

PARENT HANDBOOK 2020



Description of Program

Sizzlin' Summer is a program created by Vegreville and District Family and Community Support Services (FCSS) and is intended to be a summer day camp program to introduce children to activities that will build their self-esteem and social competence as well as show them that adults in the community value them. In addition, this program is designed for the skill development of youth and/or young adults.

Due to COVID-19 and following the Alberta Governments guidelines, camps will be broken into cohorts of ten. A cohort is defined as a group of children and staff members assigned to them who stay together throughout the day. Each cohort must keep separated and cannot use the same entrances, washrooms, and supplies as the other group. Sizzlin Summer will start with one cohort and then open a second one if there is the need.

Sizzlin Summer Contact Information

Sizzlin' Summer Cell Phone: 780-603-3612

- Please note that this cell phone will not be in use until July 6th when the program starts. For all inquires until then, please contact FCSS directly at the following number.

FCSS Office: 780-632-3966

Staff will use telephone or video conferencing when possible to meet with parents and guardians to limit the amount of time speaking in person. Emma, the FCSS Child, Youth, and Family Community Programmer, will always carry the Sizzlin' Summer cell phone with her.

Sizzlin' Summer Staff

FCSS Community Programmers:

Supervise summer program coordinators and leaders. Work onsite with the implementation of the program.

Summer Program Coordinators:

Post-secondary students who develop and implement programming.

Summer Program Leaders:

High school students who assist with the delivery of the program throughout the summer.

Sizzlin' Summer Training

Employees are interviewed, reference checks are required, and both a criminal record and child intervention record checks are required for all staff.

The following training topics are covered and provided to all staff:

- Town of Vegreville & FCSS: Teambuilding, goal setting, time management, organization, communication, personality differences, being a leader of volunteers, conflict resolution, vulnerable sector protection, and occupational health and safety.
- Children's Services
- Mental Health Capacity Building (MHCB) Vegreville: Self-care

- Best practices with early child development and behaviour management
- Alberta Health Services: Summer safety and COVID-19
- The value of mentorship
- The Aquatic Centre: Pool safety

What to bring everyday

Checklist:

- Lunch (no nut products please)
- 3 snacks (or more depending on your child! Sharing will not be allowed at camp this summer)
- Hat
- Sunscreen
- Water bottle
- Bug spray
- Running shoes and socks - participants walk everywhere
- Rain gear
- Jacket or a sweater

Frequently Asked Questions

How old does my child have to be?

- 6-11 years old (must be completed kindergarten or if your child is turning 6 by December 31, 2020)

What are the program dates?

Week 1, July 6-10	Ages 6 and 7
Week 2, July 13-17	Ages 8 and 9
Week 3, July 20-24	Ages 10 and 11
Week 4, July 27-31	Ages 6 and 7
Week 5, August 4-7	Ages 8 and 9
Week 6, August 10-14	Ages 10 and 11

New Times:	Drop-Off	Pick-Up
Monday to Thursday	8:30-9:00 am	3:00-3:30 pm
**Fridays	8:30-9:00 am	2:00-2:30 pm

How do I register my child?

- While our office is closed, we will meet you in the hallway to go over the registration form with you.
- Regular office hours are 9:00am-12:00pm, closed 12:00pm-1:00pm, and opened 1:00pm-4:30pm.

What are the fees?

- This year, children will sign up for a full week of camp at a time, so registration fees are \$100 a week.
- There is an exception for Week 5, which only has 4 days. That week will be \$80.

Refund Policy

- All payments are final. Refunds will only be permitted if camp is cancelled. This includes if a staff member or a camper becomes ill, and the camp must close for the minimum 72 hours. No refunds will be given if a parent cancels, if their child is symptomatic prior to camp, or leaves camp for other reasons that are not COVID-19 related.

Electronics/Valuables Policy

- The use of cell phones and electronics is not permitted during program hours. It is recommended that all valuables/electronics to be left at home.
- Staff will not be held responsible for any lost/damaged valuables.

Do I have to sign up before the start summer?

- It is recommended to sign up for programs before the start of summer to ensure that your child can attend.
- If weeks fill up, you will be placed on a waiting list and contacted when spots become available.

Weather

Sizzlin' Summer participants spend a lot of time outdoors. Please remember to dress for the weather 😊

Staff will:

- Assess the weather at the start of the day and modify the day's plan accordingly. These precautions will allow all campers to enjoy a fun and safe camp experience, even on the hottest or stormiest of days.

Parents or guardians:

- Please check the weather at the start of each day.
- Dress and pack the items they may need.

What happens if it is too hot?

Staff will include the following precautions to ensure campers enjoy a fun and safe camp experience, even on the hottest of days.

- Frequent water breaks.
- Addition of fun water games and activities.
- Remove activities that will increase body temperature.
- Use shaded and cooler areas including going indoors.

