



## Summer Day Camps in Manor Park Parent Handbook: Guide for Parents and Guardians 2021

This handbook is a guide for families and their campers. We hope that it helps everyone have a fun – and safe -- summer with us.

### Location

Summer Day Camps in Manor Park, for children aged 4-10 years, take place at and around the [Manor Park Community Centre](#), on green sports fields, under the shade of trees, and in the cool of a splash pad. Days are filled with games, active sports, arts, and crafts.

### Hours

Camps take place between 9:00 AM and 4:00 PM. Families may purchase, optional, extended hours from 8:00 – 9:00 AM and/or 4:00 – 5:00 PM.

### Getting ready for camp

*What you will notice at camp this summer* are the creative activities planned for outside. Campers will enjoy the greenspace, the gazebo, and the trees. They will get to know one another and their counselors in their small groups. Counselors and campers alike will respect physical distancing as much as possible. Handwashing will be perfected and scheduled into the day – and campers will be able to share hand sanitizer techniques with their families! Face masks will be welcomed. Equipment, supplies, rooms, and washrooms will be segregated by group. Smiles will be contagious.

*What you won't notice at camp this summer* is access to the Manor Park Community Centre. Parents, guardians, care-givers and visitors will be prohibited access to the building – this includes washrooms. Children without an electronically reported at-home self-assessment (Active Screening Questionnaire) will not be able to attend camp. Old sign-in and sign-out procedures are gone! Families will follow instructions for signing-in and signing-out which promote physical distancing. Paper: communication with the camp, including registration, medical forms, self-assessment, etc, will be done electronically.

**Children who are not capable of adhering to, or who choose to ignore physical distancing and/or other Covid-preventative measures, will be sent home from camp.**

**A refund will not be provided.**

Parents and guardians are encouraged to get their campers ready by speaking with them about hand washing, face masks, social distancing, sharing of food or camp supplies. Children should be confident taking care of their own belongings and their backpack. How to apply sunscreen should be taught so children can do so themselves, as necessary. Children should be encouraged to report any feeling of illness that might occur during the day to their camp counsellors. Parents will ensure that their contact information is active and up-to-date during camp week and that their emergency contacts are too.

### ***Tips!***

Bring your mask – plus a few extra, just in case!  
Label EVERYTHING – including your backpack & shoes!  
Keep personal belongings in your backpack throughout the day.  
Leave valuables and electronics at home.  
Put on your sunscreen before arrival.  
Plan for the weather - including RAIN & HEAT!  
Keep lunches and snacks cool with an ice pack.  
Be [litter-free at lunch!](#)  
Don't share food or drinks.  
No lost and found. 😞  
Take EVERYTHING home at the end of each day.

### **What to bring to camp?**

Backpacks will be stored outdoors. Do not bring any valuables to camp.

- [A three layered, tightly woven, cloth mask that covers the nose and chin snugly](#)
- Nut-free, waste-free lunch
- Two healthy, waste-free snacks
- Full water bottle (re-useable)
- Hat
- Sunscreen - with your name on it
- Shoes to run and play in
- Water shoes or flip flops for splash pad
- Bathing suit worn under clothing
- Towel

### **Masks at Camp**

Children will be required to wear a mask while attending Summer Day Camps in Manor Park. [A three layered, tightly woven, cloth mask that covers the nose and chin snugly](#), is most preferred. [A ASTM level-1 procedural mask is also acceptable](#). Please ensure your child's mask fits them correctly, prior to arrival at camp. Please send your child with more than one mask, so they may change soiled masks throughout the day.

Children will be invited to take their masks off for eating, drinking and playing in the splash pad. Children engaging in active physical activity outdoors, may remove their masks and store them in a safe and secure manner, **IF** they are able to ensure they remain 6 feet apart from all other staff and participants at all times. Masks should be worn at all other times. Staff will ask children to wear their mask outdoors, if 6 feet of distance cannot be maintained.

### **Does your child have an anaphylactic allergy or carry life-saving medications?**

Complete both the [Medical Administration Form](#) and the [Individualized Plan for a Child With Medical Needs](#) forms and [return them to the Camp Supervisor electronically](#) before your child's first day of camp.

In the event that the medication changes, a new form must be completed and submitted electronically. If an auto-injector (Epipen) is required, parents / guardians must provide two (2) **current prescribed** auto-injectors on the first morning of camp.

