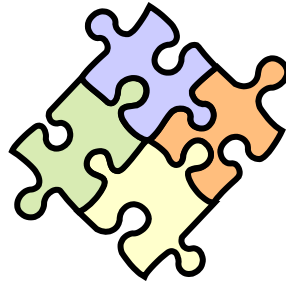




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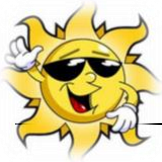
2025 Handbook

Telephone Number: 416-576-3731

Email: stgprogram@gmail.com

Address:

70 Princess Anne Crescent,
Etobicoke, ON M9A 2P7

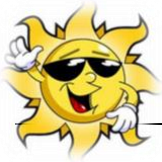


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ST. GEORGE'S SUMMER CAMP HANDBOOK

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.

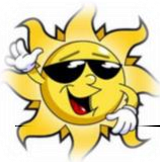
We offer competitive prices and all of our camp fees *include* daily snacks as well as reasonable hours of operation and the option for extended hours. Daily lunch is included, with the exception of field trips, we ask for a packed lunch which will be communicated via email prior.

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:



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qualified and caring counsellors, extended hours, nutritious daily lunches and snacks and fun and engaging activities.

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 (School Age Campers)
- 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.

Trips:

July 9, 2025: Playtopia

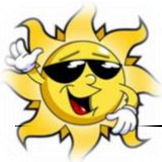
July 16, 2025: Treetop Trekking

July 23, 2025: Bronte Creek

July 30, 2025: Centreville

August 6, 2025: Toronto Zoo

August 13, 2025: Aerosports



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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.

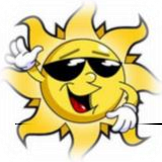
- This policy will be reviewed and updated annually or as necessary to incorporate best practices and encourage compliance
- New staff, students and volunteers will be orientated to this policy at the commencement of employment/placement and will review annually thereafter

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



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as children progress from one program to another (i.e., kindergarten, and other school age programmes).

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

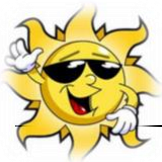
St. George's Summer camp provide a friendly, nurturing and inclusive day camp experience to all campers. We would like to ensure a safe and happy environment for everyone and we would like you to review the following code of conduct with your child(ren).

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.



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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 "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 7, 2025 and August 15, 2025. We do not operate on statutory holidays. St. George's Summer Camp will be closed on Canada Day, July 1, 2025 and Civic Holiday, August 4, 2025. Our hours of operation are from 8:00 a.m. to 5:30 p.m. daily. If you would like to sign up for extended hours there is the option of 7:30 a.m. – 8:00 a.m. for an additional \$25/\$20(4-day week). 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

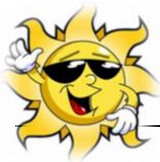
Registration will be on a first come first serve basis. Priority will be given to current Programme families first, and then when space allows will open registration to the general public.

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 2025 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**



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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 July 1 (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 27, 2025 – February 10, 2025. Registration to the public opens February 11, 2025. At this time, registrations will be taken on a first come, first serve basis regardless of Programme member status.

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.

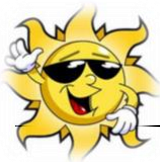
CAMP BASE FEES

SESSION	DATE	SESSION FEES	
		Kinder	School Age
Session 1	July 7 – July 11	\$302.50	\$305.00
Session 2	July 14 - July 18	\$302.50	\$305.00
Session 3	July 21 – July 25	\$302.50	\$305.00
Session 4	July 28 – August 1	\$302.50	\$305.00
Session 5	August 5 – August 8 (4-day week, Holiday)	\$242.00	\$244.00
Session 6	August 11 – August 15	\$302.50	\$305.00

CAMP FEES (CWELCC)

SESSION	DATE	SESSION FEES	
		Kinder	School Age
Session 1	July 7 – July 11	\$110.00	\$305.00
Session 2	July 14 - July 18	\$110.00	\$305.00
Session 3	July 21 – July 25	\$110.00	\$305.00
Session 4	July 28 – August 1	\$110.00	\$305.00
Session 5	August 5 – August 8 (4-day week, Holiday)	\$88.00	\$244.00
Session 6	August 11 – August 15	\$110.00	\$305.00

St. George's Summer Camp is enrolled in CWELCC otherwise known as Canada – Wide Early Learning and Child Care System. For Kindergarten eligibility, CWELCC fee reduction only applies to children ages 0 – 5. If a child enrolled in Kindergarten Camp turns 6 years old after June 2025, they are eligible for a fee reduction until the end of the month in which they turn 6.



