

# Parent's guide – Day Camp

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2022



## General information:

This being a particular year, we have implemented several measures required by the Ministry of Public Health, and these measures will have an impact on how the day camp will run. We therefore invite you to read the information found in this document carefully.

## Important information

The Camp will take place from July 4 to August 26, 2022

Please note that this year, as COVID-19 is forcing us to make certain changes, the Camp hours will be from 7:30 a.m. to 5:00 p.m. Reception will be accessible as of 7:30 a.m. and the children must leave before 5:30 p.m. We invite you to read the arrival and departure procedures in the corresponding section of this guide.

## Things you should know about the 2022 Day Camp:

- The number of places is limited to 30 children.
- Registration will begin on Tuesday March 15th and can be made only by filling out the form online.
- **New:** 4-year-old children who have been enrolled in preschool (4-year-old kindergarten) for the year 2021-2022 can be enrolled in day camp 2022. Note that a minimum of 5 enrollments for this age group is required to the creation of a group.
  - Note that a minimum of 5 registrations for this age group is required to create a group.
  - Your child must have acquired and mastered the basics of cleanliness: Importance of washing hands, using the toilet for their needs. \* Note that the facilitator will make toilet stops several times during the day.
  - There will be one relaxation period per day for this group.
- Children living within the Municipality of Pontiac will be given priority.  
\*First come, first registered!

**Despite all the hygiene measures and Camp characteristics, rest assured that everything will be done to offer your children a pleasant and safe summer!**

## Pricing

This year's pricing is, **\$150** per week, per child.

### Methods of payment:

- **Cheque:** Deposit in the metal box installed at the front of the Town Hall (**In the same week as the registration**): Municipality of Pontiac, 2024, Highway 148 Pontiac, QC, J0X 2G0
  - Include your child's name in the envelope.
  - All NSF cheques (made out to the Municipality of Pontiac) will incur a fee of \$20.
- **Credit card:** (payment by phone): Credit card payments will be taken on Wednesdays between 8 a.m. and 4 p.m. starting March 16th. **Payments must be made no later than the Wednesday following registration:** Martine Tardif: (819-455-2401).

It is possible to divide the total amount of the registration fee into a maximum of 4 equal payments:

- 1 payment on the date of registration.
- A maximum of 3 post-dated checks on the following dates:
  - **May 12, 2022, May 26, 2022, and June 9, 2022.**

### Reimbursement:

- **Before May 27:** Full refund of fees, less a \$ 30 cancellation fee.
- **After May 27:** No reimbursement except on presentation of a medical report or in the event of a move. If the registered person moves outside the Municipality before the end of the day camp, proof will be required and reimbursement will be made in proportion to the days in which the child has participated.

## Procedure on arrival and departure

**Arrival:** Arrival between 7:30 and 8:00 a.m. for all groups. It is **primordial** to respect these hours, so that security measures can be applied.



- There will be mandatory disinfection of hands before entering.

It is important that **someone be available at all times** to pick up your child if he/she is sick during the day, since **we will not be able to keep him/her at the day camp**.

### **Departure:**

- Depending which group your child is in, his/her departure will be either at 5:00, 5:10 or 5:20 p.m. Once again, it is **primordial** to respect the time that will be assigned to your child.\*
- Your child will be ready and will leave at this specific time.
- Please show up at the fence with a piece of identification (including a photo).\* **No parent will be allowed to enter on the day camp site.**

\*If your children are in more than one group, we will contact you by **email** to tell you what time you should pick them up.

## Luch box and equipment

### Lunch box:

- Your child should bring a cold lunch or in a thermos.
- Your child's lunch box must be disinfected (inside and outside) every evening.

In your child's lunch box, we ask that you include (**mandatory**):

- 1 cold meal (or in a thermos)
- 2 snacks (healthy: fruits, vegetables)
- 1 juice box (optional)
- 1 **reusable** bottle of water (we can fill it during the day, since water fountains will be closed. It is therefore important that your child has a bottle).

**\*\* Note that your child's lunch cannot be placed in a refrigerator and must keep until noon.\*\***

In order to help us have a great time with your child, and also to help protect the planet, we ask that you give preference to reusable containers.

### Equipment:

**The following equipment must be supplied for each child, even if they are from one household, since there will be not contact between groups.**

The contents of your child's backpack should include the following, each week:

- 2 spare, complete clothing outfits (including underwear)
- 1 towel
- 2 disposable plastic bags
- 1 bathing suit
- 1 **identified** tube of sunscreen
- 1 **identified** bottle of insect repellent

To help us limit the risks of transmission, we ask that you add the following in your child's backpack:

- 3 lead pencils (or mechanical pencil)
- Colouring pencils
- A pair of scissors
- A glue stick
- A pencil sharpener
- Markers (optional)

## **Procedure in the event of contamination**

If your child is showing one or more symptoms related to Covid-19:

- Signs of a cough, breathing difficulties, sudden loss of smell without nasal congestion, with or without loss of taste. Other symptoms may also appear, such as a sore throat, headache, muscle pain, intense fatigue, significant loss of appetite, and diarrhea. (Symptoms may be light or more severe, such as those associated to pneumonia.).

**\*\*\*If your child has one or more of these symptoms, it is essential not to send him(her) to day camp.**

**If your child is showing one or more of these symptoms during the day, he/she will be put in isolation and you will be contacted. You must come pick up your child quickly.**

**Situation A:** The following day, if symptoms are no longer present, your child may return to the day camp. \*There will be no reimbursement.

**Situation B:** If symptoms persist, your child will not be allowed back to the day camp for the remainder of the week. The situation will then be evaluated the Monday of the following week to which your child is registered.

If your child is infected and has a doctor's note to that effect, reimbursement will be made on a pro rata basis, according to the number of days the child has participated.

## Parent's responsibilities

- Verify your child's state of health morning and evening.
- Inform the day camp management if changes in your child's health occurred before the beginning, or during the day camp period.
- Collaborate and meet with the Municipality of Pontiac's day camp management if your child's behavior hinders with the smooth running of activities.
- Do not enter on the day camp site.
- Disinfect your child's lunch box each night (inside and out).
- Respect the arrival and departure schedule.

**Thank you for your collaboration! 😊**