



# **SUMMER DAY CAMPS**

## **PARENT HANDBOOK 2019**

# Table of Contents

<b>Welcome to Camp!</b> .....	<b>3</b>
<b>First Day of Camp!</b> .....	<b>4</b>
Registration/ Forms .....	4
Hours.....	4
Location .....	5
TWU Campus Map.....	5
<b>What to expect</b> .....	<b>6</b>
<b>How to prepare</b> .....	<b>7</b>
What to bring to camp .....	7
What NOT to bring to camp.....	7
Healthy Lunches and Snacks .....	8
Nut Free Camp.....	8
Sunscreen! .....	8
<b>Our Team</b> .....	<b>9</b>
Camp inclusion .....	9
<b>Important Info</b> .....	<b>10</b>
Medication .....	10
Medical Emergencies .....	10
<b>Before/ After Camp Care</b> .....	<b>10</b>
<b>Frequently Asked Questions</b> .....	<b>11</b>
Do you have a Lost and Found?.....	11
What if my child can't make it to camp?.....	11
What if my child is sick? .....	11
What if I need to pick up my child early?.....	11
What if it is really smoky/ hot/ or there are bad weather conditions? .....	11
Where do I Pick up my child? .....	12
Cancelations and Refunds?.....	12
Can I transfer my child to another camp? .....	12
Can someone else pick up my child other than the authorized guardian?.....	12
<b>Contact Information</b> .....	<b>13</b>

# Welcome to Camp!

Dear Trinity Western Day Camp Family,

We are so excited to be welcoming you onto our beautiful campus this summer and cannot wait to meet you!

We want you and your child to get the most out of this experience this summer, so we have created this guide to help you prepare for their week at camp. Take a look through the guide to better understand the process and help things run smoothly when you arrive on campus and help answer any common questions you may have.

Our mission for this summer is to provide kids with a safe, fun and loving environment for kids of all walks of life to come learn and grow. We have embedded our values of faith, respect, relationships and learning into our camps. Our camps have been created to foster friendship, curiosity, creativity and growth in your children.

If you have any further questions or concerns, please do not hesitate to send us an email at [camps@twu.ca](mailto:camps@twu.ca).

We are counting down the days till another amazing summer full of learning, growth and friendship!

- Summer Day Camps Staff



# First Day of Camp!

## Registration/ Forms

Yay! Today's the day your child gets to come to camp! We recommend arriving at camp 15min early on the first day in order to find your way around and sign in.

Please make sure you have filled out all of your forms and printed them off prior to arriving at registration. You can find the necessary forms online at [twu.ca/twucamps](http://twu.ca/twucamps) and they will be sent to you in an email a few days before your first day of camp.

\*Unfortunately, we do not accept electronic signatures so please bring your forms in to sign.

## Hours

All camps run from 9:00am to 3:00pm except for our half day multisport camps. Our multisport morning camps run from 9:00am-11:30am and afternoon sessions run from 12:00pm-2:30pm. If these hours do not work with your schedule, we are offering before/after care for an additional fee (see page 10).



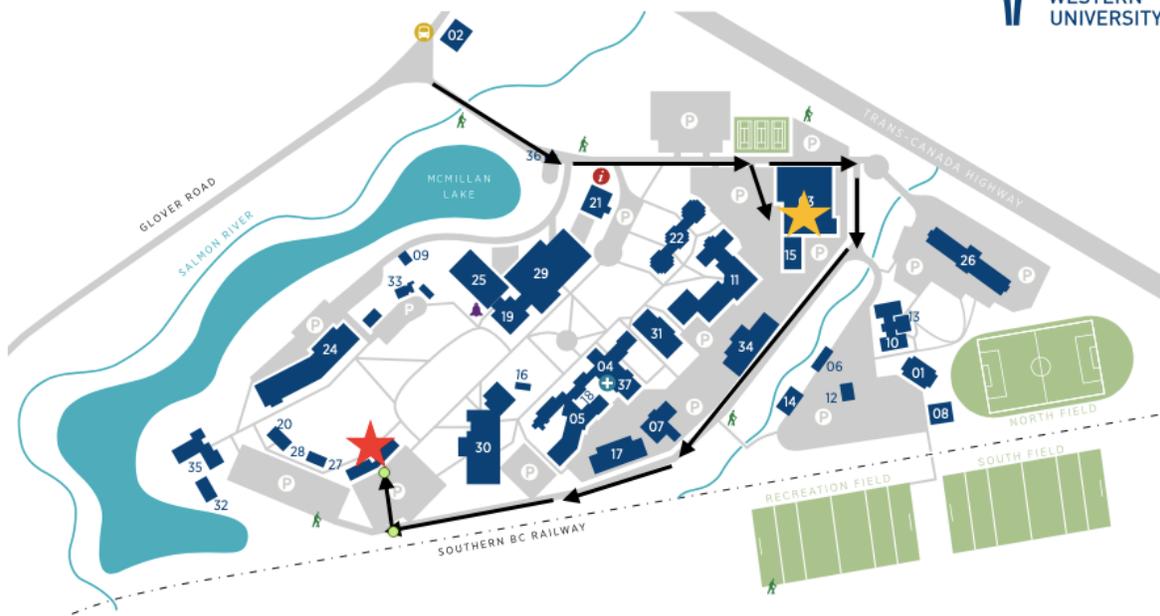
# Location

Most of our camps will be taking place at **7600 Glover Road** on the Trinity Western University Langley Campus in either the David E. Enarson Gymnasium (yellow star) or Music building (red star). You will receive an email a few days before indicating where your camp will meet.

