CAMP HANDBOOK

CAMPS
@DAL

CAMP
HANDBOOK
Our mission is to provide high quality recreational and sport development day camps. We strive to provide developmentally appropriate activities that promote life-long learning of recreational and sport skills. These skills are learned in recreational and/or competitive settings to encourage each child to explore fun and diverse activities.

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FORMS
Included you will find the following forms:
• Guardian Waiver and Release of Liability Form – Appendix A (Page 6)
• Pick-Up Arrangements – Appendix A (Page 6)
• Supplemental Information and Medical – Appendix B (Page 7)
• Anaphylaxis Action Form – Appendix C (Page 8)
• Climbing Waiver – Appendix D (Page 9)

All forms must have original signatures (not digital) and must be submitted prior to the camp start date in order for campers to participate in camp activities. You may email completed forms, and sign on the first day of camp.

CAMP – CONTACT
For more information, please contact the Camp Coordinator.

Email: camps@dal.ca
Phone: 902-494-2002
WHAT TO EXPECT

WHAT TO BRING
- Athletic attire: t-shirt, shorts, track pants, sweatshirt, sneakers
- Sun protective clothing and sunscreen
- Raincoat for rainy days
- Swimsuit (two if camp has more than one swim) and towel
- Water bottle
- Nut-free snacks for morning and afternoon snack breaks

Labeling your child’s belongings also makes it easier for our staff to identify and return lost items.

WHAT NOT TO BRING
- Cell phones
- Collector cards (i.e. Pokémon cards)
- Handheld games and electronics
- Toys and stuffed animals
- Money or debit cards (vending machines will not be allowed)

WHERE TO GO
Your child’s day will begin and end at Dalplex, Wickwire Field, Studley Gym, Halifax Forum, or Cole Harbour Place. Please refer to your camp itinerary (emailed out 1-2 weeks prior to camp start date) for the specific location. Activities will take place at various indoor and outdoor locations on Dalhousie campus.

PARKING
One week prior to camp you will be emailed a parking pass allowing you to briefly park in the Dalplex and Wickwire Field lots during drop-off (8:00-9:00am) and pick-up (4:00-5:00pm). If you are parking on campus for an extended period of time, please use the metered parking. If you are uncertain of parking regulations, please see the signs posted in the parking lot.

CHECK-IN PROCEDURES
Children will be checked-in at the location designated on your camp itinerary. Please refer to the campus map on page 2 of this document for directions. Check-in will begin 45 minutes prior to the stated camp start time. For example, if a camp starts at 9:00am, check-in will commence at 8:15am.

LATE ARRIVALS
All late arrivals (after 9:00am) should proceed to the Dalplex Client Experience Desk. If you are unsure of where to go, or in the event of inclement weather please go to the Dalplex Client Experience Desk. Children will be escorted to activity sites by the Dalhousie Athletics and Recreation staff.

If you know your child will be arriving late to camp, please contact the Camp Coordinator prior to the start of the camp day.

ABSENCES
You are required to email the Camp Coordinator if child will be absent from camp.

CHECK-OUT PROCEDURES
Personally checking-out your child is a great way to maintain communication with our camp staff regarding your child’s camp experience.

Check-out will take place from the stated camp end time, for a period of 30-45 minutes. All campers must be checked out by 5pm.

Please inform the camp staff of who will be picking up your child at the end of the day by filling out the Pick-up Arrangements section in Appendix A.

Photo ID and signature are required at daily check out before children can be dismissed from camp.

If your child is aged 12 years or older, they may leave camp on his/her own at the end of the day. Please indicate this on Appendix A (below the Pick-up Arrangement section). Campers will be required to sign themselves out prior to leaving for the day.

EARLY DEPARTURES
Should you need to pick your child up from camp early, please inform the Camp Coordinator by email one day prior to the early departure.

NEW!! EARLY DROP-OFF AND LATE PICK-UP SERVICES
If you need to schedule drop-off earlier and/or pick-up later than the start and end times of the camp your child is attending, we may be able to help! Campers must pre-register in order to take advantage of these services. $30.00 for either early drop-off or late pick-up per week ($60.00 for both services per week). Early drop-off begins at 7:30am and late pick up goes until 5:30pm.

FEES FOR LATE CHECK OUT
If a child is not registered in the late pick-up program, there will be an $15.00 charge for every 15 minutes the parent is late. If parents/guardians leave children after 5:45 pm, emergency contacts will be phoned to pick up the child.

