

# PASADENA PLACE SUMMER CAMP PROGRAM POLICY & INFORMATION

## Program Information

On behalf of the Town of Pasadena Recreation Department, we would like to extend a warm welcome to participants of the Summer Camp Program. Our program is based on Canada's HIGH FIVE® quality standard for children's recreation and sport. We strive to provide your child with a relaxed, safe environment which promotes healthy child development with an emphasis on physical activity.

Our program focuses on healthy child development policies and procedures, physical literacy, supervision, safety, and First Aid.

**Regular Hours of Operation:** 9:00am – 4:00pm Monday to Friday.

**Extended Hours of Operation:** 8:00am – 5:00pm Monday to Friday.

**Ages:** 5 to 12 years (currently attending Kindergarten to Grade 6)

## Rates/Payment

- Full-time rate at regular hours is \$125 per week; full-time rate at extended hours is \$150.
- A non-refundable deposit of \$25 for each week your child is registered plus an extra \$100 retainer fee is required at the time of registration. If attending more than one camp, the balance for each camp is due the week prior to attendance.
- Absolutely no refunds without two weeks' notice. The \$100 retainer fee will be applied to cancellations on short notice. Otherwise, the retainer fee will be applied to the last camp your child is registered for.
- Payment is required for missed days without two week's written notice.
- Part-time registration is available for \$30 per day from 9am – 4pm. If you require extended hours, the daily rate is \$40 per day from 8am – 5pm. One week's notice is required for part-time attendance due to staff availability and pending space. Full payment is required upon registration.
- Payments can be made with a credit card over the phone or in person at the counter.

## What to Bring/Not to Bring

- Inside sneakers to leave at Pasadena Place for inside play.
- Outdoor sneakers are important for nature walks and playground activities.
- Toys or electronic devices are NOT permitted at the program.
- Ensure all personal items are marked with your child's name.

- Every child is required to bring their own sunscreen with their name on the bottle. Please complete the attached waiver to indicate whether your child can/cannot apply sunscreen properly. Campers cannot share sunscreen due to possible allergies.
- We suggest a change of clothing for when those accidental spills occur. Also, we play with water on warm sunny days; we recommend extra shorts, t-shirts, swimsuits, towels, water footwear, and a hoodie or a jacket.
- Hats and sunglasses are important on sunny days.
- Campers are required to bring along a morning and afternoon snack, as well as a packed lunch.

## Safety Measures

- If your child is unable to attend Summer Camp on any scheduled day, please call our front desk staff at 709-686-2075 ext. 301 or email [recreation@pasadena.ca](mailto:recreation@pasadena.ca).
- Parents/Guardians should apply sunscreen to children before dropping off at the Summer Camp Program. T-shirts are recommended to cover hard-to-reach places during reapplication. Camp leaders will remind children to reapply regularly throughout the day and assist if necessary.
- Nut products are **NOT** permitted at the Summer Camp Program. Some campers have nut allergies so please do not send your child to camp with any food that may contain nuts, peanuts, or tree nuts.
- Children should be fully toilet trained and be able to independently wash their hands and feed themselves. Children who require assistance with personal care and feeding may be accompanied to the program by an independently hired respite worker.
- Staff must stay until all children are picked up, so it is appreciated when parents/guardians are prompt in picking up children. A supplementary fee will be charged after five (5) minutes pass beyond the designated pick-up time.

## Managing Illness

- Children must stay home if they feel sick (fever, sore throat, cold symptoms, headache, diarrhea, vomiting). Please contact the front desk staff as soon as possible by calling 709-686-2075 ext. 301 or by emailing [recreation@pasadena.ca](mailto:recreation@pasadena.ca).
- Parents/guardians must ensure to list their child's underlying health conditions and/or present symptomatic conditions due to allergies.

## **Medications/Allergy Information**

If your child requires medication, has allergies, or any medical condition, please contact us. Prescription medication must be in its original container with the physician's instructions on the label. Over the counter medication will not be administered in the program.

## **Inclusion/Support Services**

If your child requires support to participate in our programs, or if you have questions or concerns, please contact Wanda Wight at 709- 686-2075 ext. 302.

Recreation program staff are **NOT** able to provide support for the following:

- feeding
- personal care such as toileting and hygiene.
- extreme behavioral issues which compromise the safety of the participant, other participants, and staff.

If younger children experience an occasional 'accident' surrounding toileting, staff will determine if the participant is developmentally ready to clean themselves and change their clothing independently. If so, they may do so with staff encouragement. If not, the guardian must be called to come to the site to provide the personal care required.

## **Acceptable Behavior**

The behavior code of conduct has been developed to ensure there is a mutual understanding of acceptable behaviors and the consequences of unacceptable behaviors. Parents, guardians, participants, and staff should be aware and demonstrate the following:

- Healthy choices
- Kindness
- Responsibility
- Honesty
- Respect
- Safety

## **Unacceptable Behavior**

Pasadena Place Summer Camp Program strictly prohibits the following behavior by campers:

- Aggressive behavior such as hitting, kicking, or pushing.
- Excessive use of obscene language or gestures.
- Possessing dangerous or sharp objects.
- Running away from the program site (indoor or outdoor locations)
- Disrespecting camp leaders.
- Disrupting camp activities.

If unacceptable behavior occurs, the outcomes listed below will apply.

| Frequency  | Outcome  |
|--|--|
| First incident of unacceptable behaviour   | Behaviour will be discussed with participant. Guardians will be notified of participant's unacceptable behaviour and must arrange immediate pick up. Staff and guardians will identify solutions to assist the participant in displaying expected behaviours.  |
| Second incident of unacceptable behaviour  | Behaviour will be discussed with participant. Guardians will be notified of participant's unacceptable behaviour and must arrange immediate pick up. Participant may be reintroduced to program following a meeting with guardians to establish an individualized plan to prevent further incidents. |
| Third incident of unacceptable behaviour   | Behaviour will be discussed with participant. Guardians will be notified of participant's unacceptable behaviour and must arrange immediate pick up. Participant may be removed from the program on a part-time or full-time basis.  |
| If Pasadena Place is unable to ensure the safety and well being of its participants and others, the security of property, or program quality, we reserve the right to remove the participant exhibiting unacceptable behaviour from the program. |  |

### AUTHORIZATION TO RELEASE

Please indicate below any person/persons (besides the parents) permitted to pick up your child at Pasadena Place Summer Camp:

| Authorized Pick-Up Individual | Authorized Pick-Up Individual |
|-------------------------------|-------------------------------|
| Name:                         | Name:                         |
| Relationship to child:        | Relationship to child:        |
| Contact #:                    | Contact #:                    |

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_

have read and understand the Summer Camp Program Policy at Pasadena Place and agree to adhere to these rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This policy is subject to review on or before August 30, 2026.

## Permission to Apply Sunscreen Waiver

Name of Child \_\_\_\_\_

Pasadena Place Summer Camp requests that sunscreen be applied to your child prior to them attending camp for the day. We also request that you pack sunscreen products in their backpack with their name written on the bottle.

Yes. My child requires assistance applying sunscreen. As the parent or legal guardian of the above-named child, I hereby give my permission to the camp leaders to assist in applying sunscreen to my child when he or she is engaging in outdoor activities.

No. My child does not require assistance applying sunscreen.

Parent/Guardian Full Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Photo Release Form

I, \_\_\_\_\_ (please print), grant permission for Pasadena Place to reproduce photographs taken of my child for the purpose of publication, promotion, illustration, or advertising.

Please print child's name here: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_