

Welcome!

Supercamp at Vanier College is very happy to welcome you to our 2018 camp season! This information kit will serve as a guide, providing you and your child with all the information necessary to prepare for your first day at camp! We recommend that you read this kit carefully, and keep it handy throughout the entire summer.

In this welcome kit, you will find a section addressing parental concerns and a second section concerning campers. Our goal with the camper information is to encourage a positive mindset, even before they step foot into camp. We encourage you to read the camper information with your children.

If you have any questions after reading this guide, do not hesitate to contact us by phone, Monday to Friday from 10 am to 5 pm (schedule is subject to change; see our website for the most recent schedule), at 514 - 744 - 7611 , or by e-mail at supercamp@vaniercollege.qc.ca.

We thank you for joining our community and we are looking forward to seeing you this summer!

All the best,

The Supercamp Team

*The term 'parent' is used to designate legal guardians.



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General Information

Meeting Location

Our drop off/pick up location is at the Sports Complex of Vanier College, 821 Ste. Croix Avenue. The counsellors will be waiting in the gymnasium, once you have entered the building.

Password

Safety of your children is our top priority and to maintain these standards, we have in place a password system allowing a safe pick up for your child. To pick up your child at the end of the day, you must provide a pre-determined password to your child's counsellor. You choose this password upon registration and you will receive a reminder of your password in the welcome email, which will be sent to you before your child starts his or her first week of camp. Please note: if you have given permission to someone to pick up your child from camp, they MUST provide this password to us at pick-up to avoid the lengthy process of identification.

Communications

Supercamp will send out important information, updates and notices by email such as:

- ✓ The weekly pre-camp email sent to you the week before camp starts.

This email will contain the name of your child's camp counsellor, a reminder of the safe pick-up password you had chosen and other important up-to-date information like rules, schedule and procedures.

- ✓ Customer feedback survey

The customer feedback survey is our way of reaching out to our clients to collect valuable feedback to improve our services. We want to hear from you! The survey is anonymous, optional and will never be sent to you more than once a week.

- ✓ Promotional material

As a new spring or summer camp season approaches, we will notify you of any upcoming registration dates and discounts!



PICK-UP AND DROP-OFF

IMPORTANT – THE SECURITY OF OUR CAMPERS COMES FIRST!

For security reasons (ensuring emergency response vehicles can access the camp,) please respect the following rules concerning the drop off and pick up of campers.

To access the parking of Vanier College by car, please enter through Ste. Croix and exit through Basile-Moreau.

PARKING IS FREE FROM 7:00AM TO 9:30AM AND FROM 3:45PM TO 6:00PM

MORNING, from 7:00am to 9:00am

Please accompany your child into the gymnasium. **You must use a parking space and leave your hazard lights on** beforehand.

As camp starts at 9:00 am, campers are welcome into the gymnasium starting from 8:45am. If your child is registered for extended supervision hours (ESH), they will be granted entry starting from 7:00am.

Each morning, counsellors will be taking attendance of their group. If your child arrives late, present yourself to our office. Your child will then be accompanied to their group as soon as it is possible.

AFTERNOON, from 4:00pm to 6:00pm

Camp activities end at 4:00pm. You may come to pick up your child between 4:00pm and 4:15pm in the gym in the Sports Complex. **You must use a parking space and leave your hazard lights on** before entering the Sports Complex to pick up your child.

At 4 pm, only campers who are authorized to leave by themselves may depart. An animator will gather those campers who are not registered for Extended Supervision hours. Parents who do not wish to use the ESH service have the responsibility to pick up their child(ren) at 4pm, from the gym. From 4:30 onward, a fee of 6\$ will be charged to the parents of the children who are not registered for ESH.

TIP: If your child will not be attending extended supervision hours and you wish to accelerate the pick - up process, we recommend that you specify (during registration or in your child's Amilia profile) that they can leave by themselves at the end of the day. That way, you can arrange with your child that they will wait for you outside the sports complex.

Please note that you or the person that will pick up your child at the end of the day must give the password chosen upon registration. Otherwise, we will have to proceed to a verification of identity and custody release permission.



Early pick-up

If you plan on picking up your child before 4:00 pm, we ask that you advise the reception as soon as possible, at the very latest that morning. Please note, considering the large size of our facilities, it may take us up to 15 minutes to contact your child's counsellor and retrieve your child from their group.

EXTENDED SUPERVISION HOURS (ESH)

Please ensure that your child is registered to the Extended Supervision Hours service if needed. You have 24/7 access to registration through your Amilia account: www.amilia.com/supercamp-vanier

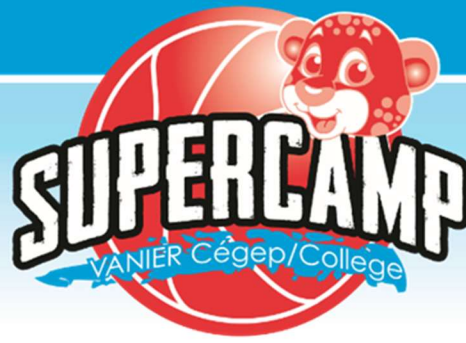
Morning ESH hours are from 7:00 am to 8:45 am. In the mornings, campers registered in ESH must report to the ESH staff upon arrival.

