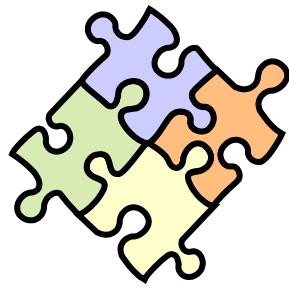




St. George's Summer Camp

70 Princess Anne Crescent • Etobicoke, ON • M9A 2P7 • (416) 576-3731 • stgprogram@gmail.com

St. George's Summer Camp



2026 Handbook

Telephone Number: 416-576-3731
Email: stgprogram@gmail.com

Address:
70 Princess Anne Crescent,
Etobicoke, ON M9A 2P7



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ST. GEORGE'S SUMMER CAMP HANDBOOK

General Information

Welcome to St. George's Summer Camp, where we offer a variety of fun filled activity-based opportunities and educational events for your child's enjoyment while attending our camp.

Here at St. George's Summer Camp, we set ourselves apart from other summer camps by tailoring our services to fit YOUR needs. You can take comfort in knowing that your children are being active and having fun in a safe and familiar environment with qualified staff who plan engaging programmes.

Every day campers are provided with nutritious morning and afternoon snacks and lunches. We utilize the school gymnasium, three classrooms, sports fields and yard, and have access to a wide assortment of sports and recreation equipment, creative and science supplies and water-based activities. Each week the school age children will have waterplay and will participate in a weekly excursion. The kindergarten children will have water play every day and will participate in the weekly excursions.

Spaces for St. George's Summer Camp are limited to 86 children. We believe that operating a smaller capacity camp affords us the ability to provide personal attention to the campers.

We offer competitive prices and all of our camp fees *include* daily snacks as well as reasonable hours of operation. Daily lunch is included, with the exception of field trips, we ask for a packed lunch which will be communicated via email prior.

St. George's Summer Camp is participating in the CWELCC (Canada Wide Early Learning Child Care) program.

Camp Services and Activities

Kinder Camp Program

The Kinder Camp program is specially tailored for children 3 years 8 months to 5 years old who are entering into JK or SK in September. Children enrolling in our Kinder Camp will receive the same wonderful perks that St. George's Summer Camp is known for: qualified and caring counsellors, extended hours, nutritious daily lunches and snacks and fun and engaging activities.



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Our Kinder Camp counsellor team includes Registered Early Childhood Educators, and Child and Youth Care staff who take pride in planning and facilitating a daily camp programme that provides children with ample opportunities to make new friends, explore, play and learn. Children who enroll in St. George's Kinder Camp will be more confident and better prepared to start school since the programme is geared to providing daily school readiness activities and allow children to develop social connections. A positive camp experience may help to alleviate fears and anxieties associated with starting school as children become familiar with the school in a friendly environment.

School Age Camp Program

The School Age Camp Program is designed for children aged 5/6 to 12 years old who are entering into grades one through to six. Our qualified and caring counsellors take pride in providing fun and exciting daily activities where children have the opportunity to go on excursions, develop new skills, play sports, and enjoy summer fun in the sun with their friends!

The services and weekly activities offered at St. George's Summer Camp include:

- Exciting and interesting themes
- Friendly and team building group competitions
- Walk and play in the local park
- Special interest activities
- Opportunity for daily physical activities and camp games that promote the development of sports skills and team work
- Opportunity for leadership skill development
- Creative arts and science activities
- A special visit from the ice cream truck every Friday!

A weekly calendar will be distributed to keep you informed of the daily activities, special events and trips. Both Kindergartens and School Age children will attend field trips. Field trips and location are subject to change, based on availability.

Trips:

- July 8, 2026: Epic Planet Fun
- July 15, 2026: Treetop Trekking
- July 22, 2026: Ripley's Aquarium
- July 29, 2026: Centre Island
- August 5, 2026: Toronto Zoo
- August 12, 2026: African Lion Safari
- August 19, 2026: Wet N' Wild



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Program Statement

The Program Statement replaced the Behaviour Management Policy under the *Day Nurseries Act* on programming and pedagogy as issued under subsection 46(1) in the *Child Care and Early Years Act, 2014*.

