

8 WEEK PROGRAM
VISIT OUR
WEBSITE FOR
PROGRAM INFO

\$130
PER
PARTICIPANT



PCSP
summer
CAMP



ACTIVE, FUN & CREATIVE ACTIVITIES
out door games , sports day,
STEAM activities , face painting, interactive games, and
more!

pcsp.ca

JULY 3 - AUGUST 25, 2023

Registration opens via eServices for inclusion services May 4th, 2023, at 9 am for PCSP residents
registration opens via eServices for non-inclusion services May 11th, 2023, at 9 am for PCSP residents
Participants must be Completing kindergarten for the 2022-2023 year, and are no older than 12 years
old (finishing grade 6)

SUMMER PROGRAM 2023

The Town of Portugal Cove – St. Philip’s would like to welcome participants to Summer Program for 2023!

The goal of this program is to offer participants socialization with peers in the community, a mix of activities that focus on movement, creativity, science and promoting outdoor play. We ask for everyone’s co-operation in following the procedures in place for the program to run successfully and within a safe manner.

The Town has prepared a program that will follow the guidelines in place on both programming and facility sanitization. Should there be any changes to the Public Health guidelines, or safety information, participants will be emailed as quickly as possible. We know the situation is ever – changing and we will recommend following the Governments COVID – 19 pages for updates: <https://www.gov.nl.ca/covid-19/>

Registration

Town of Portugal Cove-St. Philip’s 2023 Summer Program Registration is opening for Inclusion Services on Thursday May 4th, 2023 at 9:00am. If your child has a disability and requires inclusion or respite support for the program this year, please register on this day, for residents only. See page 5 for more information.

Registration will take place on Thursday May 11th, at 9:00am for residents of Portugal Cove-St. Philip’s only. If space permits, a non-resident registration date will be announced.

Registration will be completed via eServices. Please make sure your eServices account is up to date, and subaccounts created for all participants prior May 2nd, 2023.

A minimum number of participants is required to run the program.

ESERVICES SET UP:

- To create a new account if you have not used eServices before, a Sign-Up Key can be found on your Tax Bill, or by contacting the office at 709 - 895-8000.
 - If you are a property owner in Portugal Cove – St. Philip’s:
 - Please use your Municipal Tax account for registration. Your account number can be found in the upper right side of your tax bill and your e-services sign up key can be found at the bottom of your bill. If you do not know your account number, please call 709-895-8000. You should not be using a guest account.
- The account should have a main account holder(parent/guardian) and individual subaccounts for anyone that will need to be registered for programs or events.

- Once registration is opened, an event for each site will be displayed. In each event there is a drop-down box per week (eight weeks of summer program).
- If you wish to add participant(s) to the cart you'll select the week, by their name will be an "add to cart" button.
- To add additional weeks, change the drop-down menu in the event to the weeks desired and continue to add to cart.
- When you're ready to check out, click on the cart, make sure to read the terms and conditions of the Town (link in blue), and then check out with the following payment options.

METHODS OF PAYMENT

1. Preferred:
 - a. E-services with Visa / Mastercard / Visa-Debit. American Express is NOT accepted
 - b. On-line banking – add the Town up as a payee through your personal banking bill payments
2. Secondary:
 - a. Pre-Authorized Credit Card or Automatic Debit Withdrawal Payment Plans (**must be set up in advance by June 15th**)
 - ✓ June 30th payment for weeks 1 through 4
 - ✓ July 30th payment for weeks 5 through 8

An NSF charge of \$45 will be applied for any payments returned or rejected
 - c. In-Person payments can be made by Visa / Mastercard, debit, cash, cheque
 - d. By-phone payments can be made by Visa / Mastercard / Visa-Debit

Program Dates

- Week 1: July 3rd to July 7th, 2023
- Week 2: July 10th to July 14th, 2023
- Week 3: July 17th to July 21st, 2023
- Week 4: July 24th to July 28th, 2023
- Week 5: July 31st to August 4th, 2023 (*4 day week, Regatta Day Closure)
- Week 6: August 7th to August 11th, 2023
- Week 7: August 14th to August 18th, 2023
- Week 8: August 21st to August 25th, 2023

Program Hours are 8:00am – 5:00pm

Drop off will run from 8:00am to 9:00am, and pick up from 4:00pm – 5:00pm. Participants will not be permitted to be signed in or out outside of these times. Please be respectful of staff onsite and ensure participants are picked up on time.

Ages

Participants must be within the following ages:

- Attended Kindergarten for the 2022 - 2023 year(born in 2017)
- No older than 12 years of age (born in 2011)

Cost

\$130 per participant, per week.

