



# **Camp BWG Parent Handbook 2021**

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## Welcome to Camp BWG for Summer 2021

The Town of Bradford West Gwillimbury has been working very hard to offer modified summer camps that encompass safety and the well being of all campers this summer. Camp BWG's main focus is for campers to make friends, get creative with arts and crafts, and participate in camp games in a fun and safe manner. Campers will enjoy a variety of physically distanced activities outdoors and indoors when required. Each camp will also include a weekly theme with fun activities planned by summer camp staff.

## COVID-19 Related Information

Due to the COVID-19 pandemic, the Town of BWG camps will include safety procedures and protocols to ensure the health and safety of all campers. Please note that any campers who are unable to follow the guidelines may be removed from camp for the safety of others and themselves.

The following are policies and procedures that will be implemented in Camp BWG:

- **ALL** campers and staff are required to wear a mask
  - Masks can be removed while outdoors when 6 feet (2 metres) distance is maintained at all times
  - Masks breaks will occur frequently throughout the day
- Camp has a maximum of fifteen (15) campers per cohort at the Leisure Centre, eighteen (18) campers per cohort at the Community Centre and fourteen (14) campers per cohort at the Lions Park
- There will be one (1) cohort at the Lions Park and Community Centre and two (2) cohorts at the Leisure Centres
- Cohorts will not be allowed to mingle and campers will not be able to switch cohorts once the camp week begins
- Every program space allows for each camper and staff to have 4 m<sup>2</sup> to allow for a 2-metre distance from each other
- A Hygiene Coordinator has been designated and is responsible for cleaning high touch point and any equipment
- Pre-Screening procedures have been implemented for all staff and campers - all staff and campers will be required to pre-screen daily
- Frequent handwashing and hand hygiene (sanitization) has been implemented
- Sign in and sign out will occur outside to limit those entering facilities
- Each camper will have a bin of their own camp supplies
- There will be no lost and found - any belongings left behind at the end of each camp day will be disposed of

If your child is not attending camp please call the BWG Leisure Centre at (905) 775-7529, extension 6007 or email [camps@townofbwg.com](mailto:camps@townofbwg.com) Your phone message will be communicated to the camp staff.

# Camp Outbreak Plan

## Steps

## Camp Staff Responsibilities

<b>1</b>	<b>Camper phone calls</b>	All participants registered in day camps will receive a call the weekend prior to when they begin camp to be informed of the Outbreak Plan and be informed of parent/guardian responsibility. Emphasis will be placed on cooperation if outbreak occurs.
<b>2</b>	<b>Identify symptoms &amp; move participant</b>	When a participant is identified as symptomatic, staff will immediately separate the participant using the Supervised Area. The staff who remains with the participant is to wear all PPE in the "Infection Prevention Kit" (mask, face shield, gloves, gown) and remain socially distant from the participant. Hygiene and respiratory etiquette will be practiced while waiting for the participant to be picked up.
<b>3</b>	<b>Pick-up of participant</b>	The Supervisor will notify the parent/guardians of symptoms and they are required to pick up their child in a timely manner (within 1 hour after notification).
<b>4</b>	<b>Campers</b>	If a child is symptomatic, the child will be picked up immediately. The camp participant will not be permitted to return to camp until they have received a negative COVID test and are symptom free or are provided with an alternative diagnosis. Participants must be able to pass the pre-screening to return to camp. All parents/guardians in the participant's cohort will be notified when a participant is sent home symptomatic. If the participant test comes back positive all parents will be notified and be directed to follow the SMDHU guidelines.
<b>5</b>	<b>Staff</b>	If a camp participant is symptomatic, the staff member(s) may be asked to leave work and get tested for COVID-19 based on recommendation of the SMDHU. Day camps must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or camp participant as a confirmed COVID-19 outbreak in consultation with the SMDHU, in this case the camp would be closed for 14 days. Outbreaks will be declared and communicated in collaboration with the SMDHU.
<b>6</b>	<b>Reporting</b>	Camp staff have a duty to report suspected and confirmed cases of COVID-19 under the Health and Protection and Promotion Act. The Supervisor will contact the SMDHU and the Health and Safety Officer to report a camp participant suspected to have COVID-19. The SMDHU will provide guidelines on how to proceed.
<b>7</b>	<b>Notifying Participants</b>	The Supervisor will be responsible for notifying all parents and an e-mail follow up will be provided. All parents will be required to sign-off that they have been notified of the outbreak. Other camp participants and staff who were present while a camp participant or staff member became ill, should be identified as close contact and further cohorted (i.e. grouped together) until they can be picked up by their parents/guardian to self isolate at home. The SMDHU will provide any further direction on testing and isolation of these close contacts.
<b>8</b>	<b>Documentation</b>	All documentation of the incident will be filled out in an Incident Report Form and brought to the Health and Safety Officer within 24 hours of the incident. Worker Incident Reports will be filled out in all cases where a staff may have come into contact with COVID-19.

