

CAMP DE JOUR AND CAMP EN ACTION



CAMP^{DE}
JOUR

PARENTS GUIDELINES 2024

Adventures, activities and friendship

[HTTPS://CAMPDEJOUR.UPLIFTERINC.COM/](https://campdejour.uplifterinc.com/)



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A project from Conseil communautaire du Grand-Havre

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WELCOME TO CAMP DE JOUR 2024

Camp de jour was founded in 1992 by **Conseil Communautaire du Grand Havre (CCGH)** and is one of the only Francophone camps in the Halifax Regional Municipality.

Camp de jour is open to Francophone and Francophile children from **4 to 9 years old** including the Camp en Action for our youth from **10 to 13 years old**.

Camp de jour promotes the global development of Francophone youth during the summer season. Through creative and sporting activities, we strive to create a climate of respect for oneself and for others, while fostering pride in one's Francophonie.

Camp de jour is located in two locations:

- **École du Sommet** at 500 Boulevard Larry Uteck, Halifax
- **École du Carrefour** at 201 Portage Avenue, Dartmouth

We invite you to read this guide to discover the different regulatory and safety aspects that we take care of, to offer a safe and healthy environment for a fun summer in French!



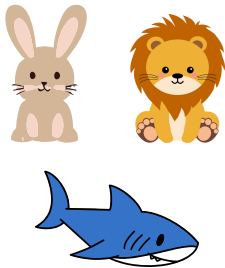
ADMISSION CRITERIA AND GROUPS

Your child is eligible if and only if he/she can understand and communicate fully in French. Children enrolled in French pre-primary, CSAP schools and Immersion schools are eligible.

Our age groups are as follows:



The goal of the **4 to 5 years old Mushroom and Turtle program** is to develop teamwork through group socialization and to develop the imagination of our little ones during several creative activities related to the theme of the week.



The Rabbits, Lions or Sharks program for 6 to 7 years old promotes socialization between peers of the same age that can lead to a beautiful friendship. Creative and fun activities related to the week's theme will develop their fine motor skills and physical activities will allow them to expend energy in a cooperative and fun team spirit!!



The Giraffes and Fireballs program for 8 to 9 years old aims to develop sharing in cooperative way through dynamic activities in order to create memorable memories and by allowing leadership in a respectful and supportive manner. In addition, the creative and sporting activities will promote an adventurous team spirit through the themes of each week!



The 10-13 years old Action Program will be full of fun and age-appropriate adventures, leadership, and teamwork!

REGISTRATION POLICY AND RATES

✔ **Registration Policy**

Registration will open on **Wednesday March 6th, 2024 at noon.**

Camp spots are awarded on first-come, first-registered basis.

To secure a child's spot for selected weeks, you must complete the entire online registration form when creating your account.

- Registration is done online on the day camp website:
<https://campdejour.uplifterinc.com/>
- If the maximum number of registrations for a week is reached, your child will be placed on a waiting list, and you will be notified as soon as there is a space available.

😊 **If a space becomes available:** the parent/guardian will be contacted by email or phone within 7 days prior to the Monday of that week.

😞 **If no space becomes available:** the parent/guardian will not be contacted.



✓ **Rates for the 2024 season**

WEEK	THEME	DATES	LAST DAY TO REGISTER	PRICE PER WEEK (CAMP DE JOUR)	PRICE PER WEEK (CAMP EN ACTION)	EARLY DROPOFF AND LATE PICK UP (PER WEEK)
Week 1	Bienvenue au Camp!	July 2nd to July 5th	June 25th	180 \$	200 \$	28\$ per block
Week 2	La Jungle	July 8th to July 12th	July 1st	225 \$	250 \$	35\$ per block
Week 3	Les petits créateurs	July 15th to July 19th	July 8th	225 \$	250 \$	35\$ per block
Week 4	Olympiques 2024	July 22nd to July 26th	July 15th	225 \$	250 \$	35\$ per block
Week 5	Magie du Camp	July 29th to August 2nd	July 22nd	225 \$	250 \$	35\$ per block
Week 6	Splish Splash!	August 6th to August 9th	July 29th	180 \$	200 \$	28\$ per block
Week 7	Les Francofolies	August 12th to August 16th	August 6th	225 \$	250 \$	35\$ per block
Week 8	On fait la fête!	August 19th to August 23rd	August 12th	225 \$	250 \$	35\$ per block

Notes:

- **No taxes are applied to camp services, only merchandise.**
- **A 10\$ discount is offered** for the registration of the 2nd, 3rd, and 4th child of the same family during the same week (Camp de Jour and Camp en Action).

