



SUMMER DAY CAMP PROGRAM

Camp Cicadas

July/August 2025
PARENT HANDBOOK



VISION

All children and youth discover and achieve their dreams and grow up to be healthy, successful and active participants in society.

MISSION

The Boys & Girls Club of Brantford provides a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

MANDATE

The Boys & Girls club of Brantford is a leading provider of afterschool and critical hours programs, recognized for significantly contributing to the healthy development of young people – especially those who need us most. With families and others in the community, we help children to grow up to be:

- Healthy
- Confident
- Responsible
- Successful in life

CORE VALUES

Belonging

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

Respect

We ensure that everyone – children, youth, families, volunteers and staff – is heard, respected, valued and treated fairly.

Encouragement & Support

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

Working Together

We work together with young people, families, volunteers, our communities and government.

Speaking Out

We speak out with children, youth and their families so that we can make our world better.



Program Philosophy

To provide an educational and recreational experience in which campers can express themselves, learn to cooperatively play with others and function within a group

Program Goals

To provide each camper with the opportunity for fun and adventure in a safe and supervised program; encouraging the development of the camper's physical, mental and emotional skills which contribute to a positive leisure attitude; and, aspiring a sense of social understanding and responsibility in the campers within a peer group.

HIGH FIVE ... Because Quality Matters

The HIGH FIVE program is committed to assisting children along the path of healthy development by: ensuring that recreation and sport practitioners develop a high level of knowledge and expertise in child development; helping parents to make informed choices; and providing practitioners with tools for enhancing and maintaining a high level of program quality. HIGH FIVE is a program of Parks & Recreation Ontario, and is supported by the Ministry of Tourism, Culture and Recreation, and the Ontario Trillium Foundation.

HIGH FIVE is a quality assurance program designed to support the safety, well-being and healthy development of children in recreation and sport programs.

HIGH FIVE:

- * provides tools, training and resources to program providers
- * supports organizations using these tools, training and resources
- * provides organizations with the opportunity to achieve HIGH FIVE accreditation
- * educates parents and the general public about the importance of sport and recreation and the need for quality programs

Organizations engaged in HIGH FIVE provide children's programs that:

- * Help children develop friendships
- * Have caring adults
- * Encourage children to play
- * Respect and support the uniqueness and diversity of each child
- * Encourage participation
- * Support a sense of mastery
- * Are safe
- * Provide age appropriate environment, activities and equipment



HIGH FIVE measures quality by evaluating:

- * How children are treated
- * How children treat each other
- * How the program connects to home
- * How leaders behave with each other and children
- * Safety and supervision
- * Program and activities
- * Environment and Equipment

Why HIGH FIVE?

Children reap many benefits from participating in sport and recreation activities. These activities help children keep fit, develop personal and social skills, and decrease the chance that they will exhibit self-destructive or anti-social behaviours. Most of all, they can be FUN.

But ... for all the good things that children get out of sport and recreation activities, they can have a negative impact too. For every child who learns the front crawl for the first time, there is a child who is yelled at by an overzealous coach or gets chosen last for games.

Organizations enrolled in HIGH FIVE are committed to ensuring that EVERY child has a positive sport and recreation experience. They work to achieve this goal by providing quality programs that are safe, fun and child-centred.

The Developmental Assets® Framework

Time spent with caring adults outside of the home and classroom can have a profound impact on how children and youth see themselves and the world around them. We know that out-of-school programs ranging from mentorship, sports, creative arts, technology, leadership or academic support, have the potential to build social and emotional skills that are critical to young people's success.

Search Institute has identified 40 positive supports and strengths that young people need to succeed. Half of the assets focus on the relationships and opportunities they need in their families, schools, and communities (external assets). The remaining assets focus on the social-emotional strengths, values, and commitments that are nurtured within young people (internal assets).

The Club believes that with a focused and intentional approach when working with our children and youth we can provide opportunities, experiences and relationships that build upon and strengthen their assets. We employ trained Search Institute Developmental Asset trainers who provide workshops, resources, guidance and supports to our employees working with school-age children and youth.



SECTION A - GENERAL INFORMATION

We are very pleased to welcome you to the School Age Summer Day Camp Program of the BGC Brantford. We feel privileged to share in the responsibilities of seeing your child develop socially, emotionally, intellectually and physically safe reliable care is provided by our trained staff to small groups of children in a warm, stimulating and positive environment.

