

# GNAG Summer Camp

## Parent Handbook 2020



### Thanks for registering with GNAG!

We have some essential reading for you.

We are looking forward to a great summer but there are a lot of new guidelines which you and your camper need to follow. GNAG camps have always promoted self-confidence, creativity, healthy active living, imagination and discovery and that hasn't changed!

1

#### RATIO

8 campers : 2 staff

2

#### WHERE

Each camp will be in one assigned space.

3

#### WHEN

Weekly  
July 13 - Aug 28  
9 am - 3 pm



#### Working together

Help us make this a great summer by reading this handbook carefully!



#### Wearing a mask

All campers need a mask for times when we cannot maintain our 6 foot distance.



#### Pro-tip?

Fill out your child's Daily Health Screening before coming to camp.

## Guidelines:

- A Daily Health Screening (DHS) must be submitted by a legal guardian from home by 8:30 am each day or completed at drop-off.
- All campers must be escorted by a legal guardian to camp on Monday.
- If DHS is done at home, Tues - Fri, older campers can self-drop-off, or caregivers and older siblings can drop-off.
- If campers arrive without a legal guardian on Monday or without their DHS completed any day, they will be sent home.
- Campers must follow camp rules and listen to the staff at all times. Participants unable to follow health and behavioural rules will be removed from the camp, isolated with a staff member while waiting for a guardian to pick up within one hour.
- Each camper must be able to be dropped off successfully - parents will NOT be allowed into the building.
- Each camper must bring all their own food and a water bottle.
- Campers are not allowed to share or trade any personal items.
- Each camper must bring a face mask.
- Each camper must practice respiratory etiquette and be able to properly wash their hands using the OPH protocol (20 sec.)
- Each camper must have full toileting skills.
- Each camper must bring and apply their own sunscreen, which cannot be shared. We also recommend having a second shirt.
- Each camp will have a separate space and a separate gender-neutral bathroom.
- Different camp cohorts will not interact.
- Each camp will have dedicated equipment.
- Children who show symptoms associated with COVID-19 will need to be picked up immediately.
- Campers awaiting COVID-19 test results may not attend camp.



## “But what about the staff?”

Our staff will be following the same guidelines as your camper.

- Daily health screening.
- Masks when applicable.
- Separate bathrooms.
- Will model social distancing.
- Will follow best health practices.
- Isolation while awaiting COVID-19 tests.

## Hand Sanitizer

In addition to a LOT of hand washing we will be using hand sanitizer at the centre. If your child has any skin sensitivities, please let your coordinator know at intake and alternatively provide your own sanitizer (labelled).



# Management team

Our management team works year-round to provide quality programming to our community. We are here to serve you! If you wish to speak directly with a member of the team, they can exit the building to chat with you provided they are not counted as ratio in a camp. You can also call 613-233-8713 or send an email to [info@gnag.ca](mailto:info@gnag.ca), which goes to the whole team, so you're sure to get an answer quickly.

Executive Director

Director of Recreation

Office Manager

Financial Administrator

Children & Family Manager

Youth & Adult Manager

Preschool & Kinder Coordinator

Theatre & Q4 Coordinator

Youth & Adult Coordinator

Customer Service

Mary Tsai

Paul O'Donnell

Clare Davidson Rogers

Peter Wightman

Alison O'Connor

John Muggleton

Jason Irvine

Lauren Kirk

Katie Toogood

Tanis Hodder

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[john@gnag.ca](mailto:john@gnag.ca)

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[katie@gnag.ca](mailto:katie@gnag.ca)

[tanis@gnag.ca](mailto:tanis@gnag.ca)

## Our Team

Our team includes full time recreation staff as well as summer staff in the roles of Coordinators and Counsellors. Staff are trained in:

- Behaviour management
- Programming
- Safety and awareness
- Team dynamics
- Character education
- Communication
- GNAG policies and procedures

Our staff are trained in Standard First Aid, CPR Level C.



## GNAG's Mission

The Glebe Neighbourhood Activities Group (GNAG) works to enrich our community by delivering recreational, cultural and social activities and services.

## We believe...

- in creative and innovative programs, activities and events that keep up with trends and demographic changes;
- in the inclusion of all in safe and supportive surroundings;
- in engaging highly competent, experienced and friendly staff

## How and When to Register

Please check the chart carefully.

1. Go to [GNAG.ca](http://GNAG.ca).
2. Click on *Register*.
3. Choose Summer Camps July 13 - Aug 28.
4. Expand your desired *Week*.
5. Choose the camp, click *Session*.
6. If it's full, after June 26 you can choose to put your child on a *Waitlist*.
7. *Log-in* or *Create a Profile* - PLEASE, please, please do NOT create a second profile. Give us a call or email a couple of days ahead if you're not sure of your log-in email.
8. *Choose a Participant* or *Create* one if the child does not exist.
9. Please make sure your child's email is actually your adult email.
10. *Continue Shopping* or *Check Out*.
11. Please read the *Terms and Conditions*, you don't want any surprises, neither do we.
12. *Proceed with Payment* and you're done.