TERMS OF PAYMENTS AND REIMBURSEMENT

✓ Terms of payments

Payments for camp spots can be made by **credit card** and can be made in full or in installments.



Children must also purchase a **Camp T-Shirt, at a cost of 20\$**. The T-Shirt is Red for the Camp de jour and Yellow for the Camp en Action.

This T-Shirt is mandatory since it contributes to the safety of the youth during outings. If the child has already participated in the Camp and already has one that still fits, he/she can choose to reuse it this summer.

We also offer the option to purchase a cap for **20\$**, but it is not mandatory.

✓ Terms of reimbursement

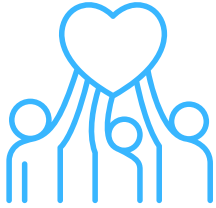
You may cancel a week of Camp by contacting the Camp de jour team **at least 7 days prior** to the start date of the chosen program. In this case, refunds are subject to a **50\$ administrative fee**.

If you cancel within the 7 days prior to the start of your reservation, there will be no refunds available except in the following situations:

- The Camp is cancelled by administrators, in which case a full refund of the registration fee will be issued.
- If the child cannot participate for medical reasons, justified by a medical certificate.

RULES OF CAMP DE JOUR

✓ Our values



- **The Community Spirit**

Camp de jour has at heart to offer a healthy and safe environment for the good development of its campers where it is good to create, play, help each other and create bonds of friendship every year.

This is why the community spirit is an important element in our Camp because it is essential to the development and success of the Camp and also to the ones of our campers.

Indeed, offering a welcoming, respectful, positive and open place to all personalities, origins or cultures is important to us. Camp de jour is an environment where everyone has a place and deserves to have a dynamic and fun summer.



- **Inclusion**

Camp de jour wants to be a place open to all “differences” and specific needs that our campers may have in order to give as many of our young people as possible the chance to participate and evolve during a summer in French. It is important for our staff in animation to be trained to better interact with our campers requiring different communication tools or adapted activities. Furthermore, we are fortunate to be in contact with specialized organizations that offer us a significant support to our friends. We also have a firm anti-bullying policy in place as we do not tolerate any bullying or discrimination within our facilities.



- **Helping each other**

Campers are encouraged to demonstrate positive behavior during activities offered by their counselor. The staff will always take a constructive approach to encourage self-discipline, peer support and compassion depending on the context.

✔ Our policy for Better Living Together

The main rules to follow at Camp de jour are the following :

- **Respect your peers, your counsellor, the Director or any other person.** No intimidation or discrimination of any kind or form will be tolerated in our organization.
- **Respect the material provided and the places in which we are:** it is necessary to use the material correctly and in a perspective of use presented in the rules of the game or the activity only. Then, in a spirit of mutual aid, we must put away the material used in the place where it was previously stored.
- **The use of appropriate and respectful language will be requested.** Vulgarity, disrespectful tones or wording will be pointed out and discussed.
- **We encourage campers to speak in French.** English will be accepted in case of emergency or panic.

Children are encouraged to have a positive attitude when participating in activities. Our goal is that all children enrolled in Camp de jour have a safe and enriching experience in French.



In situations of non-compliance with camp rules, the Camp follows the following steps:

1st and 2nd incident: At the time of the incident, a responsible person (counselor, director or coordinator) will investigate to determine the reasons and purposes that led to the negative exchange. A discussion will then take place with the child who made or created the negative interaction in order to help him/her understand how his/her attitude is not appropriate and acceptable at the Camp, to bring him/her to formulate how he/she could have interacted, and to formulate a sincere apology to the person or child victim.

At the same time, a responsible person will interact with the child/youth victim to reassure and comfort him/her to not create a lack of trust or depreciation.

In the event that responsibility is shared, the same procedure will be followed in order to find a positive outcome to the incident whenever possible.

