



# **BECKWITH MARCH BREAK CAMP 2018**

## **REGISTRATION PACKAGE**

March 12<sup>th</sup> - 16<sup>th</sup>, 2018

Recreation Director: Cassandra McGregor  
[cmcgregor@twp.beckwith.on.ca](mailto:cmcgregor@twp.beckwith.on.ca)

Phone: 613-257-1539  
Fax: 613-257-8996  
Office: 1702 9<sup>th</sup> Line Beckwith

## **DAY CAMP**

Beckwith Recreation Complex  
1319 9<sup>th</sup> Line Beckwith

The Beckwith Township Day Camp is oriented for children ages 4-8. The activities range from low impact non-competitive sports to arts & crafts, games and weekly exciting trips. These activities may be broken up by ages 4-6 & 6-8 to allow the children to develop at their own speed. The Beckwith Day Camp has become well known for their enthusiastic, creative & interactive staff, that enjoys working with youth in a positive environment. Parents can feel safe knowing that their children are having fun with a 5:1 camper – counsellor ratio.

## **SPORTS CAMP**

Beckwith Recreation Complex  
1319 9<sup>th</sup> Line Beckwith

The Beckwith Township Sports Camp is oriented for children ages 9–13. The camp’s goal this year is to offer competitive activities that will help develop motor skills & knowledge of various sports. These activities may be broken up by ages 9-10 & 11-13 to allow the children to develop at their own speed. After all, not everybody grows at the same rate. The ratio of camper – counsellor for this age group is 7:1

Come and join us this March Break at the Beckwith Recreation Complex located at the Beckwith Park and enjoy the many amenities the park has to offer such as:

- Indoor Artificial Turf
- Ice Surface
- Tobogganing Hills
- Nature Trails
- A vast amount of area for outdoor games!!

## **LUNCHES:**

Hot lunches are available on specific days; payment will be accepted when you’re signing your children in that morning.

Tuesday	Pizza Day	\$3.00 per slice
Thursday	Hot Dog Day	\$2.00 per hot dog
Available Everyday	Chips	\$1.50 per bag
	Pop/Juice	\$1.00 each

## **PEANUT ALLERGIES:**

**Due to extreme and increasing peanut allergies please do not send any items containing peanuts with your children to camp.**

## **WHAT TO BRING TO CAMP**

### **DAY CAMP**

- Weather appropriate clothing
- Snow pants, hat, mitts, etc.
- Spare change of clothes
- Water Bottle

### **SPORTS CAMP**

- Weather appropriate clothing
- Snow pants, hat, mitts, etc.
- Skates, a helmet & Warm clothing (Tuesday Skate Day)
- Running shoes, active footwear
- Water Bottle

## **WHAT NOT TO BRING TO CAMP**

**Cell phones, electronic devices/games** (ex: iPods, video games, etc.), and **trading cards** are NOT permitted at the Beckwith Summer Camps.

Campers are not permitted to have cell phones with them at camp. Phones are accessible at the camp offices in the event of an emergency and supervisory staff will carry cell phones on trip days. Cell phones and electronic devices that are brought to camp will be set aside in a safe spot for the day and returned at the end of the day.

We ask that when considering bringing any toys to camp, we ask that you use the same judgment you would when sending your child to school.

Please also note that Beckwith Camp staff will not be held responsible for the loss, damage, or theft of any valuables that your child brings to camp. If you choose to send expensive toys to camp with your child, please do so at your own risk.

## **LOST AND FOUND**

Lost and Found will be located at the front Camp Sign-In Desks. At the end of each day, please check the lost and found for any of your child's missing belongings. Items that have not been claimed for several weeks after camp will be donated to local charities.

***PLEASE WRITE YOUR CHILD'S NAME ON EVERYTHING HE/SHE BRINGS TO CAMP.***

We do have a lost and found where you can search for any items your child may have misplaced, however, please try to prevent these situations by writing your child's name on their belongings.

