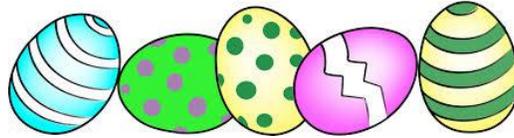


EASTER CAMP



We would like to extend a warm welcome to participants in the 2021 City of St. John's Easter Day Camp Program.

We understand that you may have many questions about the Easter Camp Program and we would like to reassure you we will be adhering to all public health guidelines to ensure our facilities are safe and clean.

If you have any questions or concerns, please feel free to contact us at recreation@stjohns.ca.

The Government of Newfoundland and Labrador has developed guidelines for After school Programs that can be adapted for use in our Easter camps. Please review the most updated version at the link below. <https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/recreation-and-sport-based-after-school-programs/>

Please note that the safety information included in this document may change based on public health guidelines and any new updates will be emailed prior to the start of the program.

REGISTRATION: Please ensure your RECconnect Account and email are up to date with contact information, and emergency contacts. It is extremely important that you list any allergies or underlying medical conditions at registration.

Hours of Operation: 8 am to 5pm with lunch supervision provided.

Cost: \$125 per week (\$112.50 per week at Shea Heights and Kilbride). A \$25 non-refundable deposit (per child, per week) will be deducted for all camp refund requests.

Camp Adventure is designed for children aged 5 to 12 years (for those currently in Kindergarten to Grade 6) at the following locations:

- Paul Reynolds Community Centre
- Kilbride Community Centre
- Southlands Community Centre
- Kenmount Terrace Community Centre
- Shea Heights Community Centre

CAMP ACTIVITIES

- Room set up will be set up to allow for physical distancing.
- Leaders/staff will have equipment kits for use with their leader group and assign materials to participants to avoid sharing of supplies (i.e. labeled art kits, assigned seating space, own basket for personal items).

- Children will be assigned their own space where they will eat, store their belongings and be provided with individual art materials and or table-top games for their exclusive use.
- Activities will focus on physical activity, fundamental movement, and art.
- Outdoor play is a key element of the program.
- Regular handwashing/bathroom routines will be in place as part of the daily routine.

WAITLISTS: Through RECconnect you can place your name on a program wait list and you will be contacted by email if any spaces become available. Registration will be on a first come, first serve basis.

REFUNDS: A refund is available if submitted 14 days prior to start of the program. A \$25 non-refundable deposit will be deducted for camp refund requests.

<http://www.stjohns.ca/forms/application-refund-credit-transfer-or-family-discount>

WHAT TO BRING:

- Masks are required to be worn all day. Please ensure your child brings a mask (or 2).
- A labelled bottle of hand sanitizer for each child's individual use. Hand sanitizer will also be on site and at entrances of the facilities as well.
- A backpack and lunch bag. (labelled with child's name)
- Suitable clothing for weather (i.e. rain/snow gear, change of clothes). ***We will be spending a lot of time outside. Come prepared for the weather!***
- Sneakers for inside.
- Sunblock (30+), hat and reusable water bottle.
- Packed healthy, nutritious lunch and snacks for the day. Participants must bring their own utensils and microwaves are not available for use.
- Toys, or electronic devices are not permitted at the program.
- Ensure all personal items are marked with your child's name.

PICK UP AND DROP OFF

- Pick up/ Drop off procedures will allow for social distancing.
- Program participants and parents/guardians will have to be verbally screened during drop off or pick up.
- Parents/Guardians will not be permitted into the facility and phone numbers will be posted for you to call to pick up your child at the end of the day. Staff will bring your child to you. When at all possible, staff will bring the children outside at the end of the day for easier pick up.
- Assigned staff will sign in/out the children each day to avoid contact.
- It is requested that one guardian be identified as providing the pickup and drop of each day where at all possible.
- Participant information will be confirmed and permission slips, allergy forms (if needed) will be emailed prior to the first day of camp. If there are any medical concerns or issues that leaders/staff need to be aware of, please contact us prior to the start of the program.
- A **Consent for Leaving Form** is required for child(ren) **eight (8) years and older** to leave the program site unaccompanied by a parent / guardian. Without this form, participants will not be granted permission to leave the site unattended.

