



# DAY CAMP PARENT HANDBOOK

## WELCOME TO CAMP!

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.



**SOUTH  
FRONTENAC**

**Public Services Department**

2490 Keeley Road, Box 100

Sydenham ON, K0H 2T0

613-376-3027

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

**Recreation and Leisure Services**

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## **Day Camp – Parent Handbook**

Welcome to the South Frontenac Township Swim and Day Camp Program! Please find enclosed the necessary and important information you will need to make your Campers experience at Day Camp that much more enjoyable and successful.

We have prepared a fun-filled session for your child, and we look forward to making this a camp to remember!

### **Important Contact Information**

#### **Tim Laprade**

Recreation and Facilities Manager

Phone: 613-453-7554

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

#### **Amanada Pantrey**

Recreation Coordinator

Phone: 613-453-6846

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

#### **Ally Van Buren**

Day Camp and Swim Lesson Coordinator

Phone: 613-539-4198

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

#### **Eve Hussey**

Clerical Assistant – Public Services

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

### **Day Camp Staff**

Our Camp Staff are energetic young adults who have experience working with children, enthusiasm, strong leadership skills, and sound judgment. Many of our staff members are pursuing post-secondary education in the child and youth/education field. Camp staff work hard to promote a positive and fun camp experience in a supportive environment and make healthy connections with your child.

Please check in with your child each day to ensure they are having positive experiences. If there are any concerns, please contact the Day Camp Coordinator.

Our Swim Instructors and Head Lifeguards are all fully qualified with Standard First Aid with CPR-C, Water Safety Instructor Certification, National Lifeguard Service Certification, and

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some staff members are even qualified as Emergency First Aid Instructors. All Camp Staff possess First Aid and CPR certifications, and clear Criminal Records Checks.

### Camp Locations

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

### Hours of Operation, Transportation, and Cost

#### Core Camp Hours

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

#### Resident Rates:

For residents of South Frontenac Township, the 2025 rates are as follows:

\$160.00/ week (\$128.00 on weeks with a holiday).

#### Non-Resident Rates:

For participants who live outside of South Frontenac Township, the 2025 rates are as follows:

\$175.00/ week (\$140.00 on weeks with a holiday).

### Before and Aftercare

This option allows for Campers to join us for before and/or after care. Campers can join us for before care from 7:30 am - 8:00 am. After care is from 4:00 pm - 5:00 pm.

Costs: Before Care- \$16.00/ week (\$12.80 on a week with a holiday).

After Care- \$16.00/ week (\$12.80 on a week with a holiday).

**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 Aftercare** option when registering online.

### Swim Lessons

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.

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



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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 a two-week session. 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 2025 rate for swim lessons is \$68.00. For sessions that include a holiday, the rate is reduced to \$61.20. For more information and FAQs about our Swim Program visit [www.southfrontenac.net](http://www.southfrontenac.net) or call the Camp Coordinator at 613-539-4198.

### **Transportation**

We're offering a shuttle bus service to our other locations to help families with transportation. The east bound bus leaves Sydenham Point Park at 7:30 am, stops 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. The west bound bus leaves Sydenham Point Park at 7:30 am, stops to collect more campers at Centennial Park at 7:45 am and arrives at McMullen Beach at 8:00 am. In the afternoon, it's all aboard the buses at 4:00 pm, the east bound bus heads back to the carpool for 4:15 pm and then to Sydenham Point Park for 4:30 pm. The westbound bus heads back to Centennial Park for 4:15 pm and then to Sydenham Point Park for 4:30 pm.

Cost: \$31/ week (\$25 on weeks with a holiday)

### **Unexpected Late Pick-Up/ Drop-Off**

We understand that emergencies may occur that cause you to be delayed. If you find yourself in such a situation, please call the Camp Coordinator. This courtesy will alleviate anxiety on the part of the staff and your child and give us a general idea as to when we can expect you.

### **Statutory Holidays**

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

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### Signing In and Out

Children must be signed in by an adult in the morning. A designated pick-up list should be assigned at the time of registration. Staff members will not release a child to someone other than the people designated. If you need to add to your designated pick-up list, please call the Camp Coordinator in advance, to inform them of the addition.

Whoever picks the child up **MUST** present photo identification at the time of pick-up. For safety purposes, please keep your child with you during sign-in and sign-out.