Children requiring life-saving medication will not be permitted on the premises without their medication or completed forms.

### **What should parents / guardians know about Covid-19?**

Covid-19 is an illness caused by a coronavirus. It is highly contagious. The virus causes a variety of symptoms ranging from asymptomatic (no obvious symptoms) to life-threatening. Although it appears that certain individuals may carry additional risk of infection or severity of illness – no one in the community is immune from contracting the virus.

[What are the symptoms?](#)

[How can the virus spread?](#)

[You should stay home if anyone in your household or your close contacts are experience symptoms](#)

[Ottawa Public Health for the latest Covid-19 information.](#)

### **Pre-program Declaration of Health**

The [pre-program declaration of health](#) is a review of the health of your child(ren) **BEFORE** they attend Summer Day Camps in Manor Park for the week.

It will be completed by a parent, guardian or care-giver who is over 18 and has knowledge of the child's health. It should be read carefully and thoroughly while being completed.

**If your child has a chronic health issue that could be mistaken for a COVID-19 symptom, please notify the camp supervisor and send a doctors note confirming that this symptom is not a result of COVID-19, prior to the participant's arrival at camp.**

### **Active Screening Questionnaire**

The [Active Screening Questionnaire](#) is a review of the health of your child(ren) **DAILY BEFORE** they leave home for camp **EACH DAY/EVERY SINGLE DAY.**

Screening daily is a **mandatory** requirement placed on parents / guardians in order that summer day camps comply with Ministry of Health and Ottawa Public Health requirements.

Screening requires parents / guardians to take the temperature of their child(ren) and observe their physical symptoms. (Parents should screen themselves, too!) Completing the **mandatory** [Active Screening Questionnaire](#) **BEFORE** arrival at camp automatically reports to the MPCC that your child is fit to attend camp.

**If your child's [Active Screening](#) is not received before arrival at camp, they will be prohibited from participation for the day, asked to leave, with no refund or credit offered.**

Staff will complete daily screenings, too. However, daily screenings by campers and staff do not guarantee that Covid-19 transmission would not occur during the course of camp.

**Campers and their families should stay at home if they or anyone in their household(s) or close contacts are sick or experiencing any cold or flu like symptoms.**

### **Covid-19 At-Risk Populations**

The level of risk that individuals are comfortable with is different for everyone. [Individuals at increased risk](#) of serious outcomes from Covid-19 include: older adults and those living with compromised immune systems or with one or more chronic conditions.

To lower the risk of exposure to Covid-19, individuals at risk should avoid non-essential outings such as dropping-off or picking-up children from camp.

### **Dropping-off your Child(ren)**

The drop-off location will be outside the front/West entrance (Thornwood Road) of the Manor Park Community Centre. One parent / guardian **must** bring the child(ren) to the drop-off location. Everyone is reminded to maintain [physical distancing](#) while waiting to drop-off children. We will have physical distancing markers out to help! Drop-off times: from 8:00 AM for extended hours and from 9:00 AM for camp hours.

Before saying goodbye to your child for the day, you will be obligated to confirm that you have completed the mandatory [ACTIVE SCREENING QUESTIONNAIRE](#) with the designated MPCC representative at the drop-off area.

Once confirmed, the MPCC representative will notify the child's counsellor of the arrival. The child will be directed to the area where they may leave their belongings, will walk to their group and greet their counsellor. The counsellor will record the time of arrival on the attendance.

### **Picking-up your Child(ren)**

Only those adults listed on the registration form will be permitted to pick up your child(ren). We will ask for government issued identification before releasing your child(ren).

Pick up times: from 4:00 PM for camp hours and extended hours. Upon arrival for pick-up, visit the MPCC representative at the pick-up area. If no one is found at the pick-up area, please call 613-741-4753 and your child will be brought to you. If you are picking up your child early, please notify an MPCC representative at the beginning of the day.

### **Attendance and Absenteeism**

Attendance is taken daily as children arrive and leave. MPCC will not be providing refunds for any days a camper is absent.

### **Camp Groups**

Camp groups will be limited to no more than 10 individuals, including counsellors. Groups will be created in advance with a priority to place children from the same household together. We will make every attempt, but cannot guarantee, that your child(ren) will be placed with the friend requested on registration. Groups **cannot** be changed after the camp week begins.

Groups are allocated their own space and equipment.

