

# City of St. John's Spring Camps



ST. JOHN'S



## Program Information

We would like to extend a warm welcome to participants in the City of St. John's Spring Camp. Our program is based on Canada's HIGH FIVE® quality standard for children's recreation and sport. We strive to provide your child with a relaxed, safe environment which promotes healthy child development with an emphasis on physical activity.

HIGH FIVE® is used by organizations across Canada. It helps deliver high quality programs that are safe, welcoming and respectful to the individual needs of each child.

The City of St. John's promotes the acceptance and inclusion of all individuals regardless of economic status, national or ethnic origin, religion, culture, body size, sexual orientation, gender identity, age or ability.

### Hours of Operation

8 a.m. to 5 p.m. with supervised lunch.

### Cost

\$150 per week (\$125 per week at Shea Heights);  
\$50.00 non-refundable deposit (per child, per week)



### Ages

City of St. John's day camp programs are designed for children who have completed kindergarten. Kindergarten provides children with the opportunity to develop independence in a structured, full day environment and sets them up for success in a day camp program which is longer than the typical school day.

### Locations

**Paul Reynolds Community Centre**

Adventure (5-12)

**Kilbride Lions Community Centre**

Adventure (5-12)

**Southlands Community Centre**

Adventure (5-12)

**Kenmount Terrace Community Centre**

Adventure (5-12)

**Shea Heights Community Centre**

Adventure (5-12)



## ■ Daily Activities

Activities focus on physical activity, fundamental movements, and creative exploration with an emphasis on daily outdoor play. A typical week includes:

- Zone Play (Imagination, building, active and quiet)
- Outside & Gym Play
- Arts and Crafts
- Fieldtrips
- Guest Speakers

## ■ Registration

Please ensure that your RECconnect profile account is up to date and accurate. It is extremely important that you list any allergies or underlying medical conditions prior to attending program.

Waitlisted families will be contacted in the order the requests were received, if space becomes available, until one week prior to the start of the program. After this date, open spaces will be available on RECconnect and filled on a first-come, first served basis.



## ■ Refund

A refund is available if submitted 14 days prior to the start of the program. A \$25 non-refundable deposit will be deducted for refund requests per child, per week.

## ■ What to Bring

Please ensure all personal items are marked with the participant's name.

- Backpack
- Lunch bag
- Suitable clothing for weather (i.e. rain gear, snow pants, boots, mitts, hat, change of clothes, etc.) **We spend a lot of time outside. Come prepared for the weather!**
- Sneakers for inside
- Sunblock (SPF 30+)
- Hat
- Water bottle
- Healthy lunch and snacks for the day. Participants must bring their own utensils and microwaves are not available for use. Please note allergies listed in the newsletter and refrain from bringing those items.
- Toys or electronic devices are not permitted.

## ■ Arrival and Departure

- Staff will sign in/out participants.
- Any person picking up the participant may be required to show a photo ID upon pick-up. A parent/guardian must notify the staff if another person is picking up their child(ren), and they are not on the authorized pick-up list.
- Authorized pick up person(s) must be 16 years or older.
- Participant information will be confirmed and permission slips, allergy forms (if needed) will be emailed prior to the first day. If there are any medical concerns or issues that staff need to be aware of, please contact us prior to the start of the program.
- A Consent to Leave Form is required for any participant eight years and older to leave the program site unaccompanied by a guardian.
- A supplementary fee of \$1 per minute will be charged after five (5) minutes passes beyond the designated pick-up time.
- For the participant's safety, the City of St. John's, as advised by the Royal Newfoundland Constabulary, will follow specific procedures should a guardian arrive on site appearing to be under the influence.



## ■ Communication

Your RECconnect account is used by staff to generate contact information for guardians, alternate pick-up lists and medical needs. For the safety of the participant, please ensure this account is up to date with current information. Email or newsletters will be the main method of communication and other relevant information will be posted on the whiteboard/bulletin board at each site.

**Important:** If for any reason a participant will be absent from our program, the program Fieldworker must be contacted.