- A supplementary fee of \$1 per minute will be charged to your account after five (5) minutes passes beyond the designated pickup time.
- For the participant's safety, the City of St. John's, as advised by the Royal Newfoundland Constabulary, will follow specific procedures should a parent /guardian arrive on site appearing to be under the influence. Leader/Leader/staff will immediately contact their supervisor as well as the RNC.

SAFETY MEASURES:

- Cleaning protocols will continue to be followed by facility and program staff as per the guidelines.
- All children who attend the Program will be required to wear non-medical masks, except when eating or drinking. While not required, it is encouraged that masks be used when engaged in physical activity.
- Staff will be required to wear medical masks and eye protection (such as face shields or goggles).
- All persons in the program are required to be documented as per government guidelines. (i.e. participants, guardians, program or maintenance leader/staff, respite workers, guest speakers etc.).
- Children and staff will be assigned to a consistent group and are not permitted to join another group to which they are not assigned, unless they are participating in larger group activities when permitted.
- Children will be assigned their own space where they will eat, store their belongings and individual art materials or table-top games for their exclusive use.
- Stuffed toys or other toys should not be brought into the program.
- The guidelines indicate a 1:15 ratio but City programs use 1:10 ratio. Leaders will ensure their materials are not shared, the group maintains social distancing, and practice good hygiene etiquette.
- Outdoor play is a key element of the program activities will focus on physical activity, fundamental movement, and art.
- Alcohol based hand sanitizer with 60% alcohol content will be placed in all entrances to the program area.
- Children must bring their own hand sanitizer and own snacks.
- Those considered particularly vulnerable to the effects of COVID-19 or who have family members considered vulnerable, should use discretion in availing of Camps/After School Programs. See www.gov.nl.ca/covid-19/files/Supporting-Vulnerable-Populations.pdf for more information.

Screening questions:

If the answer is yes to any of the screening questions, the individual must not enter the program premises.

In the last 14 days, has the individual:

- travelled outside Newfoundland and Labrador or travelled outside the communities along the Labrador-Quebec border (Labrador City, Wabush, Fermont, the Labrador Straits area and Blanc Sablon)?

- been in close contact with a known or suspected case of COVID-19 in the last 14 days?
- in the last 14 days been in close contact with a person with acute respiratory illness, who has travelled outside of the identified areas within 14 days, prior to their illness onset?
 - **Had ONE** of the following symptoms in the last 14 days:
 - Fever (including chills/sweats);
 - Cough (new or worsening);
 - Shortness of breath or difficulty breathing;
 - Runny, stuffy, or congested nose (not related to seasonal allergies or other known causes/conditions);
 - Sore throat or difficulty swallowing;
 - Headache;
 - Acute loss of sense of smell or taste;
 - Unusual fatigue, lack of energy;
 - New onset of muscle aches;
 - Loss of appetite;
 - Vomiting or diarrhea for more than 24 hours;
 - OR a child displaying small red or purple spots on hands and/or feet*

UNEXPECTED CLOSURES: In the event that the building is closed unexpectedly due to poor weather, power outage, etc., the program will be cancelled. Refunds will not be issued for unexpected closures and phone lines will be updated to provide you with the information. See numbers listed below.

MANAGING ILLNESS: If for any reason your child will be absent, you must contact the program Field worker by phone or text or leave a voice mail on the program phone listed below. We encourage you to put these numbers in your mobile device.

- Children must stay home if they feel sick (fever, sore throat, cold symptoms, headache, diarrhea, vomiting).
- Parents/guardians must ensure that you list your child's underlying health conditions and or present symptomatic due to allergies.
- If a child displays COVID-19 symptoms during the program, the following steps will be taken:
 - Contact guardian immediately
 - Seek support from a second staff member
 - Isolate or physically distance the child (isolation is preferred, if possible)
 - Practice good hand hygiene protocols for the child and staff
 - Wear gloves and masks (both the staff and child)
 - Contact the parent/guardian to immediately come to the facility to pick up their child; and,
 - Remove any materials used by the child and sanitize according to sanitization guidelines (see cleaning, sanitization and disinfection requirements below).
- Staff who present with COVID-19 symptoms, will be removed from the area and must return home to self-isolate, and complete the online self-assessment tool:
www.gov.nl.ca/COVID-19

MEDICATIONS/ALLERGY INFORMATION: Please do not bring nuts or nut products. If your child requires medication, has allergies or any medical condition please contact us. Prescription medication must be in its original container with the physician's instructions on the label. Over the counter medication will not be administered in the program.

