

CITY OF PORT COQUITLAM

Move.
Create.
Connect.

CAMPS

Seasonal & Pro D Days



PORT COQUITLAM
RECREATION

Parent Handbook

Revised July 2026

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.



Camp Locations |

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

Communication |

We strive to create positive experiences! Prior to camp parents/guardians will receive a welcome email containing camp specific information, as well as the Recreation Program and Camp Expectations document, which is to be reviewed with your child prior to attending camp.

We value open communication! If you notice any changes in your child's behavior, are going through any changes at home or if you have questions or concerns, please connect with our camp staff.

Health | Safety

- Inform us of any allergies, medical needs, or health concerns
- Sick campers must stay home
- If an EpiPen is required, clearly label, ensure current and inform Camp Leader where it is kept each day
 - Completed Anaphylaxis Emergency Plan is required, if applicable a form will be emailed and then provided to Camp Leader on day one. (Note: photo and doctor signature not required).

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 |

Camps offer different experiences, refer to your Welcome Email for more program-specific information.

Common examples of what to bring include:

- **Labeled backpack**
- **NUT FREE (e.g. No Nutella)**
 - lunch and 2 large snacks for full day
 - 2 large snacks for half day
 - refillable water bottle
 - minimal packaging
- **For ice:** Pants (shorts NOT permitted), jacket/sweatshirt and gloves
- **For outdoors:** Sunscreen, weather appropriate clothing (jackets, hat) and runners
- **For pool:** Swimsuit and small towel (with a bag for wet items)

What NOT to Bring |

Personal items from home:

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

Check in Process | Check out Process |

- A Recreation staff will greet parents/guardians each day to sign campers in and out of camp.
- Campers with parent/guardian approval have the option to independently check in and out of a program, based on you selecting "yes" that your child can walk home at time of registration.
- For summer 2026, sign and complete the [Independent Check-In and Check-Out form](#) and provide to the Camp Leader on the first day of each camp, if you wish your child(ren) to check in and/or out independently
- Prompt pickup required; we are not able to accommodate early or late drop offs or pick-ups.

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

Reporting Absences | Unexpected Delays |

Email camps@portcoquitlam.ca and provide:

- Participant full name
- Camp name
- Reason and expected return time

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 |

If you need to withdraw your child from camp for any reason, please note the following refund policy:

- Participants may be eligible for a refund from a camp, less a \$5 admin fee, if withdrawal is requested 7 days prior to the start date.
- A full or pro-rated refund will be granted, less the \$5 admin fee, when a customer provides a medical note from a doctor prohibiting them from participating in their registered activity.
- Call 604 927-PLAY (7529) to request a refund.