



PCSP

summer

CAMP

Exciting summer programs  
for kids to have fun, be  
active, and stay safe!



Portugal Gove  
St. Philip's

# SUMMER CAMP 2025

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

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.

## **Registration:**

*Town of Portugal Cove-St. Philip’s 2025 Summer Program Registration is opening for Inclusion Services on Friday May 2<sup>nd</sup>, 2025, at 9:00am. If your child requires inclusion/respite support for camp this year, please register on this day, for residents only. See page 5 for more information.*

*Registration will take place on Friday May 9<sup>th</sup>, 2025, 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. Please make sure your eServices account is up to date, and subaccounts created for all participants prior to April 29<sup>th</sup>, 2025.

- 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.
  - Please use your Municipal Tax account for registration. Your account number can be found on the upper right side of your tax bill and your e-services sign up key can be found at the bottom of your bill (a sign-up key is 8 characters - could be numbers or letters). If you do not know your account number, please call 709-895-8000. You should not be using a guest account.
  - If you do not own a property or renting you will need to create a guest account and follow the same steps outlined below.
- 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 (seven weeks of summer program).
- If you wish to add participant(s) to the cart, you’ll select the week and hit “add to cart.”
  - All persons in a household no matter the age are required to have a subaccount in order to be added to the cart and register.
- To add additional weeks, change the drop-down menu in the event to the weeks desired and continue to add to the 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 a credit card or a Visa-debit card. American Express is NOT accepted.
- A minimum number of participants is required to run the program.

## 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 (**must be set up in advance by June 16<sup>th</sup>**)

✓ June 30<sup>th</sup> payment for weeks 1 through 4

✓ July 30<sup>th</sup> 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: June 30<sup>th</sup> to July 4<sup>th</sup>, 2025
  - no program on Canada Day
- Week 2: July 7<sup>th</sup> to July 11<sup>th</sup>, 2025
- Week 3: July 14<sup>th</sup> to July 18<sup>th</sup>, 2025
- Week 4: July 21<sup>st</sup> to July 25<sup>th</sup>, 2025
- Week 5: July 28<sup>th</sup> to August 1<sup>st</sup>, 2025
  - no camp day on St. John's Regatta, this year's regatta is set to take place on Wednesday July 30<sup>th</sup>
- Week 6: August 4<sup>th</sup> to August 8<sup>th</sup>, 2025
- Week 7: August 11<sup>th</sup> to August 15<sup>th</sup>, 2025
- Week 8: August 18<sup>th</sup> to August 22<sup>nd</sup>, 2025

## **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 must be the following ages:

- Completing Kindergarten for the 2024- 2025 year.
- No older than 12 years of age (finishing grade 6).

## **Cost:**

\$150 per participant, per week.

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

*(\*Please note, due to the Canada Day and Regatta Day Closures those weeks will have a reduced cost of \$120. The closure will be observed the day the Regatta takes place).*



## **Location:**

The 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 Site 1
- Brookside Intermediate School Site 2
  - Each Brookside site will have its own drop off and pick up table to help keep them separate. Participants will be kept with their site for the duration of the program days but share eating space in the cafeteria for snacks and lunch.

## **Refunds:**

- *Requests for refunds for the program will only be reviewed for medical reasons only with proper documentation, submitted to [stacey.hanlon@pcsp.ca](mailto:stacey.hanlon@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 weeks booked but not needed, missed programs or events due to illness (unless medical note provided), weather, power outages, travel, personal commitments, or other unforeseen circumstances of the Town of Portugal Cove – St. Philip’s.
- \$25 non-refundable deposit, per participant, per week.

## **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 summer program. However, if you require an alternate, it must be submitted in writing to [stacey.hanlon@pcsp.ca](mailto:stacey.hanlon@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 the 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 this will allow the program the most inclusive environment.

- Registration for Inclusive services will open on Friday May 2<sup>nd</sup>, 2025, at 9:00am for residents of Portugal Cove – St. Philip's Only. If your child has a disability or requires additional support at the summer program, you must register on this day.
- Town of Portugal Cove St. Philip's provides a limited number of respite workers to support children during their summer camp. These roles provide support, such as adapting programs to meet participant needs, encouraging participants and monitoring behaviors, as well as provide personal bathroom needs. If your child requires such support, please register on May 2<sup>nd</sup>.
- Please note that you may not get all the weeks you request during registration if there are multiple requests 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. These persons will require additional documents for participation.
- All participants are required to be able to feed themselves independently.

### **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 their shoulders.

### **Swimming:**

- Children in need of a personal floatation device will need to bring their own on swimming days.
- If you are not comfortable with your child going swimming, they will not be able to attend camp that day until after the outing is concluded.
- Children who go swimming must get in the water, as the councilors have specific ratios when attending swimming sessions. (There is no one to sit out with participants).
- Children must follow all rules posted by the swimming facility and listen very carefully to councilors while out on swimming fieldtrips.
- Parents/guardians are not permitted to attend the swimming field trips.

### **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).
- Programs 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 the guardian immediately.
- Good handwashing for child and staff, as well as program participants.
- Guardian will be 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 the date they are received.

### **Contact Information:**

Stacey Hanlon  
Recreation Coordinator  
[stacey.hanlon@pcsp.ca](mailto:stacey.hanlon@pcsp.ca)  
895-8000 ext. 226

Nicole Clark  
Director of Recreation and Community Services  
[nicole.clark@pcsp.ca](mailto:nicole.clark@pcsp.ca)  
895-8000 ext. 236

Summer Programs Coordinator (anticipated start day of early May)  
[Summerprograms@pcsp.ca](mailto:Summerprograms@pcsp.ca)

### **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:

<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:

- **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 behaviour, 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.

Alternate formats of this document are available upon request.