



SUMMER CAMP HANDBOOK

Dear Campers and Parents,

Welcome to another exciting summer at Camp Enfant & Compagnie! We are pleased to offer new, unique, and creative activities that will ensure our campers are safe and have a fun, exciting, and educational summer.

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 every year, we welcome back our campers with confidence that they will find this year better than the last.

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 contact us if the following document does not answer your specific questions.

- 1. What is your camp location?** Enfant & Compagnie, 4687 Boul. Lavoisier, St. Léonard, Qc, H1R 3E9
- 2. How do I register?**
E-mail : scan and email document to info@enfantetcompagnie.com
By mail: (Enfant & Compagnie, 4687 Boul. Lavoisier, St. Léonard, Qc, H1R 3E9)
- 3. What are the methods of payment?** Payments may be made in cash, by credit card, or by debit card (in person only).

4. What are the camp hours?

Our regular camp hours are from 9:00am-4:00pm.

5. Do you have extended hours?

Yes, pre-camp daycare is available from 7:30-9:00am and post-camp daycare is available from 4:00-5:30pm.

6. Do you offer cafeteria services?

Yes, we do! Parents may purchase lunch (main meal with sides and 1 drink) or lunch and snacks (main meal with sides, 2 snacks, and 3 drinks). 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 at least two snacks per day and a water bottle. Children will have many opportunities to stay well hydrated throughout the day. Glass containers and sharp utensils are forbidden.

7. How do I contact the camp during camp hours?

To reach camp management or camp coordinators, please call 514-327-8484. We are open from 7:30am -5:30pm during the camp season. Please leave a message with your contact information and we will return your call as soon as possible.

8. 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. Additional t-shirts are available for purchase at a cost of 15\$/t-shirt.

9. What should my child bring in his/her backpack?

Your child must bring the following items to camps every day:

- *Athletic clothing and sneakers (no sandals, crocs, flip flops, etc.)
- *Change of clothing
- *Bathing suit
- *Enfant & Compagnie t-shirt
- *Towel
- *Lunch and snacks – WE ARE A NUT-FREE FACILITY
- *Backpack to carry their items
- *Filled water bottle
- *Hat and sunscreen

10. 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, and the day(s) he/she will be absent. No reimbursement will be given for days scheduled and missed.

11. What are the Pick-up procedures?

Children must be picked up at 4:00pm if they are not in post-camp daycare or 5:30pm if they are in post-camp daycare. If they are not picked up by 5:30pm, parents will be charged 1\$ for every minute late. For your child's safety, the day camp may ask for proof of identity to pick up the child. Only authorized people will be allowed to pick up your child. Please send us a written request if you plan to have someone pick up your child who is not authorized to do so. If it is an emergency, an authorization by telephone will be accepted after verification of identity.

12. 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 needed. If your child requires an EpiPen, make sure that it is in a fanny pack around the child's waist. A child who has a fever, cough, or a contagious illness must stay home.

13. 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 every 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.

14. Do you have a LOST AND FOUND?

Yes, we have a lost and found bin at each camp. Any lost item that has not been picked up by September 15th will be donated to a shelter.

15. Can children bring toys and valuables to camp?

All toys and valuables must be LEFT AT HOME. Counsellors 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.

16. 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 call 911 and inform persons indicated on the registration form. A report is made for every accident and parents will be notified.

17. Must I identify my child's belongings?

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

18. Vandalism

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

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

If we are not at our maximum capacity, you can still register for camp. Please contact the office to inquire about availability.

20. 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. We will require the parent's Social Insurance Number.

21. 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 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 will be reviewed with your child. Behaviours which are unacceptable at camp will be communicated to you at sign out. Your support in having a follow-up discussion with your child is appreciated. If the behaviour is severe, a camper may be withdrawn from the program.