What happens if the air quality index is high?

- Above 6 is considered a high health risk and all participants will remain indoors

What if it is raining?

- Activities may still occur outside provided there is no presence of thunder and or lightning.
- Please pack rain gear for your child.

What if it is thundering/lightning?

- Activities will move inside if there is thunder or lightning.
- If sudden extreme weather occurs while we are somewhere other than home base, we will remain there until the weather has passed. If this overlaps with pickup times parents will be notified via phone call/text to pick their child up at the new location

Safety

Drop-Off and Pick-Up

- Parents/guardians must walk their child into the program and initial that they have dropped them off each day.
- Parents/guardians must come in to pick up their child and initial that they have picked them up each day.
- Children 10 and older can sign themselves in and out of the program if noted on the registration form.
- Please note that all caregivers will need to complete a symptom screening checklist while you are signing in your child. Staff will have them on hand and keep with completed checklists on hand.
- Pylons will be set up 2 meters apart to ensure physical distancing is maintained during sign-in. Please wait until the caregiver in front of you has walked away to sign-in your child.
- Parents/guardians who are picking up children from more than one cohort will not be allowed to intermingle with children in the other cohorts.

Part of the symptom screening checklist includes taking your child's temperature each morning before coming to camp. If you do not comply, your child will not be allowed to stay at camp. Parents will then complete the rest of the symptom screening checklist during sign-in with a staff member. This is in accordance with the Government of Alberta Summer Day Camp Guidelines. Please allot enough time to complete the symptom screening checklist each morning.

Example of Symptom Screening Checklist:

Campers Name: _____ Date: _____

1.	Do you have any of the below symptoms:		
	• Fever (greater than 38.0c)	Yes	No
	• Cough	Yes	No
	• Shortness of Breath/ Difficulty Breathing	Yes	No
	• Sore Throat	Yes	No
	• Runny Nose	Yes	No
2.	Have you, or anyone in your household travelled outside of Canada in the last 14 days?	Yes	No
3.	Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	Yes	No
4.	Are you currently being investigated as a suspect case of COVID-19?	Yes	No
5.	Have you tested positive for COVID-19 within the last 10 days?	Yes	No

If your child does not pass the symptom screening checklist, they will not be allowed to stay at camp.

Does my child need sunscreen and/or bug spray?

- Yes. Your child will be responsible for applying and reapplying sunscreen/bug spray throughout the day. If younger participants require staff help, the staff member will wear a face mask and gloves. Staff will wash hands before donning a mask and before and after they remove the mask

First Aid

- Staff will always have a fully stocked first aid kit with them, whether at home base or out in the community.
- Staff will attend to minor cuts, scrapes and bruises. Staff will call a medical practitioner or ambulance in the event of accident or illness of a serious nature.
- If first aid must be administered, a staff member will wear a face mask. Staff will wash hands before donning a mask and before and after they remove the mask

Illness

- Please keep your child home if they are sick for their comfort and for the comfort of the other participants.
- If a child presents symptoms while at camp, they will be immediately separated from the cohort and sit with a staff member. Both camper and staff member will wear face masks. Staff will wash hands before donning a mask and before and after they remove the mask. The staff member will then call their parent/guardian and ask that the child be picked up.
- During registration, you must have a back-up contact to pick your child up if they become ill, and you are unable to do so. Each morning during sign-in, you will be asked who your back-up is for the day.
- Once the child is picked up, all items that the child used will be cleaned and disinfected immediately. If there are any items that cannot be cleaned (e.g. paper), they will be placed in a sealed container for a minimum of 10 days.
- If a staff member becomes sick while at work, they will immediately remove themselves from any contact with others, notify their supervisor and go home.

What if my child needs medication?

- A medical administration form must be completed.
- Medication must come in the original packaging clearly indicating the child's name and dosage requirements.

Field Trips

- As per the Government of Alberta Guidelines, no field trips will be allowed this year. Our Summer Program Coordinator, however, has come up with an extremely fun calendar full of exciting games and crafts!

COVID-19

We understand why some parents may feel uneasy about sending their child to camp, so let us tell you what we are doing to make sure your child stays safe and still has a fun week of camp!

Lower Numbers:

- Each cohort will only have 8 children and two leaders, which will make it easier to track any symptoms or cases of COVID-19.
- Each camper gets to come for one whole week! By having the same children attend each day for an entire week, we minimize the threat of germs being spread through different children each day.

