



**SOUTH  
FRONTENAC**

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## **DAY CAMP PARENT HANDBOOK**

We are excited to have your Camper join us! It is sure to be a memorable season at the beach. Please read this document in its entirety to ensure your Camper gets the most out of their experience.

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**SOUTH  
FRONTENAC**

**Public Services Department**

2490 Keeley Road, Box 100

Sydenham ON, K0H 2T0

613-376-3027

[recsupport@southfrontenac.net](mailto:recsupport@southfrontenac.net)

**Parks and Recreation Services**


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## Important Contact Information

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**Tim Laprade**


Recreation and Facilities Manager

 613-453-7554

 [tlaprade@southfrontenac.net](mailto:tlaprade@southfrontenac.net)

**Amanada Pantrey**


Recreation & Events Coordinator

 613-453-6846

 [apantrey@southfrontenac.net](mailto:apantrey@southfrontenac.net)

**Taylor Binch**


Day Camp Coordinator

 613-985-7946

 [campcoordinator@southfrontenac.net](mailto:campcoordinator@southfrontenac.net)

**Sarah Smith**

Aquatic Coordinator

 613-893-5866

 [aquaticscoordinator@southfrontenac.net](mailto:aquaticscoordinator@southfrontenac.net)

**Eve Hussey**

Clerical Assistant

Public Services Email: [pwsupport@southfrontenac.net](mailto:pwsupport@southfrontenac.net)



## Day Camp Overview

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South Frontenac Day Camp is an outdoor, waterfront day camp program for children ages 4-12. Camp operates through eight one-week sessions during July and August.

### Camp Locations

- Sydenham Point Park – 4410 Point Park Road, Sydenham
- Gilmour Point Park – 1763 Wellington Street, Battersea
- McMullen Beach – 6089 Carleton Drive, Verona

### Programming Dates, Hours, and Fees

#### Camp Weeks

- Week One: June 29 - July 3 (no program on July 1st due to Canada Day)
- Week Two: July 6 - 10
- Week Three: July 13 - 17
- Week Four: July 20 - 24
- Week Five: July 27 - 31
- Week Six: August 4 - 7 (no program August 3rd due to the Civic Holiday)
- Week Seven: August 10 - 14
- Week Eight: August 17 - 21

#### Core Camp Hours

Camp operates from 8:00 am – 4:00 pm Monday – Friday (excluding holidays).

#### Camp Fees

Resident Rates: For residents of South Frontenac Township, the 2026 rates are as follows: \$170.00/ week (\$136.00 on weeks with a holiday).

Non-Resident Rates: For participants who live outside of South Frontenac Township, the 2026 rates are as follows: \$195.00/week (\$156.00 on weeks with a holiday).



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### ***Before & After Care***

We offer optional Before and After Care programs to help support families with flexible scheduling needs. Campers registered in these programs will enjoy supervised activities in a safe and welcoming environment outside of regular camp hours.

- **Before Care:** 7:30 a.m. – 8:00 a.m.
- **After Care:** 4:00 p.m. – 5:00 p.m.

### ***Before and After Care Fees***

- **Before Care:** \$16.25 per week (\$13.00 during shortened holiday weeks)
- **After Care:** \$16.25 per week (\$13.00 during shortened holiday weeks)

### **Please Note:**

If your child is enrolled in camp at McMullen Beach or Gilmour Point Park and is registered for transportation back to Sydenham Point, please select the **Sydenham After Care** option during online registration if you need care past 4:30 pm.

## **Transportation Services**

We're offering a shuttle bus service from Sydenham to our other locations to help families with transportation. Campers must be registered for transportation in advance. Please ensure campers arrive on time for scheduled pick-up and drop-off times.

- **Cost:** \$32.50/ week (\$26.00 on weeks with a holiday)

### **East Bound Route:** To Gilmour Point Park

The bus will depart from Sydenham Point Park at 7:30 am, stop to collect more Campers at the carpool on North Shore Road at 7:45 am and arrives at Gilmour's Point Day Camp at 8:00 am. In the afternoon, it's all aboard the buses at 4:00 pm. The eastbound bus heads back to the carpool for 4:15 pm and then to Sydenham Point Park for 4:30 pm.

