

Winter Break Camp Information Package

RIM Park – 2001 University Avenue East

We hope this information is helpful as you prepare for camp. We are excited to meet our campers!

For information about all City of Waterloo camps, visit waterloo.ca/camp

This information package is for the following camps:

- Winter Break Wonderland Camp (December 30, 2024, January 2, 2025 and January 3, 2025)

Questions or feedback?

Call: 519-886-1177 ext. 27280

Email: camp@waterloo.ca

General Information

The City of Waterloo strives to provide a safe, inclusive, welcoming and fun camp environment for children. Our camp staff are certified in Standard First Aid and CPR as well as HIGH FIVE for Principles of Healthy Child Development and have completed a vulnerable sector police reference check. Thank you for choosing the City of Waterloo Winter Break Camp for your camper!

On the Tuesday before your camp begins, you will receive an email from camp@waterloo.ca that includes information to help prepare your camper for program the following week. Please read the email carefully and review the flyer that outlines activities and reminders.

Tips for First Time Campers

Here are a few tips that may help prepare your participant for camp with us:

- Provide as much detail on the camp consent form as possible – this information is reviewed by camp staff prior to each week of camp.
- Camp leaders wear blue shirts/sweaters with their names on them. Let your participant know that they can approach a leader anytime they have questions.
- Review the next day’s activities with your camper each night.
- Label all your camper’s items with their name.
- Provide extra snacks in your camper’s lunch. Campers are extra busy at camp and often need more than their regular school day snacks.

Daily Schedule for Winter Break Camp

With a variety of programming to choose from, there is something for everyone! City camps offer a schedule and routine that incorporates crafts, outdoor play, songs, active and quiet games, special guests, water days and more! A theme of the week helps guide our activities and infuses fun, creativity and imagination into activities.

Our general program schedule is:

8:00-9:00 a.m.	Unstructured free play during arrival
9:00-10:00 a.m.	First morning program block
10:00-10:30 a.m.	Morning snack time
10:30-12:00 p.m.	Second morning program block
12:00-1:00 p.m.	Lunch break and free play time after lunch
1:00-2:00 p.m.	First afternoon program block
2:00-2:30 p.m.	Afternoon snack time
2:30-4:00 p.m.	Second afternoon program block
4:00-5:00 p.m.	Unstructured free play during departure

Consent Form

All campers are required to submit a consent form prior to attending camp. Please complete the consent form by December 1, 2024. The camp consent form can be found [here](#). Camp coordinators at each site review the consent form information with their leaders prior to each participants arrival. If you wish to share any particular information about your camper, please include it on the consent form.

Things to Bring

All campers will need:

- Indoor running shoes
- Lunch and two snacks (nut-free)
- Reusable water bottle
- Warm outdoor clothing (hat, gloves, jacket, snow pants, boots, etc.)
- Extra change of clothes in a plastic bag (for accidents or spills)
- Comfortable clothing appropriate for active play inside and out that could get a little messy
- Please leave all toys, money and electronic devices at home

Nut Allergies

Our facilities are not nut-free. Concessions and vending machines may contain peanut or nut products and patrons of our facilities may bring in peanut and nut products. Campers are not able to purchase food from vending machines or concessions during the camp day.

Campers are encouraged to bring nut-free lunches. Camp staff will do their best to ensure nut and peanut products are kept away from campers with nut allergies and that everyone thoroughly washes their hands and disposes of garbage in a separate bag.

Child in Need of Protection

City of Waterloo staff and volunteers are legally obligated to observe the terms listed in Section 125 of the [*The Child, Youth and Family Services Act, 2017 \(CYFSA\)*](#) and must report a child in need of protecting.

Extreme Weather

In the case of extreme cold and severe weather campers will be kept inside whenever possible. On moderate cold days, camp staff will modify programming when possible to allow for safe outdoor play.