Included in the registration fee is a \$25 non-refundable deposit, per participant, per week.

*(*Please note, due to the Regatta Day Closure the week will have a reduced cost of \$105. The closure will be observed the day the Regatta takes place).*

Location

Program will run from the following sites:

- Portugal Cove – St. Philip’s Recreation Centre (located behind the Town Hall at 1119 Thorburn Rd)
- Brookside Intermediate School
- Beachy Cove Elementary School

Refunds

- *Requests for refunds for the program will only be reviewed for medical reasons with proper documentation, submitted to mike.stone@pcsp.ca*
- Requests for a refund must be made in writing to staff no later than one week after the participant was registered to attend the program.
- Refunds or credits will not be issued for missed programs or events due to illness, weather, power outages, travel, personal commitments or other unforeseen circumstances of the Town of Portugal Cove – St. Philip’s.

Pick Up and Drop Off:

- Parents/guardians are ***permitted*** to enter the building one at a time in the porch only.
- All participants, staff, and maintenance staff in the building will be recorded.
- With a parent/guardian present staff will sign in and out the participant on site.
- Only those listed on the participants registration form will be permitted to pick up from summer program. If you require an alternate it must be submitted in writing to mike.stone@pcsp.ca.

Drop Off

- Participants are to be dropped off between 8:00am and 9:00am, there will be no early drop off available.
- Parents/guardians should ensure that participants are not feeling ill before arriving at camp.
- Alcohol based sanitizer will be placed at the entrance of the program for use by participants before entering.

Pick Up

- Participants are to be picked up between 4:00pm and 5:00pm, there is no late pick up available.
- Parents/guardians can enter the site for pick up

What to Bring:

- Bottle of hand sanitizer, labeled with participant's name.
- Sunscreen (at least 30 SPF).
- Suitable clothing for weather: summer clothing, rain gear, hats, and additional change of clothes (*outdoor play will be promoted in all weather, as long as conditions are safe*).
- Water Bottles.
- Sneakers/closed toe sandals (flip flops will not be permitted).
- Healthy snacks (AM and PM breaks)
- Nutritious lunch (NO microwave or refrigerator use), participants must bring own utensils.
- A backpack and lunch bag labeled with participant's name are requested.
- Toys or electronics from home are not permitted.
- Theme/Game Days will require additional items to be identified in the newsletters issued weekly.

Medical Concerns/Allergies:

If there are any medical concerns or allergies, staff need to be made aware following registration. Anything containing any type of nut or fish product is not permitted at camp. An updated allergy list regarding any additional foods not permitted will be sent to parents/guardians following registration. Please pay close attention to the ingredients in each item packed for participants. Over the counter medication will not be administered during the program.

Inclusive Support:

The Town of Portugal Cove – St. Philip's is committed to providing a safe and inclusive environment for programming. Support may be available for those who require assistance to participate.

Town of Portugal Cove St. Philips wishes to advise guardians seeking inclusion services for their child at summer program, this year that we are pleased to be using the Brookside Intermediate location, being that it will allow the program the most inclusive environment.

- Registration for Inclusive services will open on Thursday May 4th. 2023 at 9:00am for residents of Portugal Cove – St. Philip's Only. If your child has a disability or requires additional support at summer program you must register on this day.
- Town of Portugal Cove St. Philip's provides a limited number of inclusion and respite workers to support children during their summer camp. Inclusion workers provide supports, such as adapting programs to meet participant needs, encouraging participants and monitoring behaviors, while respite workers do all the same as well as provide personal bathroom needs. If your child requires such support, please register on May 4th.
- Please note that you may not get all the weeks you request during registration if there are multiple request for inclusion services. This will be decided once registration is complete.
- Should the spaces be filled, guardians are permitted to supply their own respite workers for inclusion service, not limited to: personal needs (bathroom, feeding, etc.), behavior, etc.
- All participants are required to be able to feed themselves independently.
- It is recommended that those considered vulnerable to the effects of COVID-19 or who have family members considered vulnerable, use discretion in availing of the program.

Sun Safety:

- Staff will not be permitted to physically assist participants with sunscreen application. Children will be expected to know how to properly apply sunscreen with some verbal cues from staff.
- Staff will monitor participants when applying sunscreen, and provide verbal instruction and role modelling to ensure coverage.
- All participants will need their own sunscreen. Spray sunscreen is not recommended for use, if participants are using spray, they must bring along additional non-spray for their face.
- There will be no sharing of sunscreen at camp (siblings will be permitted), and no camp sunscreen provided.
- Hats are mandatory and participants are encouraged to wear shirts that cover shoulders.