## ■ Unexpected Closures

If facilities are closed unexpectedly (poor weather, power outage, no water, etc.), program will be cancelled. Refunds will not be issued for unexpected closures.

## ■ Managing Illness

If a participant will be absent, we encourage guardians to contact program staff by phone, text or by leaving a voicemail on the program phone listed below. We encourage guardians to save their child's program phone number in their mobile contacts for easy access.

- Participants must stay home if they feel sick (fever, sore throat, cold symptoms, headache, diarrhea, vomiting, etc.).
- Guardians must ensure that any underlying health conditions of their child, as well as any current allergy-related symptoms, are clearly listed.



## ■ Medications/Allergy Information

Nuts or nut products are not permitted in our program. If a participant requires medication, has allergies or any medical condition please contact us. Prescription medication must be in its original container with the physician's instructions on the label. Over the counter medication will not be administered in the program.

## ■ Inclusion/Support Services

Support may be available for those who require assistance to participate. When barriers prevent successful participation, Inclusive Services staff may be consulted for recommendations to foster successful participation. To contact Inclusive Services: call 709-576-2574 or 709-576-6972, email [inclusion@stjohns.ca](mailto:inclusion@stjohns.ca) or visit our [website](#).

Recreation staff, including Inclusion Counsellors, are **not** able to support the following:

- Personal care (e.g., toileting, hygiene)
- Feeding
- Extreme behavioural issues (e.g., aggressive behaviour which compromises the safety of the participant, other participants and staff).

If participants experience occasional toileting incidents, staff will determine if the participant is developmentally ready to clean themselves and change their clothing independently. If so, they may do so with staff encouragement. If not, the guardian must be called to come to the site to provide the personal care required.



## ■ Contact Information

If you have any general inquiries on Spring Camp, please call the H.G.R. Mews Community Centre at 709-576-8499 or the Paul Reynolds Community Centre at 709-576-8631 or email [recreation@stjohns.ca](mailto:recreation@stjohns.ca).

## ■ Code of Conduct

The City of St. John's is committed to providing quality programs and services where participants may develop socially, cognitively, physically and emotionally. The code of conduct has been developed to ensure there is a mutual understanding of acceptable behavior and unacceptable behavior. Appropriate staff levels are maintained, and every reasonable effort is made to ensure meaningful participation.

## ■ Acceptable Behavior

The Recreation division expects that staff, patrons, participants and guardians exhibit the following behavior while visiting facilities and participating in programs and services:

- **Respect**
- **Kindness**
- **Safety**
- **Honesty**
- **Responsibility**
- **Healthy Choices**



## Unacceptable Behavior

Behaviour with potential to harm oneself, others, property or which would otherwise negatively impact program quality is unacceptable and will not be tolerated. Behavioural expectations will be displayed in the facility and discussed with participants on a regular basis. Staff will use discretion to take appropriate action if unacceptable behavior occurs. Typical outcomes are listed below:

### Procedure for Addressing Unacceptable Behaviour

- Unacceptable behaviour will be discussed with patron/participant.
- Adult patrons/participants will be asked to leave the program/facility.
- Guardians of a child/youth patron/participant will be notified of the unacceptable behavior and will be asked to arrange immediate pick up.

#### First Occurrence

- The procedure above will be followed.
- Patrons/participants and guardians (if applicable) are encouraged to work with staff to identify solutions to assist the patron/participant in displaying expected behaviors in the future.



#### Second Occurrence

- The procedure above will be followed.
- The patron/participant may be re-introduced to program/facility following a meeting with guardians (if applicable) to establish an individualized plan to prevent further unacceptable behavior.

#### Third Occurrence

- The procedure above will be followed.
- The patron/participant may be removed from the program/facility on a part-time or full-time basis

**If staff are unable to ensure the safety and well-being of patrons or participants, others, the security of property or program quality, we reserve the right to remove the patron/participant displaying unacceptable behaviour from the program or facility.**