Camp Rules

Each day at camp, campers will review the following camp expectations:

- Keep your hands and feet to yourself
- Speak nicely and positively to each other
- Touch only what belongs to you
- Stay within the activity area
- Listen to your leaders

Supporting Positive Behaviours at Camp

Camp staff will use a variety of strategies/tools to support positive behaviours at camp such as reviewing camp rules each day, role modelling appropriate behaviour, providing choice in programming when possible and engaging with parents/guardians to brainstorm additional strategies to try.

Camp staff may use a program readiness log to facilitate strategy conversations with you. Program readiness logs allow camp staff and parents/guardians to identify patterns in behaviour and brainstorm strategies to help campers experience success at camp.

Program Readiness

All campers must be program ready. To be program ready, a camper must be able to:

- take direction and instruction from a staff person
- be successful doing daily activities (such as using bathroom) without a known guardian around and not have regular accidents
- interact and participate within the camp environment (based on the campers abilities)
- interact and participate in a way that is safe for themselves and others

Some campers may need more support to help them be successful at camp. With support from City of Kitchener Inclusion Services or another program, campers must be able to show that they are program ready.

If a camper is not showing that they are program ready, they may be removed from the program.

Inclusion Support Workers

Inclusion support workers can be engaged through City of Kitchener Inclusion Services to provide one-on-one support to campers with a disability. If your camper requires accommodation to participate in camp and you would like to engage the support of an inclusion worker, please call 519-741-2200, ext. 7229/TTY: 866-969-9994 or complete an inclusion membership application [online](#). Please do so in a timely manner as support requests fill up quickly.

Fee Assistance

The City of Waterloo has fee assistance programs available. For more information on these programs and eligibility, please visit our summer camps [website](#).

Safe Arrival, Departure and Late Fees

Upon arrival at the camp facilities, parents/guardians must report to the sign in desk. Camp staff will be present at the desk during arrival times (8-9 a.m.) and departure times (4-5 p.m.). If you are dropping off or picking up during structured camp programming time, please follow the instructions on the sign left on the sign in/out table for contacting camp staff. Please notify camp staff in advance if your camper will be absent, arriving late or picked up early, so we can prepare accordingly.

Campers can be picked up from camp anytime between 4-5 p.m. All campers must be picked up by 5:00 p.m. Valid photo identification that matches a name listed on the authorized pick up section of the consent form must be shown at pickup.

A late fee of \$15 for every 15 minutes or less past 5:00 p.m. applies when campers are not picked up by 5:00 p.m. Campers who are consistently picked up after 5:00 p.m. may be removed from camp at the discretion of supervisory staff. Please make alternative pickup arrangements if you cannot pick up your camper by 5:00 p.m. If a camper is not picked up by 5:10 p.m., camp staff will begin calling the parent/guardian(s) listed on the consent form. If camp staff are not able to reach the parent/guardians(s) they will proceed in calling the emergency contacts listed.

Campers aged 10 years of age or older may arrive/depart camp independently if permission is provided on the consent form. Parents/guardians must indicate the time a camper is to arrive by and the time a camper is allowed to leave camp at each day.

Illness

When a camper is not feeling well, please keep them at home and notify the camp coordinator that they will be absent. To minimize the risk to campers and staff, parents will not be allowed beyond the sign in table without staff permission. Masking is optional for campers and staff. Practices and protocols are subject to change based on the direction of the provincial and federal governments and the Region of Waterloo Public Health Unit.

Withdrawals, Refunds and Credits

Refunds and credits on account are pro-rated and subject to an administrative fee of 10%. Refunds of \$25 or less will only be available as a credit on account. To receive a refund or credit on account, withdrawal requests must be made 14 days prior to the first program date. Please see the chart below for a summary of those dates in 2024/2025.

Day	Camp dates	No refund given as of (14-day timeframe)
1	December 30, 2024	December 16, 2024
2	January 2, 2025	December 19, 2024
3	January 3, 2025	December 20, 2024

Feedback

We hope your camper has a great time at camp and we welcome your feedback. For any immediate feedback you wish to share please connect with the site coordinator listed on the Welcome to Camp email.