

SUMMER CAMP

Parent Handbook July 4 - Sept 2, 2022

Welcome

Welcome to another fabulous Summer Camp at the Glebe Community Centre with GNAG Odyssey & Specialty Camps! Included in this handbook are a few reminders to help your child have a successful time at camp. Please take a minute to read it through, if you have any questions feel free to ask any of the GNAG administrative staff or speak directly with your coordinator.

Absence

If your child will be absent, please let us know before 8:00 am that day.

attendance@gnag.ca or
613-233-8713

Late Arrival

On out-trip days our camps will often be leaving at 9:15 am (morning). Please arrive promptly as we cannot wait for late campers, and we want to maximize our fun in the short time available.

If you will be late, you may have to bring your child to our off-site location.

Drop-off & Pick-up

Drop-off: 8:45 - 9:00 am
Pick-up: 4:00 pm
Location:
on your camp's schedule.



Masks & Social Distancing

- Please send your child with two well-fitting, 3-layer masks.
- Pick-up and Drop-off: masks required for all campers
- Masks are mandatory at all times except when the cohort is alone and the coordinator indicates masks are optional.

- Any time cohorts mix or go offsite or go in a bus - masks required.
- Outside, masks are optional if social distancing is possible - coordinator will make final determination.
- When mingling outside, masks are optional, depending on distancing - coordinator will make final determination.

Feeling Sick?

We appreciate the extra precaution everyone is taking by keeping their kids home when they are ill. Nobody wants their whole camp to get sick.

If your child is exhibiting Covid symptoms we will separate them from the group and call for you to pick them up. Your child may return to camp when they are symptom-free.



Covid Vaccines

Children who are eligible for full vaccination must be fully vaccinated in order to be able to attend and bring proof with a QR code on the first day.

Who is eligible?

- All those born in 2016 or before.
- All those born in 2017 will be required to be vaccinated 12 weeks after their 5th birthday.

My children are at two different GNAG locations.

We recommend dropping-off and picking-up at our off-site location **FIRST** and following up with the Glebe CC site.

Late Arrival

You must make arrangements with your child's Camp Coordinator in advance.

Due to 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.

If we're not busy we'll try to answer.

Early Pick-up

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.

You may need to meet them at their location.

Allergies/Special Needs/Medications

Participants with allergies, special needs or medications may need to fill out extra forms. These are available on our website, can be emailed to you or we can provide a hard copy.

We require TWO EpiPens and one must be worn by the participant.

Please come talk to your camp coordinator or a GNAG office administrator upon arrival to discuss any concerns.

Pre-care: 8 - 9 am & Post-Care: 4 - 5:30 pm

You can enrol for pre and post-care online, they take place at the Glebe CC. We will walk the pre and post-care children to and from their offsite locations each day.

Label

Label, label, label!

Campers are responsible for all of their own belongings. We recommend labelling everything with the participants' full name. Please note: If a child loses something staff will do their very best to help them find it, but ultimately it is the child's responsibility. Our lost and found is given to charity on a regular basis, so be vigilant about your child's belongings each day.

Just get out that sharpie and LABEL, LABEL LABEL!

Try to imagine how many bottles of sunscreen and beach towels come into the building each day. 🙄

What to bring

- hat
- sunscreen
- water bottle
- swimsuit & towel
- extra mask or two
- sun shirt/rash-guard
- nut-free lunch and snacks
- extra clothes (especially the little potty trainers)
- plastic bag for wet clothes



Packing Food

Please provide your child with a nutritious lunch, snacks and plenty of drinks. Lunches and snacks must be **nut-free**.

Lunch Pro-Tips:

- Pack lunch with your child so you are on the same page.
- Pack food they love, they need all the energy they can get.

It is not a great time to try out a new food.

We encourage them to eat but we will NOT force them to eat.

Technology - What NOT to bring

Campers under 12 yrs are not allowed electronics during camp time. We strongly discourage these participants from bringing phones, hand-held consoles, digital cameras, etc.

Teen campers (12+ yrs) may bring electronics but they will be asked to refrain from using it 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.

Sun Sense

Every day your child needs:

- Hat
- Water bottle
- Sunscreen
- Sun-shirt for water play: strongly recommended
- BEFORE arriving, please apply sunscreen to your child.
- All campers should try to apply their own sunscreen. Please practice at home (without a mirror). Backs are hard to reach so we will help or you can send a second shirt in case one gets wet.
- Imagine trying to apply sunscreen to 20 - 30 small children, we wouldn't have time to do anything else if we didn't get the children to at least try.



Photos & Videos

We like to take pictures of our camps in session and we use those photos in our guides, 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 prefer to Speak with you before your child attends camp. We may call from 613-233-8713 or 613-564-1058 or even our own blocked cell phones as we sometimes work from home.

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

- What to bring and not to bring
- Drop-off and pick-up
- Summer Camp Waivers
- Vaccination compliance
- Behavioural expectations



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, 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

Adult Manager

Preschool & Kinder Coordinator

Theatre & Q4 Coordinator

Youth & Adult Coordinator

Food & Customer Service

Sarah Routliffe

Paul O'Donnell

Clare Davidson Rogers

Peter Wightman

Alison O'Connor

John Muggleton

Jason Irvine

Lauren Kirk

Katie Toogood

Tanis Hodder

sarah@gnag.ca

paul@gnag.ca

clare@gnag.ca

peter@gnag.ca

ali@gnag.ca

john@gnag.ca

jason@gnag.ca

lauren@gnag.ca

katie@gnag.ca

tanis@gnag.ca

Our Summer Team

Our team includes full time recreation staff as well as summer staff in the roles of Coordinators and Counsellors. Our staff are trained in Standard First Aid, CPR Level C and the following areas:

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

Pre-Camp Checklist

Did you...

... answer the call from GNAG about your child's camp?

... complete the Summer Camp Waiver via the link that was sent to you? (once per summer)

... 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?

Item	Mon	Tues	Wed	Thurs	Fri
Hat					
Swimsuit & Towel					
Sunscreen					
Lunch & 2 snacks (nut-free)					
Water bottle					
Extra shirt or sun-shirt					
TWO Masks					
Extra clothes for the newly potty trained.					
LABELLED? Really? But did you? Really? 😊 Come on!					

Summer Camp Refund Policy

Required 2 weeks' notice before the start date and time of the camp.

Two Options

1. a refund to your credit card less 7% admin fee.
2. a full credit on your GNAG account to be used for registrations until Aug 2023.