

CITY OF PORT COQUITLAM

Move.
Create.
Connect.

CAMPS

Seasonal & Pro D Days



PORT COQUITLAM
RECREATION

Parent Handbook

Move | Create | Connect Camps

Welcome to the City of Port Coquitlam's Move, Create, Connect camps!

Seasonal and Pro D Day camps provide families with a variety of safe, fun and inclusive indoor and outdoor activities! Our Camp Leaders are always excited to welcome you and your family to a variety of unique day camp options. We strive to provide camps that service the north and south side of Port Coquitlam, and offer programs for campers to be active, creative, and connect with their peers and make new friends.

Mission |

We Inspire to Move, Create and Connect.

Recreation Core Values |

- Inclusion
- Collaboration
- Innovation
- Community
- Integrity

High Five |

HIGH FIVE® Principles of Healthy Child Development for children aged 4-12 years helps enhance the quality of children's programs and provides positive and welcoming recreation experiences for children that enable them to thrive.

The HIGH FIVE® vision is that, through sustained involvement in quality programs, all children aged 4-12 years are experiencing healthy development.

We follow the High Five Design Goals for our programs to ensure they are age appropriate, safe, unique, and diverse.



Locations |

- Gates Park
- Hyde Creek Recreation Centre
- The Outlet
- Port Coquitlam Community Centre

Health |

The City of Port Coquitlam camp leaders are mindful of campers and staff health.

- Staff and campers are encouraged to stay home if they are sick
- General hand hygiene is encouraged
- Campers will be asked to self-monitor for symptoms if unwell while attending camp
- If campers feel unwell during the day, they will be supervised and provided a location to rest
- Parent/caregivers will be notified immediately if a child is unwell

What to Wear |

- Each program and season are unique. To ensure your child is comfortable and prepared for the weather and activities, please dress them appropriately. Refer to the welcome email for program details.

What to Bring |

- Small, easy to carry backpack with child's name.
 - Practice packing and unpacking with your child ahead of time!
- **Nut free** – 2 snacks for half day camps and 2 snacks and nutritious lunch for full day camps
- Plan for foods with minimal packaging and that don't need to be kept cool or heated up
- Full water bottle
- Sunscreen, spray bottle if possible
- Kleenex
- For camps with swim days, bring: swimsuit, towel, and a change of clothing in a plastic bag
- Small collapsible umbrella for shade and/or rain (items must fit in child's backpack)
- Epi pen and or inhaler, if severe allergies

What NOT to Bring |

Personal items from home:

- Electronic devices
- Money
- Valuables
- Toys or objects from home

Check in Process | Check out Process |

- Parent/guardian of children must be present for daily camp check in and out process
- Youth Camps – youth are able to check in and out without parents present
- A Recreation staff will greet parents/guardians each day to sign children in and out of camp
- Prompt pickup required; we are not able to accommodate early or late drop offs or pick-ups
- Children 10yrs and older with parent/guardian written approval have the option to walk home and may sign themselves out of camp each day
- If you run into unexpected delays, please **refer to your welcome email for camp specific contact information** or email camps@portcoquitlam.ca
- Include child's name, camp they are registered in, and the location of camp

Authorized Pick up and Emergency Contact Information |

- Please ensure your authorized pick up information in your Active Net account is up to date, along with your emergency contact number
- To update personal and program information email recreation@portcoquitlam.ca or
- Customer Service support available, call 604 927-7529 (PLAY) during business hours

Lost and Found |

Staff will make efforts to ensure participants leave with the items they arrived with; however, staff are not responsible for any lost items or items left behind. At each camp, items not picked up at the end of the camp day will be held by the camp, please check with staff for missing items. Any items remaining at the end of the camp season will be donated to charity.

Refunds |

Cancellation of camp programs must be made 7 days in advance to receive a refund. Refunds for withdrawals due to illness from camp programs following the start date will be pro-rated to the number of camp days remaining. The City reserves the right to cancel/postpone activities. Check program receipt for full refund information.