Our interest is in establishing children's personal values, developing physical, social, intellectual, emotion and language skills. There are a variety of activities offered to enable each child to further himself/herself during their time spent with us.

We are an 'Open Door' policy. You are always welcomed to come in and see your child in his/her setting of imaginative, creative and interactive play with other children.

The purpose of this handbook is to make you aware of our policies and procedures and all other pertinent information about the programs. Please read this handbook carefully and keep it for future reference. If you have any questions, please feel free to contact the program supervisor.

CAMP

BGC Brantford will be providing one kindergarten age program this summer.
Camp Cicadas – 52 Clench Ave, Brantford (Agnes Hodge School)

AGES

Children ages 4 & 5 (JK/SK) years can be registered in the Summer Day Camp program.

RATIOS/GROUP SIZE

We attempt to maintain a ratio of 1 Staff to 10 campers. There may be times when the number of children could increase but the agency strives not to exceed a total of 13 children per staff member.

STAFF, STUDENTS, VOLUNTEERS

Our Staff are committed to the provision of high-quality care.

All program staff are trained to work with children and all will have received HIGH FIVE Healthy Child Development Training.

All camp staff hold valid First Aid and CPR Certification.

All staff, students, and volunteers are interviewed and must present an approved Criminal Background Check prior to joining the program.

HOURS OF OPERATION

Camp Cicadas - 8:00am - 5:15pm

Note: Additional supervision can be provided from 7:30am – 8:00am OR 5:15pm – 5:45pm (booking this



service must be completed and paid for at time of registration)

DATES OF OPERATION

Week #1	Monday June 30 th – July 4 th (Canada day holiday week)
Week #2	Monday July 7 th – July 11 th
Week #3	Monday July 14 th – July 18 th
Week #4	Monday July 21 st – July 25 th
Week #5	Monday July 28 th – August 1 st
Week #6	Tuesday August 4 th – August 8 th (Civic holiday week)
Week #7	Monday August 11 th – August 15 th

***Please note that you may only register for a maximum of 5 weeks for the summer. You may not register for more than 3 consecutive weeks (example; register for 3 weeks, take 1 week off, register for 2 weeks)**

PARKING

Please be aware of small children and take extra care when driving on the premises. Please do not park in the spots marked for those with disabilities or staff designated areas unless you are entitled to do so.

PERSONAL BELONGINGS

The program is not responsible for any lost items or belongings.

It is recommended that your child/ren leave any valuable items at home including electronics.

If your child is prone to accidents, we ask that he/she is sent to the program with an extra set of clothing in case of accidents or emergencies.

Indoor shoes must be provided. This helps to eliminate the amount of dirt/mud being brought into the facilities.

SNACKS & LUNCH

Please inform staff if you would like to bring in special treats for special days (ie. Birthdays). We can only accept those items which have been purchased from an establishment which receives regular inspections from the Brant County Health Unit.

Participants are required to bring their own lunches including a snack for the morning. We ask that parents do not send snacks or lunches that require refrigeration or heating.

ALLERGY ALERT

Due to participants in the program who may have allergic reactions to peanuts and/or peanut by-products, we request that you take special care when preparing your child's lunch/snack and provide items that do not have peanuts or peanut by-products in them. WE ARE NOT A PEANUT FREE FACILITY, but we encourage our families to be sensitive to those who may have peanut allergies and support our attempts in reducing the risks.



WEATHER

We **STRONGLY** encourage and recommend that the following items accompany your child/ren to the program **EACH** day;

Hat & Running shoes

Clothing for active activities and weather appropriate

Sunblock/Sun screen (please provide your own in case of allergic reaction to others)

Reusable water bottle



SECTION B – BEHAVIOURAL EXPECTATIONS

BGC Brantford recognizes that some participants with disabilities may have a more difficult time understanding and following the rules. We will work together with parents/guardians to establish realistic expectations for the participant(s), which do not affect the safety or security of other participants or staff members. Please speak with the program supervisor if your participant(s) needs extra support while participating in programs.

Please note: Depending on the severity of the situation, progressive discipline warnings may be accelerated to the next warning. Additionally, completed and signed disciplinary forms will be kept on file and are transferrable to all BGC Brantford programs. Please be aware that BGC Brantford programs include Before and After School program, Evening program and Summer Camp. Finally, all discipline forms will be sent out at the discretion of the program supervisors.

