



**Portugal Cove  
St. Philip's**

# Easter CAMP



**Information Package  
April 1st - April 5th**



**Registration for Residents Opens  
March 4th at 9 am via eServices**

# EASTER CAMP 2024

The Town of Portugal Cove – St. Philip’s would like to welcome participants to Easter Camp!

The goal of this program is to offer participants socialization, be active, have fun, and safe days with their peers. We ask for everyone’s co-operation in following the procedures in place for the program to run successfully and within a safe manner.

## **Registration:**

Registration will take place on Monday March 4<sup>th</sup>, 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, and open to Portugal Cove – St. Philip’s residents only on March 4<sup>th</sup>. Please make sure your eServices account is up to date, and subaccounts created for all participants prior March 1<sup>st</sup>, 2024.

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.

## **Program Dates:**

Monday April 1<sup>st</sup> to Friday April 5<sup>th</sup>, 2024

## **Hours: 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 have to be enrolled in Kindergarten for the 2023-2024 year, and are no older than 12 years of age (finishing grade 6).

### **Cost:**

\$150 per participant

Included in the registration fee is a \$25 non-refundable deposit.

Payments must be made during the check-out process on eServices to complete registration.

### **Location:**

Program will run from the following sites:

- Portugal Cove – St. Philip’s Recreation Centre (located behind the Town Hall at 1119 Thorburn Rd).
- Daily Trips in the area to Rainbow Gully Park .
- Planned Field Trips.

### **Refunds:**

- *Requests for refunds for the program will only be reviewed for medical reasons with proper documentation, submitted to [mike.stone@pcsp.ca](mailto: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 the program. If you require an alternate it must be submitted in writing to [mike.stone@pcsp.ca](mailto: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:**

- A backpack and lunch bag labeled with participants name are requested.
- Healthy snacks (AM and PM breaks) and nutritious lunch (NO microwave or refrigerator use), participants must bring own utensils.
- A mask is optional to wear by participants.
- Sunscreen (at least 30 SPF).
- Suitable clothing for weather: winter clothing, rain gear, hats, and additional change of clothes (*outdoor play will be promoted in all weather, as long as conditions are safe*).
- Water.
- Sneakers.
- Toys or electronics from home are not permitted (unless otherwise listed on the weekly schedule).

### **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. Philip’s provides a limited number of inclusion and respite workers to support children during their programs. Inclusion workers provide supports, such as adapting programs to meet participant needs, encouraging participants and monitoring behaviours, while respite workers do all the same as well as provide personal bathroom needs.
- Should the spaces for inclusion get filled, guardians are permitted to supply their own respite workers for inclusion service, not limited to: personal needs (bathroom, feeding prompts 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 guidance.
- Staff will monitor participants when applying sunscreen, and provide verbal instruction and physical demonstration 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.
- 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 program 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.

## **Swimming**

- All children are to attend all planned field trips when present at programs.
- Swimming field trips all participants are to get in the water with staff. There are no staff available to sit out with anyone wishing not to swim.

## **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 be 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. Refunds will be given for a situation deemed of this nature.

## **Waitlist:**

Parents/guardians can place participants on a waitlist 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 to 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:**

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

The following are considered **Unacceptable Behaviors** that will **NOT** be tolerated by participants, staff and parents/guardians:

- **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](mailto:mike.stone@pcsp.ca)  
895-5671

Alternate formats of this document are available upon request