Afternoon ESH hours are from 4:15 pm to 6:00 pm. In the afternoons, upon arrival we ask that you provide your child's name and password to Supercamp staff so we can take note of your child's departure. All campers in ESH must be picked up before 6 pm.

Please register your child in ESH by latest the Thursday before the start of camp. This allows us to create up-to-date attendance lists for the following week and ensures we are equipped with the proper number of staff needed. If any last minute conflicts arise, you may register your child for ESH that same day online through your Amilia account.

WARNING: Late fees

If a camper is not picked up **as of 6:01pm**, a late fee of \$10 will be charged to the account owner for every 15 minutes of lateness.



SPECIALIZED ESH ACTIVITIES PROGRAM

In addition to our regular ESH service, we offer specialized after-camp activities occurring between 4:30pm and 5:30pm. There are no additional fees for ESH aftercare, meaning if your child is enrolled in a specialized aftercare program, the cost covers care up until 6:00pm, despite the activity ending at 5:30pm.

After-camp swimming lessons (68\$ / week)

Every level takes your child through an intensive swimming course over the course of 5 days. At the end of the week, your child will have the opportunity to be tested in order to pass the level. We recommend your child be registered for 2 weeks of classes to pass a level. All of our swimming instructors are Red Cross certified. If you are unsure of what swimming level your child is at, do not hesitate to contact us, or visit the [Red Cross website](#).

Different levels are offered each week:

- Levels 1 to 5 are offered weeks 1, 2, 5 and 6.
- Levels 6 to 10 are offered weeks 3, 4, 7 and 8.

Safety Reminders

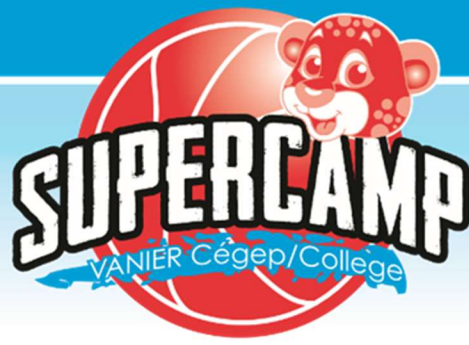
Life jackets are available to all campers of all ages and sizes. Each summer we create a list of campers who do not know how to swim or who are required to wear a life jacket (as determined by the parent on their account). This list is updated frequently and posted to the attention of the lifeguards on duty. If your child does not know how to swim, please make sure you let us know on your Amilia account.

After-camp basketball (50\$ / week)

After-camp basketball will take place in the Vanier College gyms with specialised basketball animators. All of our experienced animators are bilingual so if you have any questions, do not hesitate to contact us.

Safety Reminders

Basketball can be a demanding sport so we suggest your child have a water bottle with them at all times. We also suggest that they wear stretchy athletic clothing and are required to wear closed-toe shoes.



After-camp dance (50\$ / week)

After-camp dance will take place in the Vanier College dance studios with specialised dance animators. All of our experienced animators are bilingual so if you have any questions, do not hesitate to contact us.

Safety Reminders

Dancing can be a demanding activity so we suggest your child have a water bottle with them at all times. We also suggest that they wear stretchy athletic clothing.

After-camp soccer (50\$ / week)

After-camp soccer will take place on the synthetic grass field at Vanier College with specialised soccer animators. All of our experienced animators are bilingual so if you have any questions, do not hesitate to contact us.

Safety Reminders

Soccer can be a demanding sport so we suggest your child have a water bottle with them at all times. We also suggest that they wear stretchy athletic clothing and are required to wear closed-toe shoes. After-camp soccer occurs outside, rain or shine, so please ensure your child is dressed appropriately for the weather that day.



Health care and allergies

If your child has a severe allergy, you must provide two EpiPens® whenever your child is at camp; one that your child will keep on him or her, and one that will be kept on the counsellor at all times. The parent must indicate said allergy on the camper's health record, when registering through Amilia. We advise parents to personally deliver the EpiPen, identified with the name of the child, to your child's counsellor on the first morning where your child will attend the camp.

If your child needs to take medication during the day, you must verbally notify the health and safety coordinator (which the office can direct you to), as well as indicate it on the camper's health record. The medication will be given to the health and safety coordinator, and will be administered to your child at the appropriate times.

No child with symptoms of contagious illness (fever, significant stomach ache, nausea, etc.) will be admitted to camp.

No child who is determined to have lice will be admitted to camp. If lice is discovered on your child while at camp, you will be contacted to pick up your child from camp immediately.

WARNING: Peanut and nut allergies

As some children at camp have life threatening allergies to peanuts and nuts, we ask for your cooperation in ensuring your child's packed lunches are 100% nut-free.