Disciplinary forms will consist of a Progressive Discipline process as listed below:

For each behaviour form given, parents/guardians will be notified by the program supervisor via a phone call. Parents/guardians will be asked to sign the form at pick up and will receive a copy to take home.

Warning One: Yellow

If a participant is consistently not listening, not following the rules and/or misbehaving; the participant will receive three verbal warning before receiving a yellow form.

Warning Two: Orange

If a participant is exhibiting degrading, unsafe or unwelcoming behaviour; or the first level of discipline has been issued, the participant will receive an orange form.

Warning Three: Red

In the case of strong disciplinary action, for instance if the participant has bullied or injured another participant or BGC Brantford staff member, they will skip the yellow and orange warning and receive a red form. Or if the first and second warnings of discipline have been issued, the participant will receive a red form. A phone call from the program supervisor with the parent/guardian will be made immediately and the participant will be sent home.

Suspended From Programs

A participant who has received three written warnings or a single red form will be suspended from all BGC Brantford programs for a period of time, based on the number of offences they have acquired. To be considered for re-instatement, the parents/guardians must arrange a return to program meeting with the program supervisor and the director of programs and services to complete a "Return to Program Behaviour Plan". This participant would then be re-instated on a probationary basis.

TERMINATION OF SERVICES

Our program is operated in the best interest of the children and staff who take part in the program offered. At least one of the following criteria must be met if the program wishes to terminate the services offered to a



child or family;

- a) the child exhibits behaviour which may be detrimental or bring harm to those around him/her
- b) the safety and/or health of the children and leaders within the program is in jeopardy
- c) the camp and its leaders are not able to meet the needs of a child
- d) the child damages facility/equipment of BGC Brantford
- e) the child is showing disrespect towards self/leaders/peers/facility/equipment
- e) behaviours of parent/guardian are deemed detrimental to the programs and services
- f) there are concerns regarding established fees and payment/policy expectations

Should removal be required no refund will be issued.

Please contact the program supervisor if you have any questions regarding BGC Brantford's behaviour policy.

SECTION C - FINANCE/ADMINISTRATION

REGISTRATION PROCEDURES

Once the decision has been made to register a child, an online Registration form must be completed. Incomplete registration packages will not be accepted or processed. Registration is limited and is on a first come, first served basis.

REGISTRATION INFORMATION

Registrations will be accepted as of Monday March 17th 2025

FEES

Fees for the Summer Day Camp Program are as follows:

\$21.74 full day

\$108.70 full week

\$86.96 for holiday week

Note: We do not offer half day programs

Registrants must register for a minimum of 3 full days per week

Fees for Early and Late Supervision are as follow:

7:30m-8:00am OR 5:15pm-5:45pm

Note: This must be arranged for and paid during registration to allow the scheduling of appropriate staff



FEE PAYMENT PROCEDURES

All fees' are to be paid at the time of registration or in accordance with the payment schedule. If the payment schedule date has passed at time of registration, full payment is due upon registration. Fee's can be paid with debit or credit via our online registration platform Rec Desk.

Income Tax Receipts are available on your Rec Desk account.

REFUNDS/CANCELLATIONS

- All registrations are subject to a \$50 administration fee per week/per child
- A refund (minus the administration fee) will only be processed if the payment date (see below) has not passed at time of cancellation request and at least 10 business days written notice has been provided to BGC Brantford
- Any cancellation requests received after the payment due dates will **NOT** be subject to a refund
- There are no refunds for days missed by a child, including those due to illness. In extreme circumstances, refunds may be considered when a doctor's note is produced by the parent.
- Should a child be asked to leave the summer day camp program due to behavioural and/or safety concerns, a refund will not be issued.
- Refunds/transfers will NOT be given for individuals who have registered and paid for additional supervision but do not utilize the service.

PAYMENT SCHEDULE 2025

The total owing amount for the summer will be split into 4 equal payments (if you do not pay in full at time of registration) and are due on the following dates;

May 2nd
May 16th
May 30th
June 13th

Failure to receive payment by the payment due date will result in immediate loss of the secured camp space for your child(ren)

ABSENCES

Parents must notify the camp program as soon as possible regarding their child's absence in the program.



LATE FEE PAYMENT

Parents who pick up their child after the program's closing hours (by the agency's clock) are subject to a late fee.

The late fee is as follows: **\$1.00 per minute per child that the parent is late**

The late fee is paid directly to the staff member who has been required to stay past their shift to supervise the child.