ACCIDENTS & EMERGENCIES
Our camp staff are certified in CPR, AED and first aid, and are trained in emergency procedures. In the event of a medical emergency we will assess the situation, take appropriate medical action and inform you as quickly as possible using the contact information you have provided on the Guardian Waiver and Release of Liability Form (Appendix A).

MEDICATION
Please list any medication that your child requires on the Supplemental Information and Medical Form (Appendix B). Our staff are only permitted to give prescription medication authorized by a physician. Staff are not permitted to administer over-the-counter/non-prescribed medication (i.e. ibuprofen, acetaminophen, antihistamines, etc.). All prescription medications must be labelled and in their original container with the child’s name, prescribed dosage and doctor’s name. All medication must
be given directly to the staff member at the sign-in table each day for proper administration. Medication cannot be kept in your child’s backpack.

**ANAPHYLACTIC ALLERGIES AND ASTHMA**

Please list any anaphylactic allergies that your child has and the emergency plan on the Anaphylaxis Action Form (Appendix C) and/or asthma concerns on Supplemental Information and Medical Form (Appendix B). Parent(s)/guardian(s) are encouraged to discuss their child’s individual allergy/asthma needs with staff, as we need to be aware of any problems that may arise. All lifesaving devices such as an Epi-Pen, asthma inhalers, etc. are required to be with the camper at all times.

**ILLNESS**

We ask for your discretion on bringing your child to camp if he/she is ill. If your child becomes ill while at camp, you will be notified. We do not have a registered nurse on staff, therefore we will ask you to make the decision whether to remove your child from the program for the day. If your child becomes ill during the day and you come to pick him/her up early, they will be located at the morning drop-off location unless otherwise stated by camp staff when the call is made.

**LUNCHES**

Our full day Halifax summer camps include cafeteria-style lunches unless otherwise stated. These lunches take place on campus in a residence dining hall and begin at approximately 11:30 each day. (Please check your camp itinerary for the exact start time). One week prior to camp a menu will be emailed to the parents, along with camp itinerary.

Please make sure you list any food allergies or dietary restrictions on the Supplemental Information and Medical Form (Appendix B) and contact the Camp Coordinator at camps@dal.ca or 902-494-2002 at least 5 days prior to your camp start date if those allergies require a different lunch option.

If lunch is not included in your camp, we recommend you pack your child’s lunch in a small cooler, lunch box or lunch bag as refrigeration is not available. We recommend the following:

- put his/her name on the cooler/bag
- Please help us ensure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have a substantial lunch packed.
- All snacks & lunches should be nut free.

**ACTIVITIES**

One of our camp goals is to promote individual growth and we feel that exposure to other children and to new experiences is one way to achieve this goal. Hence, specific small group requests cannot always be facilitated. Our campers are grouped according to maturity, skill level, and group dynamics.

Activities will vary each session based on available facilities and weather. Our goal is to provide a supportive and enjoyable environment where learning and fun can go hand in hand.

**SWIMMING DURING CAMPS**

Swimming is a regular activity during most Dalplex camps (unless otherwise noted).

All campers under 12 years of age who want to swim in the deep end must complete a swim test on the first day of camp if they wish to participate in the daily swims. This consists of a 50-meter swim without stopping, using any combination of strokes (excludes backstroke - must be on front) and treading water for one minute. Children who pass this test will be given a bracelet that allows them access to the deep end.

If your child is unable to complete the swim test or does not want to swim in the deep end, they will be required to wear a personal flotation device (PFD) provided by Dalplex and will not be permitted in the deep end of the pool. Fitness belts, puddle jumpers or other means of personal floatation are not acceptable.

**CONTACTING YOUR CHILD DURING CAMP**

If you have an emergency and need to contact your child during the camp, please call the Camp Coordinator at 902-494-2002. You can also contact the Dalplex Client Experience desk at 902-494-3372.

To report daily camp absences, messages and general information, please email camps@dal.ca or call 902-494-2002/902-494-3372.

**CAMPER EXPECTATIONS**

This section will outline the expectations of each child enrolled in our camps, as well as safety guidelines and procedures you can expect from our staff. We are charged with the safety of many children, and these expectations are important to ensure a fun and safe place for our campers to enjoy. Please take time to review these expectations with your child(ren) so they know what to expect while at camp.