St. George's Summer Camp is dedicated to supporting children's learning, development, health and well-being. Our programs are consistent with the Ministry of Education policies, pedagogy and curriculum. Some of the Ministry documents we reference in our programs include:

- How Does Learning Happen? Ontario's Pedagogy for the Early Years
- *Child Care and Early Years Act, 2014 (CCEYA)* came into effect on August 31, 2015 and replaces the *Day Nurseries Act* and establishes new licensing guidelines governing child care in Ontario
- Think Feel Act: Lessons from Research About Young Children
- Ontario Early Years Policy Framework – Modernizing of Child Care and transforming service delivery to provide a seamless experience for children and families
- Ontario Early Learning Framework – Early Learning for Every Child Today: A Framework for Early Childhood Settings (ELECT)

Our Program Statement is a guide for staff, regarding quality children's programming and pedagogy (how children learn) and is based on research and worldwide practices. It outlines goals, strategies and practices that guide professional and respectful interactions with children, parents and colleagues that support positive experiences and outcomes for children.

- This policy will be reviewed and updated annually or as necessary to incorporate best practices and encourage compliance
- New staff, students and volunteers will be orientated to this policy at the commencement of employment/placement and will review annually thereafter

The Philosophy and Programme Statement of St. George's School Age Child Care Programme /Summer Camp is based upon "*How Does Learning Happen? Ontario's Pedagogy for the Early Years 2014*" (HDLH). It is grounded in current research in early child development.

To read the Minister of Education's Policy Statement go to:

<http://www.edu.gov.on.ca/childcare/pedagogy.html>

"*How Does Learning Happen? Ontario's Pedagogy for the Early Years*" (HDLH) and "*Early Learning for Every Child Today; A Framework for Ontario Childhood Settings*" (ELECT)". The term pedagogy refers to the process of reflection, understanding and supporting effective learning practices and provides a framework for building quality programs. They support children's learning along a developmental continuum, which provides seamless transitions as children progress from one program to another (i.e., kindergarten, and other school age programmes).



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SUMMER CAMP POLICIES AND PROCEDURES

Our Staff

Our team of camp counsellors are experienced, outgoing and compassionate. All of our counsellors have been carefully selected for their strong ties to the St. George's community and their enthusiasm for working with children. Many of our counsellors are Registered Early Childhood Educators who are familiar with St. George's School and the community. All camp staff are required to participate in a pre-camp training session that focuses on camp policies, camp games, and behaviour management. Our staff are trained in First Aid, CPR and in following the emergency protocol and camp policies and procedures. The health and safety of the children is our top priority and we maintain high staff to child ratios to ensure proper supervision at all times.

Code of Conduct

St. George's Summer camp provide a friendly, nurturing and inclusive day camp experience to all campers. We would like to ensure a safe and happy environment for everyone and we would like you to review the following code of conduct with your child(ren).

Staff will ask all campers to follow the three "R's" during their participation:

- Respect yourself
- Respect others
- Respect the environment

In addition, we promote prosocial skill development, including listening, sharing, turn taking, helping others and co-operation. Throughout our daily routines, staff foster leadership skills and mentor all campers to undertake responsibility to ensure that we use our toys and equipment properly and maintain a clean and safe play environment. This is also reinforced when we go outdoors to explore our natural surroundings.

We promote mutual problem solving when difficulties arise and encourage the children to make positive choices, accept ownership of the problem and develop a plan to deal with the problem. Supporting the child's self-regulation is an ongoing goal and children are encouraged to look at options during this process. Staff will be consistent with setting developmentally appropriate limits and notify parents of any ongoing concerns.