Failure to adhere to the policy will result in termination of services.

This fee is not included in the parent's monthly statement or their tax receipt.

ARRIVAL AND DEPARTURE

When a child arrives, it is the parent's responsibility to ensure a staff member is notified of their presence. Similarly, when a parent is picking up their child, it is their responsibility to ensure a staff member is informed they are leaving with their child.

Children are not permitted to arrive at the program or depart from the program unattended.

The program has sign-in/out forms which parents are required to utilize. The parent or authorized adult who accompanies the child to the program and/or picks the child up must complete the sign in/out sheet. This gives an accurate record of attendance in the case of an emergency and indicates a handing over of responsibility for the care of the child. If a parent has difficulty accompanying their child to and from the program or arranging for a suitable adult to accompany their child, the program supervisor should be notified. Unless otherwise arranged, children will not to be released to any other person than those who are specified on the child's enrolment forms.

Please make all authorized individuals for pick up aware that if a particular staff member is not familiar with them, that they will be required to produce identification for verification purpose.



SECTION D - HEALTH & SAFETY

CUSTODY POLICY

It is the function of Club personnel to take care of the children. Club personnel are not lawyers or judges, and are not trained to interpret Court Orders, or mediate disputes between parents. Therefore, it is incumbent on sole and joint custody parents, to cooperate fully with Club personnel, and one another, in regard to this policy, in order to advance the best interests of the children.

Sole Custody

Upon enrolment, the program requires a photocopy of the court Order stating that it is a sole custody arrangement.

A copy of the court Order is to be retained in the child's file.

This is extremely important documentation for the program to have - without a Court Order showing proof that one parent does not have access, or has specific or limited access to a child, the agency and/or police department cannot stop a parent from taking a child.

Joint Custody

Upon enrolment, the program requires a photocopy of the Court Order stating that it is a joint custody arrangement.

Because both parents in a joint custody arrangement have shared rights and responsibilities, and because a variety of joint custody arrangements are possible, it is recommended that both custody parents register the child(ren) in the program.

If one of the two joint parents (ie. Primary care parent) has exclusive decision-making responsibility with regard to child care responsibilities, then it is permissible for that parent alone to register the child(ren) for care, in accordance with the Court Order.

Where there is any particular or special child care, or emergency notification requirements, the parents or primary care parent have a responsibility to advise the program of any such requirements in writing upon registration of the child(ren). For instance, if one or both joint parents are to be notified or contacted in case of emergency or other important situations arise, then it should be specifically mentioned in the application for care.

A copy of the Court Order is to be retained in the child's file.



Custody Changes

If a parent has recently changed their custody arrangements, it is the parent's responsibility to provide the program Supervisor with the necessary copies of the court Order.

EMERGENCIES

We ask that all CHANGES of address, telephone number, employment, doctor etc., be reported to the program supervisor immediately. It is the parent's responsibility to notify the program of any changes. Current information is kept on file in case of emergencies and consent forms must be signed in the event that the parent or guardian cannot be reached.

MEDICATION AND ADMINISTRATION OF DRUGS

A medication authorization form must be completed by the child's parent or guardian before any drugs can be administered to a child.

ALL MEDICATION MUST BE BROUGHT TO THE PROGRAM IN THE ORIGINAL CONTAINER THAT IT WAS PRESCRIBED IN, WITH THE NAME OF THE CHILD AND THE DOSAGE REQUIRED ON A PHARMACY/DOCTORS LABEL. ONLY THE EXACT AMOUNT LISTED WILL BE GIVEN.

OUTBREAK POLICY

When an outbreak is suspected, the program supervisor will contact the Health Unit and inform them of the symptoms and the number of children involved. The Health Unit will determine whether the seriousness and number of cases determines an outbreak. During an outbreak, all toys will be disinfected on a daily basis and children will be excluded from the program until the Medical Officer of Health judges them well enough to resume attendance.

COMMUNICABLE DISEASE - Chicken Pox

Previously the Health Unit has stated and advised, that children with chicken pox have a seven-day incubation period or until their scabs have formed. A revision from the Health Unit now states that children are contagious prior to the break out of sores, therefore can return to programs while sores are still visible.

It is our policy, that in order to protect their child from further infection and disease, that the child stays at home until scabs have formed. This precaution will ensure continued protection against further complications to the child's health.