**CAMPER CODE OF CONDUCT**

**Respect for Self**

- Take care of your belongings
- Listen and be attentive
- Be responsible for your actions
- Follow the rules
- Use an indoor/quiet voice when asked
- Line up quickly and quietly

**Respect for Others**

- Treat others how you want to be treated
- Be kind
- Use helping hands (hands and feet to yourself)
- Wait your turn
- Look and listen to others
- Use fair play

**Respect for Environment**

- Keep all belongings in your back pack
- Walk when traveling to and from activities
- Take care of things in camp
• Place your belongings in the appropriate spot (cubbies, benches, lockers)
• Respect the facilities you’re in
• Put garbage, recycling and compost in appropriate bins
• Put things back in proper place

Respect for Fun
• Be on time
• Give others space
• Listen to others
• Try to do your best
• Ask for help
• Use an indoor/quiet voice when asked
• Share and take turns

BEHAVIOURAL GUIDELINES
Our goals are:
• Fun
• Learning
• Promoting healthy development
• Skill development
• Play
• Friendship development

Camp is often a new, exciting and sometimes overwhelming experience from some children, which may result in challenging and unwelcome behaviour.

STEP 1: CORRECTIVE MEASURES
The following forms of consequence-based corrective measures may be used if a child is unwilling to participate or cooperate while in camp:

• Limits will be set and enforced consistently and fairly.
• A brief time-out may sometimes be required, where a camper is removed from an activity for a period of quiet time to cool down and gain composure. They will remain under camp staff supervision.
• Reinforcement of positive behaviour will be used. Staff are encouraged to refrain from statements using ‘no’, but rather explain why something should or should not be done and to model expected behaviour.
• Staff will assist campers in resolving conflicts that arise and will make every effort to redirect campers to another activity before issues may occur.
• Parents will be called if behavioural problems persist. The next course of action taken will be up to the discretion of the Camp staff in conjunction with the Camp Coordinator.
• All behaviour issues will be communicated to parents by camp staff, no matter the severity of the behaviour.

STEP 2: DISCIPLINE
After corrective measures (see step 1) have been taken with a child’s behaviour, any camper who continues to disrupt daily camp activities, is disrespectful of other campers or staff, or bullies other campers will be subject to the following consequences. These will be issued at the discretion of the Camp Coordinator and will be discussed thoroughly with parent(s)/guardian(s).

First Warning: The camper will be taken aside and spoken to about their behaviour. It will be explained that the behaviour must not continue, why it is not acceptable at camp, and what further consequences may occur if the behaviour continues. Campers may be taken away from the group into the camp office for a period of time if necessary. Parents will be made aware that we gave the child a warning.

Second Warning: Should the same behaviour continue the child will be removed from camp and meet with the Camp Coordinator and camp staff in order to discuss why the unacceptable behaviour is continuing. This meeting will be documented, and the parent/guardian will be given a written copy of what was discussed. The parent/guardian will be required to sign off that a camp staff spoke with them about their child’s continued behavioural challenges.

Final Warning and Dismissal: If behavioural concerns persist after the above attempts are made to address the issue, the camper will be removed from camp. This will occur after a meeting with the Camp Coordinator and camp staff in conjunction with the Camp Coordinator.

CANCELLATIONS & REFUNDS
• If we must cancel or re-schedule a camp, a full refund of the camp registration fee will be issued.
• Participants registered for a camp may transfer or withdraw up to 21 days prior to the camp start date.
• All camp withdrawals/refunds are subject to a $25 administrative charge (fee is applied to each camp refunded).
• If we must cancel or re-schedule a camp, a full refund of the camp registration fee will be issued.
• Participants registered for a camp may transfer or withdraw up to 21 days prior to the camp start date.
• All camp withdrawals/refunds are subject to a $25 administrative charge (fee is applied to each camp refunded).
• There is no charge for a camp transfer.
• Within 21 days of the camp start date, fees will only be refunded in the event of a certified medical condition (a letter from your doctor must be provided).
• Refunds will be prorated if you have attended part of the camp.
GUARDIAN WAIVER AND RELEASE OF LIABILITY FORM

Child’s Name:  

Please list the camps your child is registered for:  
Camp Name:  Date:  
Camp Name:  Date:  

CONSENT AND WAIVER OF LIABILITY

In consideration of (name of child) being permitted to participate in the Dalhousie Summer Camps named above (the “Camp”), I, , the undersigned parent or legal guardian of the Child, on behalf of myself, my heirs, executors, administrators, and assigns, hereby:

1. Understand, appreciate and accept the inherent physical risks of the Camp, including that serious injury is possible and may result from my child’s actions, the actions or interactions of others, or a combination of both.
2. Agree to be solely responsible for any personal property loss or damage, and/or any personal injury sustained by my child unless such loss damage or injury was caused by sole negligence of Dalhousie University, its employees or agents.
3. Have read, understand, and discussed the Camp Code of Conduct with the participant. I understand that failure to comply with the Camp Code of Conduct may result in my child being suspended and/or removed from the camp program.
4. Give permission to have photos and videos taken of my child during the Camp, which may then be used for promotional purposes by Dalhousie University and its affiliates.
5. Give permission for my child to participate in the Camp.

