



PCSP
summer
CAMP



EXCITING SUMMER PROGRAMS FOR KIDS TO
...HAVE *fun* ...BE *active* ...STAY *safe*



SUMMER CAMP 2026

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 and 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

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 24th, 2026.

Town of Portugal Cove-St. Philip’s 2026 Summer Program Registration is opening for **Inclusion Services** on Wednesday April 29th, 2026, at 9:00am. If your child requires inclusion/respite support for camp this year, please register on this day, (for residents only). See page 7 for more information.

Registration will take place on Friday May 1st, 2026, at 9:00am for residents of Portugal Cove-St. Philip’s only. If space permits, a non-resident registration date will be announced.

HOW TO REGISTER

- To create a new account if you have not used eServices before, Sign-Up Key can be found on your Tax Invoice, 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 invoice, 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 (*eight 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 children in a household no matter the age are required to have a subaccount in order to be added to the cart and registered.
- 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

Preferred:

- 1) E-services with Visa / Mastercard / Visa-Debit. American Express is NOT accepted.
- 2) On-line banking – add the Town as a payee through your personal banking bill payments.

Secondary:

- 3) Pay Later - Pre-Authorized Credit Card or Automatic Debit Withdrawal Payment
 - Persons who select Pay Later must contact ar@pcsp.ca within 24 hours of registration to have accounts set up. Failure to do so will result in removal of the spaces, and \$25.00 administration fee per participant, per week charged.

Payments are as follows:

- 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.

- 4) In-Person payments can be made by Visa / Mastercard, debit, cash, cheque.
- 5) By-phone payments can be made by Visa / Mastercard / Visa-Debit

REFUNDS

PLEASE READ BEFORE REGISTRATION

- Refund requests will **only** be considered for medical reasons and must be supported by proper documentation. Requests can be submitted to stacey.hanlon@pcsp.ca or kirk.combden@pcsp.ca.
- All refund requests must be submitted **in writing within one (1) week of registration**.
- **Refunds or credits will not be issued for:**
 - Weeks registered but no longer needed
 - Missed programs or events (unless supported by a medical note)
 - Weather, power outages, travel, personal commitments, or other unforeseen circumstances
- **Please register only for the weeks you are certain you require.** Weeks booked and later deemed unnecessary will not be refunded or credited.
- A **\$25 non-refundable deposit** per participant, per week applies to all registrations.

Requests to change registered weeks or program locations will not be accepted.

PROGRAM DATES

WEEK 1: June 29th to July 3rd, 2026
(No program on Canada Day, Wednesday July 1st, 2026)

WEEK 2: July 6th to July 10th, 2026

WEEK 3: July 13th to July 17th, 2026

WEEK 4: July 20th to July 24th, 2026

WEEK 5: July 27th to July 31st, 2026

WEEK 6: August 3rd to August 7th, 2026
(No camp day on the day which Regatta takes place, scheduled for Wednesday August 5th. Camp follows the day it occurs)

WEEK 7: August 10th to August 14th, 2026

WEEK 8: August 17th to August 21st, 2026



HAVING fun
BEING active
STAYING safe

HOURS

8:00AM – 5:00PM

Drop off will run from 8:00am - 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:

- Completed Kindergarten in the 2025-2026 year.
- No older than 12 years of age (finishing grade 6).

Kindergarten provides children with the opportunity to develop independence in a structured, full day environment and sets them up for success in a day camp program which is longer than the typical school day.

COST

\$155 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 \$124. 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 Road)
- 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.



PICK-UP AND DROP OFF

- Parents/guardians **must** 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 or kirk.combden@pcsp.ca

Drop Off

- Participants must 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.

Pick Up

- Participants are to be picked up between 4:00pm and 5:00pm, there is no late pick-up available.
- Parents/guardians must enter the site for pick-up.
- Only those names on the permitted pick up list will be allowed to sign out, or with email permission.





WHAT TO BRING

- Bottle of hand sanitizer, labeled with participant's name.
- Sunscreen (*at least 30 SPF*), labeled with participant's name.
- Suitable clothing for the weather: summer clothing, rain gear, hats, and additional change of clothes, labeled with participant's name. (*outdoor play will be promoted in all weather, as long as conditions are safe*).
- Bathing suits/trunks and a towel, labeled with participant's name. (*as long as the weather permits, we will be using the Splashpad daily*)
- Water Bottles, labeled with participant's name.
- Sneakers/closed toe sandals, labeled with participant's name (*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 April 29th, 2026, 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 April 29th.
- 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 such as clear Records of Conduct, and waiver forms.
- All participants are required to be able to feed themselves independently.

Please note that not all requested weeks may be accommodated during the April 29 registration process. While the Town strives to support as many participants as possible, placements are dependent on available staffing resources and overall program demand. Following a review of your application and intake forms, staff will be in touch to confirm availability and next steps.



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

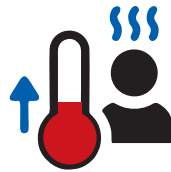
- Children in need of a personal floatation device will need to bring their own on swimming days.
- If you are not comfortable with your child going swimming, they will not be able to attend camp that day until after the outing is concluded.
- Children who go swimming must get in the water, as the Councillors 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 Councillors while out on swimming field trips.
- 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 and 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 health and safety practices throughout 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 and 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 trail system, 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 709-895-8000. 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.

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.



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	LISTENING	KINDNESS	RULES	HONESTY	RESPONSIBILITY	SAFETY	CHOICES
Respecting others, property and yourself	Listening to counsellors, other participants and guests	Kindness towards everyone	Abiding by the rules of the program	Being honest to others	Taking responsibility for your actions	Staying safe in all situations	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.**

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.

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.

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

Alternate formats of this document are available upon request.



CONTACT INFORMATION

Stacey Hanlon

Recreation Coordinator
stacey.hanlon@pcsp.ca
709-895-8000 ext. 233

Kirk Combden

Recreation Coordinator
kirk.combden@pcsp.ca
709-895-8000 ext. 265

Nicole Clark

Director of Recreation and Community Services
nicole.clark@pcsp.ca
709-895-8000 ext. 236

Summer Programs Coordinator

(anticipated start day of early May)
summerprograms@pcsp.ca



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