### **West Bound Route:** To McMullen Beach

The bus will depart Sydenham Point Park at 7:30 am, stop to collect more campers at Centennial Park at 7:45 am and arrive at McMullen Beach at 8:00 am. In the afternoon, it's all



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aboard the buses at 4:00 pm; the westbound bus heads back to Centennial Park for 4:15 pm and then to Sydenham Point Park for 4:30 pm.

### ***Statutory Holidays***

Our staff deserve a break, too! We do not operate camp or swim lessons on any statutory or civic holidays.

### **Maximum Enrollment Numbers**

McMullen Beach, Gilmour Point and Sydenham Point have a capacity of 35 campers per week.

### **Staff-To-Camper Ratio**

South Frontenac Day Camps aim to maintain a staff-to-camper ratio of approximately 1:4 whenever possible to support camper safety, supervision, and program quality.

## **Registration**

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### **Program Registration**

Parents/guardians must register their participants through the online registration platform, *Perfectmind*. Registration is completed on a first-come first-served basis and is subject to program capacity.

Payments will not be accepted at the program sites – all payments must be handled at the Public Services Office located at 2490 Keeley Road or by using the online registration system.

### ***4-Week Maximum Attendance***

Starting in 2026, South Frontenac's Day Camp program will implement a recommended four-week maximum attendance limit per camper per summer. The purpose of this change is to promote equitable access to programming by increasing the number of families who can secure a Day Camp space. This limit does not affect the Swim Lesson program.

### ***Resident and Non-Resident Spaces***

- At all three Day Camps, 20 out of 35 camp spaces per week will be initially held for residents.



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- Resident spaces will be held for one month after registration opens. If after one month the spaces are not filled and there is a waitlist for open registration, the spaces will be filled by the open registration waitlist in a first come, first served basis.

### ***Refund/ Cancellation***

Refund eligibility may vary depending on the timing of the request and the reason for cancellation at the discretion of the Manager of Recreation and Facilities. All refund requests will be directed to the Manager of Recreation and Facilities or the Recreation & Events Coordinator.

### ***Cancellation Fees***

- **Advanced notice cancellation fee** - Cancellation/ withdrawal of the participant with more than one week prior to the program start date will receive a full refund, less a \$15 administrative fee.
- **Late notice cancellation fee** - Cancellation/ withdrawal of the participant within the week of the program start date will receive a 50% refund of the program registration rate, less a \$15 administrative fee.
- **In-session cancellation fee** - No refunds will be provided if the cancellation/ withdrawal of the participant takes place during the program session.

## **About Our Staff**

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Our staff is dedicated to creating a safe, caring, and engaging environment where every child feels valued and supported. We believe that strong relationships between educators, children, and families are the foundation of a positive camp experience.

The safety and well-being of every child is our top priority. All camp staff possess valid First Aid and CPR certifications and have completed clear Criminal Records Checks. Our Swim Instructors are additionally certified in Standard First Aid with CPR-C, Water Safety Instructor Certification, and National Lifeguard Service Certification. Some staff members are also qualified as Emergency First Aid Instructors.



## **Our Program Leadership:**

**Camp Coordinator:** Oversees all Day Camp operations, providing support and communication across all program locations.

**Aquatics Coordinator:** Oversees all water-based programming, providing support and communication across all program locations.

**Site Coordinator:** Responsible for the daily operation and supervision of one specific Day Camp Site, ensuring a safe organized, and engaging environment for all campers.

**Assistant Site Coordinator:** Supports the daily operation of the camp site, assisting with supervision, staff support, and program delivery.

## **Attending Day Camp**

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### **Daily Arrival and Departure Procedures**

#### ***Signing Campers In***

Each morning, parents/guardians must accompany their child to the camp staff member doing sign-in. Campers are not permitted to sign themselves in. The parent/guardian dropping off the camper is responsible for recording their initials and the campers arrival time on the daily attendance sheet through the camp iPad. For safety purposes, please ensure your child remains with you until they have been checked in with staff

#### ***Signing Campers Out***

At the end of the day, staff will only release campers to individuals listed on the authorized pick-up list provided during registration. All individuals picking up a camper up **MUST** present **government issued photo identification at the time of pick-up**, and sign the camper out through the camp iPad, with their initials and departure time.

If an unauthorized individual arrives to pick up a camper, or if photo identification cannot be provided, staff will contact the parent/guardian listed on the registration form to obtain authorization. Until authorization has been confirmed, the camper will remain in the care of camp staff.



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If you need to add to your designated pick-up list, please call the Camp Coordinator in advance, to inform them of the addition.