I understand and agree to the above.

Parent Name:  Date:  
Signed:  

PICK-UP ARRANGEMENTS:

IMPORTANT! Photo ID and signature will be required at daily check out before children can be dismissed from camp. Also, children under the age of 12 will not be permitted to leave with anyone under 16 years of age (even if that person is a sibling).

I hereby authorize the following, to pick up my child from the Camp. If there are any changes in these arrangements, I will let the program staff know in writing in advance.

Name:  Phone Number:  
Relationship to child:  
Name:  Phone Number:  
Relationship to child:  

Is the participant permitted to leave camp on his/her own at the end of the day (***only permitted for children over the age of 12)?  
☐ Yes  ☐ No  

If there are any custody restrictions regarding your child, please contact the Camps Coordinator: 902-494-1959 or camps@dal.ca

Parent Name:  Date:  
Signed:  
**SUPPLEMENTAL INFORMATION - MEDICAL FORM**

Names of Parents or Guardians: ____________________________________________________________________________

Address: _____________________________________________________________________________________________

Phone Numbers (Home): __________________ (Work): __________________ (Cell): _____________________________

Child’s Health Card Number __________________ Expires (mm/dd/yyyy) ________________________________

If parent or guardian is not available in an emergency, notify (Relationship to Camper): ____________________________

(Home): __________________ (Work): __________________ (Cell): _______________________________

Does your child have any allergies?  [ ] Yes  [ ] No

If yes, please explain: _____________________________________________________________________________

Does your child have any health concern (i.e. asthma, diabetes, developmental and/or physical disabilities, mental health concerns, traumatic past, etc.)  [ ] Yes  [ ] No

If yes, please explain: _____________________________________________________________________________

Please list below any medications which may need to be taken that should be known in the event of a medical emergency.

_______________________________________________________________________________________________

Describe procedures for administering medication(s):

_______________________________________________________________________________________________

Other comments or suggestions we should be aware of:

_______________________________________________________________________________________________

**MEDICAL TREATMENT AUTHORIZATION:**

I further understand that, in the event my child requires medical or dental treatment while engaged in activities with the Camp, reasonable efforts will be made to contact a parent or guardian; however, if a parent or guardian cannot be reached, I hereby consent and give permission to the director, officer, employee, or volunteer acting on behalf of the Camp as agent for me, to consent to any X-ray examination, injections, anesthesia, medical, dental or surgical diagnosis and treatment, and hospital care and treatment advised and supervised by a physician, surgeon or dentist (as appropriate) licensed to practice under the law of the province where the services are rendered, either as an outpatient or in any hospital. To the best of my knowledge, I have listed above all of my and my children’s medical allergies, medications being taken, medical problems and other pertinent information. If there are any changes, I will notify the staff and/or director of the Camp. This WAIVER OF LIABILITY AND RELEASE AND MEDICAL INFORMATION FORM is effective throughout the camp session for which my child is registered and may not be revoked, altered, amended or avoided at any time.

Parent Name: ____________________________________________________________________________________

Signed: _________________________________________________________________________________________

Date: ____________________________________________________________________________________________
ANAPHYLAXIS ACTION FORM

Child's Name: __________________________ Date of Birth: __________________________ Gender: __________________________
PARENT/GUARDIAN NAME: __________________________
Main Contact #: __________________________ Alternate #: __________________________
EMERGENCY CONTACT NAME: __________________________
Main Contact #: __________________________ Alternate #: __________________________
What is your child allergic to?

