



*Un milieu en héritage
Our Heritage, Our Home*

Parent's Guide And Code of conduct

BURY Day camp 2024

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1- WELCOME

Dear Parents,

The animation team of the Summer Day camp is happy to welcome your child this summer. Through our training, our enthusiasm, our dynamism, and our great listening, we will make this season an unforgettable moment for your child.

We know that it is not always easy to let your child go for a day with a stranger. That is why we created this document to prepare and reassure you for the summer.

In addition, the animation team can answer the questions about your child. Do not hesitate to spend some time with them, at the end of the day.

We wish you a good summer to you and your child,
The Bury Summer Day camp team

2 – PRESENTATION OF THE TEAM

ROLE OF THE ANIMATORS

- Plans, organizes, realizes and evaluates all the activities offered to his group of children;
- Provides first aid for minor injuries in collaboration with the coordinator;
- Resolves conflicts between children and ensures a good working atmosphere;
- Applies disciplinary measures;
- Is responsible for his group at all times during the summer, including dinner, snacks, and outings.
- Informs the parents of the special features of the special days.

ROLE OF THE COORDINATOR

- Applies disciplinary measures to children (meeting with parents);
- Manages the whole day camp process;
- Ensures all activities are safe;
- Plans activities;
- Provides technical assistance to the day camp;
- Supervises special activities;
- Animates meetings;
- Supervises and advises the staff.

PERSONNEL

Coordinator :
Animator :
Animator:

The animators will animate each age group in turn, to create a bond of trust with your child and to help on the discipline during animation in large groups.

3 – SCHEDULE

ADDRESS OF THE DAY CAMP: 563, Main Street and 569, Main Street (second floor of the old municipal office)

SUMMER DAY CAMP: Monday to Friday from 8 a.m. to 4:30 p.m.

DAYCARE: Monday to Friday from 7:30 a.m. to 8 a.m. and from 4:30 p.m. to 5 p.m. (If registered.)

Daycare:

- This service is a supervision service only, not an animation service.
- At all times, children must remain in the same place as the persons responsible.
- **All of the Day camp rules apply to the daycare.**
 - **Departure control at the end of the day.**
 - **Disciplinary measures.**

IMPORTANT: If your child is not registered in the Daycare Service, he or she is not under the responsibility of the Summer Day Camp. Late fees will be charged at \$5 for every 5 minutes late.

MORNING GREETING AND END OF DAY

MORNING GREETING: 8 AM

Animators take their group presences to validate the number of children they will have during the day. If you arrive late, it is important to bring your child to the animator.

END OF DAY: 4:30 PM

The parent or guardian, who picks up a child must report to the animator to verify that you are authorized to leave with the child and note his or her departure.

The persons authorized to pick up a child are those who appear on the registration form.

If your child is allowed to leave alone, the parent must have indicated it on the registration form. The child must, before leaving, inform his animator.

Any delay will incur a charge of \$5 additional, per 5 minutes late.

4 – TYPICAL DAY

7:30 a.m.:	Daycare
8 a.m.:	Gathering The animators take the presences and the activities begin!
10 a.m.:	Snack: We take a break of fifteen minutes, time to get some strength. Pursuit of the activities
11 a.m.:	Dinner: from 11:30 a.m. to noon and noon to 12:30 p.m.
12 p.m.:	Pursuit of the activities – Unrestricted activities so that everyone can eat properly.
1:00 p.m.:	Pursuit planned animation by the animators
2:00 p.m.:	Snack: We take a break of fifteen minutes, time to get some strength. Pursuit of the activities.
4 p.m.:	End of activities – Control of the departures.
4:30 p.m.:	Beginning of daycare.
5:00 p.m.:	Closing of daycare.

5 – CODE OF CONDUCT To read with your child.

1- Self-respect

Wear decent clothes that are suitable for activities at the day camp;

- ☞ Wear the protective equipment for the activities that need it;
- ☞ **Bring two (2) healthy snacks and a healthy lunch.**

2- The respect of others

- ☞ Participates positively and dynamically in the activities;
- ☞ Show respect to all those attending the day camp (other children, parents, animators, coordinators and managers);
- ☞ Do not destroy, break or damage the property of others;
- ☞ Follow the instructions of the animators, the coordinators or the persons in charge of the site during the outings;
- ☞ Do not bring personal effects such as cell phones, MP3 players, video games, cuddly toys, etc.;
- ☞ Leave the Summer Day camp site only when the animator gives you permission;
- ☞ Use polite and respectful language;
- ☞ Establish a respectful and honest communication.

