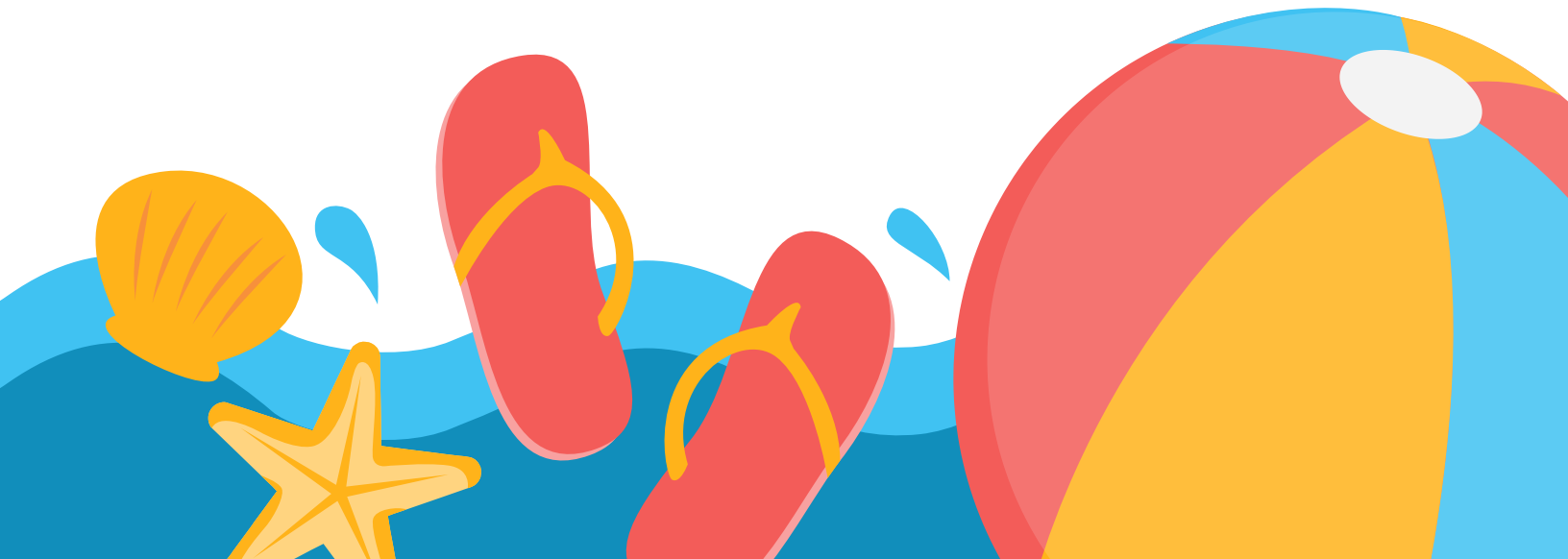




 Jack Purcell
Recreation Association

PARENT HANDBOOK

Summer Camp 2025



Welcome!

Welcome to another fun-filled summer at the Jack Purcell Recreation Association Summer Camps! Included in this handbook are reminders for parents, guardians and children associated with our summer camps. Please read through the full document before your first day of camp. If you have any questions feel free to reach out to the Children's Programs Coordinator, Yasmin at yasmin@jpra.ca.

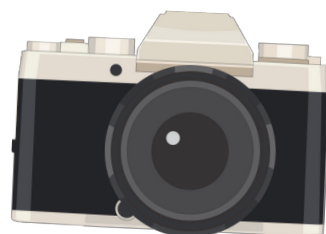
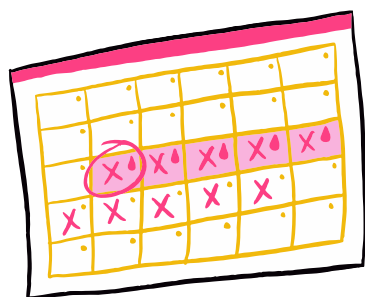
A Typical Day at Camp ---

Each day at camp looks a little bit different depending on the weather. Weather-permitting, we like to spend our time both indoors and outdoors. Our daily schedule is tentative to change due to weather and facility availability.

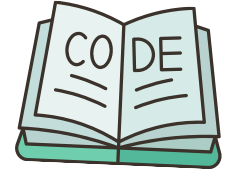
- 8-9am** Free-time in the gym during sign in
- 9-11am** Scheduled activities at Jack Purcell or St.Lukes
- 10am Snack #1**
- 11-12pm** Choice between **craft** or **running games**
- 12pm Lunch**
- 12:45-2pm** Scheduled activities indoors or outdoors
- 2-4pm** Choice between **craft** or **running game**
- 2:30pm Snack #2**
- 4pm-5pm** Outside or inside free-time during sign out

Photos & Video ---

We like to take pictures of our camps to post on our social media sites. At the beginning of your child's first week of camp, a waiver will be signed indicating whether or not you give us permission to post your child/children. Children's faces will be covered/blurred if consent is not given to post.



