other: _____

Please provide additional information for any health or special considerations:

Does your child require medication during program hours? ☐ Yes ☐ No

- If YES, the program supervisor will contact you.

Does your child require additional help or an Education Assistant at school? ☐ Yes ☐ No

- IF YES, YOUR CHILD REQUIRES AN AID FOR OUR CAMP (behavioral, emotional, physical, intellectual, language, etc.), contact a staff member for further clarification if needed.

Please INITIAL each box and sign the bottom to indicate you understand and consent to the following:

EMERGENCIES		I <u>CONSENT TO</u> a staff member calling a medical practitioner or ambulance for my child in the case of accident or illness if I cannot immediately be reached.
POLICIES		I have <u>READ</u> and <u>UNDERSTAND</u> the refund policy as printed on my registration receipt and the camp policies in the Parent Handbook.
FIELD TRIPS		I hereby <u>GIVE PERMISSION</u> for my child to participate in field trips. I <u>UNDERSTAND</u> they may ride a bus or walk to the planned destinations.
PHOTOS		I <u>CONSENT TO</u> photos of my child (taken while in the programs) for use in LPRC promotional materials.
COMPLETE FORM		I <u>CONFIRM</u> that this form is complete and I <u>UNDERSTAND</u> that incomplete forms may result in my child being withdrawn from this program.

Signature of Parent /Guardian: _____ Date: _____

Print Name: _____

Personal information you provide on this form is collected under the authority of the Community Charter and will only be used for the purposes of the Parks, Recreation and Culture camp program. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Manager of Legislative Services, Town of Ladysmith, Box 220, Ladysmith, BC V9G 1A2, 250-245-6400.

ONCE FORM IS COMPLETED, PLEASE EMAIL TO camps@ladysmith.ca

OFFICE USE ONLY:

Received by: _____ Date: _____



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CAMPERS CODE OF CONDUCT

NAME OF CAMPER: _____

This code of conduct is to ensure Campers understand the procedures at Ladysmith Parks Recreation and Culture Adventure Zone Daycamp to keep themselves, other campers and leaders safe and to have a positive time at camp!

Please read through this list with your child and ensure they understand each point. Once you have done so, please have both you and your child sign and return.

In order to keep a positive safe environment at Adventure Zone Daycamp we:

- Respect others' personal belongings by only touching our own belongings and not others including backpacks, lunch kits, water bottles, first aid kits, leaders fanny packs, daycamp trolley, leaders radios, the bluetooth speaker, etc.
- Keep our personal things neat in our designated space to make moving through the space easy for everyone.
- Follow the designated direction signs for moving through spaces.
- Follow the instruction of leaders.
- Take care when washing and hand sanitizing to ensure our safety and our fellow campers and leaders.
- Practice safe cough/sneeze etiquette by doing both in our elbows or a tissue and washing our hands directly following either.
- Be kind to one another by respecting each other by being inclusive. We don't name call.
- Listen carefully when the leaders are talking - to be respectful, no one else should be talking. When playing games, listen carefully to the directions.
- Keep to the ground - there are no climbing trees, the shelters, goal posts, tables, chairs etc.
- Stay within the boundaries - the boundaries are established by the leaders (in general we stay where we can see the leaders).
- Use a buddy system when going to the washroom. We find a buddy, tell a leader where you are going and tell the same leader when you are back. And, we will both wash our hands after using the bathroom, even if I'm the buddy.
- Only eat your lunch packed by your parent(s)/guardian(s) - no sharing food(siblings included), and no food trucks.
- Have our behaviour encouraged by the Go For Green method. Green = GREAT (entered in a draw for a weekly prize) Yellow = YIKES (3 yikes means the leaders will call parents for pick-up). Red = STOP (may be sent home). So we Go for Green!
- WE HAVE FUN!

Signature of Parent /Guardian: _____ Date: _____

Camper Signature: _____

Please return this form by:

- Emailing completed forms to camps@ladysmith.ca