Lots and Lots of Cleaning:

- A cleaning checklist will be created and signed off on each day. This will be made following Alberta Health Services *Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community*.
- General Cleaning Guide from AHS:
 - Increase daily cleaning and disinfection of common areas and surfaces. Pay particular attention to doorknobs, light switches, staff rooms, desktops, washrooms and other high touch surfaces.
 - Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
 - Disinfecting refers to using chemical to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.
 - Use a disinfectant that has a Drug Identification Number (DIN) and a viricidal claim. Be sure to follow the instructions on the label to disinfect effectively.
 - Alternatively, you can make a 1000ppm bleach water solution by mixing 20 ml (4 teaspoons) of unscented, household bleach with 1000 ml (4 cups) of water. Ensure the surface remains wet with the bleach water solution for 1 minute.
 - Be sure to take the appropriate precautions when using chemicals for cleaning and disinfecting. Consult the product's Safety Data Sheets.
- High touch surfaces such as tabletops, door handles, and counters, will be cleaned once in the morning, at lunch, and once in the afternoon, while the campers are eating their snack/lunch. One staff member will be hanging out with the campers while the other tackles the cleaning.
- Camp will end an hour earlier than previous years to make sure all tables, chairs, craft supplies, and game equipment are all cleaned before the next day. While we don't want your child to leave early, we know that this is needed to make sure we can do a solid and thorough cleaning of everything.
- All completed checklists will be kept in a binder to ensure accountability and will be readily available for you to look through!

Training from an AHS Professional:

- As we normally do, we will have an AHS Community Educator come and speak to our staff about the importance of cleanliness and good hygiene during this time. This training will be mandatory for all staff members.
- Each staff member will also have to do the same symptom screening checklist before they come to camp to make sure they are healthy too!

Assigned Items for Each Child:

- Campers will be assigned an activity packet which will have their own set of art supplies (pencil crayons, markers, glue, scissors, etc.) that they will need for the whole week. These items will be wiped down at the end of the day and placed back in their baggies. At the end of the week, they will again be wiped down to get ready for the next group of children.
- Campers will have their own seats assigned at the table where they will do their crafts and eat their lunch. Cubbies will also be given to the children where they will be able to place their backpacks and other items for the day. To make sure this is a fun experience for the children, and to help encourage physical distancing, Monday mornings will have an allotted time for the campers to decorate their area with a name tag and other items to give them ownership.

Games and Activities that focus on Physical Distancing:

- Where possible, physical distancing practices will occur. Campers will be told to avoid hugs or handshakes and will be encouraged to do physically distant greetings such as “air fives” and waves.
- Staff have planned for physically distant activities such as shadow tag and are avoiding activities that require clustering around an item or small area. Staff understand that physical distancing is vital to keep campers and staff healthy. All games and activities are planned so that children can maintain the recommended 6 feet of distance. Craft tables will be set up with chairs 6 feet apart, and children will be instructed not to move their seats closer.
- All activities will be put through a COVID-19 “filter” to make sure they are acceptable and safe. This filter includes questions such as:
 - Does this activity violate a public health order? (found on the Government of Alberta website)
 - Does the activity involve shared surfaces and objects frequently touched by hands?
 - If yes, what protocols are in place for cleaning?
 - Can an activity be modified to increase opportunities for physical distancing?
(PROGRAM PLANNING, Point 1)
- Campers will wash their hands between activities. To keep this fun and upbeat, staff will teach the kids songs or games to play while washing their hands for the recommended 20 seconds. Dispensers will not be in locations that can be accessed by young children as alcohol-based hand sanitizer is not generally recommended for use by young children.

Behaviour Policy

What if a child misbehaves?

The Sizzlin' Summer Day Camp staff would like your child to have the best experience possible while at camp this summer. Thus, all participants must understand and follow the camp guidelines and rules.

These guidelines and expectations are in place to ensure the safety of your child and staff:

- Listen to staff.
- Respect Day Camp staff and other camp participants.
- Respect camp property and facility property.
- Keep hands, feet, and other objects to yourself.
- Participate in camp activities.
- Follow staff instructions when on field trips and when out in the community.
- Clean up after yourself.
- Be positive and have fun!

Sizzlin' Summer is run on a 3-tier warning system. Campers will get two warnings before a call home is made. If the behavior is deemed (by staff consensus), to be significant, the child will automatically be sent home for the rest of the day. Warnings will be documented by the staff member to present to the parent when the child is picked up. The warnings reset at the beginning of each day.

There are 3 main reasons a child could be sent home:

1. Danger to him/herself or others. This could include:
 - ❖ Hurting oneself or someone else / Bullying other program participants
 - ❖ Running away / leaving camp
 - ❖ Refusing food or prescribed medication
 - ❖ Refusing to follow camp rules & staff directions
 - ❖ Destroying property
2. Requires constant one-on-one attention.
3. Engages in any illegal behavior

If your child is sent home:

- The parent or guardian is responsible for picking them up at camp.
- No refunds will be provided.
- Any charges that are incurred due to destruction of property will be the responsibility of the parent or guardian to pay.

Please review these rules with your child. The staff will review these rules with your child at the beginning of camp. Thank you in advance for your cooperation, and we hope to have a great summer!