***Sign-In for Campers on the Bus***

Campers utilizing the bus transportation system from Sydenham Point to McMullen Beach or Gilmour's Point must be signed in by a parent/guardian at their designated drop off location.

**At Sydenham Point:**

- Parents/guardians must bring their camper directly to the designated staff member wearing an orange safety vest, located at the baseball diamond.
- Parents/guardians must sign the Bus Sign-In Sheet and record their initials and the time of drop off.
- At the start of each week bus drivers will be provided with a roster of campers assigned to their bus route.

**At Centennial Park/ North Shore Road:**

- Parents/guardians must walk their camper directly to the bus doors.

Upon Arrival at McMullen Beach or Gilmour's Point:

- Camp staff will verify the campers arriving from the bus, meet them at the bus doors, and walk them into the Day Camp.
- Staff will sign campers into the Camp Sign-In/Sign-Out Sheet using "Bus" as a signature, and the arrival time.

***Sign-Out for Campers on the Bus***

Prior to departure from McMullen Beach and Gilmour's Point:

- Staff will help get campers leaving on the bus ready to depart.
- Campers will wait in a line before boarding the bus, staff will conduct a head count and verify that the correct campers are boarding the bus.
- Staff must follow all sign-out procedures and initial "Bus" and the time under the camper's sign-out.

**Upon Arrival at Centennial Park/ North Shore Road:**



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Parents/guardians utilizing the Centennial Park or North Shore Road bus stops acknowledge that:

- Camp staff are not present on the bus during transportation.
- They must walk to the bus doors to receive their camper at departure .
- Parents/guardians are responsible for ensuring their camper is met at the designated stop on time.

### **Upon Arrival in Sydenham:**

- The bus will release campers at the small baseball diamond.
- Parents/guardians must report to the staff member in the orange safety vest to retrieve their camper.
- Staff will verify identification with government issued photo ID, and verify the individual is on the campers approved pick-up list through the event roster. The parent/guardian will then sign their initials and pick-up time on the Sign-Out sheet.

### **Unexpected Late Pick-Up**

Parents/guardians are expected to pick up participants promptly at the scheduled program end time. Late pick-ups place additional supervision responsibilities on staff and may impact program operations. If a parent/guardian anticipates being late, they must notify program staff as soon as possible.

### **If a Parent/ Guardian Cannot Be Reached**

If a camper has not been picked up at the end of the day, and a parent/guardian cannot be reached, staff will attempt to contact the camper's emergency contacts and authorized pick-up persons listed on the registration form.

If a parent/guardian or authorized emergency contact cannot be reached within **30 minutes** of the program end time, The Camp Coordinator or Aquatic Coordinator will contact the OPP non-emergency line and follow their direction. A member of Day Camp Staff will remain with the camper until appropriate arrangements have been made.



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### Lost and Found

Please label all items! The Day Camp Program is not responsible for any lost or stolen articles. Please do not send your child to camp with any valuables, jewelry, electronics etc. Staff regularly perform a site-check at the end of every day and all items that are found are put in the lost and found.

At the end of each day, the staff will lay out the items for the parents and campers to see at the drop off/pick up area. Lost and found items will be donated to the Hartington Community Caring Centre 5 business days after each session.

### What to Bring to Day Camp

Please ensure that your camper has the following items every day.



**Sunscreen & Hat**



**Weather Appropriate Clothing**

**Extra set of clothes** - in case of water games/rain/accidents



**Healthy and nut-free Morning Snack & Lunch** - Campers will enjoy a morning snack, lunch, and afternoon snack each day.



**Water Bottle** – We have water refilling stations at all camp sites



**Bathing Suit, Swim Gear and Towel** – Campers will have two scheduled swim times per day (weather permitting). Please see the *Free Swim* Section for more information



**Running Shoes, Water shoes/Sandals** (Optional for leaving the beach/swimming area)

Our camps encourage “walking feet” - your camper will walk to and from many of the outdoor activities. Please ensure your child has suitable walking shoes.

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## **Lunch**

Participants are required to bring a nutritious, **nut-free** lunch, snacks, and a refillable water bottle each day, we have fridges at each camp available for campers. Staff will provide designated times and supervised areas for meals and snacks.

Camper's last snack of the day will be provided by the camp and will be nut-free/allergy free.

