

External Support Person *Information for Camp Programs*

The City of Mississauga is thrilled to have you join us for all the adventures that summer has in store. Each camp has a supervisory team that includes **Coordinator, Senior Staff** and/or **Site Leader** that will be more than willing to assist you. In addition, you can contact **Recreation Support staff** who will be happy to address any questions or concerns that you may have.

City of Mississauga Camps are inclusive programs; we welcome children of various levels. It is our expectation that children who have a physical, intellectual, and/or behavioural difficulty will be included in all camp activities and we will support them to the best of our ability. It is our expectation that our staff will work with you and the child you are supporting to ensure that everyone has a successful and memorable camp experience.

Punctuality

A child participating in the camp who requires support cannot be admitted without the support person. It is not safe for the child to be unsupported even for a short period of time. If you know you are going to be away or late, please contact the family of your participant so they may make the necessary accommodations.

Swimming Procedures - Safety in and around the water is our highest priority.

- You must be in the water within arm's reach of your child if they are swimming.
- Campers (6 years+) have the option of attempting the Deep End Test (ability to swim two uninterrupted widths of the pool). If successful, campers will be issued a coloured wristband. Any child without a wristband must stay in the shallow end of the pool.
- Participants who do not complete or attempt the Deep End Test must wear a PFD (personal floatation device) and must stay in the shallow end.
- You must ask a member of the supervisory team to watch your child if you need to change for swimming activities.
- We recommend a clean, pool only, t-shirt be worn in the pool when swimming.

Accessible Equipment

- There is some accessible equipment available on site. This equipment can be used to adapt the activities or as a comfort to reduce anxiety or over stimulation.
- The City of Mississauga cannot be responsible for loss or damage to any equipment/possessions brought from home.

Medication

- The parent/guardian must complete a **MEDICATION CONSENT FORM**.
- Medication must be stored according to City of Mississauga camp medication protocols.
- Inform the Senior Staff / Site Leader if the child you are supporting requires medication during the program.

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- Medication is kept in a locked/secure area.
- Bring only THE DAILY DOSAGE IN THE PHARMACY CONTAINER.
- Containers are sent home each day with the camper.
- Senior Staff/Site Leader obtains the medication from the secured area and gives it to the support person. It is the responsibility of the support person to ensure the participant receives the correct medication, dosage and at the correct time.

Confidentiality

- Please remember to treat participant's personal information with sensitivity.
- As a support person acting in a professional capacity, it is not appropriate to share personal information with other participants.
- If you are concerned about the behaviour of other participants please report all information to the supervisory team on site.

Communication is Key

At camp, City of Mississauga staff is responsible for ALL children in the program at all times. Please be sure to communicate.

- If the child you are supporting needs a break, you may take them away from the program area for a brief period of time. You need to inform the leader of where you are going and for how long. The child's whereabouts must be known by the leaders/City Staff at all times.
- You may not take the children off property without parental consent in writing.
- If you would like a copy of the program plan, please speak to the leader or a supervisor.
- It is acceptable to take a step back to encourage independence.
- The best part of the camp is participation in activities, theme days, and special events. Encourage participation and making friends with other campers.
- Communication about camp concerns or other information must go through the on-site camp supervisors.
- Cell phone use is limited to work-related matters.

Restroom Procedures

- You must accompany the child you are supporting to the restroom. Always notify a City staff of your location and estimated time of return if you are going without the group.
- As a support person, if you need to use the restroom/change for swimming during the program, only a member of the supervisory team is able to temporarily support the child in your absence.

Dress Code

- A t-shirt, athletic shorts/pants, and running shoes are expected to be worn while at camp.

Vending Machines

- Vending Machines are only to be used before and after camp.

Programs

Thank you in advance for your cooperation and participation in our programs. The assistance of support staff allows all children to experience and enjoy camp. We hope that each child will have fun, learn new skills, further develop existing skills, make friends, feel accepted, and most importantly, have fun! With all staff working together, this goal is attainable. Thank you once more for the crucial role you play in helping us achieve our goals.

By signing this form I agree that I have read and understood the information outlined above.

Parent Print Name: _____

Parent Signature: _____

Date: _____

Support Person Name: _____

Support Person Signature _____

**Note to staff: please keep the original signed copy and provide the support person with a photocopy of the signed form.*