## **DAILY SCHEDULE**

Campers who arrive between 7:00a.m. and 9:00a.m. will participate in supervised free time, where they have access to toys, balls, and other sports equipment. Scheduled activities planned by counsellors begin at 9:00 a.m. and consist of a variety of large group games, sports, crafts (Day Camp), and rotation through various activity stations depending on the day's theme and weather.

We like to take advantage of the outdoor facilities available to us on days where the weather permits, so please always send your child to camp prepared to go outside.

Campers will be given two snack times, one in the morning and one in the afternoon, with a period for lunch in between. Please send your child to camp with lunches, snacks and beverages to keep hydrated.

Scheduled activities end each day at 4:00p.m. Between 4:00p.m. and 5:00p.m. campers who remain at camp can once again participate in supervised free time until they are picked up.

## **SIGN-IN & OUT PROCEDURES**

All campers must be signed **In & Out** of camp every day by a parent, guardian or emergency contact listed on their registration forms. Please provide full signature and the time of drop-off and pick-up.

This is also a good time to speak with staff. There is a comments section on the sign-in where you may also leave information, however, it is also recommended to communicate with supervisors on a daily basis.

### **SIGN-IN**

Camp doors open at 7:00 a.m.

### **SIGN OUT**

All Campers must be picked up by 5:00 p.m. *Please review late pick-up policies.*

If your child's name is highlighted on the sign-out forms, please take the time to speak with staff as your child may have an incident/injury that occurred throughout the day that they would like to discuss with you.

In the event that someone else will be picking up your child, we require a written note or e-mail to put on file.

***Please note that anyone picking up a child from camp may be required to show ID (even parents or legal guardians). This is a precaution taken to guarantee the safety of your child.***

## **LATE PICK-UP POLICY:**

A late fee of \$5.00 will be charged for every thirty-minute interval after 5:00 PM, for each camper. Late fees are payable immediately upon pickup of your child.

## **THURSDAY SKATING DAY**

Tuesday, the Beckwith Camp participates in a 1 hour skate at the Beckwith Recreation Complex. Campers are asked to bring skates, a helmet, and warm clothing to wear on the ice. If your child is not able to skate please let us know. We will have other activities going on during that time for the non-skaters.

## **FRIDAY FIELD TRIP**

**We ask that all campers arrive by 9:00a.m. on Field Trip Day.**

For the Midway Family Fun Park field trip, buses leave the BRC at 9:15a.m. so we ask that you please arrive and sign your child(ren) in by 9:00a.m. so there is also adequate time to organize campers, get into groups, go over the rules, and to load the busses.

## **MEDICATION**

If your child needs to receive medication during the hours he/she is at camp, please make note of this on their health forms at registration. Any medication that is dropped off must be placed in a plastic bag, clearly labeled with your child's name, and provide instructions to administer. All medication must be taken home at the end of each day with the exception of inhalers and Epipens which can be left at camp for the duration of your child's care. Staff will not administer Tylenol or Benadryl without your consent, and such medications must be provided to us by a parent or legal guardian.

## **ILLNESS/INJURIES**

- If you suspect your child is sick, please do not send him/her to camp for the safety of other campers and our staff. Please do not send them to camp until they have been fever free for 24 hours. If your child comes to camp sick or with an infection we will call you to pick them up immediately. If you are unsure about the duration for which your child needs to be away from camp for an infection or illness to clear up, we urge you to please speak with the Camp Director as well as a Doctor to ensure it is safe to send your child back to camp.
- If your child feels ill or receives a minor injury (scrape, cut, bruise, bump) while at camp an incident/accident report will be filled out and you will be notified at the end of the day. If your child's name is highlighted on the sign-out list, please speak with staff as your child may have an incident/accident report for you to review.
- All counsellors at camp are trained in CPR and First Aid
- If an injury warrants further attention, counsellors will notify a senior staff member who will then determine whether or not the parents need to be contacted and whether further medical attention needs to be provided. Unfortunately, we can not contact a parent by phone for every bump or bruise but please rest assured that you will be contacted in appropriate times of need.
- If your child becomes ill or injured at camp, a senior staff member will contact you immediately.

