



enfant & compagnie

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# SUMMER CAMP HANDBOOK

INFORMATION FOR PARENTS



SAINT LEONARD (ENFANT & CO.)

AUTEUIL (CHARLES-BRUNEAU)

[www.enfantetcompagnie.com](http://www.enfantetcompagnie.com)

# *Dear Parents & Campers,*

Welcome to another exciting summer at Camp *Enfant & Compagnie*! We are pleased to offer new, unique and creative weekly themes and specialty camps to stay up-to-date with current trends and keep summer exciting.

All of our camp staff is selected with care each spring. Our coordinators are trained in Standard First Aid & CPR. Our own internal hiring and training program ensures we have counsellors who you can trust and who serve as positive role models.

Each week and each year we welcome back our campers with confidence that they will find this year better than the last. If you are new to *Enfant & Compagnie* camps, please visit us in person at the Camps Fair, call us, or send us an email. We are always happy to answer any of your questions in order to make sure that you have selected the best camp for you and your child.

We look forward to seeing you this summer!

*The Camp Management Team*  
*Enfant & Compagnie*



# FREQUENTLY ASKED QUESTIONS

Below you will find some QUESTIONS that parents often have about Camp Enfant & Compagnie. Please do not hesitate to contact us if the following document does not answer your specific questions.

## 1. What are your camp locations and their respective addresses?

**Saint Leonard** - 4687 Lavoisier, Saint Leonard, H1R 3E9

**Laval** (Auteuil - École Charles-Bruneau) - 3001 rue d'Amay, Auteuil

## 2. How do I register?

In person: at the camp fair, at our open houses, or at our head office (4687 Lavoisier, Saint Leonard, Qc, H1R 3E9)

Email: (scan and email document to [info@enfantetcompagnie.com](mailto:info@enfantetcompagnie.com))

By mail (head office - 4687 Lavoisier, Saint Leonard, Qc, H1R 3E9)

## 3. What are the methods of payment?

Payments may be made by credit card, debit card (in person only), cheque or cash.

## 4. What are the camp hours?

Our regular camp hours are from 9am-4pm.

## 5. Do you have extended hours?

Yes, pre-camp daycare is available from 7:15-9:00am and post-camp daycare is available from 4:00-6pm.

## 6. Do you offer cafeteria services?

Yes we do! Children may purchase lunch at a cost of \$6, or \$10 for lunch and snacks. Children are welcome to bring their own lunch as well. We do not have a refrigerator or

microwave available. We suggest that your child uses an ice pack or an insulated lunchbox. Please pack two snacks per day (fruits, vegetables) and a water bottle. Children will have many opportunities to stay well hydrated throughout the day. Glass containers are forbidden. For the safety of your children, please avoid sharp utensils.

### **8. How do I contact my specific camp during camp hours?**

To reach camp management or camp coordinators, please call 514-327-8484. During the camp season, we are open daily from 7:15am-6pm. Please leave a message if you reach our voice mail and leave your contact information so we may return your call immediately.

### **9. Does my child have to wear the camp t-shirt daily?**

Yes, children will be given a camp t-shirt on their first day of camp and must wear it daily. Extra t-shirts are available for purchase at a cost of \$12/t-shirt.

### **10. What should my child bring in his/her knapsack?**

Your child must bring the following items to camp:

- Athletic clothing and sneakers
- Bathing suit
- Enfant & Compagnie t-shirt
- Towel
- Lunch and snacks – **WE ARE A NOT FREE FACILITY** (we are unable to heat up lunches from home)
- Backpack to carry their items
- Filled water bottle
- Hat and sunscreen
- Campers must wear sneakers; no sandals, crocs, flip-flops, etc.

### **11. What are absence and late arrival procedures?**

For every absence or late arrival, call 514-327-8484 and leave a message before camp hours. Please leave your name, your child's name, the camp location and the days he/she will be absent. No reimbursement will be given for days scheduled and missed.

### **12. What are Pick-Up procedures?**

Children must be picked up at 4pm if they are not in after-care or 6pm if they are in after-care. For your child's safety, the day camp may ask for proof of identity in order to pick up the child. Only authorized people can pick up your child. If you plan to have

someone that is not authorized to pick up your child, please send us a written request. If it is an emergency, an authorization by telephone will be accepted after verification of identity.

**13. What are the procedures for children with MEDICAL PROBLEMS, ILLNESSES or who are on MEDICATION**

If your child has any medical problems (allergies, asthma, etc.), please notify the camp coordinator. Provide detailed instructions on how to administer medication, if need be. If your child requires an EpiPen, make sure that it is in fanny pack around the child's waist. A child that has fever or a contagious illness must stay home

**14. Do you provide SUNSCREEN AND MOSQUITO REPELLENT?**

No, we do not provide sunscreen or bug repellent. We ask that you apply sunscreen and bug repellent each morning before camp. Your child should also bring a bottle of waterproof sunscreen in their backpack. We will help campers apply sunscreen after lunch if they are unable to apply it themselves.

**15. Do you have a LOST AND FOUND?**

Yes, we have a Lost and Found set up at each camp.

**16. Can children bring toys and valuables to camp?**

All toys and valuables MUST BE LEFT AT HOME.

Counsellors and camp leaders will confiscate any toys. The toy will be given back at the end of the day. We cannot be responsible for lost or stolen toys.

**17. What are the procedures for accidents?**

In the event of an accident, we will immediately administer first aid/cpr and communicate with the persons indicated on the registration form. For more serious accidents, we will immediately call 911 and inform persons indicated on the registration form. A report is made for every accident and parents will be notified.

**18. Must I identify all of my child's belongings?**

Yes, all belongings must be identified with the child's full name.

**19. VANDALISM**

Acts of vandalism resulting in damages will be billed to the parent.

**20. Can I still sign up even if camp has already started?**

Please contact the office to inquire about availability. We will do our best to find a spot for your child.

21. Will I get a *relevé 24* for income tax purposes?

Yes, the day camp will send a *relevé 24* for income tax purposes in mid-February.

22. What is your behaviour management policy?

We believe that positive camp experiences strengthen and build each child's self esteem.

Our camps thrive on the mottos of: "have fun", "play fair", and "show respect for others and yourself". Camp staff will review the guidelines for each camp at the beginning of the week. Our program participation guidelines are simple:

- Keep your hands and feet to yourself
- Speak nicely to each other
- Touch only what belongs to you
- Stay within the activity area
- Listen to your counsellors
- Ask a counsellor for help if you need it

Additional guidelines based on the specific camp activities and that are age-appropriate will be reviewed with your child. Behaviours which are unacceptable at camp will be communicated to you at sign out. Your support is appreciated in having a follow-up discussion with your child. If the behavior is severe, a participant may be withdrawn from the program.

**LOOKING FORWARD TO ANOTHER GREAT  
SUMMER!**

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