The negative interaction will be documented in a written incident report and communicated to the parents/guardians of the children involved. A reminder of the policies will be made upon communication to the parent/guardian and upon the third such incident with no change in the behavior of the offending child, the next disciplinary step will be initiated.

In extreme cases and if deemed necessary, the Camp de jour and Action team reserves the right to directly go to step 3.

3rd incident: The communication procedure will be carried out in order to give the child a chance to understand the consequences of his/her negative interactions as well as a written incident report with communication to the parents/guardians of both parties. The 3 incident reports and an official letter will be sent to the parents/guardians of the offending child indicating the two days suspension.

4th incident: The communication procedure will be done to give the child a chance to understand the consequences of their interactions as well as an incident report with communication to the parents of both parties. The 4th incident report and a second official letter will be sent to the parents/guardians notifying them of the child's expulsion to the remainder of the Camp. Parents/guardians will be reimbursed for any weeks the child is unable to attend.

Note: Camp de jour also reserves the right to remove a child from his group if the child is disruptive to the activities, campeurs, staff or themselves, and reserves the right to move directly to the next step.

CARD	TYPES OF OFFENSE	INTERVENORS	CONSIDERATION
YELLOW CARD	<ul style="list-style-type: none"> - Inappropriate language - Failure to listen to the instructor - Refusal to cooperate - Refusal to participate in activities - Negative Leader 	<ul style="list-style-type: none"> - Counselor - Director Assistant 	<ul style="list-style-type: none"> - Verbal warning - Removal from group for discussion and consideration according to age - Apology to the offended person or group - Verbal contract of non-repetition - Incident reports to be signed by parents or guardian
ORANGE CARD	<ul style="list-style-type: none"> - Non-respect of the counsellor's instructions - Disrespect of one or more campers - Non-respect and breakage of equipment - Non-respect of the environment - Disrespect to a counselor - Recurrence of a breach 	<ul style="list-style-type: none"> - Counselor - Director Assistant - Director 	<ul style="list-style-type: none"> - Verbal warning - Removal from the group during a special activity - Apology to the offended person or group - Call to parents for a meeting and signing of the third incident report - Letter of suspension for 48 hours
RED CARD	<ul style="list-style-type: none"> - Recurrent bullying - Physical violence - Recurrent verbal abuse - Refusal to follow safety instructions - Running away - Use or possession of illegal substances - Theft or borrowing without permission - Accumulation of several breaches 	<ul style="list-style-type: none"> - Director assistant - Director and Coordination - General Director 	<ul style="list-style-type: none"> - Final warning and chance to explain attitude - Withdrawal from the group during activity - Call to the parents/guardians to meet as soon as possible and sign the 4th incident report - Letter of eviction given to parents and reimbursement of missed weeks

PROCESS OF CAMP DE JOUR

Each week at the Camp de jour will have a different theme for the fun and discovery of our campers but the flow of each day will remain the same basis.

✓ Camp schedule

From Monday to Friday over the eight weeks of the camp, the hours will be as follows:

- **Early drop-off block if registered:** the camp will open at **7:30 am** to welcome our campers until 8:30 am, for the start of our camp.
- **The activities of the Camp de jour:** each day the Camp will run from **8:30 am to 4:30 pm** with 2 snack times and a lunch time. Camp does not provide snacks and lunch, which are the parents/tutors responsibility.
- **Late pick-up block if registered:** The Camp will remain open for evening care campers until parents/guardians arrive from **4:30 pm to 5:30 pm** final closing time.



After 5 :30pm, a fee of 15\$ will be charged for each 15 minutes.

✓ Arrivals and Departures

• **Arrival time**

Each morning, parents/guardians may bring their child to the entrance of the camp. A staff member will be available to take your child's name and make sure that you sign the attendance sheet.

This time is also THE time to make sure that all forms have been signed, payments made or in progress, and to collect any medication if necessary.

At this time, after the goodbyes, your child will be able to join his/her friends to play during the daycare or join his/her group and counselor for the beginning of his/her day.

- **Departure time**

Each evening, one or two staff members will be available to take your child's name and make sure you sign the attendance sheet but also to keep you informed of your child's day. If activities or outings are planned, reminders will be given at this time.