Duty to Report

Duty to Report Every person in Ontario is required under the Child and Family Services Act to report his/her belief that a child may be in need of protection: "A person who believes, on reasonable grounds, that a child is, or may be in need of protection shall forthwith report the belief and information, upon which it is based, to a society." The legislation specifically requires individuals who perform professional or official duties with respect to children such as the



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“operator or employee of a day nursery” to report suspicions of child abuse. If in the course of their professional duties, the supervisor and/or staff of the centre have reasonable grounds to suspect that a child may have been abused, the suspicion, and the information upon which that suspicion is based, must be reported immediately to a Children’s Aid Society. A professional, who works with children, can be charged and fined for failing to report. It is the responsibility of the child protection agency to investigate and follow-up on the situation, as necessary.

Dates and Hours of Operation

St. George's Summer Camp runs between July 6, 2026 to August 21, 2026. We do not operate on statutory holidays. St. George's Summer Camp will be closed on Canada Day, July 1, 2026 and Civic Holiday, August 3, 2026. Our hours of operation are from 8:00 a.m. to 5:30 p.m. daily. In the unlikely event that a session for which you are registered for is cancelled by St. George's Summer Camp, you will receive a full refund.

Admission and Discharge Policy

Registration will be on a first come first serve basis. Priority will be given to current Programme families first, and then when space allows, we will open registration to the general public.

The decision for withdrawal will be based on, but not limited to, the following types of incidents:

- Inappropriate behaviour by a child or family member (i.e., repeated physical acts against other children and/or staff, uttering threats, or causing physical damage to school or Programme property), or
- Disregard for Programme Policies which include, but not limited to: Code of Conduct, Fee Policy or Late Pick – Up Policy

Camp Fees and Payments

St. George's Summer Camp fees for 2026 are listed below. **Payment may be made in full or in installments (maximum of 3). A deposit of 1/3 of total fees owing must be dated the date of the registration form in order to guarantee your child's space in that session. Registration form must be completed within 24 hours of acceptance along with payment. If payment has not been received during registration, your child's spot is not guaranteed – and can be given up! Full payment must be received before May 1, 2026 (regardless of what session you register for).** Spaces are granted on a **first come first serve** basis with priority given to the Before and After School children during the time frame January 26, 2026 – February 9, 2026. Registration to the public opens' February 10, 2026. At this time, registrations will be taken on a first come, first serve basis regardless of Programme member status.



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We will confirm that space is available before accepting payment for the session(s) of your choice. If the chosen session(s) are full, you may opt to register for alternate sessions that are available or sign up on the waiting list for the session(s) you prefer. There are no fees required to sign up for the waiting list. Campers on the waiting list will be contacted in sequence as space becomes available.

CAMP BASE FEES

SESSION	DATE	SESSION FEES	
		Kinder	School Age
Session 1	July 6 – July 10	\$302.50	\$305.00
Session 2	July 13 - July 17	\$302.50	\$305.00
Session 3	July 20 – July 24	\$302.50	\$305.00
Session 4	July 27 – July 31	\$302.50	\$305.00
Session 5	August 4 – August 7 (4-day week, Holiday)	\$242.00	\$244.00
Session 6	August 10 – August 14	\$302.50	\$305.00
Session 7	August 17 – August 21	\$302.50	\$305.00

CAMP FEES (CWELECC)

SESSION	DATE	SESSION FEES	
		Kinder	School Age
Session 1	July 6 – July 10	\$110.00	\$305.00
Session 2	July 13 - July 17	\$110.00	\$305.00
Session 3	July 20 – July 24	\$110.00	\$305.00
Session 4	July 27 – July 31	\$110.00	\$305.00
Session 5	August 4 – August 7 (4-day week, Holiday)	\$88.00	\$244.00
Session 6	August 10 – August 14	\$110.00	\$305.00
Session 7	August 17 – August 21	\$110.00	\$305.00

St. George's Summer Camp is enrolled in CWELECC otherwise known as Canada – Wide Early Learning and Child Care System. For Kindergarten eligibility, CWELECC fee reduction only applies to children ages 0 – 5.