### **Camp Fun**

Activities will take place outside. Everything from active games to individual projects, to quiet times will be modified for outdoor play. Children will enjoy the outdoors if dressed for the weather, including rain gear if in the forecast. Sunscreen (applied at home) and a hat are everyday essentials for happy days at summer camps.

Use of the Splashpad will be incorporated into the day. However, there will be no changing in and out of swimwear on the premises. If your child would like to participate in the splash pad, please send them to camp wearing their swimwear with clothing over top.

If extreme conditions or emergency requires campers to come indoors, each group will use their designated space. Some conditions may require the short-term closure of camps.

### **Behaviour**

Due to concerns associated with the potential transmission of Covid-19, parents are asked to remind their child(ren) of the importance of physical distancing and being respectful of the safety of others. If a camper purposefully puts the safety of another camper and/or staff at risk, parents will be contacted to pick up their child immediately. This behaviour will result in the immediate discharge from camp without refund or credit.

### **If your child(ren) feels sick at camp**

We will take the symptoms of every camper seriously and administer appropriate measures accordingly.

In the event of a [child with Covid-19 symptoms](#) ranging from mild to severe – often gastrointestinal, including diarrhea -- they will be immediately isolated, separated from others in their group and supervised until the parent arrives to pick them up. Parents / guardians will be contacted to arrange **immediate** pick-up of the sick child(ren). It is recommended that the child and their family members get tested for Covid-19 at the earliest possible time.

Ottawa Public Health (OPH) will be contacted and their protocols followed if there is a suspected case of Covid-19. Parents / guardians of others in the group will be notified that a child has developed symptoms and asked to monitor their own child's health should Ottawa Public Health advise it.

In the event that a camp participant tests positive for Covid-19, Ottawa Public Health (OPH) is automatically notified of the result and will provide advice to parents of other children and to staff. If not tested, the child(ren) should stay home and [self-isolate](#) for fourteen (14) days from the first day of symptoms. Note that no refund or credit will be offered.

Child(ren) and / or staff waiting for results of Covid-19 tests should stay home and [self-isolate](#). Parents / guardians will be required [provide information](#) back to the camp.

Close contacts (up to 48 hours prior to when symptoms start) of a symptomatic child or staff at camp should monitor for Covid-19 symptoms.

### **Enhanced Safety Protocols**

Following guidelines from Ontario's [Ministry of Health](#) and [Ottawa Public Health](#), we are adopting these protocols:

- Physical distancing of 2m between people outside of the same household
  - Distancing markers will be provided on the ground where possible
- Physical distancing of 10m between camp groups
- Pre-Program Declaration of Health for campers
- Daily health Active Screening Questionnaire completed for staff and campers
- Designated space, equipment and washrooms for each camp group
- Frequent handwashing will be taught, encouraged and scheduled
  - Hand sanitizer will be available
- Sharing of food is not permitted. No cutlery or cups will be provided.
- High touch surfaces will be sanitized frequently throughout the day

- Only equipment and supplies which can be readily cleaned and sanitized will be used.

### **What can Parents / Guardians do?**

You and your child(ren) should stay home if:

- Either you, your child(ren), your close contacts, or anyone in your household(s) is sick
- Either you, your child(ren), your close contacts, or anyone in your household(s) have a fever of 37.8 degrees C or higher
- Either you, your child(ren), your close contacts, or anyone in your household(s) has been in contact with someone who tested positive for covid
- You've received a notification from the COVID-19 app to stay home and self-isolate
- You have been directed to self-isolate by a health care professional
- You have come into contact with someone who became sick, symptomatic or tested positive in the last 14 days
- You have been outside Canada in the last 14 days

Talk with your child(ren) about the changes in routine they find at camp. **Teach them what 6 feet or 2m looks like and how to estimate it themselves.** Confirm that their camp groups will be smaller, that they will need to keep physically apart from other campers and staff, and they need to wash their hands frequently. Ask them to tell staff if they feel unwell at camp. Let them know that a staff will wait with them in a separate and safe room until you pick them up. Talk to your children about how to properly use, wear, store and remove a face mask.

Support the mental well-being of your family with information from [Ottawa Public Health](#) or [Anxiety Canada's](#) website.

### **Communication**

If you have any questions, concerns, comments – or compliments! – please contact Stephanie Sears, Art Supervisor, Manor Park Community Council at [ssears@manorpark.ca](mailto:ssears@manorpark.ca) or 613-741-4753.