Although we adhere to the Health Unit's standards and use universal precautions, it is always necessary to cover open sores of any type. By the very nature of child care and children's developmental levels, germs and disease can be passed on through contact. In order to protect a child from untold complications to open sores and also protect the majority, it is much safer to use extra precautions and preventative measures of the seven-day time period.

Pediculosis (Head Lice)

Children who show any evidence of head lice will not be permitted in the Summer Day Camp. It is the responsibility of parents/guardians to ensure their children are properly and thoroughly treated before returning to the program(s).

ANAPHYLAXIS (Allergies)

Anaphylaxis is an instant allergic reaction in all the major body-organ systems. Unless there is a medical intervention, the victim may suffer a drop in blood pressure, loss of consciousness, and death. This can occur within minutes of exposure to the triggering substance. Even a small amount of the allergen can be fatal. In addition to peanuts, the foods most frequently implicated in anaphylaxis are tree nuts (ie. Hazelnuts, walnuts, almonds, cashews), cow milk and eggs. Fish, shellfish, wheat and soy are potentially lethal allergens as well, and anaphylaxis is occasionally induced by fruits and other foods. Non-food triggers of anaphylactic reactions include insect venom (especially bees), medications, latex, and rarely, vigorous exercise. Most individuals lose their sensitivity to milk, soy, egg and wheat by school age, but reactions to peanuts, tree nuts, fish and shellfish tend to persist throughout life.

Ensuring the safety of anaphylactic children or youth within the Boys and Girls Club programs is a shared responsibility that necessitates the cooperation of all. The Club strives to provide a safe environment for children and youth, but it is not possible to reduce the risk to zero. The Club will take reasonable efforts to restrict the presence of known life-threatening allergens in our programs when participant's lives may be threatened by the presence of those allergens.

Responsibilities of the Parent/Guardian of an Anaphylactic Child

- * inform the program in writing of the child's allergies including updated information on the latest testing and latest anaphylactic response
- * provide a medic alert bracelet for the child
- * provide the program with written medical documentation that clearly outlines a physician prescribed protocol for the administration of medication
- * if required by physician instructions, provide the program with an additional up-to-date injection kit and keep it current
- * provide support to club personnel as requested
- * provide a body pouch for transport of the EpiPen
- * provide training to the child in use of the EpiPen (age appropriate)
- * provide the program with an auto-injection kit if such is indicated in the doctor's instructions
- * verify ambulance service response time to the child's program
- * Teach their child to (age appropriate)
 - * recognize the first symptoms of an anaphylactic reaction
 - * know where medication is kept and who can get it
 - * communicate quickly to others when they feel a reaction is starting
 - * always carry their own auto-injector in a body pouch as part of a continued lifestyle
 - * say no to shared lunches and snacks
 - * understand the importance of hand washing
 - * report bullying and/or threats to an adult in authority



Responsibilities of All Parents

- * respond cooperatively to requests from the Club to eliminate allergens from packed lunches, snacks and other special occasions foods
- * participant in parent information sessions
- * encourage children to respect an anaphylactic child and all Club procedures in place to protect the affected child
- * learn to recognize symptoms of anaphylactic children
- * avoid sharing food with other children
- * follow Club rules about keeping allergens out of the program

WEST NILE VIRUS

Ensuring the safety of staff, children and youth within the Boys and Girls Club programs is a shared responsibility that necessitates the cooperation of all. It is important for staff, parents/guardians to understand the facts and take preventative precautions when possible to help reduce the risk.

It is the responsibility of the parent/guardian to supply their child with an insect repellent. The insect repellent container must be labelled with the child's full name. Club staff and volunteers will not apply insect repellent. Campers will be encouraged to pair up with a friend and help apply to harder to reach areas. Club staff will supervise the application of insect repellent for all participants before all outdoor exposure.

SUN EXPOSURE

Ensuring the safety of staff, children and youth within the Boys and Girls Club programs is a shared responsibility that necessitates the cooperation of all. Many camp programs and activities will take place outdoors, therefore it is important that campers are protected from harmful UV rays.

It is the responsibility of the parent/guardian to supply their child with sunscreen. The sunscreen container must be labelled with the child's full name. Club staff and volunteers will not apply sunscreen. Campers will be encouraged to pair up with a friend and help apply to harder to reach areas. Club staff will supervise the application of sunscreen for all participants before all outdoor exposure.