## **Nut-Free Day Camp**

Do not send your child with any product containing nuts or nut by-products, as children with severe allergies participate in our programs regularly. **Keep Your Fellow Campers Safe!**

## **Screen Free Camp**

Electronic devices are not permitted to be at Day Camp unless discussed with the Site Coordinator.

## **Weekly Camp Flyer**

The Weekly Camp Flyer is used to communicate important Site-Specific Information about the upcoming programming, daily theme and activities, special guests, and reminders. The flyer will be distributed to families at the beginning of each camp week.

## **Weekly Parent Email**

The Weekly Camp Email is distributed by the Camp Coordinator to provide families with important information regarding Camp-wide operations, policies and expectations. Families should expect to receive this email from the Camp/Aquatics Coordinator on the Thursday before their camper begins camp.

At the end of each camp week parents will receive an email containing an anonymous feedback survey. The survey will provide families with an opportunity to share feedback regarding their camp experience and identify areas for improvement.

## **Parent/ Guardian Communication Expectations**

Open and respectful communication between families and staff is essential to maintaining a safe and positive program environment. Parents/guardians are encouraged to communicate



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any concerns, questions, medical updates, behavioral considerations, or changes in participant information to program staff in a timely manner.

Parents/ guardians are expected to:

- Treat staff, participants, and other families with respect.
- Follow established communication channels and procedures.
- Refrain from aggressive, abusive, discriminatory, or inappropriate behaviour toward staff or participants.
- Keep contact and emergency information current and accurate.
- Concerns regarding program operations should be directed to the appropriate supervisor or program coordinator for resolution.

## **Communication Methods**

Communication between camp staff and families may occur through:

- In-person conversations during sign-in and sign-out.
- Phone calls.
- Emails.
- Text.
- Written incident, accident, behaviour, or medication documentation when applicable.

To protect the privacy and safety of staff and campers, staff will not communicate with parents or guardians through personal phone numbers, personal email accounts, or social media platforms.

## **Weather**

Our Day Camp operates primarily outdoors, and campers should arrive prepared for weather conditions. Day Camp will continue rain or shine!

Programs will continue during light rain and other mild weather conditions, Site Coordinators will adjust the daily activities as necessary to keep campers comfortable and safe.

In the event of severe weather, including thunderstorms, lightning, or other unsafe weather conditions, campers will stop outdoor activities and move indoors to the Day Camp building. Programming and activities will be modified and continued inside.



## **Camper Behaviour Expectations**

The Township of South Frontenac strives to provide a safe and enjoyable environment for all campers, staff and volunteers. The program follows a guidance protocol that clearly describes what is deemed as unsafe, unpleasant, or inappropriate behaviour. It also ensures that staff are able to respond to these incidences with confidence and consistency.

Our Day Camp uses a Traffic Light Behavior Guidance System to support clear communication, positive behaviour, and consistent staff responses across all sites. This approach uses a simple visual framework that will be on display in each camp, to help children understand expectations, reflect on their behaviour, and make positive choices.

## **Traffic Light Behaviour System**

How the System Works:

### **Green (Ready to Go)**

The camper is demonstrating positive behaviour, following expectations, and participating appropriately.

- This may include following instruction from leaders, honesty, caring for others, showing respect, sharing, being inclusive, acting responsibly and using kind language.

### **Yellow (Slow Down & Reflect)**

The camper is demonstrating behaviour that requires a reminder or redirection from staff.

Yellow Behaviour May Include:

- Disrupting activities or not following instructions.
- Teasing or using inappropriate language.
- Rough play.
- Leaving the group or activity area without permission.
- Repeated behaviours after initial reminders.

These behaviours may be disruptive, inappropriate, or not aligned with camp expectations, but do not pose an immediate safety risk.

Staff Response:



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- Provide a clear, calm reminder of expectations.
- A conversation with the camper to reflect on behaviour and expectations.
- Development of a behaviour support plan, if appropriate.
- Redirect the camper to appropriate behaviour.
- Offer support and encouragement to help the camper re-engage.
- Reinforce positive behaviour when the camper gets back on track.
- Communicate the behaviour and each instance to parents/guardians at pick-up or through appropriate communication methods.

### Repeated Yellow Behaviours:

If a camper receives three or more yellow-level reminders within a single week, the camper will receive a one-day suspension from the program. This decision will be made by the Camp and Aquatic Coordinator, with support from the Manager of Recreation and Facilities, and the Recreation & Events Coordinator. Parents/guardians will be notified, and appropriate documentation will be completed.