Spartan Complete Champion volleyball and basketball camps are taking place at **7888 200<sup>th</sup> Street** in the Langley Events Center. Track and field camps will take place at Walnut Grove Secondary **8919 Walnut Grove Drive**.

# TWU Campus Map

TWU LANGLEY CAMPUS



- |                               |                                     |                                  |                                  |
|-------------------------------|-------------------------------------|----------------------------------|----------------------------------|
| 1. CANIL Harvest Centre       | 11. Fraser Hall                     | 21. Mattson Centre               | 31. Robson Hall                  |
| 2. Catholic Pacific College   | 12. Fraser River Counselling Centre | 22. McMillan Hall                | 32. School of Education Portable |
| 3. David E. Enarson Gymnasium | 13. Graduate Collegium              | 23. Music Building               | 33. Seal Kap House               |
| 4. Douglas Centre             | 14. Grounds Department              | 24. Neufeld Science Centre       | 34. Skidmore Hall                |
| 5. Douglas Hall               | 15. Gym Portable                    | 25. Norma Marion Alloway Library | 35. Vernon Strombeck Centre      |
| 6. Ezra House                 | 16. Hanson Garden Chapel            | 26. Northwest Building           | 36. Welcome Centre               |
| 7. Facility Services          | 17. Jacobson Hall                   | 27. Portable 1                   | 37. West Coast Collegium         |
| 8. Field House                | 18. Jordan Thiessen Courtyard       | 28. Portable 2                   |                                  |
| 9. Fire Pump House            | 19. Larsen Atrium                   | 29. Reimer Student Centre        |                                  |
| 10. Fosmark Centre            | 20. Marlie Snider Collegium         | 30. Robert N. Thompson Building  |                                  |
- 
- |                    |
|--------------------|
| PARKING            |
| TRAIL ENTRANCE     |
| CAMPUS INFORMATION |
| BELL TOWER         |
| BUS STOP           |
| WELLNESS CENTRE    |

# What to expect

A whole lot of fun, in the outdoors making friends, being active and learning!



# How to prepare

## What to bring to camp



Healthy NUT-FREE lunch and snacks  
Water bottle  
Sunscreen & Hat  
Running shoes  
Sweater & rain jacket  
Active cloths

Label everything your child brings!



## What NOT to bring to camp



\*TWU is not responsible for any stolen, damaged or lost items

Peanut Products  
Electronics including phones  
iPod's, video games  
Valuables  
Money



## Healthy Lunches and Snacks

Here at TWU we want to encourage healthy choices, especially when it comes to food. Please pack your child a healthy and nutritious lunch along with snacks. This will help your child to have the necessary energy to run and play all day long! We do not have refrigerators or microwaves at camp so please plan accordingly. To help keep food fresh and cold we recommend using insulated lunch bags along with frozen water bottles. Avoid foods that spoil easily to keep your children safe! Campers will have two snack breaks and a lunch each day so plan accordingly.

As we know the summer can be hot, we will be having regular water breaks in our camps so make sure to pack a **reusable water bottle** so we can refill it when it gets empty. Try freezing water bottles the night before to keep water colder for longer.

### Canada Food Guide recommendations for healthy kids!

- Plenty of fruit and veggies
- Eating protein foods
- Choosing whole grain foods
- Drinking lots of water

## Nut Free Camp



We kindly ask that you leave your Nut Products at home due to the number of nut related allergies among our campers and staff. This includes all nut Products and nut by products. Our counsellors have been trained to recognize and respond to allergic reactions, including the use of an epi-pen.



## Sunscreen!

We are concerned about the damage that can be caused by the UV rays. Due to this, we ask that parents send sunscreen, hat and sunglasses with their children. Counsellors will be checking to make sure that sunscreen is applied periodically throughout the day. Our counsellors are more than happy to assist young campers to make sure they do not miss any spots and have applied it properly!

# Our Team

Our team is made of current or previous TWU students! All of our counsellors are fun, caring and ready to fully invest in your child to make your child's experience positive! All of our counsellors have First Aid and CPR- C training and have undergone extensive pre-camp training.

Our specialty camp counsellors have years of experience in their fields and activities to best lead your children!

