



Welcome!

Camp Excursion Urbaine is very happy to welcome you to our 2023 camp season! This information kit will serve as a guide, providing you and your child with all the information necessary to prepare for your first day at camp! We recommend that you read this kit carefully and keep it handy throughout the entire summer.

In this welcome kit, you will find a section addressing parental concerns and a second section concerning campers. Our goal with the camper information is to encourage a positive mindset, even before they step foot into camp. We encourage you to read the camper information with your children.

If you have any questions after reading this guide, do not hesitate to contact us by phone, Monday to Friday from 9:00 am to 5:00 pm (schedule is subject to change; see our website for the most recent schedule), at 514-500-2225, or by e-mail at info@campjeu.com.

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We thank you for joining our community and we are looking forward to seeing you this summer!

All the best,

Camp Excursion Urbaine's Team

*The term 'parent' is used to designate legal guardians.



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GENERAL INFORMATION

Meeting Location

At école du parchemin. Every morning, the animators will wait for the campers in the main room. For the safety of the children, the procedure for arriving and leaving at the day camp will be done through the main entrance. Upon arrival, a coordinator will be at the entrance to welcome you.

Password

If you send someone else to pick up your child, then you will be responsible for communicating your password to that person before they show up. If a person shows up without a password, they will be directed to the reception where a team will verify their identity. Under no circumstances will a child have the right to leave the premises if one of these two criteria is not met.

Communications

Camp Excursion Urbaine will send out important information, updates, and notices by email such as:

- ✓ The weekly pre-camp email sent to you the week before camp starts.

This email will contain the name of your child's camp counsellor, a reminder of the safe pick-up password you had chosen and other important up-to-date information like rules, schedule and procedures.

- ✓ Promotional material

As a new spring or summer camp season approaches, we will notify you of any upcoming registration dates and discounts!

PICK-UP AND DROP-OFF

IMPORTANT – THE SECURITY OF OUR CAMPERS COMES FIRST!

MORNING, from 7:00 am to 8:55 am

Please accompany your child inside. As camp starts at 9:00 am, campers are welcome starting from 8:55 am. If your child is registered for daycare, they will be granted entry starting from 7:00 am.

Each morning, counsellors will be taking attendance in their group. If your child arrives late, present yourself to our office. Your child will then be accompanied to their group as soon as it is possible.



AFTERNOON, from 4:00 pm to 6:00 pm

Camp activities end at 4:00 pm. You may come to pick up your child between 4:00 pm and 4:15 pm.

At 4:15 pm, only campers who are authorized to leave by themselves may depart. An animator will gather those campers who are not registered for daycare. Parents who do not wish to use daycare service have the responsibility to pick up their child(ren) at 4:00 pm. From 4:30 pm onward, a fee of 15\$ will be charged to the parents of the children who are not registered for daycare.

TIP: If your child will not be attending daycare and you wish to accelerate the pick-up process, we recommend that you specify (during registration or in your child's Amilia profile) that they can leave by themselves at the end of the day. That way, you can arrange with your child that they will wait for you outside the school. However, please note that in that case, our staff will not be monitoring them.

Please note that you or the person that will pick up your child at the end of the day must give the password chosen upon registration. Otherwise, we will have to proceed to a verification of identity and custody release permission.

Early pick-up

If you plan on picking up your child before 4:00 pm, we ask that you advise the coordinator as soon as possible, **at the very latest that morning**. Please note, it may take us up to 10 minutes to retrieve your child from their group and bring them to you.

Please note that there are no early pick-ups between 3:30 pm and 4:00 pm.

And that no early pick-ups are permitted after 12:30 pm on Fridays as most children are the Friday celebration.

BIKES

All children who travel to the camp by bike must ensure that they have a padlock and that it is securely locked in the appropriate racks and spaces. Camp Excursion Urbaine is not responsible for theft. Wearing a helmet is recommended.

DAYCARE

Please ensure that your child is registered to the daycare if needed. You have 24/7 access to registration through your Amilia account:

<https://www.amilia.com/store/fr/campdejourexursionurbaine/shop/programs/84950>



Morning daycare hours are from 7:00 am to 8:55 am and afternoon daycare hours are from 4:15 pm to 6:00 pm.

Afternoon daycare hours are from 4:15 pm to 6:00 pm. In the afternoons, upon arrival we ask that you provide your child's name and password to your child's animator. All campers in daycare must be picked up before 6:00 pm.

Please register your child to daycare by latest the Thursday before the start of camp. This allows us to create up-to-date attendance lists for the following week and ensures we are equipped with the proper number of staff needed. If any last-minute conflicts arise, you may register your child for to daycare that same day online through your Amilia account.

WARNING: Lateness fees

If a camper is not picked up **as of 6:01 pm**, a late fee of \$5 will be charged to the account owner for every 5 minutes of lateness.