Camp fees are payable by e-transfer or cheque to **St. George's School Age Child Care Programme**. NSF cheques will result in a \$48 fee and cancellation of the camper's registration if payment is not received with the additional fee within two business days.

Cancellations and Refunds

Please note that all cancelations must be made in writing and refunds will be provided depending on the amount of notice provided. Please refer to the chart below for more specific information regarding cancelation notice and refunds.



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A mandatory \$25 cancellation fee will apply for all session cancellations regardless of the amount of notice given. Cancellation fee applies per child per session.

NOTIFICATION REQUIRED	AMOUNT TO BE REFUNDED
5 weeks or more prior to session start date	Full refund
3 to 5 weeks prior to session start date	50% of session fees
Less than 3 weeks prior to session start date	No refund

No refunds will be issued for dismissal due to disciplinary action. Camp fees are non-transferrable. Camp fees are non-refundable for absences, sick days, vacation days and, non-emergency reasons, etc. Camp fees are non-refundable if your child is sent home for feeling unwell. In the event of a cancellation initiated by the Government, Public Health or St. George's Summer Camp, full refunds will be issued.

Non-Base Fees

Non base fees are considered NSF (Non-Sufficient Funds) and Late Fees.

Late Fee Charges

Please be advised that our permit only allows us to utilize the school grounds until 5:30 p.m. If you arrive late to pick up your child, please note that there is a \$1.00 per minute late fee charge which is payable to the counsellor in charge at the time your child is picked up from the Camp. You may pay in either cash or interac e-transfer directly to the staff, not St. George's.

Call/Text to Report Late or Absent Campers

Due to the structure of our daily camp schedule, we ask that you notify the camp of any late or absent campers prior to the beginning of the day. Either by email to stgprogram@gmail.com, or text Programme cell at 416-576-3731. If your child is absent St. George's Summer Camp will contact families by 10am to confirm absences.

Although there is no penalty for late arrivals, please be advised that due to the structure of our daily camp schedule all campers should arrive at camp by 9:00 am. in order to participate in the planned activities and/or excursions for the day. All of our off-site activities will take place between 9:00 am and 4:00 pm. If a situation arises where you need to pick up your child during an excursion or off-site activity, you will be able to contact the lead counsellor on our cell phone (416) 576-3731. Please note that the cell phone is our only line, please text us of any late arrivals or absences. If we do not answer your call, best to text us, as we might be busy with children or on another call.

Safe Arrival and Dismissal Policy

This policy and the procedures within help support the safe arrival and dismissal of children receiving care. This policy will provide staff, students and volunteers with a clear understanding



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of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

St. George's School Age Child Care Programme will ensure that any child receiving child care is only released to the child's parent/guardian, authorized contacts on the registration form or an individual that the parent/guardian has provided written authorization for.

- Where a parent/guardian provides written instructions for the release of their child from care without supervision, the parent/guardian is aware that the child care is no longer responsible for that child upon their dismissal.
- Youth 12 years of age and older may be given consent to act as an escort for younger children. Written consent of the parent or guardian is required.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.
- Parents/Guardians are responsible for informing St. George's School Age Child Care Programme of any absences during the hours of operations.

Accepting a child into care

Parent and/or guardians must escort the child directly into the child care programme. If dropping off during outdoor play time, parents/guardians are asked to meet up with their child's group to ensure the child has been dropped off to a staff, and for the staff to record the child's arrival time in the attendance record.

When accepting a child into care at the time of drop-off, Programme staff in the room must:

- Greet the parent/guardian and child
- Ask how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the Emergency Contacts/Authorization List or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note, text or email).

Where a child has not arrived in care as expected

Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., emailed, text, or advised the closing staff at pick-up), the staff in the classroom must:

- Inform the Executive Director or Assistant Director
- The Executive Director or Assistant Director will contact child's parent/guardian by sending a text message or call. Must make contact with an adult to confirm absence.