3- The respect of the environment

- ☞ Do not destroy, break or damage the equipment of the day camp or the environment;
- ☞ Do not leave behind trash or personal belongings.
- ☞ Keep the premises clean and in good condition.

6 – DISCIPLINARY MEASURES

The animator must ensure an environment that allows interaction and good understanding between the children.

The animator must ensure safety for all by enforcing camp rules.

In the event that the conduct of a child is deemed unacceptable, the Summer Day camp team may be required to notify the parent and return the child to their home.

Here are the steps used by the animators and the coordinator in the case of children with disruptive behaviours:

1. A first written warning is given to the child and to the parents to indicate their faulty behaviour and to explain why they cannot act this way (agreement between the animator and the child)).
2. A second written warning is given to the child and parents to inform them that the next warning will be followed by a one-day suspension of the Summer Day camp.
3. At the third warning, with the authorization of the person in charge, the parents will have to pick up the child directly at the animation site within a short time, and this, for the rest of the day.
4. At the fourth warning, the coordinator will contact the parents to inform them that their child will be expelled for the remainder of the summer. This measure will take effect the same day.

No form of violence, intimidation or sexual contact will be tolerated under penalty of exclusion from the Summer Day camp.

7 – DRESS CODE

- ⇒ Short pants
- ⇒ T-Shirt
- ⇒ Tank top (long with wide straps)
- ⇒ Sweater
- ⇒ Running shoes (**crocs and sandals are accepted only at water park**)
- ⇒ Cap or headscarf

What is forbidden

- ⇒ Spaghetti straps tank top
- ⇒ Skirts and dresses unless there are short under the skirt/dress
- ⇒ Sandals (flip-flops)
- ⇒ Clothing with negative messages (allusion to alcohol, drugs, obscene or violent messages)
- ⇒ Short shirts (showing belly)
- ⇒ Electronic equipment (tablet, cellphone, etc.)

Note that if your child arrives dressed in such a way, he will receive a warning. If there is continuity, the disciplinary measures will come into effect.

8 – MATERIAL REQUIRED

IN MY BACKPACK, I BRING... NO SHARING WILL BE AUTHORIZED

- Sportswear
- Sneakers
- An **identified** pencil case containing wooden pencils, an eraser, colouring pencils, markers, scissors and glue. **(Will have to stay at the SAE.)**
- Lunch and 2 snacks (microwave oven available)
- Bathing suit and bath towel
- **Sunscreen **identified** and hats** (cap, hat, scarf, etc.). **(Will have to stay at the SAE.)**
- Pharmaceuticals if necessary
- **Identified** insect repellent **(will have to stay at the SAE)**
- Clothing for rain
- Spare clothes

A WATER BOTTLE WILL BE PROVIDED BY THE SAE

IN MY LUNCH BOX, I BRING...

Your child moves all day long and spends a lot of energy. It is therefore essential to provide a complete and healthy lunch. Here are some important things to remember:

- No food containing peanuts or nuts will be tolerated.
- Healthy foods, good snacks (fruits, granola bars, etc.) and a main meal.
- Something to hydrate your child for the whole day, juice for his snacks.

If we notice that your child does not have these items in his lunch box several times, we will let you know. Do not hesitate to contact the coordinator if you have any questions.

10 – IN CASE OF AN ACCIDENT

Minor injury

- First aid according to severity.

In the case of a major incident

- We call the emergency services (police, ambulance).
- The cost of the ambulance transportation is at the parent's expense.

For all accident

An accident report will be completed by the animator or the coordinator. This report can be only consulted, no copies will be allowed.

Regardless of the severity of the incident, the parent will be informed of the situation.

11 - LOCATIONS VISITED

All groups attend the following places, so it is important that your child has good shoes to be comfortable all day long:

- Community Centre
- Pope Memorial Elementary School
- Park
- Water games

12 – OUTINGS

Due to the pandemic, government recommendations will be implemented. It is possible that all outings be cancelled.

To have trips that are safe, we will need accompanying parents. Do not hesitate to give your name. Just check the box required when registering your child for the outing. This one is given to you one week before the date of the outing.

In case of a cancellation:

We will make the decision that morning. On the other hand, if there is a light rain, a raincoat and boots will be required in your child's backpack.

The summer Day camp of Bury and all the staff wishes you a beautiful summer to you and your child! At any time, you can contact your child's coordinator or animator for more information.

THE DAY CAMP STAFF ARE HAPPY TO WELCOME YOU THIS SUMMER!!