### **Red (Stop)**

The camper is displaying behaviour that is unsafe, harmful, or significantly disruptive. Immediate intervention is required.

### Staff Response:

- Ensure immediate safety of all campers and staff.
- Calmly stop the behaviour and remove the camper from the activity or area.
- Provide the camper with time and support to regulate and reset away from other campers.

### Follow-Up Actions:

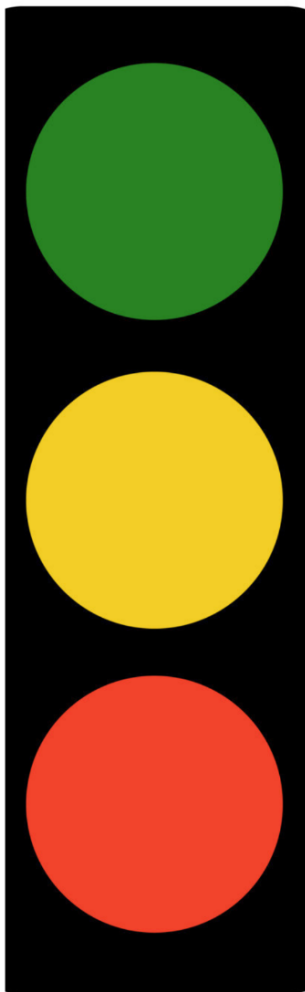
Red-level behaviours will result in immediate follow-up and intervention. This may include:

- Documentation of the incident
- Immediate communication with parents/guardians. Parents/Guardians are expected to pick up the child as soon as possible.
- A meeting with camp leadership.



- Potential temporary or permanent removal from the program (at the discretion of the Camp and Aquatic Coordinators dependent on the severity of the behaviour).

## Stop Light Behaviour Chart



### Green Light Behaviour

- Following leader/helper instructions
- Honesty
- Sharing
- Inclusivity
- Kind Language

#### What to Expect:

- Fun! Positive environment for all campers/staff, Positive reinforcement, Special privileges, Choices for future activities

### Yellow Light Behaviour

- Disruptive Behaviour
- Unkind/inappropriate language
- Not listening to others
- Leaving others out

#### What to Expect:

- Verbal reminder, Guardian check-in, Redirection, Review of expectations, Temporary removal from activity, loss of privilege, behaviour reflection

### Red Light Behaviour

- Aggression, physical altercations, threatening behaviour
- Bullying
- Repeated defiance
- Leaving supervised areas
- Unsafe swim behaviour
- Discriminatory language
- **What to Expect:**
- Immediate intervention, supervisor involvement, parent/guardian contact, incident documentation
- Removal from activity, suspension, possible dismissal from program

## Anti-Bullying

South Frontenac Day Camps are committed to providing a safe, respectful, and inclusive environment for all staff.

Bullying, harassment, discrimination, and exclusionary behaviour will not be tolerated.



## **Camper Health & Safety**

### ***Illness Policy***

For the safety of other children please notify staff or the Day Camp Coordinator if your child develops a communicable disease (pink eye, chicken pox, etc.). Children should not return to a program until cleared by a physician.

If your child is not feeling well, you can help stop the spread of germs by keeping them at home until they feel better or symptoms have subsided.

For the health and safety of our staff members and children in the camp, if a child continues to have “accidents” and/or requires diaper changes, they may be asked to leave the Day Camp Program.

### ***Medical Conditions, Disabilities, and Behavioural Circumstances***

We request full disclosure of any medical conditions, disabilities, or behavioural circumstances. Full disclosure of this type of information gives our staff a better understanding of the special needs and unique qualities of your child. This helps staff be better prepared for each session and to ensure that your child has a positive and fun camp experience. Please provide this information when registering for the program.

### **Consent**

During registration, and before the beginning of Day Camp, parents/guardians must fill out:

- A General Liability Waiver
- Photo Consent
- Medical and Behavioural Forms
- Authorized Pick-Up Information, and Emergency Contact Information

## **Swim Information**

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### **Free Swim**

Campers will have two scheduled opportunities each day to participate in supervised free-swim periods. The first swim session will take place in the morning, approximately from 10:30



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a.m. to 11:30 a.m., while the second session will occur in the afternoon, approximately from 2:00 p.m. to 3:15 p.m. These time zones are subject to change daily based on camp activities. During these designated swim times, campers will be able to cool off, enjoy the waterfront, and take part in recreational swimming activities under the close supervision of camp staff and lifeguards. Safety procedures and waterfront rules will be reviewed regularly to ensure a secure environment for all participants. Campers who choose not to enter the water will still have the opportunity to enjoy the beach area. Under staff supervision, they may participate in beach-based activities, build sand structures, play organized games, or socialize with fellow campers in the designated sand areas. Swim tests will be used to evaluate swimming abilities at the start of each camp session. More information on swim tests under the 'Swim Test' section below.