Safety Measures:

- The Town of Portugal Cove-St. Philip's is monitoring public health guidance, safety measures are subject to change throughout the summer as needed.
- Staff have been trained in policy and procedures of camp setting, supervision, safety and cleaning procedures.
- Leaders will role model and lead participants in hygiene, hand washing, and other COVID – 19 practices through the program.
- Program participants will share table supplies each week (such as glue, crayons and scissors for craft activities).
- Program will be adapted to adhere to public health measures, toys and supplies that can be sanitized
- Activities will include those that are active, creative, and educational, such as science days, art days, game days, etc.
- Programming could involve a walk to a nearby public area (such as Rainbow Gully Park, St. Philip's Beach, trail systems, etc.)
- Participants and staff will aim to be outside as much as possible during the camp days.
- The playground and washroom facilities at Rainbow Gully Park and Voisey's Brook Park are available for public use, program participants will avail of these facilities as needed when in the park.

Managing Illness:

If for any reason your child will not be in attendance, please contact staff or leave a voicemail with the Town Office at 895-8000. Children must stay home if they present any signs of fever, sore throat, cold symptoms, headache, diarrhea and/or vomiting.

- Parents/guardians must ensure that you list your child's underlying health conditions and/or present symptomatic seasonal allergies.

If a child displays symptoms of concern during the program, the following measures will be adhered to:

- Contact guardian or others listed on the forms immediately.
- Good handwashing for child and staff, as well as program participants.
- Guardian will immediately contacted to come to site to pick up child.
- Materials used by child will be removed and sanitized.
- Staff who present with symptoms will be removed and self-isolate as per the health guidelines.

Unexpected Closure:

In the event of an unexpected closure due to poor weather, power outage, etc. the program will be cancelled.

Waitlist:

Parents/guardians can place participants on a waitlist by week via eServices. Waitlist spaces will be offered by date they were received.

Participant Pledge:

The Town of Portugal Cove – St. Philip’s, department of Recreation and Community Services, is committed to providing a healthy and safe environment where quality programs and services allow the participants may develop socially, cognitively, physically and emotionally.

The following behavior guidelines have been developed to ensure parents/guardians, participants and staff have a mutual understanding of what is acceptable behavior and unacceptable behavior.

The following are considered **Acceptable Behaviors** that the staff, participants, parents and guardians must exhibit while at our facilities and participating in programs and services offered:

Respect for others, property and yourself	Listening to others: counsellors, other participants, and guests	Kindness towards everyone	Abiding by the rules of the program
Honesty	Responsibility	Safety	Making healthy choices

The following are considered **Unacceptable Behaviors** that will **NOT** be tolerated:

- **Aggressive Behavior:** hitting, kicking, biting, pushing/shoving, pinching, or **ANY** other form of physical abuse
- Use of **obscene language or gestures**
- Teasing, bullying, name calling or **ANY** other form of **verbally aggressive behavior**
- **Possessing dangerous or sharp objects**
- **Running away** from the program site or counsellor(s), this is indoor or outdoor locations
- **Any other behavior that compromises the safety of other participants and staff**

If the participant exhibits **ANY** of the above behaviors, the following procedure will be followed:

1. The unacceptable behavior will be discussed with the participant. Staff will talk to the participant about why their behavior was unacceptable. Guardians will be notified of the participant’s unacceptable behavior and this will be their one and only **WARNING**. Staff will work with the participant and guardians to identify solutions to assist the participant in displaying acceptable behaviors in the future.
2. If the identified solutions are unsuccessful, that will be their **FIRST STRIKE** and parents/guardians will be asked to arrange immediate pickup.
3. With the following demonstration of unacceptable behavior, that will be their **SECOND STRIKE**. Parents/guardians will be asked to arrange immediate pickup and the participant will not be able to return to the program/facility until a meeting between staff and the guardian occurs, where an individualized plan to prevent unacceptable behavior is established.
4. With the **THIRD STRIKE**, the participant will be removed from the program immediately.

PLEASE NOTE: If the Recreation department and staff are unable to ensure the safety and well-being of participants/staff, the security of the property or program quality, we reserve the right to remove the participant displaying unacceptable behavior from the program immediately.

This document will be included in the registration forms and signature required.

Contact Information:

Mike Stone
Recreation Coordinator
mike.stone@pcsp.ca
895-8000 ext. 265

Nicole Clark
Director of Recreation and Community Services
nicole.clark@pcsp.ca
895-8000 ext. 236

Summer Programs Coordinator (anticipated May start)
Summerprograms@pcsp.ca

Alternate formats of this document are available upon request