Allergies
Please treat day camp like a school environment. We do have campers with severe peanut and other nut allergies. Please do not send your child with nut products. If your child has food allergies or dietary restrictions please ensure these are clearly stated on the camper registration form. Please do not hesitate to discuss your child's allergies or dietary restrictions with their program staff. If you child requires and epi-pen for their allergies, please contact our Inclusion Coordinator to discuss arrangements.

Adapted & Inclusive Program
We make it fun and easy for children with special needs to attend our camps. Contact the Summer Inclusion Coordinator for more information on the support available.

Parent Communication
Program staff will keep parents/guardians informed of daily events, general happenings and notify in advance of any changes to the schedule. If your child will not be attending for any reason please notify the office. Any concerns should be brought to an Assistant Managers attention immediately.

Change in Family Status
If your child is experiencing any emotional stress or trauma outside of camp, it is important to inform one of either the Camp Coordinators. That way we can better understand your child and communicate more effectively should any changes in behaviour occur.

If there is a change in your child’s family status, living accommodations, spousal restrictions or custody orders, it is the responsibility of the parent-of-care to notify the Summer Daycamp Coordinator in writing as soon as possible, we will then make any necessary changes to the camper’s registration form.

If there is any concern about your child’s wellbeing please feel free to arrange a time to meet with staff in person or call any time to discuss.

Feedback
Your feedback is important to us and the success of our camps. Evaluation forms for parents and participants will be distributed after each session. We encourage you to fill out the forms and return them to camp or the Lewis Centre office.

Removal of Participants from the Program
If the child comes to the program with an infectious disease (ex. Pink Eye) or condition (ex. Head Lice), the parents will be notified and the child sent home. The child may only return to the program when they are no longer infectious.

If a child’s behaviour is disruptive to the program, the safety and enjoyment of other participants and all efforts have been made to support him/her to participate successfully, the child’s parents will be notified. If the behaviour continues, the parents will be notified again and the child will be sent home from the program for the day. The child will only be allowed to return to the program when his/her behaviour is appropriate.

A child may be refused the opportunity to participate or be removed from the program by the program staff after consultation with Camp Coordinator or Management Staff.

Contacts:
Inclusion Coordinator, Helen Campbell 250-338-5371
Daycamp Coordinator, Courtna Stolting 250-338-5371
Assistant Manager of Arts & Leisure, Caleigh Ellis 250-338-5371
Assistant Manager of Active Living, Catriona Smith 250-338-5371
Youth Services Supervisor, Alexis Forbes 250-334-8138

Thank you for choosing Courtenay Recreation Summer Programs!
We look forward to having your child at camp this summer for a fun-filled line up of activities, rewarding experiences, enjoyable moments, and new friendships!
Camp Locations
The daily meeting place for your child's camp will be printed on your receipt. Staff will be in these locations wearing their staff shirts.

Sign In/Sign Out Procedures
A parent or guardian MUST sign each child in and out of camp. A signed authorized pick-up form is required if someone other than a parent or guardian is picking up a child. These forms can be picked up at the front desk. If anyone is legally not allowed to pick-up your child please ensure you notify the Summer Daycamp Coordinator.

If your child is over the age of 10 and has permission to sign themselves in and out of camp please complete an independent sign-out form, available at the front desk.

Hours of Operations
Most of our camps run Monday to Friday 9:00 am - 4:00 pm

KidsPlay (Before & After Camp Program)
Safe, unstructured, but supervised playtime is available before camp from 8:00 am - 9:00 am and after camp from 4:00 pm - 5:00 pm. Pre-registration is required to attend.

Late Pick-up's
If, for any reason, you are unable to pick your child up on time, please call and notify the Lewis Centre as soon as possible. When possible your child will join the KidsPlay program and you will be billed for the cost. Late pick-ups from the KidsPlay program will be billed an additional fee.

Absences
If your child will be absent from camp, please call the front office by 8:45 am. There will be no credits or refunds for missed days of camp.

Swimming
Safety is our first priority when it comes to swimming. At the beginning of each week, all campers will participate in our camp swim test. They will be assigned a bracelet which indicates if they are allowed to swim in the deep end, the shallow end or are required to wear a life jacket. Participants ages 6 & under will be within arms-reach of a camp leader at all times.

All camp swims are supervised by qualified lifeguards. Our camp leaders swim with campers to ensure their safety. If you would like your child to wear a life jacket regardless of their swim ability, please contact the Summer Daycamp Coordinator and they can make a note on your registration form. Please note: camps will not swim daily but we do ask to bring appropriate clothes for swimming in the case they are able to go or they participate in other water activities (ie. waterpark, slip & slide, etc).

Sun Protection
We require all participants to be protected with sunscreen and a hat each day. Use of UV protected sunglasses is encouraged but not required. Children are to come to camp with sunscreen already applied.

Find summer daycamp forms at courtenay.ca/recforms

What to Bring
• Weather appropriate clothing
• Comfortable, closed toe shoes
• Bathing Suit & Towel
• Water Bottle
• Waterproof Sunscreen & Hat
• Water Shoes or Teva style sandals (for beach days)
• Rain Jacket
• Bag lunch & snacks (peanut free)
   *Please label all your child's belongings

Please leave at home:
• Valuables
• Electronics
• Money
• Flip flops
• Toy weapons

Lost & Found
Please label all items! Courtenay Recreation is not responsible for any lost or stolen articles. Please do not send your child to camp with any valuables, jewelry or electronics. Program staff performs a site-check at the end of every day and all items that are found are put in our Lost & Found. It is the child's responsibility to collect any misplaced items. Lost and found items can be retrieved at the front office. The accumulated lost and found items are kept until the end of summer. Any items not claimed by the end of the summer will go to the local thrift or charity shop.

Field Trips
It is possible that leaders may take participants on field trips to locations around the Comox Valley. An itinerary will be available online prior to the first day of each camp. Activities are run rain or shine, so please make sure your child is prepared for all weather conditions. Participants in the Adventure Daycamp program will be participating in an overnight campout on the second Thursday of camp. Packing lists will be given out during camp.

Administration of Medications
All medications (including aspirin and Tylenol) requiring administration during program hours are best brought in their original container with all prescription information. All medications will be collected, stored, and administered by the Summer Inclusion Coordinator. Please note that staff will not administer any medication until there is written permission and a photo of the participant attached from the parent. If your child will require medication during camp hours please contact the Inclusion Coordinator to make arrangements at 250-338-5371.