If you register for more than the allotted camp on your day, GNAG will REMOVE you from ALL REGISTRATIONS.

June 24, 7 pm to June 25, 10 am	June 25, 7 pm to June 26, 10 am	June 26, 7 pm and ongoing
<p>Current BC and Q4 2019-2020</p> <p>will be eligible to enrol for <b>ONE</b> camp per child (not household) for the Summer 2020 in-person camps.</p>	<p>Summer Camp Registrants pre-COVID</p> <p>will be eligible to enrol for <b>ONE</b> camp per child (not household) for the Summer 2020 in-person camps.</p> <p>(Q4 &amp; BC are <b>NOT</b> allowed to add a second camp)</p>	<p><b>OPEN</b> to all</p> <p>there will be no restrictions at this time and waiting lists will be enabled.</p>

## What happens when I bring my child to camp?

Please, **MAINTAIN SOCIAL DISTANCING** in line.

1. Did you do your Daily Health Screening (DHS) online at home?
2. **YES:** Great job! Go directly to your camp drop-off spot.  
**NO:** Go to the check-in table and complete your (DHS), then proceed to your camp drop-off spot.
3. Hand the coordinator your DHS pass card.
4. Verify your camper has everything they need; food, water, sunscreen, hat, towel and mask etc...
5. Say goodbye and let us entertain them till 3:00 pm.
6. Reminder: your drop-off spot is also your pick-up spot.





## Photos & Videos

We like to take pictures of our camps in session and we use those photos in our community guide, on our website, in social media and in promotional material. We reserve the right to use photographs and videos of our programs and special events for promotional purposes unless otherwise indicated.

## Expect a call!

Our staff will be calling you prior to your child's camp week. We will not leave a message, we must speak with you before your child can attend. Please answer the call. 😊

There is a lot of admin to go over and it just won't fit in a message.

- pre-program health screening
- what to bring and not to bring
- drop-off and pick-up
- daily health screening
- behavioural expectations due to social distancing.

## Allergies and Medication

If your child has an allergy or medication, we require specific forms to be completed (printed copies will be available.)

Children who carry Epipens will need **two at all times** and one **MUST** be carried on their person.

*Please see the full list of documents for Life threatening Allergies, Medication Administration and Medical Condition on our website under Camps.*

*Please email them in or present a completed copy to your coordinator on your first day of camp.*

## Weekly Schedules

Weekly schedules are available online prior to your child's camp. We will also send them out to the email associated with your child's profile, so make sure it's yours - NOT theirs!

Your camp's **drop-off and pick-up** location will be included in the Weekly Schedule.



## Social Distancing

*In order to maintain a healthy, safe and fun environment for all our clients, staff and their families, we encourage you to consistently practice social distancing, wearing a mask and hand washing when not in camp.*

## Sun Sense

Every day your child needs:

- Hat
- Water bottle
- Sunscreen
- Sun-shirt for water play: strongly recommended
- Every day, please apply sunscreen to your child before arrival.
- All campers must be capable of applying sunscreen. Backs are hard to reach so send a second shirt.
- Staff will check to make sure all children reapply their own sunscreen if they will be going outside in the afternoon.

## Emergency Contact

Your child’s emergency contact is responsible for picking up your child should you be unreachable. Please make sure it is somebody who is comfortable picking up a sick child. Consider the status of your emergency contact’s health.



Absences	Late Arrival	Early Pick-up
<p><b>Email info@gnag.ca</b> if your child will be absent. Please contact us before 8:30 am or call GNAG at 613-233-8713</p> <p>We like to know in advance!</p> <p><b>Regardless of cause</b>, you still need to complete the Daily Health Screening online or by phone with a staff member.</p>	<p>You must make arrangements with your child’s Camp Coordinator in advance. Due to walking out-trips, intake procedure and scheduling, late arrival can be more difficult than in the past. If you are running late for camp please call GNAG at 613-233-8713 to determine how best to proceed.</p>	<p>You must make arrangements with your child’s Camp Coordinator in advance. If you need to pick up early, please call GNAG at 613-233-8713 to determine what your camp is doing.</p> <p>You may need to meet them at their location.</p>

## What if my child has COVID-19 symptoms?

If symptoms are detected during the camp day, your child will be isolated and you will be required to pick them up immediately.