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- If Parents/guardians are not able to be reached to confirm the child's absence from care by 10:30 am, Programme will move on to contacting the emergency/authorized contacts.
- Once a child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record/communication log.

Where a child has not been picked up and the centre is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6:00 pm, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual; the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact the other authorized individuals listed on the child's file.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 7:00 pm, the staff shall proceed with contacting the local Children's Aid Society (CAS), Toronto's Children's Age Society, 416-924-4646. Staff shall follow the CAS's direction with respect to the next steps.

When Your Child is Sick

St. George's Summer Camp follows Toronto Public Health's advice and regulations. When your child is dropped off, our Programme staff are required to do a basic visual health check to ensure your child is able to participate in the programme that day. If your child is unwell, we do encourage you to keep them home or visit a health care practitioner if necessary. Our Programme staff practice daily infection control measures daily to prevent and manage illness to the best of our ability.

If your child is showing symptoms of illness that is new and developing, your child should not attend, and should remain home. Usually for 24 hours symptom free or until they are well enough to return and participate in our Camp.

If your child becomes sick at the centre, the staff will monitor the child and inform you. Depending on the type of illness the staff or Director may contact you to arrange for your child to be picked up for their own well-being.



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Daily Routines

A daily structured program will take place between 9 am.- 4 pm. We do request that your child arrive by 9 am. There will be no electronics allowed (unless following an instructional video for an activity) during this time frame and all campers will be involved in our daily programme. Free time will occur 8 am – 9 am and 4 pm – 5:30 pm. Less structured play options will also be available during this time (i.e. board games, crafts and casual sports etc.). Please refer to the weekly schedule that will be emailed for programming.

Excursions and Off-Site Activities

Upon registration parents sign acknowledging their authorization and permission for their children to participate in St. George's Summer Camp off-site activities and excursions. Some excursions may require a waiver or permission form, this will be communicated via email. Please note that excursions and off-site activities are subject to change without notice. In the event that planned activities or excursions need to be cancelled due to matters beyond our control, rest assured that our camp staff always have a back-up plan and rainy-day activities ready to go.

It is important that children are dressed appropriately for the various types of weather to ensure they can actively participate in the outdoor play. The Child Care and Early Years Act requires children attending care in a licensed centre to participate in at least two hours of outdoor play, weather permitting. Please ensure that adequate and suitable clothing and footwear is provided.

Signing In/Out

A daily attendance sheet will be used to track the children's arrival and departure. The staff will sign the children in and out at drop off and pick up time. Please communicate with staff at the check in counter. Children WILL NOT be released to any individual who is not listed on the registration form authorized pick up list. Unless the parent/legal guardian has given notice and informed the Directors by email or text. In event that staff do not recognize the person picking up, the staff will ask for picture proof of identification i.e., driver's licence, before approving the pick-up arrangement.

Medication

Staff at St. George's Summer Camp do not administer prescription medication, with the exception of Epinephrine and puffers. Campers who suffer from anaphylactic allergies are required to complete and submit an Individual Anaphylactic Emergency Plan Form prior to the session start date. The Epi-pen must be in good working order and not expired in order for the child to be accepted into the summer camp.



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The following items that do not constitute as drugs or medications as defined in the *Drug and Pharmacies Regulation Act, prescribed for a child by a health professional*, sunscreen, moisturizing skin lotion, insect repellent, lip balm and hand sanitizer. Staff will only administer/assist a child with the listed non-medical/drug items with a parental/guardian consent. The child is also only allowed to carry and apply these items themselves with a parental consent. If we do not receive a consent form, the child is not allowed to carry those items listed. The consent form will be attached to the registration form.

Allergy and Anaphylaxis

St. George's Summer Camp recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances.