## Forms:

Participants will be emailed all forms the Friday prior to the start of camp. The forms can be emailed to [camps@townofbwg.com](mailto:camps@townofbwg.com) or printed and brought to camp on Monday morning.

Participants are required to complete:

- **Pick-up Permission Form** - this lists all of the individuals that are able to pick up the child(ren) and emergency contacts
- **Safety Expectation Agreement**- this lists the behaviour management strategies that the BWG Day Camps follow
- **Medical Form** - to be completed if your child(ren) have an medical concerns
- **Anaphylactic Form** - to be completed if you child(ren) has an epi-pen
  - We strongly encourage campers with an epi-pen to carry it on their person
- **Pre-screening** - this **must** be completed daily prior to arrival at camp
  - It can be completed digitally

Forms are also available on the town website. From the town website home page click on Leisure Centre go to Leisure Programs-go to Camp Programs 2021.

## Camp Ratios

Camp BWG JR at the Leisure Centre and Camp BWG at Lions Park have a staff to camper ratio of 1:7. Camp BWG SR and Camp BWG at the Community Centre have a staff to camper ratio of 1:10.

## What Do You Need To Bring?

The following is a list of items that campers must bring to camp each day:

- Litterless Lunch and snacks (**NUT FREE**)
  - We have one lunch and two snacks each day
  - Any garbage from your child(ren)'s lunch will be sent home
- Water bottle (*labelled with your child's name*)
- Sunscreen (sunscreen checks will be conducted throughout the day)
- A hat
- Light jacket or sweater
- Bathing suit and towel (will have water play some days)
- For safety reasons, running shoes must be worn (flip flops or sandals are permitted during water play)
- Masks (4-5 masks are recommended for the day, along with a clean and dirty bag)

## Safe Management Protocol

Even though we are here to play and have fun, we ask that you review the following safety-oriented rules with your child(ren) to ensure camper safety:

- Any type of behaviour that could jeopardize the safety and comfort of any child is prohibited. Any behaviour that does not adhere to this policy will be dealt with swiftly and effectively;
  - The Community Services Department reserves the right to suspend or withdraw a participant from the program if the enjoyment and safety of others is jeopardized;

- Under no circumstance will children be permitted to leave the site without being accompanied by a staff member;
- Please see the Camp Safety Agreement for more information on safe management expectations.

### Sign In/Sign Out

- We strictly adhere to a sign in/sign out system, whereby you will be required to sign in and out your child(ren) each day.
- Parents/guardians will not be permitted inside the camp facility
- Camp Hours are between 9am - 4pm
  - Sign in will occur between 8:30am - 9:00am
  - Sign out will occur between 4:00pm - 4:30pm
    - **All persons picking up the child will be required to show photo identification.**
    - There is a fee of **\$5 per 15 minutes** for any late pick-ups
- When picking up your child(ren) please ensure they have all of their belongings - due to COVID-19 there will be no lost and found.
  - Any belongings left behind will be disposed of

### Sign In/Sign Out Protocols per Location

Campers will be signed in and out **one at a time**. Your patience and consideration is appreciated.