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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 cancellations 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 cancellation notice and refunds.

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

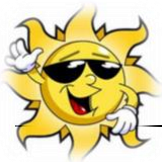
Non base fees are considered NSF (Non-Sufficient Funds) and Late Fees.

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.



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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 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.

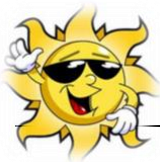
Policy

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.



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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).

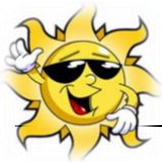
Where a child has not arrived in care as expected

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.
- 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),



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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.

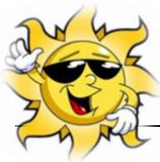
Daily Routines

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



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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

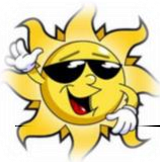
Staff at St. George's Summer Camp do not administer prescription medication, with the exception of Epinephrine and puffers. Campers who suffer from anaphylactic allergies are required to complete and submit an Individual Anaphylactic Emergency Plan Form prior to the session start date. The Epi-pen must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

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).



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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.

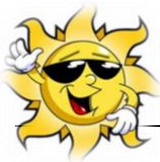
Strategy to Reduce Risk of Exposure:

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.

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.



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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:

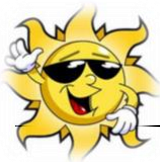
- At registration time, parents/legal guardians are given the Allergy and Anaphylaxis Policy Agreement which indicates no peanut, tree nut products, or any other allergens that children may have.
- Lunch bag is labeled with the child's name.
- Parents/legal guardians are responsible to provide ice packs 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 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



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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 (including parent 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.

Further information is provided under the Volunteers and Students Policies and Procedures.

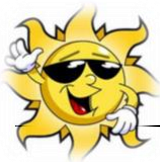
Prohibited Practices

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;



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- 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).

Communication and Resolution

Conflict Management Policy

Informal Communication and Resolution Procedure:

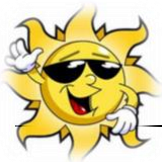
Individuals (parents/guardians, children or staff) who have an issue or require management intervention in a Programme or work-related conflict or complaint should notify the Executive Director during the Programme hours or operation (8:00 a.m. to 5:30 p.m.) and make an appointment to discuss the matter in more detail at a mutually agreeable time. The Executive Director must respond to the initial contact request within 24 hours. The Executive Director will use his/her discretion to evaluate the severity of the complaint and determine if it needs to be reported to the Programme Advisor and Board of Directors.

The Executive Director will review the issue and within two working days will meet with the individual to discuss the proposed plan of action. Together, the Executive Director and the individual will try to establish a satisfactory resolution.

If the individual is not satisfied with the proposed information resolution, he/she is encouraged to proceed with the formal communication and resolution process.

Formal Communication and Resolution Procedure:

Individuals (parents, children or staff) who wish to initiate the formal communication and resolution procedure must be prepare written documentation, with supporting details, of



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the conflict situation and submit it to the Executive Director within 10 working days of the incident.

The Executive Director will investigate the details of the resolution request or complaint. If necessary, the Executive Director may consult with the Board of Directors and/or other relevant individuals.

Within 10 working days of receiving the resolution request, the Executive Director will complete the investigation and prepare a written response. The Executive Director will forward a copy of the response along with a request that the individual sign a date the copy to confirm that they have received the reply and agree or disagree with the proposed plan of action.

If the individual agrees with the recommended plan of action, the Executive Director will provide the individual with a copy of the signed reply and place a copy in the appropriate file.

If the conflict or complaint has not been resolved to the individual's satisfaction, 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.

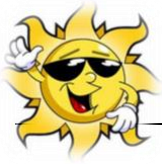
The Board of Directors will investigate the original submission and any new information that may arise during the resolution process. The Board will forward a response to the individual either concurring with the previous resolution or proposing an alternative resolution.

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.

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



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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.