"In Canada, the nine priority food allergens to trigger an anaphylactic reaction are peanut and peanut by-products, such as peanut oil and peanut butter, tree nuts, sesame seeds, milk, eggs, seafood (fish, crustaceans and shellfish), wheat, soy, and sulphites (a food additive)" (Source: Canadian Food Inspection Agency website www.inspection.gc.ca).

Tree nuts are defined as walnuts, almonds, hazelnuts (filberts), Brazil nuts, pecans, cashews, pistachio nuts, pine nuts (pignolias) and macadamia nuts. Non-food items such as latex and bee stings and exercise can also cause a life-threatening reaction. Anaphylactic shock is a severe overreaction of the body's immune system to a triggering agent (allergen). Living with anaphylaxis can be a challenge.

Procedure:

St. George's Summer Camp does not allege to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. St. George's Summer Camp will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

Strategy to Reduce Risk of Exposure:

Living with anaphylaxis can be a challenge. We live in an environment that is contaminated with potential allergens and anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his or her family, in the case of a young anaphylactic child, the childcare and school community must also be aware. Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the co-operation and understanding of all members of the Programme, including staff, volunteers, children and parents. In all literature sent home to parents, we request that **NO PEANUT OR TREE NUT OR SESAME PRODUCTS ARE ALLOWED AT THE PROGRAMME AT ANYTIME**. This request may be revised as necessary depending on the life-threatening allergies of the children enrolled in the Programme. As with other policies of the Programme, staff, volunteers, parents and children are expected to comply. To prevent any risk, Programme will not accept food items from families to be shared.



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It is the responsibility of the parent and/or the guardian to inform St. George's Summer Camp that his or her child has allergies or is anaphylactic or potentially at risk of anaphylaxis. This must be listed in the registration package. The parent/legal guardian must complete the *Individual Anaphylaxis Emergency Plan* and ensure the revise the plan as necessary. All staff shall be aware of these children. A list of all children with allergies is posted in on the information board with their picture indicating which class they are in, where the EpiPen is kept and emergency contact information. Parents must provide one (1) recent photo. A listing of all children with allergies Is also posted on the fridge and in the kitchen.

Availability and Location of EpiPens

Parents/guardians must provide 1 EpiPen to be carried with the staff in the emergency bag or the parent/guardian must provide authorization if the child will be carrying their own EpiPen. The parent/guardian must proactively replace the EpiPens before the expiry date is reached.

Rules for Parents who Bring Food from Home

Policy Statement:

At St. George's Summer Camp, snacks and meals are unless otherwise instructed. It is the policy of St. George's Summer Camp to ensure that children who may bring food from home have a healthy snack or lunch which should follow Canada's Food Guide and adhere to St. George's School Age Child Care Programme's Allergy and Anaphylaxis Policy. This policy is also in adherence to the Child Care and Early Years Act, 2014.

Procedure:

- At registration time, parents/legal guardians are given the Allergy and Anaphylaxis Policy Agreement which indicates no peanut, tree nut products, or any other allergens that children may have.
- Lunch bag is labeled with the child's name.
- Parents/legal guardians are responsible to provide ice packs for children's lunches that require refrigeration.
- Parents/legal guardians are responsible for storing hot foods in a heat -preserving container or thermos.
- Staff will monitor lunches and snacks to ensure food at the Programme does not contain nuts/may contain nuts or any other food allergens that must be avoided in the Programme.
- Staff will notify parents if concerns arise regarding the nutritional adequacy and/or presence of allergens are in the lunch/snack.
- Staff will ensure that children do not share snacks or lunches.
- In the event a child forgets their lunch, does not adhere to Canada's Food Guide or staff observed allergens are present, staff will provide fruits and vegetables, and a grain



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product available on site or purchase lunch for the child and giving the receipt to the family for reimbursement.

Canada's Food Guide

- Eating Well with Canada's Food Guide is available online (<https://food-guide.canada.ca/en/>)
- This guide is available in 22 languages
- Make water your drink of choice. Include a labelled water bottle that can be refilled.
- Lunches should include whole grains, fruits and vegetables, and proteins.