Lunch and snack

Campers must bring lunches that do not need to be refrigerated nor microwaved. Please use an ice pack if your child's food needs to remain cool. You can also provide a hot lunch in a thermos, but avoid glass containers. Remember to include two snacks and a water bottle.

Cafeteria lunch program

39\$ a week

Parents have the option to pre-order meals for their child at the cafeteria. In order to do so, they must register to the lunch program using their Amilia account before the Thursday preceding the week they will be attending. Please note that snacks and water bottles will not be provided.

PLEASE NOTE: Campers registered in Multi core camp + Outing WILL NOT be provided with a lunch on the day of the outing.



What to bring to camp?

To participate in all the activities offered at camp, we ask that campers wear comfortable clothing that allows them to move without restriction. Shorts, a t-shirt, running shoes and socks are a typical camp outfit.

Watches, necklaces, bracelets, jewellery, games, playing cards, cell phones, will not be accepted at camp (including Pokémon cards). All of the above should be left at home to avoid injury, loss or theft*.

At all times, your child should have:

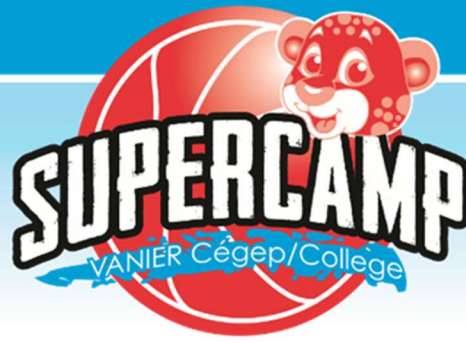
- A bathing suit (one-piece suit)
- A towel
- A padlock
- Sunscreen (also apply the cream to your child before arriving at the camp)
- A cap or hat
- Lunch (no glass containers; ice pack or thermos for temperature control) and two snacks
- A water bottle
- A change of clothes (if needed)

A child who does not have proper attire for an activity (for example, swimsuit or closed shoes) may be refused from participating in an activity.

As many activities take place outside, as well as inside, it is important to dress your child with proper attire for varying different temperatures (for example, sweater, rain jacket, etc.).

All iPods, MP3 players and other handheld video games are not allowed at camp, and should be left at home. Furthermore, campers should NOT be provided with change for the vending machines located around campus.

*Supercamp is not responsible for any lost, stolen or broken objects.



Lost and found

Please identify clothing, lunchboxes, and accessories that your child is bringing to camp. The camp is not responsible for personal items that are damaged, lost or stolen. A lost and found table will be located to the right of the office, between the bathrooms and the office. All lost and found objects will be kept until September 1st, and will be donated to charities after this date.

Behaviours and discipline

If a child displays disruptive behaviours or violates camp rules, a verbal and written warning will be made and shared with parents at the end of the day. If the situation persists with no signs of improvement, your child may be dismissed from camp. In the case of exceptional circumstances, dismissal may be immediate.

Any behaviour that endangers counsellors or other campers, as well as bullying, be it physical, verbal, or otherwise, will not be tolerated and are grounds for suspension or dismissal. Please note that no refunds will be made if the participant is suspended or expelled for disciplinary reasons.

Supervision

All groups are supervised by counsellors that underwent more than 50 hours of training in preparation for camp. Furthermore, specialists will animate many activities in order to make the activities safer and more comprehensive. The specialists are all qualified and experienced in their respective disciplines.

Groups and pairing friends

For continuity and to encourage a sense of community, we aim to place your child with the same counsellor each week. On the camp registration form on Amilia, your child can specify the name of a friend with whom they wish to be paired. As the groups are created at noon on Wednesday for the following week, it is possible to return to your account to add the name of another camper with whom you wish to pair your child. If this new information is added before Wednesday at noon, it will be considered in the formation of the groups for the following week.

Our groups are formed depending on the age and gender of the campers and any specialization chosen. To be in the same group, it is necessary that the two children are the same age, and enrolled in the same program during the same week. We recommend that you still check your weekly Thursday camp email to confirm your child's counsellor for the upcoming week.

On Monday morning, if your child discovers that one of their friends is at camp, but they are not in the same group, do not worry! Groups are often paired for activities and campers will have many opportunities to spend time together.



Camper information

What to bring:

- ✓ Athletic clothing
- ✓ Running shoes with socks
- ✓ Bathing suit (we highly recommend a one-piece)
- ✓ A change of clothes (if needed)
- ✓ A towel
- ✓ A padlock
- ✓ Sunscreen
- ✓ A hat or baseball cap
- ✓ A lunch (no glass containers)
- ✓ Two snacks
- ✓ A water bottle

Campers' rules :

I will leave my toys, my games, my music players and my money at home.

I will respect all the counsellors, animators and all my fellow campers, in my behaviour and in my attitude.

I will participate to the best of my ability in all activities!

*Supercamp se dégage de toute responsabilité concernant les pertes, les bris ou les vols.