Inclusion / Support Services

If your child requires support to participate in our programs, or have questions concerning COVID with vulnerable populations, please contact Inclusive Services Leader/staff at (709)576-4450 or (709)576-6972 or email inclusion@stjohns.ca or visit our website <http://www.stjohns.ca/living-st-johns/recreation-and-parks/inclusive-services>.

More information can be found at:

<https://www.gov.nl.ca/covid-19/files/Supporting-Vulnerable-Populations.pdf>

Recreation Division program staff, including Inclusion Counsellors, are **NOT** able to support the following:

- Personal care (E.g. toileting, hygiene)
- Feeding
- Extreme behavioural issues (e.g. aggressive behaviour which compromises the safety of the participant, other participants, and staff).

If younger children experience an occasional 'accident' surrounding toileting, staff will determine if the participant is developmentally ready to clean themselves and change their clothing independently. If so, they may do so with staff encouragement. If not, the guardian must be called to come to the site to provide the personal care required.

Leader/staff Contact Information: If you have any questions or concerns on any of the programs, please Email recreation@stjohns.ca or contact one of the program sites below. Additional contact information will be included on the weekly newsletters.

Location	Number
Paul Reynolds Community Centre Program Room	709-576-CARE (2273)
Southlands Community Centre	709-364-5128
Kilbride Lion's Community Centre	709-368-8542
Shea Heights Community Centre	709-570-2123
Kenmount Terrace Community Centre	709-576-6115
Paul Reynolds Community Centre Front Desk	709-576-8631
H.G.R. Mews Community Centre Front Desk	709-576-8499

Code of Conduct

The City of St. John's, Recreation Division, is committed to providing quality programs and services where participants may develop socially, cognitively, physically and emotionally. The code of conduct has been developed to ensure there is a mutual understanding of what is acceptable behavior and unacceptable behavior. The Recreation Division maintains appropriate staff levels and makes every reasonable effort to ensure meaningful participation.

Acceptable Behavior

The Recreation Division expects that staff, patrons, participants and guardians exhibit the following behavior while visiting facilities and participating in programs and services:

- | | | |
|----------|-----------------|------------------|
| -Respect | -Kindness | -Safety |
| -Honesty | -Responsibility | -Healthy Choices |

Unacceptable Behavior

Behavior with potential to harm oneself, others, property or which would otherwise negatively impact program quality is unacceptable and will not be tolerated. Behavior expectations will be displayed in the facility and discussed with participants on a regular basis. Staff will use discretion to take appropriate action if unacceptable behavior occurs and typical outcomes are listed below:

Procedure for Addressing Unacceptable Behavior	
<ul style="list-style-type: none"> - Unacceptable behavior will be discussed with patron/participant - Adult patrons/participants will be asked to leave the program/facility - Guardians of a child/youth patron/participant will be notified of the unacceptable behavior and will be asked to arrange immediate pick up 	
First Occurrence	<ul style="list-style-type: none"> - The procedure above will be followed - Patrons/Participants and guardians (if applicable) are encouraged to work with staff to identify solutions to assist the patron/participant in displaying expected behaviors in the future.
Second Occurrence	<ul style="list-style-type: none"> - The procedures above will be followed. - The patron/participant may be re-introduced to program/facility following a meeting, with guardians (if applicable) to establish an individualized plan to prevent further unacceptable behavior.
Third Occurrence	<ul style="list-style-type: none"> - The procedure above will be followed. - The patron/participant may be removed from the program/facility on a part-time or full time basis.
<p>If the Recreation Division is unable to ensure the safety and well-being of a patrons or participants, others, the security of property or program quality, we reserve the right to remove the patron/participant displaying unacceptable behavior from the program or facility.</p>	

Inclusive Services

Support may be available for those who require assistance to participate. When barriers prevent successful participation, Inclusive Services staff may be consulted for recommendations to foster successful participation. For further information, please contact Inclusive Services staff at inclusion@stjohns.ca or 576-2574/4450.