## **PHOTO RELEASES**

Any photos or video footage taken while your child is at camp may be used for promotional purposes in print media and/or promotion. No financial remuneration is available should a picture/video be used. Please contact the Beckwith Recreation Director if you do not wish to have your child appear in any photo or video used to promote our camp.



## **Beckwith Day & Sports Camps**

### **REGISTRATION POLICIES**

Registration can be done at the Township Office.  
Forms are also available on our website under Recreation – Day/Sport Camp  
and can be dropped off at Township Office.

#### **Beckwith Township Office**

1702 9th Line Beckwith

Monday—Friday

8:30am– 4:30 pm

*(Cash, Cheque or Debit)*

After hours mail slot at the front doors

*(Cheque only please)*

Registration must be received at least **one week in advance** of the desired start date. This is so an appropriate number of staff may be on hand to meet our required camper – counsellor ratios.

**Late registrations can also be granted, however, spaces fill quickly and we can not guarantee a spot for your child unless you register in advance and there are enough staff to accommodate your child's attendance.**

### **CANCELLATIONS / CHANGING OF DATES**

Once we have received your registration your child will be added to the schedule for the dates that you selected. We highly recommend that you review your personal schedules very carefully before registering your child as we staff our counsellors according to camper numbers and ratios, and we may have to turn others away to meet these staffing and ratio demands. We understand that situations may arise that necessitate a change in your schedule and consequent changing of your child's camp registration schedule. For these situation, we will make every effort to try to accommodate these changes based on the dates that we have available and of course staffing requirements. We require a request in writing at least one week prior to any changes. Requests for changes to dates must be approved by the Recreation Director before they take effect, in which case you will be contacted via phone or e-mail notifying you. Payments made for days that are being switched can be carried over as long as they are requested at least one week in advance.

*Please see our full refund policy for further information on refunds.*



## **PAYMENT POLICIES**

Methods of payment include:

**CASH, CHEQUE OR DEBIT PAYMENTS ONLY please.**

*We do not accept Credit payments.*

\*Please note that debit payments can only be accepted when registering at the Township Office. \*

**\*\*Please indicate your children's names on the memo line of your cheque payments!\***

### **Option 1**

Registration for days or weeks at the Beckwith Summer Camp is recommended to be paid in full at time of registration. If this is not possible, the following alternative can be utilized.

### **Option 2**

At the time of registration 1/3 of the total cost per child will be due and payable as deposit. This guarantees your child(ren)'s spot at camp for the dates indicated. The balance of the outstanding fees must be paid by post-dated cheques dated on or before the Monday of the participation weeks. All payments must be made in full at least two full days prior to your child's last day of camp.

## **RETURNED PAYMENTS**

*A \$15 administrative fee will be charged for any returned checks.*

We recommend you address and resolve these situations as soon as you become aware of them. If staff are not made aware of these situations as soon as possible an invoice will be sent to you for the outstanding amount and associated administrative fee.

## **REFUND POLICIES**

- a) Refunds will only be granted if Cassandra McGregor, Recreation Director is notified and receives a written letter requesting a refund no later than one week in advance to the child being absent from camp. By completing this you have a choice of receiving a 70% refund or an opportunity to reschedule to another day (selection may be limited depending on camp spaces).
- b) Refunds of up to 50% of the amount paid in full, will be considered only, on compassionate grounds such as a death in the family or an illness in the family. This refund will only be considered if a written request is made within 7 days after the missed day, to Cassandra McGregor, Recreation Director.