Children's Accidents and Injury while in Care

While at the Camp, the children are supervised at all times. However, some accidents may occur as your children is exploring and developing new skills and abilities. If your child is injured in our care, our Programme staff will provide immediate first aid, as needed, whether that is providing ice, cleaning the wounded area, and providing a band aid etc. If the situation requires further attention beyond first aid, we will contact a parent/legal guardian on the registration form or an emergency alternative contact person. If required, we will call 911 and your child may need to attend the nearest hospital or medical facility.

The Programme staff will provide an accident report documenting the accident or injury. A Parent or guardian's signature is required on the report, however if the report is not ready by the time of pickup, we will inform you verbally and email a copy of the report to you.

Volunteers and Students

St. George's Summer Camp is committed to the safety and well-being of the children in the Programme and maintain screening, orientation, immunization documentation and supervision guidelines for all volunteers and students as required to meet the regulation O. Reg. 137/ 15 of the *Child and Early Years Act, 2014* and by the Ministry of Education. All volunteers and students are required to read, have an understanding and sign all policies and procedures of St. George's School Age Child Care Programme if volunteering with us. Parent volunteers are required to obtain a Vulnerable Sector Screening when interacting with the children.

Students and volunteers will always be supervised by an employee and never permitted to be along with any child or group of children who receive child care. Students and volunteers will not be counted in staff to child ratios.

St. George's School Age Child Care Programme will;

- Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.
- Ensure that all students and/or volunteers have been trained on each child's individualized plan



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- Ensure that all students and/or volunteers have a health assessment and immunization as directed by the local medical officer or health
- Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
- Ensure that expectations are reviewed with students and/or volunteers including, but not limited to, how to report their absence and how to report concerns about the program
- Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children
- Appoint supervising staff to the students and/or volunteers, and inform them of their supervisory responsibilities
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act

The Supervising Staff Must:

- Ensure that students/volunteers are never included in staff to child ratios
- Ensure that students/volunteers are supervised at all times and never left alone with children
- Introduce students and/or volunteers to parents/guardians
- Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development
- Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy
- Provide students and/or volunteers with feedback on their performance
- Work collaboratively with the student's practicum supervising teacher
- Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.

Students and/or volunteers must:

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan
- Notify the supervisor or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc).
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering such as a valid VSC, health assessment and immunization
- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required
- Review allergy lists and dietary restrictions and ensure they are implemented
- Respond and act on the feedback and recommendations of supervising staff, as appropriate



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- Report any allegations/concerns as per the “Duty to Report” under the *Child and Family Services Act*
- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre’s criminal reference check policy
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

Prohibited Practices

Young children benefit from an affirming approach that encourages positive interactions with other children and nurturing adults. Research shows that children who attend programs where they experience warm, caring and supportive relationships are happier, less anxious and more motivated to learn than those who do not.

Experiencing positive relationships in early childhood also has significant long-term impact on the child’s physical and mental health, and success in school and beyond. The Programme Statement sets out approaches that support positive interactions between children, families, staff and the community.

To protect the emotional and physical well-being of children the following prohibited practices as outlined by the CCEYA, 2014 (s.48) are NOT PERMITTED under any circumstances:

- Corporal punishment of the child;
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless that confinement occurs during an emergency and is required as part of the licensee’s emergency management policies and procedures;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drinks, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making the children eat or drink against their will (O.Reg. 126/ 16 s.34).



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Emergency Procedures

To ensure that parents are immediately accessible in case of emergency, it is essential that the Executive Director be notified immediately of any changes in home address, telephone numbers, e-mail address, medical information etc. We review the parent registration packages annually to ensure that information is kept up-to-date. We ask that each parent arrange an alternative person(s) whom we can contact in an emergency if the parent is unavailable.