________________________________________________________________________

Medication: __________________________ Health Card Number: __________________________

ANAPHYLAXIS PREVENTION STRATEGIES

PARENT RESPONSIBILITIES
• Inform staff of allergy, emergency treatment and location of EpiPen
• Encourage child wear a Medical Alert bracelet or necklace
• Ensure child with food allergies only eats food/drinks from home (except for approved cafeteria lunches)
• Discuss appropriate location of EpiPen with the child and staff
• EpiPen must be labeled with child’s name
• Ensure EpiPen is packed in appropriate location and sent to camp every day

STAFF RESPONSIBILITIES
• Clearly label Anaphylaxis Action Form received from the parents/guardians
• Inform staff of the camp participant’s allergies prior to the start of camp
• Inform all staff (including any substitute staff) of child with anaphylaxis of the emergency treatment plan and location of EpiPen
• Avoid allergenic food in art/craft activities
• Encourage children NOT to share food, drinks or utensils
• Encourage children to wash/disinfect hands before and after meals/snacks
• Provide alternative eating environment for campers who have allergens included in their lunch/snacks

EMERGENCY PLAN:

EpiPen at Camp?  □ Yes □ No  (IF NO PLEASE STATE WHY)  

If YES – EpiPen location:
(Recommended child carry EpiPen and/or it is placed in the camp emergency first aid pack)

If NO – then please state reason:

STANDARD EMERGENCY PLAN:
1) Administer epinephrine auto-injector (Eg. EpiPen or Allerject)
2) Call 911 and Dalhousie Security Emergency Line - 902-494-4109
3) Notify parents
4) Ambulance transports child to hospital

Parent Name: __________________________
Signature: __________________________ Date: __________________________
Dalhousie University Athletics and Recreational Services
ACKNOWLEDGMENT OF RISK, WAIVER OF LIABILITY, AND AGREEMENT TO INDEMNIFY

Please note: Youth under 12 must be accompanied by an adult at all times in the Rock Court, unless registered in a climbing program.
Warning: By signing this form you give up your right to bring legal action against Dalhousie for any injury to yourself or your property or for your death arising out of your use of the climbing facility and/or climbing equipment. You also agree to compensate Dalhousie for losses it may suffer as a result of your inappropriate use of its climbing facility and/or climbing equipment.

ACKNOWLEDGMENT OF RISK
I ACKNOWLEDGE AND AGREE THAT while I am participating in activities or programs involving the Dalhousie University climbing facility and/or climbing equipment:

1. I am aware that the sport of rock climbing has inherent risks and I have full knowledge of the nature and extent to the risks associated with rock climbing particulars of which include but are not limited to: (a) all manner of injury resulting from falling and impacting against rock faces or the ground; (b) rope abrasion, entanglement and other injuries resulting from activities such as climbing, belaying, rappelling, rescue systems and any other rope techniques; (c) injuries resulting from rockfall, falling climbers or dropped items such as ropes or climbing hardware.

2. I am further aware that the use of the Dalhousie University climbing facility and/or climbing equipment has certain additional dangers and risks including but not limited to: (a) falling while using the facility, resulting in collision with the Dalplex floor and any protruding rocks, ledges, edges, railing or any other permanent or temporary fixtures; (b) cuts and abrasions resulting from skin contact with climbing panels; (c) failure of ropes, slings, harnesses, climbing hardware, anchor points or any other part of the climbing structure.

3. I am further aware that the option not to wear a helmet and/or to use non-Dalhousie equipment may expose me, as a climber, to increased risks.

4. I confirm that I am physically and mentally capable of participating in all Dalhousie Climbing Facility activities. I understand that if my mental or physical condition changes after the execution of this release such that I am not capable of participating in the activity or using the equipment, I am obligated to cease participation in the activities immediately.

WAIVER OF LIABILITY & INDEMNITY
I ACKNOWLEDGE AND AGREE THAT in consideration of my use of Dalhousie University’s climbing facility and/or climbing equipment:

1. I will waive any and all claims that I have or may have in the future against Dalhousie University, its officers, employees, agents, representatives, independent contractors and assigns (the “Releasees”) from any and all liability for losses, damages, expenses, demands and claims arising out of or in connection with injury (including death) or damage to property that I, or my next of kin, may suffer as a result of my use of the climbing facility and/or equipment, due to any cause whatsoever including NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE.

2. I will hold harmless and indemnify the Releasees from any and all liability for any loss, expenses, damages, demands and claims arising out of or in connection with injuries (including death) or damages to any and all persons and to all property, in any way sustained as a result of activities in which I engage which are beyond the scope of those activities approved by Dalhousie University in connection with the use of the climbing facility and/or equipment.

3. This agreement shall be effective and binding on my heirs, next of kin, executors, administrators and representatives in the event of my death or incapacity.

I HAVE READ AND UNDERSTAND THE PRECEDING STATEMENTS; AND I HAVE SIGNED THIS DOCUMENT OF MY OWN FREE ACT.

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<th>Signature of Legal Guardian where participant is under 19 years</th>
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