

## Thank you for registering in our camp programs.

The City of Mississauga is committed to providing a safe and secure environment for all of its participants. The following important information will assist parents and guardians in becoming familiar with our operating standards. For more information please call your local Community Centre.

The first day of a new program can be a bit of a scary time for some, particularly if they are not accustomed to being on their own. It would be to the advantage of your child and the Leaders if your child is prepared and ready to be left on their own. *All children must be fully toilet trained and be able to take care of their own bathroom needs.*

To assist us, we ask that parents/guardians not stay at the program, or observe from outside. Should your child experience any difficulties, Staff will contact you.

If there is anything that we should know about your child to help us make Camp a more enjoyable experience, please let us know (i.e. allergies, fears, injuries, special needs, first language other than English).

## Safe Arrival and Dismissal:

A completed Parent/ Legal Guardian Safe Dismissal form (with signatures) and a Parent/Legal Guardian Emergency Contact Agreement (with signatures) must accompany your child on the first day of camp.

To ensure the safety of all children in our program, parent/legal guardian/caregiver is required to physically escort their child into the program location each day. Staff will sign your child in.

At the conclusion of the program, parent/legal guardian must sign-out their child from the program. Parent/legal guardian/ those authorized to pick up your child must show **photo identification each day** to identify them. *Please ensure that*

*all persons listed on the Parent/ Legal Guardian Safe Dismissal form are aware of this requirement.*

Children will only be released to those individuals listed on the Parent/ Legal Guardian Safe Dismissal who provide photo identification. Any changes must be made in writing by the Parent/Legal Guardian. Children are not permitted to leave unescorted without written consent from a parent or legal guardian.

## Inclusion:

All of our camps and programs welcome children of all abilities to participate. Children who have a physical or intellectual disability and children with behaviour difficulties are included into program activities..

For further information or for assistance in developing a recreation plan for your child please call the City of Mississauga's Community Child/Youth Consultant, 905-615-3200 ext. 5479.

## Camp Hours:

Full Day Camp supervision begins at 9:00am until 4:00pm, Monday to Friday unless otherwise specified.

Half Day Camp supervision begins at 9:00 am until 12 pm or 1:00 pm to 4:00pm unless otherwise specified.

Extended Hours programming is also available at most facilities. If you are in need of extended care for your child(ren) please register for both the Camp program and the Camp Extended Hours Program at your selected location. Extended Hours offers supervised activities before and/or after the regular program hours. All participants will be supervised by Recreation Staff.

## Late Fees

Children must be picked up at the end of the program. A late fee charge of \$5.00 for each 15 minute interval (or part thereof) after the close of the program will be charged to those who are late. The fee must be paid at the Customer

Service Desk at the Community Centre before the child returns to the program the following day. Parents who are consistently late may be asked to withdraw their child from the program.

## Medications

For the safety of participants and staff, the City of Mississauga has developed specific procedures for the administration of medication (prescription, non-prescription, natural) to participants during program hours.

Children requiring medication (prescription, non-prescription, natural) while at camp must have:

- A completed Parent/Legal Guardian Medication Consent form on site. This may be obtained in advance by visiting our website: [www.mississauga.ca/portal/residents/registrationinfo](http://www.mississauga.ca/portal/residents/registrationinfo); OR by contacting the Community Program Supervisor at the Community Centre.
- Participants will be required to self-administer medication under the supervision of Program Staff (through injection or otherwise), with the exception of epinephrine auto-injector for life threatening allergies in the event of anaphylactic shock. Should a participant be unable to self-administer required medication the Parent/Legal Guardian is responsible to perform this task or to arrange for a qualified and trained individual to administer on site at the prescribed time. A completed Third Party Administration of Medication Consent form must be on site. This may be obtained in advance by visiting our website: [www.mississauga.ca/portal/residents/registrationinfo](http://www.mississauga.ca/portal/residents/registrationinfo)
- Medication must be stored in its original container, labelled with the pharmacist label, child's name, doctor's name, name of medication, the dose and how medication is administered and storage requirements.

- Only the one day's dosage may be sent at a time to camp staff each morning for secure storage. For the safety of all children at the camp, please do not place medication for self-administration in with your child's belongings (i.e. lunch bags).
- When a unit of measurement is prescribed for dosages (i.e. teaspoon), the dosage implement must be supplied with the medication and labelled with the child's name.

## Life Threatening Allergies

The City is committed to providing an "allergy-aware" environment. The City has procedures in place at its facilities to reduce the risk of anaphylaxis reactions and to ensure appropriate actions are taken should an allergic reaction occur. Program Staff have received appropriate training to administer an epinephrine auto-injector when required.

If your child has a potentially life threatening allergy (i.e. peanut) please notify Program Staff. Children with a potentially life threatening allergy while at camp must have:

- Two (2) doses of current (not expired) epinephrine medication (Epi-pen®/ Twinject™/ Allerject) on their person, at all times, preferably in a waist pouch
- A completed Anaphylaxis Emergency Plan form on site
- A completed Parent/Legal Guardian Medication Consent form on site.
- A completed Epinephrine Administration Release And Waiver Of Liability And Indemnity, Assumption Of Risks And Consent To Medical Treatment Agreement form on site

These forms may be obtained in advance by visiting our website:

[www.mississauga.ca/portal/residents/registrationinfo](http://www.mississauga.ca/portal/residents/registrationinfo); OR by contacting the Community Program Supervisor at the Community Centre

- Admittance to the program requires that all forms are completed, medication has not expired and the two(2) required doses has been provided

## What to Wear and Bring

As many activities are conducted outdoors, clothing should be very casual and comfortable. Please dress your child appropriately for weather conditions. Please label all items with your child's name:

- Running shoes are required.
- Sunscreen, hat and insect repellent are strongly recommended for all children.
- Full Day Camps: Lunch and two snacks each day, beverages
- Half Day Camps: Snack and beverage

Due to the increased number of children at camp with peanut/nut allergies, we strongly recommend that peanut/nut products not be included in your child's snack.

Children are asked not to bring personal or expensive toys or other items to camp. The City of Mississauga is not responsible for lost, stolen or damaged items brought to camp.

## Swimming

Many of our full day camps include recreational swimming as part of the programming. Some camps will be bussed to an indoor or outdoor pool for their swim. All City of Mississauga pools are supervised by fully qualified lifeguards. Deep end tests will be conducted each week.

On swimming days please send your child with a bathing suit and towel. Please label all items with your child's name.

## Emergency and Illness

Should it be necessary for you to contact your child due to an emergency, please call the Community Centre and we will assist to make whatever arrangements are necessary.

Should your child become ill at the program the parent/ legal guardian will be notified immediately. If the parent/legal guardian is not available the emergency contact will be contacted. Arrangements must be made for the child to be picked up if required.

## Safety

Safety is OUR number one priority. All our staff are certified in Emergency First Aid and must attend a comprehensive training session prior to the start of the program.

It is extremely important that all participants understand the rules and expectations regarding safety and behaviour established for the program. Program Staff will discuss these rules and expectations with the participants on the first day of the week's program. Failure to comply with the Camp rules and expectations may lead to dismissal of participants from the program.

Please discuss the importance of safety and appropriate behaviour with your child prior to the first day of the program.