## **Policy for Aggressive Behavior**

(Please review this with your child prior to sending to camp)

### **Action Plan**

- Strike 1      Child will be asked to sit out or other appropriate discipline that will be implemented by the Camp Supervisor related to the theme of the week. A note will also go home to the parents to inform them of the next steps to be taken.
- Strike 2      Talk to the parents to discuss solutions to the problem as well as action that can be taken at camp and at home.
- Strike 3      The child will be unable to attend the following week's trip.
- Strike 4      The child will be removed from camp.

All strikes will be documented on a log sheet by the Camp Director and Supervisor.

### **Purpose:**

The intent of this policy is to ensure a non-violent environment where all children and staff of the Beckwith Summer Programs are safe and feel a sense of security and well being. This policy is intended as a guideline, to be used at the discretion of the Camp Coordinator and Supervisors.

### **Policy:**

Violent and aggressive behavior will not be tolerated at the Beckwith Day/Sports Camp, and it will be subject to a progressive action plan up to and including discharge.

For the purpose of this policy, violent and aggressive behavior is defined as excessive and/or continuous biting, spitting, screaming, swearing, name calling, throwing temper tantrums, teasing, slapping, pushing, hitting, hair pulling, scratching, punching, kicking, tripping, throwing objects, deliberately damaging personal and/or public property, etc.

A positive development approach in dealing with violence within our camps will assist in preventing its occurrence. Normal behavior that is developmentally characteristic for an age level is accepted; however, aggressive behavior that is continuous and excessive creates a problem and will need to be addressed.

If an extreme case of aggressive behaviour occurs, the child may be removed at anytime throughout this process at the discretion of the Camp Director and the Camp Supervisor.

We appreciate your cooperation with these policies and procedures.  
Thank you for your cooperation,

Cassandra McGregor  
Recreation Director



# MARCH BREAK DAY/SPORTS CAMP

## Day Camp

The Beckwith Township Day Camp is oriented for children ages 4-8. The activities range from low impact non-competitive sports to arts & crafts, games and exciting trips. The Beckwith Day Camp has become well known for their enthusiastic, creative & interactive staff, that enjoys working with youth in a positive environment. These activities may be broken up by ages 4-6 & 6-8 to allow the children to develop at their own speed. Parents can feel safe knowing that their children are having fun with a 5:1 camper – counsellor ratio.

## Sport Camp

The Beckwith Township Sport Camp is oriented for children ages 9–13. The camp's goal this year is to offer competitive activities that will help develop motor skills & knowledge of various sports. These activities may be broken up by ages 9-10 & 11-13 to allow the children to develop at their own speed. After all, not everybody grows at the same rate. The ratio of camper – counsellor for this age group is 7:1



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- Indoor Artificial Turf
- Ice Surface
- Tobogganing Hills
- Nature Trails
- A vast amount of area for outdoor games!!

**For more information or any questions please feel free to contact the Beckwith Township Office at 613-257-1539**

# DAY / SPORTS CAMP

Ages 4-13 Years (See left for age breakdowns)

<u>Dates</u>	<u>Special Events</u>	<u>Extra Cost</u>
<b>MONDAY</b> <b>MARCH 12th</b>	<b>MARCH MELTDOWN</b> Campers will get to know staff and fellow campers through a variety of activities, spring crafts, sports and games both inside and out.	
<b>TUESDAY</b> <b>MARCH 13th</b>	<b>GOODBYE WINTER</b> Say goodbye to all of your favorite winter activities.  <b>Don't forget your skates, warm clothes and helmets as we will be skating at the facility.</b>  <b>HOT DOG DAY</b> <b>\$2.00 each</b> <b>CHIPS</b> <b>\$1.50 each</b> <b>JUICE</b> <b>\$1.00 each</b>	<b>\$2.00</b>
<b>WEDNESDAY</b> <b>MARCH 14th</b>	<b>MARCH BREAK</b> We can't all make it on vacation this year. Bust out your tropical attire and let's all pretend it's summer together.	
<b>THURSDAY</b> <b>MARCH 15th</b>	<b>SNOW DAY</b> Dress in your pyjamas or comfiest, coziest loungewear and prepare for a day of games, crafts and a movie in the afternoon!  <b>PIZZA DAY</b> <b>\$3.00 each</b> <b>CHIPS</b> <b>\$1.50 each</b> <b>JUICE</b> <b>\$1.00 each</b>	
<b>FRIDAY</b> <b>MARCH 16th</b>	<b>MIDWAY FAMILY FUN PARK</b> Midway Fun Park is an indoor amusement park that is fun for all ages. Our unlimited package of activities will include: A huge jungle gym with many tunnels, slides, ball pit, and mattresses, bumper cars, balladium, and tokens to play video games, skill testing games including bowling lanes, simulators, dancing games and air hockey.  <b>CHILDREN MUST WEAR SOCKS</b>	<b>\$16.00</b>