Even with the best precautions, accidents can happen. In case of emergency medical care, the Programme staff will call 911 and administer first aid procedures to ensure the safety of the child. Parents will be contacted immediately. The child will be transported by ambulance to the nearest hospital. The Executive Director or designate will accompany the child if the parent(s) have not arrived and a designate RECE staff will remain at the Programme to ensure proper communication of information.

Serious Occurrence Policy

Policy Statement:

St. George's School Age Child Care Programme strives to ensure that the safety of the children is of utmost importance as outlined in the *Child Care and Early Years Act, 2014* strives to:

- 1) Define what is meant by a Serious Occurrence
- 2) Outline procedure of responding to the Serious Occurrence to minimize the risk to the children
- 3) Establish consistent reporting procedures to ensure that the Ministry of Education and Board of Directors are informed of the Serious Occurrence within 24 hours of its occurrence
- 4) Provide documentation of the Serious Occurrence so that the Executive Director and Board of Directors can identify any systemic patterns in order to prevent future risk factors
- 5) Maintain an Annual Summary and Analysis Report of Serious Occurrences that is reported to the Ministry noting any patterns that require follow-up or additional steps to complete
- 6) Recognize the need for further training and development as required



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Procedure:

A Serious Occurrence, as defined by the *Child Care and Early Years Act, 2014* (38 (1) as follows:

- The death of a child while participating in our Programme
- Any abuse, neglect or allegation of abuse or neglect of a child while participating at St. George's School Age Child Care Programme and witnesses by a parent, other child or outside. This includes all allegations and accusations of abuse or mistreatment of clients against staff, students and/or volunteers
- A life – threatening injury or a life – threatening illness of a child who receives care at St. George's School Age Child Care Programme
- Any situation where a child is missing or is temporarily unsupervised or
- An unplanned disruption of the normal operation of the Programme that poses a risk to the health, safety or well-being of children receiving care

In the Event of a Serious Occurrence:

The Executive Director/designate person will immediately provide necessary medical emergency attention and take steps to ensure any continuing risks to the person's/people's health and safety are addressed.

Serious Occurrences need to be reported within 24 hours through the Child Care Licensing System (CCLS). Please refer to the Serious Occurrence Policy for further details.

Parent Issues and Concerns Policy and Procedure

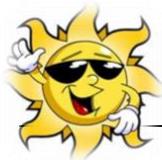
Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

Policy

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our Programme. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by St. George's School Age Child Care Programme and will be addressed. Every effort will be made to



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address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 10 business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

St. George's School Age Child Care Programme maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the director and/or licensee.



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Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	<p>Raise the issue or concern to</p> <ul style="list-style-type: none">- the classroom staff directlyor- the supervisor or licensee.	<ul style="list-style-type: none">- Address the issue/concern at the time it is raisedor- arrange for a meeting with the parent/guardian within 10 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none">- the date and time the issue/concern was received;- the name of the person who received the issue/concern;- the name of the person reporting the issue/concern;- the details of the issue/concern; and- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	<p>Raise the issue or concern to</p> <ul style="list-style-type: none">- the supervisor or licensee.	
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none">- the individual directlyor- the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 10 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>



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Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Student- / Volunteer- Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none">- the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none">- the supervisor and/or licensee.- <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Board of Directors.

The Executive Director will forward all necessary documentation, including the conflict resolution request of complaint, documentation of relevant factual information, analysis of the information, the conclusion, and the recommended resolution to the current Board of Directors to be reviewed.

The Board of Directors will investigate the original submission and any new information that may arise during the resolution process. The Board will forward a response to the individual either concurring with the previous resolution or proposing an alternative resolution.

The decision and recommendations made by the Board will be final. The Executive Director will forward a copy of the proper documentation of the resolution or decision, signed and dated, to the individual and Board of Directors and place a copy in the appropriate file.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.



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Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts: [Executive Director, stgprogram@gmail.com, 416-576-3731]

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or
childcare_ontario@ontario.ca