### Weather

Our camps and swim lessons run regardless of the weather. We adjust the location and activities as appropriate. Outdoor activities can still be enjoyed and sometimes our fondest memories are those rainy days.

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.

### Active Programming

Our camps encourage walking feet, which means that your child will walk to and from many of the outdoor planned activities. This is just one of many ways that staff will be encouraging a healthy lifestyle for campers. Please ensure your child has suitable walking shoes.

### Health Policies

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.

### What to Bring Each Day

Please ensure your child has the following items **every day**.

#### Attire:

- ☐ Running shoes

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- ☐ Sandals or water shoes (*optional*)
- ☐ Hat
- ☐ Jacket
- ☐ Rain gear (*jacket and boots*)
- ☐ Hot weather gear
- ☐ Swimsuit and towel
- ☐ Sunglasses (*optional*)
- ☐ Lifejacket/ floaties (*optional*)
- ☐ Extra set of clothes (*in case of water games/rain/accidents*)

### Personal Items

- ☐ **Sunscreen** (waterproof)
- ☐ Water bottle (we have water refilling stations at all camp sites)
- ☐ Lunch and morning snack
- ☐ Medication (*as needed*)
- ☐ Non-electronic toy (*optional - for free time*)
- ☐ Book (*optional - for free time*)

**Please Note: Electronic devices are not permitted Day Camp unless discussed with the Site Coordinator.**

### Food:

Please note we have a full-size fridge at all camp sites for lunches.

- ☐ A healthy lunch (***nut free please***)
- ☐ Lots of healthy snacks (***afternoon snack will be provided, nut free please***)
- ☐ Plenty of water (***no pop please***)

### Nuts and Nut Related Products

Do **not** send your child with any product containing nuts or nut by-products, as children with severe allergies participate in our programs regularly. Please inform us of any other allergies we should be aware of.

### Camp Preparation

Remember to check that you have...

- ☐ Labeled all your child's clothing/ personal items with a first and last name.
- ☐ Notified the Site Coordinator if there are any changes to your family contact information, camper information (medical etc.).





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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 performs 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.

### **Payments and Withdrawals**

Payments will not be accepted at the day camp site, all payments must be handled at the Public Services Office located at 2490 Keeley Road or by using our online registration system.

If you need to withdraw your Camper, please contact the Camp Coordinator as soon as you can to allow for another Camper to join us if we have a wait list.

### **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.

### **Behaviour Code of Conduct**

At our Day Camps we want every child to have fun, make new friends, succeed, and accomplish new skills. Camp is not a place for negative attitudes or behaviours. If a child is interfering with the safety and integrity of the program, the staff will do everything they can to work with the child and manage their behavior.

Camp guidelines are in place for the safety of all campers. It is of utmost importance to us that all campers feel safe and respected. Parents will be informed of serious incidents.

### **Discipline**

Discipline is the ongoing process of helping children to develop inner controls so that they can manage their own behavior in a socially acceptable way. Discipline is administered through firm statements, redirection of behavior or removal from the group or activity. The following procedures will be used in handling discipline situations:

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1. A verbal warning will be the immediate action in correcting inappropriate behavior (depending on the severity of the situation).
2. Time outs will be issued if behavior is not corrected. This involves a child sitting out from activities for a time that is appropriate. The incident is documented and submitted to the Swim and Day Camp Coordinator.
3. Loss of Privilege: The leader will remove the child from the activity and will be sent to a camp coordinator. A coordinator will explain the unacceptable behavior and work with the child to find alternate solutions.

Parents will be contacted if repeated incidents require that a child be removed from the program for a portion of the day, or if the incident is quite severe.

Any violent, physical, or threatening actions will receive an immediate incident report and may result in suspension from the program. The Day Camp Program reserves the right to dismiss a participant whose behavior endangers the safety of themselves, others, or if inappropriate behavior does not stop. No refunds will be issued. Upon receiving three incident reports, the Day Camp Coordinator will contact a parent/ guardian to request a meeting to discuss disciplinary problems and solutions.

### **Still have Questions?**

Please do not hesitate to contact us at [campcoordinator@southfrontenac.net](mailto:campcoordinator@southfrontenac.net). We want your Camper to have the best camp experience possible and would be happy to answer any additional questions you may have.

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