If a person other than the parent or guardian is picking up the child, he or she must be specified on the list of authorized persons and a request for identification will be made to verify the information. However, always inform us in advance of any change of information, even if it is exceptional. These measures are for the safety of your child and our Camp.

Please make sure that you do not forget anything in your child's bag when they arrive and that everything is packed when they leave because when the Camp is closed, you will have to wait until it reopens to retrieve any items left behind.

- **Independent arrivals and departures**

If a child comes and leaves on his/her own, i.e. by foot, bike, scooter, a parental authorization from the parents or guardians will have to be given at the time of registration, otherwise the child will not be allowed to leave the Camp and a call will be made to the parents to come and pick him/her up. Please make sure that you have sent and sign this request.

If anything happens to your child on the way to or from Camp, the Camp will not be responsible.

REMINDER: No transportation will be provided for arrivals and departures – it is the responsibility of the parents/guardians to bring and pick up their child(ren)



✓ **Typical day**



SCHEDULE	TIME OF THE DAY	PRESENTATION
7:30 TO 8:30 AM	Early drop-off	Pre-Camp arrival time
8:30 TO 9:00 AM	Gathering	Time to find your group and morning routine
9:00 TO 10:30 AM	1st Morning activity	Planned activity for the group
10:30 TO 11:00 AM	Morning snack*	
11:00 TO 12:00 PM	2nd Morning activity	Continuation or other activity
12:00 TO 12:30 PM	Lunch time*	
12:30 TO 1:00 PM	Relaxation time	Non-active time
1:00 TO 2:30 PM	1st Afternoon activity	Planned activity for the group
2:30 TO 3:00 PM	Afternoon snack	
3:00 TO 4:30 PM	2nd Afternoon activity	Continuation or other activity
4:30 TO 5:30 PM	Late pick-up	Departure time

Please note:

- activities may change depending on the theme of the week, the change in weather or the facilitator in charge of the group. You will be kept informed of all activities planned for your child's group.
- *Camp does not provide snacks and lunch, which are the parents/tutors responsibility.

CAMP OUTINGS AND TRANSPORTATION

✓ Camp outings and security code

Each week, Camp de jour has a theme and one outing per week will be affiliated with the theme. It is important to note that we, the day camp, reserve the right to modify field trips and cannot guarantee a specific outing for a given week. By registering for the camp, you accept that your child will participate in the trips we organize (for example: lake, beach, pool, wildlife park, museum, trampoline, outdoor activities, and more). We cannot guarantee other activities during these field trips, and if you refuse to send your child on the outing, you will have to keep them home at your own cost.

When there is an outing planned, we wear a color code by Camp de jour or Action. In fact, the children of the Camp de jour will wear **the mandatory red T-shirt** and the Camp in action will wear **the mandatory yellow T-shirt**. The purchase of the T-Shirt at registration is primarily for safety measures during outings to allow for easier grouping and counting of children in each group.

Just like at Camp, we do not offer food to the children. It is mandatory that no food contains traces of peanuts or other nuts, as well as seafood. We recommend that you have a lunch box, water bottle and sunscreen in your backpack and that you wear a hat as well as comfortable closed shoes for walking.

Camp rules regarding behavior, safety and respect for each other will remain the same when going out of Camp.



✔ **Camp outings transportation**

As mentioned above, transportation to and from Camp is not provided by us and it is the responsibility of parents/guardians.

However, all transportation and staff supervision during outings will be provided by Camp de jour. A bus will be provided and a transportation/outing consent form will be required to be signed during registration.

Supervision of groups on outings will be the same as at Camp, i.e one staff member per group of 10 or 12 children depending on the age group.

In the event of an accident, the child will receive the necessary medical attention and the parent/guardian will be contacted. An incident form will be completed by the Camp staff and signed by the parent/guardian.



FORBIDDEN AT CAMP DE JOUR

✘ Electronics, toys, precious objects and money



Camp de jour will not be held responsible for any loss or theft. Therefore, we ask that you make sure that our campers do not put any of these items in their bags on their way to Camp. Items have monetary value but also sentimental value so we do not want hearts to be broken or tears to shed if any of these precious items should happen to be lost or broken at Camp.

✘ Tobacco, cigarettes and vaporizers

Campers who are found in possession of cigarettes, of tobacco and/or vaporizers will have them confiscated and their parents will be contacted by phone. Any repeat offense will result in sending the kid back home.