Any camper/staff or a household member who has symptoms listed in the Daily Health Screening symptoms list or has associated with someone experiencing the symptoms will not be permitted to attend camp and will need to self-isolate and consult with an assessment centre to determine if testing is required.

The decision on when to return to camp is made in consultation with the Ottawa Public Health Outbreak Reporting Line.



## Technology: What not to bring.

For our campers, electronics are not allowed during camp time. We strongly discourage these participants from bringing iPods, hand-held consoles, cell phones, digital cameras, etc. For our teen camps (12+ yrs) we understand that eliminating electronics is not a reasonable request in our modern world. These older campers will be asked to refrain from using electronics during programming time. GNAG is not responsible for any lost, stolen or broken technology. We still recommend campers leave electronics and money at home for safe-keeping.

## What to pack?

We have a new system to help keep your child's things clean and separate.

On Mondays, please bring an open bin in which your child will store their backpack etc.

The bin will stay at the centre and certain things can stay at the centre Mon - Fri.

We'll also put the camp supplies which have been disinfected and designated for your child for that week in their bin.

This will help keep your child's possessions clean.

## Oh and LABEL, PLEASE!

### Bin Things: (to stay at the centre)

- ▶ towel / blanket / yoga mat (used to maintain their safe island of space)
- ▶ something to keep them busy while they wait quietly for their cohort to be ready
- ▶ sunscreen
- ▶ water bottle
- ▶ swimsuit (if it's dry)
- ▶ extra clothes (if they're clean)

### Backpack Things: (go home every night)

- ▶ lunch bag
- ▶ swimsuit & extra towel for water days
- ▶ extra clothes (if they're dirty)

## What to wear?

Please ensure your child is in weather appropriate clothing that is suitable for active play like sneakers or sports sandals (NOT flip flops). We recommend that you do not send your child in special clothing as we often do messy crafts and play outdoors.

## Packing food

Please provide your child with a nutritious lunch, snacks and plenty of drinks. Lunches and snacks must be **nut-free**. We recommend you pack lunches with your children, so they have food that they like. Staff encourage children to eat the majority of their lunches but we will not force them and we can not work miracles if the children dislike their food.



## FAQs

### 1. What is the proper Ottawa Public Health (OPH) hand washing protocol?

Please go to this site [https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/handwashing\\_poster.pdf](https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/handwashing_poster.pdf) and practice the process with your child, they'll catch on quickly.

### 2. My child can't apply their own sunscreen - what do we do?

We are confident that with some practice, all the children will be able to apply it. We suggest making it part of your child's daily self-care routine, like brushing teeth. We also suggest using a sun-shirt to protect their backs for water-play or sending a second reg. shirt.

### 3. What is a sun-shirt/rash-guard?

This is a long sleeved shirt specifically made to protect your child from the sun during water-play.

### 4. Why does my child need 2 epipens and why do they have to wear one?

When your child needs an epipen we need to be able to access the first one without having to look for it. If we go to a park, we need the extra 15 minutes of safety a second epipen gives us.

### 5. What is a health screening?

This is a Daily Health Screening (DHS) that must be completed every day regarding your child's health. It is required by the province to enable contact tracing in the event of a COVID-19 case at the centre. We recommend you submit it online daily by 8:30 am so as to avoid lineups at intake.

### 6. Why does my child have to wear a mask?

There may be a time where physical distancing is not possible and we will require your child to wear a mask. Please practice wearing a mask at home so your child is familiar with what it feels like. The first minute is the worst. Try to distract them with a quiet game, lego or a book if you are trying this out for the first time.

### 7. What does respiratory etiquette mean?

A child should use a tissue to wipe their nose and use their elbow for a sneeze and dispose of the tissue and wash their hands immediately after both.

### 8. What does full toileting skills mean?

They need to be able to clean themselves properly.

### 9. Will you be offering one-on-one workers for children with special needs?

We are very sorry to say that given our space and social distancing protocols, we will not have the capacity to support that service this year.



## Pre-Camp Checklist

Did you...

- ... answer the call from GNAG about your child’s camp? Campers cannot attend until we speak to you.
- ... complete the Pre-Program health form for each camper and send it back to us at [info@gnag.ca](mailto:info@gnag.ca)?
- ... review your camper’s schedule so you know your drop-off and pick-up spot?
- ... go over behavioural expectations, social distancing, toileting, respiratory etiquette, hand-washing and mask usage with your child?

## Daily Checklist

Item	Mon	Tues	Wed	Thurs	Fri
Daily Health Screening online					
Hat					
Swimsuit & Towel (2)					
Sunscreen					
Lunch & 2 snacks (nut-free)					
Water bottle					
Solitary activity or book					
Extra shirt or sun-shirt					
Mask					
Bin (lidless) for camper’s stuff					
LABELLED? Really? But did you? Really? 😊					