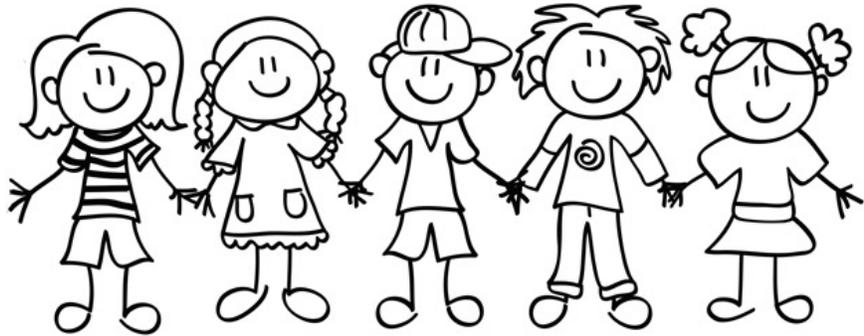
## Supervision Ratios

Ages 4-5

*1 to 10 Ratio*

Ages 6-12

*1 to 12 Ratio*



## Camp inclusion

At TWU we believe that everyone should have the opportunity to attend camp. We have a group of support staff to help provide support to counsellors when difficult situations arise. The main role these staff play is to ensure that children with all ranges of abilities are able to have a fun and rich experience at camp through making activities accessible to all. If your child needs special support, we ask that you let us know before the start date to ensure we have appropriate staffing. All information will be kept confidential and only shared with counsellors directly working with your child. Unfortunately, at this time we are unable to guarantee one on one support for the whole week.

# Important Info



## Medication

If your child needs medication throughout the week we are more than happy to accommodate! We ask that you fill out the *medical consent form* as well as the *administration of prescribed and non-prescribed medication form*.

Medication will be stored with the counsellors in the first aid kits and will be given to the child when necessary. Campers are not allowed to keep medication on them.

## Medical Emergencies

Your child's safety is very important to us and activities will be planned to avoid any unsafe activity. Activities are always monitored to ensure safety standards are maintained. All of our staff have current first aid training and carry first aid kits with them at all times.

In the unlikely case of a serious medical emergency, counsellors and camp staff will respond immediately to the situation and necessary emergency services will be contacted. Parents/ guardians will be contacted immediately by the camp coordinator. If they cannot be reached, your emergency contact on your medical form will be called. Please make sure the contact information is accurate and let us know if anything changes.

## Before/ After Camp Care

If you require care beyond the hours of 9:00am- 3:00pm we have before and after camp care. Before camp care runs from 8:00-9:00 and after camp care runs from 3:00-4:30. To register please do so on our website or by calling us. It is essential that your child is registered in order to participate to ensure we have enough staff.



# Frequently Asked Questions

## **Do you have a Lost and Found?**

Yes! Lost and found from the week will be displayed at registration each morning and afternoon. If you lost something in a previous week, it will be stored at the front desk at the David E. Enarson Gymnasium until the end of summer. After Aug 30<sup>th</sup> all unclaimed items will be donated.

## **What if my child can't make it to camp?**

In the case that your child cannot make it to camp we ask that you call us at 604.888.7511 ex. 2496.

## **What if my child is sick?**

If your child is sick, we ask that they stay at home to avoid their illness spreading to other campers. We are sorry for any inconvenience this may cause! If your child becomes sick throughout the day, we will call the parent/guardian on your medical forms.

## **What if I need to pick up my child early?**

We can totally make this work! Just let your child's counsellor know. They will instruct you where you can pick up your child at that time!

## **What if it is really smoky/ hot/ or there are bad weather conditions?**

In the case that there are smoky sky's we will be following BC Health advisories. In the case that it is unsafe for children to be outside playing due to smoke we will do our best to keep them inside or participating in low exertion exercise. Extremely hot weather we will combat with staying in the shade, doing water activities and staying in our air-conditioned facilities whenever possible!



## Where do I Pick up my child?

Pick up your child in the same place as your dropped them off at! Either the David E. Enarson Gymnasium or Music Building.

## Cancelations and Refunds?

We understand that sometimes plans change so we allow cancelations up to **7 days prior** to the start of the camp. Cancelations will be charged a \$10 fee for camps less than \$250 and camps over \$250 will be charged a \$25 fee.

## Can I transfer my child to another camp?

Yes absolutely as long as it is done at least **7 days prior** to the start date of the camp! Transfers will be charged a \$5 activity fee.

## Can someone else pick up my child other than the authorized guardian?

Yes! The parent/ guardian authorized on the disclosure, consent and release form just need to notify us in person or by email prior to pick up and that person must be added to the disclosure, consent and release form. Unfortunately, we will not be able to allow campers to leave without an authorized person.



# Contact Information

For general inquires and more information you can contact us below:

Call: 604.888.7511 ex. 2496.

Email: [camps@twu.ca](mailto:camps@twu.ca)

Website: [twu.ca/twucamps](http://twu.ca/twucamps)



If you would like to speak with our 2019 coordinators directly contact them using the emails below.



**Jen Shannon**

*Summer Camps  
Coordinator*

Jennifer.shannon2@mytwu.ca



**Jordyn Piercy**

*Summer Camps  
Administration*

Jordyn.piercy@twu.ca

# WE CAN'T WAIT TO MEET YOU THIS SUMMER!