✘ Drugs and alcohol

It is and will remain strictly forbidden to possess any drugs or alcohol on the Camp de jour site. A camper in possession of any of these substances will be removed from the camp immediately.

✘ Dangerous or compromising objects

Camp de jour will not accept the presence of dangerous or compromising objects such as fighting objects or sharp objects that could injure. Possession of such items will be reported.



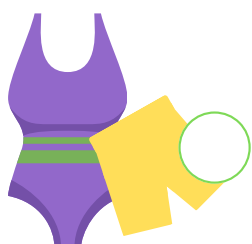
IN MY BACKPACK

In order for our campers to have everything at their disposal to be the most comfortable but also the readiest to enjoy 100% of the fun of the activities, here is a checklist to not forget anything:



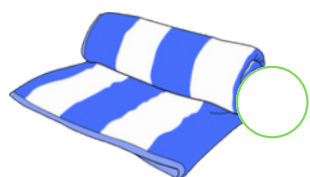
A reusable water bottle

In order to avoid heat stroke and dehydration, it is important for young people to have a full bottle at all times of the day in order to stay hydrated during the day.



A swimsuit

Depending on the theme of the week, the youth will have to participate in water games or go to the pool on sunny days. If there is no bathing suit, there will be no participation in the activities.



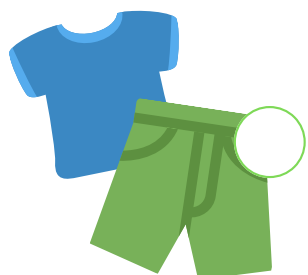
A bath towel

During water activities, you will have to dry yourself well! Also it is important to have a bath towel available as the camp cannot lend one.



Sunscreen

The Sun is nice, but sunburns are not! So, it is very important to have it in your bag because we put sunscreen on during the hot hours and during the outings. The sun is not necessarily a good friend for our skin!



A change of clothes

It is always recommended to have a complete change of clothes in case of an accident. Accidents happen but having clean and dry clothes is also part of the consolation of the moment in extra of being ready to continue the day!



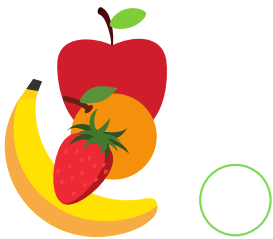
Shoes closed with laces or velcro

To wear at all time, except at the pool!

IN MY LUNCH BOX

In order to keep our campers in a great shape and with great energy throughout the day for our activities, we recommend a lunch box that includes a lunch and 2 snacks.

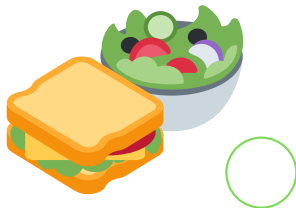
Here is a checklist for your support if needed on a recommended basis:



Fruits

Fruits are rich in vitamins, fiber and minerals that provide a quick energy boost and is essential for the development of our campers.

Fruits makes a great healthy and easy snack.



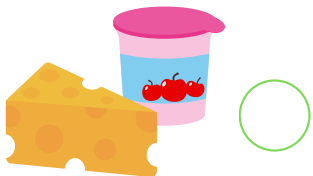
A cold and hearty meal

A protein-rich lunch is important at lunchtime to recharge our campers' energy levels and get them through the second half of the day. We recommend meals such as sandwiches, wraps, pasta salads or cereals.



Veggies

Vegetables are another important source of vitamins and fiber for digestion and growth. They can be a meal or a side dish or as well another snack paired with a dip.



Dairy products

In the summer season, it is more difficult to keep dairy product in a lunchbox but they are an essential source of calcium that protects and helps strengthen bones. Also portion of hard cheese or pre-dosed yogurt are best.



Make sure that the proportions are adapted to your little one's appetite and be careful not to use products containing nuts and peanuts to avoid any risk of allergy.

TO BE GIVEN TO THE PERSON IN CHARGE

If your child need to take medication, please give the following informations to our Directors on the morning of the first day of the week:



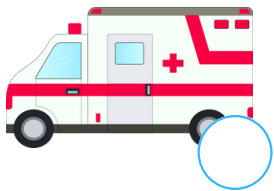
Any medication

All prescription and over-the-counter medications must be given to a person in charge as no camper is allowed to carry or take any medicine during Camp and without supervision.