### **Weather – Free Swim**

Please note that all waterfront activities are weather dependent. In the event of poor weather conditions, including cool temperatures, heavy rainfall, thunderstorms, lightning, or other conditions that may compromise camper safety, scheduled free-swim periods may be modified or canceled for the day. The decision to cancel or postpone swimming activities will be made at the discretion of camp staff. Should a swim period be canceled, campers will participate in alternative supervised activities while remaining safe and comfortable.

### **Swim Test**

The swim test is designed to identify weaker swimmers and prevent any potential hazards. Lifeguards will conduct this test on the first day of the camp session before the first swim. Campers must be 6 years of age or older to participate. If under this age, campers must wear a lifejacket while in the water. To be successful, campers must tread water without stopping or their ears going under the water for 30 seconds, then continuously swim 25m and display the following: some characteristics of a recognized stroke (front crawl) and their face also must enter the water at least 2 times. Once the camper has completed the 25m distance, they should not appear tired or out of breath. Lifeguards reserve the right to deem any campers they are not confident in as 'unsuccessful'.



## **Swim Lessons**

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Swim Lessons are offered at Sydenham Point Park, Gilmour's Point Park in Battersea and McMullen Beach in Verona. South Frontenac offers the Lifesaving Society's 6-level Swimmer program and Preschool levels 1 –4.

Please note that Swim Lessons are not automatically included in our Day Camp program and vice versa. Parents and guardians have the flexibility to enroll their child in both Swim Lessons and Day Camp, or one or the other. If your child is enrolled in both Swim Lessons and Day Camp, they will be pulled from camp activities at their designated lesson time and return to the group when they are done. If your child is enrolled in just Swim Lessons, simply bring them to the beach at their lesson time.

Our Day Camps are offered in one-week sessions, whereas our Swim Lessons are offered in two-week sessions. If your child is enrolled in only one week of day camp, while concurrently being enrolled in swim lessons, simply bring them to the beach for the week of Swim Lessons they are not attending camp for.

- Session one of Swim Lessons run concurrently with weeks one and two of Day Camp.
- Session two of Swim Lessons run concurrently with weeks three and four of Day Camp.
- Session three of Swim Lessons run concurrently with weeks five and six of Day Camp.
- Session four of Swim Lessons run concurrently with weeks seven and eight of Day Camp.

The 2026 rate for swim lessons is \$70.00. For sessions that include a holiday, the rate is reduced to \$63.00. For more information and FAQs about our Swim Program visit [www.southfrontenac.net](http://www.southfrontenac.net) or call the Aquatics Coordinator at 613-985-7946

### **Swim Lesson Communication**

A Weekly Swim Email will also be sent to parents/guardians registered in Swim Lessons the Thursday before a new session starts. A follow up email will be sent shortly after the last day of the session. This will contain a feedback survey for parents/guardians to complete.



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### Weather – Swim Lessons

Swim lessons will only be cancelled in cases of thunder/lightning storms or extremely cold water; lessons will still be held in the rain. In the event of lesson cancellations, we will do our best to contact you before the lesson start time. Please dress your child and pack to be prepared for any weather.

### Still Have Questions?

We want your Camper to have the best camp experience possible and would be happy to answer any additional questions you may have.

Any questions regarding aquatics (free swims, swim tests, or swim lessons) can be directed to the Aquatics Coordinator.

Any questions regarding the day camp (programming, scheduling, pick-up and drop-off, etc.) can be directed to the Camp Coordinator.

#### Taylor – Day Camp Coordinator

Email: [campcoordinator@southfrontenac.net](mailto:campcoordinator@southfrontenac.net)

Phone: 613-985-7946

#### Sarah – Aquatics Coordinator

Email: [aquaticscoordinator@southfrontenac.net](mailto:aquaticscoordinator@southfrontenac.net)

Phone: 613-893-5866

