



IMPORTANT INFORMATION

Concordia Arts and Science camps

From safety tips to daily logistics, this guide helps parents and guardians set campers up for a safe, comfortable, and memorable camp experience at Concordia. You'll find more information about our camps at <https://www.concordia.ca/camps.html>

ARRIVAL AND DEPARTURE INSTRUCTIONS

Late arrivals and early departures

It's important to respect the camp schedule. **Any child who arrives after 9:15 a.m. must follow the late arrival procedure explained at the site entrance.** If you know you will be late, please notify the camp team.

A late fee of \$5.00 for every 5 minutes will be charged to your account for any lateness not caused by the departure process.

If your camper needs to leave early, you must inform the camp team directly upon arrival or by email.

Authorized pick-up by another adult

If another adult needs to pick up your camper, **you must notify us** by email at info.camps@concordia.ca. The person picking up your child will need to present a photo ID before they leave with your child. If an unauthorized person shows up at the camp, we will call the child's primary contact to confirm that the person is authorized to leave with the child.

Children who arrive and depart on their own

If your child usually arrives alone, they must be accompanied by a parent or guardian on the first morning of camp. You must be sure that you complete the appropriate section of the registration questionnaire. If you would like your child to return from the camp alone at the end of the camp day (only children aged 10 or older may do so), you must inform the camp by email. Your child must sign the sign-in sheet when they arrive at camp in the morning and when they leave in the late afternoon.

Sunscreen policy

The sunscreen policy applies to the summer camps sessions.

To help us get activities started quickly, please apply sunscreen to your child before they arrive at the day camp. They must also bring a container of sunscreen so they can reapply it during the day. For safety reasons, participants must apply their own sunscreen. Due to allergies, the camp does not provide sunscreen. In exceptional cases where participants may have forgotten or lost their sunscreen, camp management does keep PABA-free (hypoallergenic) sunscreen on hand.

Photos and use of promotional materials

During day camps, photos and videos of your camper may be taken to produce promotional materials, unless you did not provide your consent on the registration form.

Code of conduct

We take a positive approach by encouraging and reinforcing appropriate behaviours by campers. Progressive discipline may be applied as required, including warnings, removal from activities, communication with parents or guardians, and expulsion from camp in serious cases.

At the camp, campers must adopt these three behaviours to fully enjoy their experience:

- Have fun, laugh and grow
- Actively participate in camp activities
- Help us maintain a safe environment by respecting measures in a rigorous and consistent manner

All campers must:

- Be responsible for their actions
- Respect each other and their environment
- Be honest and keep their word
- Take care of themselves and those around them
- Make healthy and safe choices
- Seek to include other campers
- Comply with the safety rules and measures stated by camp personnel to ensure the safety of everyone

Progressive discipline will be applied as required:

- A warning will be given
- The camper will be removed from the activity
- The camp will communicate with the parent or guardian
- As a last resort, the camper will be expelled from camp

Any disrespectful behaviour, including violence, harassment or bullying, may result in suspension or immediate expulsion from the camp. This applies to campers, parents and any other individual in the camp community. We encourage you to discuss this with your child before camp begins.

We encourage you to inform the camp management team of any situation that may affect your child's experience, whether it is related to the camp or to any significant family event.

Nutrition: meals, snacks and water

Your child will be more active than at school and may have a bigger appetite. Please provide enough food for them to fully enjoy their day.

Campers will have two snack breaks and one lunch break per day.

What to pack:

- Meal and snacks in an insulated bag with a cold pack. As there are no refrigerators or microwave ovens on site, do not pack foods that must be reheated or kept cold. To reduce waste, we encourage the use of reusable containers.
- A reusable plastic water bottle with camper's name on it. Glass bottles and thermoses containing glass are prohibited for safety reasons.

Allergen management

The children's medical records are reviewed before camp, and the team may contact you for further information. The Concordia day camps team strive to make all clients users aware of the presence of nuts on our sites. You may receive a targeted message if specific allergens are present at the camp or in your camper's group.

Here are some measures implemented on our sites:

- To avoid allergic reactions, children cannot share food.
- If the camp provides food for the children, it is the manager's or activity leaders' responsibility to check the campers' list of allergies.
- Campers with severe allergies should have an EpiPen in their possession, and the entire team of activity leaders must be informed.
- It is the parents'/guardians' responsibility to email the camp team about any important additions to the medical record (new medication taken at camp, significant new allergy, fracture, sprain, etc.).
- Children with moderate to severe allergies will be given a coloured bracelet to wear throughout the week. The bracelets are waterproof and can withstand the camp activities.
- Children with allergies will be assigned seating during meals to facilitate supervision by the activity leaders.

If you have any questions in this regard, feel free to contact us at info.camps@concordia.ca.

HEALTH MATTERS

Everything you need to know about health and illness at camp.

What happens if my camper has symptoms of illness?

If a child has one or more of the following symptoms upon arrival, they will not be allowed in the camp:

- A fever of 39 °C or higher
- Diarrhea or vomiting
- Pale skin, redness, rash or physical pain

If your camper requires medical attention following an accident, a doctor's note may be required indicating that it is safe for the child to participate normally in the day camp activities (e.g., if the child comes to the camp with a cast).

You will be informed of any changes to your camper's health during the day at the camp. If they have any of the above symptoms, you will need to come pick them up immediately.

Can I send medications to the camp?

Before we can administer any medication to a camper, we require the written consent of the parent or guardian and a copy of a valid prescription. A medical authorization form must be duly completed before any medication can be administered to a child.

Prescription drugs must be supplied in their original container along with the following information:

- Name of child
- Date of prescription
- Name of physician
- Dosage
- Name of medication

Each morning, this medication must be given directly to the appropriate camp employee. **No over-the-counter medication (such as Tylenol or Advil) will be given to a child without written authorization.**

Depending on their age, if your child needs an EpiPen or bronchodilator, they must have it on them at all times in a fanny pack.* Camp coordination and the child's camp counsellor must be informed of it.

If a child has a MedicAlert bracelet, it is essential that they wear it at all times.

Procedure for lice and intestinal worms

Children found to have lice or worms must be picked up and may return only after treatment is completed. Access may be denied if the presence of lice, nits or worms persists.

What is the procedure in case of an incident or accident?

If an incident or accident occurs, camp management will contact you as soon as possible.

In the event of an evacuation caused by a power outage or if camp is cancelled for the day for any other reason, our team will contact you and you will have to pick up your camper from the camp within the specified time frame.

When necessary, first aid will be provided with appropriate protective equipment in accordance with public health guidelines. In the event of a minor injury, information will be given to the person picking up the camper at the end of the day. In the event of a serious injury, the person listed as the emergency contact in the child's file will be contacted immediately.

Lost items

Lost items will be kept at the camp during the camp sessions. If they aren't claimed, they will be donated to a charity. If the owner of an item is identified, we will attempt to contact their parents or guardians to have them pick it up.