<p><b><u>Camp BWG</u></b> <b><u>Leisure</u></b> <b><u>Centre</u></b></p> <p>471 West Park Ave</p>	<p><b>SIGN IN</b></p> <ul style="list-style-type: none"> <li>● Campers and parents/guardians must wear masks when signing in/out</li> <li>● Sign in/out table is set up right outside the sliding door entrance of the leisure centre</li> <li>● Sign in between 8:30 to 9:00 am</li> <li>● <b>Parents are encouraged to enter through the North/West entrance of the Leisure Centre off of West Park Ave park in front of the entrance for drop off and then exit straight through Brian Collier Way back onto West Park.</b></li> <li>● Near the check in desk pylons will be set up to designate physical distancing -line up 6 feet (2 metres apart)</li> <li>● Once sign in is complete the supervisor will direct campers to camp located in the gymnasium</li> </ul>	<p><b>SIGN OUT</b></p> <ul style="list-style-type: none"> <li>● Campers and parents/guardians must wear masks when signing out</li> <li>● Sign out between 4:00 to 4:30 pm</li> <li>● Parents/guardians will enter through the same entrance as sign in</li> <li>● Sign out at the same check in desk near the entrance of the leisure centre</li> <li>● Pylons will be set up to designate physical distancing</li> <li>● Photo ID will be requested and verified</li> </ul>
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<p><b><u>Camp BWG Community Centre</u></b></p> <p>125 Simcoe Road</p>	<p><b>SIGN IN</b></p> <ul style="list-style-type: none"> <li>• Campers and parents/guardians must wear masks when signing in</li> <li>• Sign in/out table is set up outside of the CC front doors</li> <li>• Sign in between 8:30 to 9:00 am</li> <li>• Parents are encouraged to enter through the closest entrance between Simcoe Rd and Marshview Blvd (near Tennis court)</li> <li>• Pylons will be set up to designate physical distancing at the sign in desk - line up 6 feet (2 metres apart)</li> <li>• Once this is complete the supervisor will direct campers to camp located up the stairs in the auditorium where counsellors are prepared to start their day</li> </ul>	<p><b>SIGN OUT</b></p> <ul style="list-style-type: none"> <li>• Campers and parents/guardians must wear masks when signing out</li> <li>• Sign out between 4:00 to 4:30 pm</li> <li>• Parents/guardians will enter through the same drive way entrance as sign in</li> <li>• Pylons will be set up to designate physical distancing near the sign out desk.</li> <li>• Photo ID will be requested and verified</li> </ul>
<p><b><u>Camp BWG Lions Park</u></b></p> <p>226 Colborne Street</p>	<p><b>SIGN IN</b></p> <ul style="list-style-type: none"> <li>• Campers and parents/guardians must wear masks when signing in/out</li> <li>• Sign in/out table set up beside the Lions building</li> <li>• Sign in between 8:30 to 9:00 am</li> <li>• Parents encourage to park on far left side lot and line up 6 feet (2 metres) apart to sign in their child(ren)</li> </ul>	<p><b>SIGN OUT</b></p> <ul style="list-style-type: none"> <li>• Campers and parents/guardians must wear masks when signing out</li> <li>• Sign out between 4:00 to 4:30 pm</li> <li>• Parents/guardians park and line up at designated table and pylons</li> <li>• Photo ID will be requested and verified</li> </ul>

### Health Concerns and Medication Information

- Please disclose any medical or health related concerns regarding your child to the camp staff to ensure that staff appropriately accommodate disabilities, allergies, dietary restrictions, and medical or behavioral concerns;
- If a child requires medication during camp hours, the following procedures must be followed:
  - Complete a Participant Medication Form;
  - Staff will not administer medication, but will ensure that the child takes their prescribed medication at the specified time;

- The medication must be in an original, labelled prescription container providing the medication name, dosage and instructions how your child is to take their prescribed medication.
- Epi-pens must be on the child at all times to ensure the most efficient response in the event of an emergency.

### **BWG Summer Camp Themes**

The themes for all camps are the same. The activities, games and events will vary based on the camp group.

<b>Week</b>	<b>Dates</b>	<b>Themes</b>
<b>1</b>	July 5th - July 9th	Summer Luau
<b>2</b>	July 12th - July 16th	Amazing Artists
<b>3</b>	July 19th - July 23rd	Little Einstein's
<b>4</b>	July 26th - July 30th	Animal Adventure
<b>5</b>	August 3rd - August 6th	Around the World
<b>6</b>	August 9th - August 13th	Amazing Survivors
<b>7</b>	August 16th - August 20th	Abracadabra
<b>8</b>	August 23rd - August 27th	Camp 2021 Olympics
<b>9*</b>	August 30th - September 3rd	Last Blast

\*Week 9 is only offered at the Leisure Centre (JR & SR).

### **Any Questions Or Concerns?**

The BWG Day Camp Team welcomes any questions or concerns that you may have. If you require more information, please contact us at the BWG Leisure Centre, 775-7529, ext. 6007 or email [camps@townofbwg.com](mailto:camps@townofbwg.com).