HEALTH CARE and ALLERGIES

If your child has a severe allergy, you must provide two EpiPens® whenever your child is at camp; one that your child will keep on them, and one that will be always kept on the counsellor. The parent must indicate said allergy on the camper's health form when registering through Amilia. We advise parents to personally deliver the EpiPen, identified with the name of the child, to your child's counsellor on the first morning at camp.

If your child needs to take medication during the day, you must verbally notify the camp administration and sign the legally required document as soon as possible, as well as indicate it on the camper's health form. The medication will be given to the coordinator and will be administered to your child at the appropriate times.

No child with symptoms of contagious illness (fever, significant stomachache, nausea, etc.) will be admitted to camp. The policy applies to children with lice.

No child who is determined to have lice will be admitted to camp. If lice are discovered on your child while at camp, you will be contacted to pick up your child from camp immediately.

WARNING: Allergies

As some children at camp have life-threatening allergies to peanuts and nuts, we ask for your cooperation in ensuring your child's packed lunches are 100% nut-free, peanut-free, and sesame-free.



LUNCH and SNACKS

Campers must bring lunches that do not need to be refrigerated nor microwaved. Please use an ice pack if your child's food needs to remain cool. You can also provide a hot lunch in a thermos but avoid glass containers. Remember to include two healthy snacks and a water bottle.

WHAT TO BRING AT CAMP?

To participate in all the activities offered at camp, we ask that campers wear comfortable clothing that allows them to move without restriction. Shorts, a t-shirt, running shoes and socks are a typical camp outfit.

Cash, Debit/credit cards, watches, necklaces, bracelets, other jewellery, games, playing cards, cell phones, and other electronic devices will not be accepted at camp (including Pokémon cards). All of the above should be left at home to avoid injury, loss or theft*.

At all times, your child should have:

- A bathing suit (one-piece suit)
- A towel
- A padlock
- Sunscreen (also apply the cream to your child before arriving at the camp)
- A cap or hat
- Lunch (no glass containers; ice pack or thermos for temperature control) and two snacks
- A water bottle.
- A change of clothes (if needed)
- Closed shoes, preferably running shoes.

A child who does not have proper attire for an activity (for example, swimsuit or closed shoes) may be refused from participating in an activity.

As many activities take place outside, as well as inside, it is important to dress your child with proper attire for varying different temperatures (for example, sweater, rain jacket, etc.).

All iPods, MP3 players and other handheld video games are not allowed at camp and should be left at home. Furthermore, campers should NOT be provided with money as they will not be allowed to use it.

*Camp Excursion Urbaine is not responsible for any lost, stolen or broken objects.



LOST and FOUND

Please identify clothing, lunchboxes, and accessories that your child is bringing to camp. The camp is not responsible for personal items that are damaged, lost or stolen. A lost and found table will be located to the right of the office, between the bathrooms and the office. All lost and found objects will be kept until September 1st and will be donated to charities after this date.

BEHAVIOURS and INTERVENTION

If a child displays disruptive behaviours or violates camp rules, a verbal and written warning will be made and shared with parents at the end of the day. If the situation persists with no signs of improvement, your child may be dismissed from camp. In the case of exceptional and or extreme circumstances, dismissal may be immediate.

Any behaviour that endangers counsellors or other campers, as well as bullying, be it physical, verbal, or otherwise, will not be tolerated and are grounds for suspension or dismissal. Please note that no refunds will be made if the participant is suspended or expelled for disciplinary reasons.

SUPERVISION

All groups are supervised by counsellors that underwent more than 50 hours of training in preparation for camp. Furthermore, specialists will animate many activities to make the activities safer and more comprehensive. The specialists are all qualified and experienced in their respective disciplines.

GROUPS and PAIRING FRIENDS

We advise you to stay on the lookout for our weekly email which will indicate the program of your child and his counsellor for the following week, as well as a reminder of your password. This email is sent on the Thursday preceding a week of stay. On the camp registration form on Amilia, your child can specify the name of a friend with whom they wish to be paired. As the groups are created at noon on Wednesday for the following week, it is possible to return to your account to add the name of another camper with whom you wish to pair your child. If this new information is added before Wednesday at noon, it will be considered in the formation of the groups for the following week.

Our groups are formed depending on the age of the campers and any specialization chosen. To be in the same group, it is necessary that the two children are the same age and enrolled in the same program during the same week. We recommend that you still check your weekly Thursday camp email to confirm your child's counsellor for the upcoming week.

On Monday morning, if your child discovers that one of their friends is at camp, but they are not in the same group, do not worry! Groups are often paired for activities and campers will have many opportunities to spend time together.



Campers' rules:

I will leave my toys, my games, my music players, and my money at home.

I will respect all the counsellors, animators and all my fellow campers, in my behaviour and in my attitude.

I must pick up all the trash I produce at camp because it's a very important rule that helps protect our environment and keep the camp clean and enjoyable for everyone.

I will participate to the best of my ability in all activities!

*Camp excursion urbaine is not responsible for any lost, stolen or broken objects.