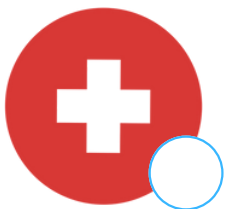
In Camp Medication Authorization Form or Letter

It is strongly recommended to give medication twice a day before and after Camp. However, if it is necessary to give medication during Camp, you must give us a copy of the prescription as well as the authorization form and a written letter authorizing the Camp to give the medication on certain scheduled hours to be respected.



Authorization for ambulance care

We recommend having authorization for ambulance care if necessary. Without it, the care of your child could be more complex in case of an emergencies.



Any change in health status

For an unforgettable summer, it is important to be aware of any change in health status in order to adapt and accompany your child through these changes. All information will remain confidential at all times.

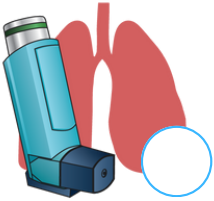
AT ALL TIME WITH MY CHILD

Every Superhero need some accessories to control their superpowers so for our campers who need them, please give them:



EpiPen

If your child needs an emergency dose of adrenaline in case of an allergy attack, he/she must carry it with him/her at all times in a fanny pack. Camp staff is not allowed to carry emergency medication.



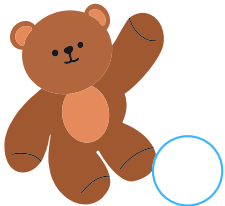
Asthma pump - Ventoline type

If your child needs a pump for any reason, he/she should always have it on him/her.



Diabetes Kit

If your child is diabetic, he/she will need to carry his/her kit. The injection will not be done by the staff but will supervise them. Your child must be autonomous with the material.



Favorite comforter or stuffed animal

If your child has problem with anxiety or acute anxiety and a blanket or comforting object helps them feel better or secure them, a comforter or other reassuring object can be put in their bag for support.

For all these exceptions in terms of possession of medication, the medication authorization form and the doctor's note must still be submitted at the very beginning of the Camp for our follow-up and records.

LOST AND FOUND POLICY

During Camp de jour, we live together in a community and during times of fun or travel, objects can be lost or forgotten.

If items are lost and not found at Camp or on an outing, Camp de jour will not be held responsible.

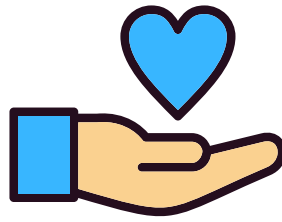
However, if an item is lost and found at Camp or simply forgotten on our site, a **lost and found box** will be available at Camp. Please feel free to check the box to see if your item is there.

As a preventive measure, we recommend that you label your personal belongings such as clothing (sweaters, T-Shirts, shorts), accessories (hats, shoes, swimsuit, towel) or even everyday items (lunchboxes, water bottles, sunscreen) in order to find and identify lost items.

Putting initials is not useful because several children may have the same initials, so please write down the names in full.



THANK YOU FOR YOUR TRUST!



Like any parent, you entrust us with your child(ren) for the time of the day, the week and/or for the all summer season. It is certainly not an easy task, and we understand you.

We take this responsibility very seriously and are committed to work as a team with you for the well-being of our campers whose needs are important and unique to each of us.

To this end, our staff is trained not only to lead groups or supervise a Camp, but also in physical safety with regard to first aid and emotional safety through basic training on special needs.

In addition, some of our known school will also provide support if basic emotional first aid is not enough for some of our campers.

We are sincerely committed to providing a safe, dynamic and develop mentally appropriate environment for each camper. We want to provide our campers with positive and memorable souvenirs to make their summer unforgettable!

If you have any concerns or comments, don't wait and speak directly to our team. Our team is made up of young facilitators who grow up and learn, so remember that they are human beings and deserve to be respected.

If you have any questions or suggestions that have not been addressed in this guide, or that do not answer your question please feel free to contact us at: camp@ccgh.ca

Thank you for taking the time to read the guidelines, and may the adventure of the Camp de jour 2024 begin!