**Township of Beckwith**  
**March Break Camp**  
 Registration and Payment Form 2018

**\*\*\*NAME(S) OF CHILD/REN: (\*please PRINT ON LINE BELOW\*)**

Costs - \$30/Day    \$150/Week    +    Additional Charges for Trips (Please see Trip Costs)

<b>Days Registered (PLEASE CHECK)</b>	<b># of Children</b>	<b>Cost of Week \$30/day; \$130/wk</b>	<b>Trip Costs for Week</b>	<b>Total for Week</b>
March 12 <sup>th</sup> – 16 <sup>th</sup> , 2018 M T W Th F <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<b>TOTAL AMOUNT DUE</b>				

**PAYMENTS: \*\*OFFICE USE ONLY\*\***

If Paying by Cheque:

**\*\*PLEASE INDICATE CHILD/REN'S**

**NAME(S) ON CHEQUE MEMO LINE\*\***

Cheques can be made payable to:  
**The Township of Beckwith**

Date:	Amount:	Method
<b>Total Paid:</b>		

**Receipt Mailing Information**

Name & Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_



Township of Beckwith  
March Break Camp

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Day (4-8) :  ; Sports (9-13) :   
Siblings: \_\_\_\_\_ Age: \_\_\_\_\_ Day (4-8) :  ; Sports (9-13) :   
Siblings: \_\_\_\_\_ Age: \_\_\_\_\_ Day (4-8) :  ; Sports (9-13) :   
Siblings: \_\_\_\_\_ Age: \_\_\_\_\_ Day (4-8) :  ; Sports (9-13) :

Home Telephone: \_\_\_\_\_ Email : \_\_\_\_\_

**Parent's / Guardian's Name & Work phone numbers:**

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**Contact in Case of Emergency:** (Parents/Guardians will be contacted first unless otherwise indicated)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Alternative Contacts:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Health Card: \_\_\_\_\_ Dr.'s Name: \_\_\_\_\_

(Must have before first day of camp)

Medications, allergies, previous injuries, physical, mental or emotional disorders, other conditions (braces, contact lens etc.)

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**Please have any medications clearly labelled and handed to the staff in charge on arrival.** The parent or guardian is assuming full responsibility for the child's health being such that activities will in no way aggravate any conditions present. As the parent or guardian of the child, I hereby authorize the leader of the event to secure such medical advice and services as may be necessary for the health and safety of my child or ward.

I, the undersigned do not permit Beckwith Township to use, any videotape, photographs, or electronic medium of my child or children, taken by a photographer on behalf of Beckwith Township, or a Beckwith Township staff member for any purposes. Not checking this box grants permission to the Township of Beckwith for use of any photos or video footage taken of your child while at camp for promotional purposes in print media and/or promotion. No financial remuneration is available should a picture/video be used.

Date: \_\_\_\_\_, 2018 Signature Parent/Guardian: \_\_\_\_\_

One copy to be at the same location as child, to be brought on day trips etc. Other copy to be kept in a secure location at the Township Office.