Behavioural Expectations & Code of Conducts



Parents

Parents are an integral part of the JPRA community. Our goal is to create and maintain a safe, happy and inclusive environment for all members of the community. We appreciate:

- Regular communication with the coordinator including, but not limited to, late pickup/drop-off, absences and lice.
- All concerns raised must be done in a calm, considerate and reasonable matter where mutual respect and dignity of all individuals involved are upheld.
- Our program expects our parents and guardians to engage in an appropriate manner with all staff and other children within the program. If the staff involved begin to feel unsafe at any point during the interaction, we reserve the right to disengage the conversation and request to have the General Manager or another staff member present.
- If continued aggressive behaviour arises whether physical, verbal, or mental towards staff, suspension of childcare may happen.

Children

Campers are expected to respect themselves, other children, staff, and all members of the JPRA community at all times. This looks like:

- Examples of positive behaviour, including but not limited to
 - Hands and feet to yourself
 - Being kind to others
 - Respecting others and their personal belongings
 - Following directions and listening to others
- Examples of inappropriate language and behavior that are not permitted include but are not limited to:
 - Threatening others
 - Bullying
 - Exclusion
 - Physical and/or verbal aggression
 - Discrimination of any kind.

Pick up & Drop off

Pick up & Late Policy

JPRA does **NOT** offer pre- or post- care. We appreciate and value on time pick ups. In case of emergency, please contact Yasmin at yasmin@jpra.ca immediately if there is a potential for a late pick up. Late fees will be added for any late pick up not communicated. Late fees will also be added no matter the case if pick up is later than 15 minutes.

Drop off & Late Policy

Please notify yasmin@jpra.ca if you are expecting to arrive at camp later than 10am. The location of the camp will be written on the whiteboard to the left of the main doors of JPRA.

On field trip days (Wednesdays), we may be leave as early as 9am. Please arrive before this time. If you are expecting to arrive at camp after 9am, please notify yasmin@jpra.ca. In the case that the bus has already left, you will need to meet us off-site at the field trip location.

ID Policy

Only authorized persons are permitted to sign out a camper. Please expect to be asked to show a piece of ID when signing out your camper for your first registered week of camp. JPRA staff will ID **ALL** sign outs. If you would like to add another authorized person to pick up your child, please contact yasmin@jpra.ca.

Absences

ALL absences need to be reported to Yasmin at yasmin@jpra.ca as soon as possible. If absences are not reported, you may receive a call.

Electronic Devices

While children are allowed to bring their own devices on Fridays, their device is their own responsibility. **JPRA is not responsible for any damages that may occur to electronic devices that may occur while at JPRA nor are we responsible for lost electronics.**

Sun Safety

Sunscreen ---

ALL campers should be wearing sunscreen before arriving to camp. Sunscreen will be reapplied every few hours under staff supervision. Children are responsible for putting on their own sunscreen, unless staff are asked for help/given permission to assist.

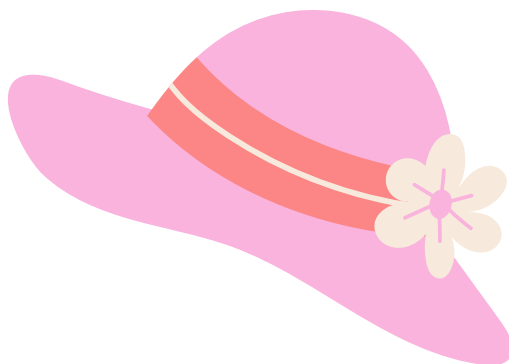
A waiver will be provided on the first day to lay out our rules regarding sun safety and consent surrounding sunscreen use. Jack Purcell does not provide sunscreen for children everyday but some will be kept on hand in case of emergencies.

Clothing ---

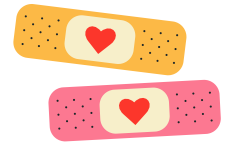
ALL campers should arrive in weather-appropriate clothing. This means breathable, light-coloured, lightweight clothing. Children must be sent with backup clothing in case they get wet or uncomfortable.

Water ---

ALL campers must arrive with a refillable **water** bottle and will be expected to refill their water throughout the day. Water breaks will be held throughout the day to remind campers to hydrate.



Health & Safety



First Aid

All JPRA counsellors and the coordinator are Standard First Aid & CPR C certified. For minor bumps, bruises, and cuts, first aid will be provided and parents will be informed at the end of the day. For major injuries, parents will be contacted immediately. If an ambulance is needed, one will be called by JPRA.

Allergies & Medications

Please email the coordinator at yasmin@jpra.ca regarding any medication needed to be administered during camp hours. Please notify if child has an Epi-Pen and where they keep it.

Sick Policy

JPRA follows Ottawa Public Health guidelines. When sick, campers should stay home for:

FLU: 5 days after onset or once fever free

COLDS & RESPIRATORY VIRUSES: Until fever free

PINK EYE: 24 hours after treated with eye drops

GASTRO ISSUES: 48 hours symptom free

LICE: Not required to stay home, however please email the coordinator to keep us updated on the situations.

If it is not possible to keep your child home, we will provide masks if requested for indoor wear to prevent other campers and staff from getting sick.

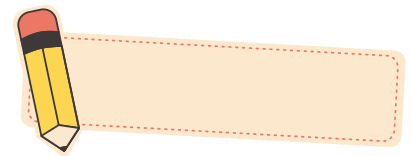


Camp Checklist



Mandatory

- Refillable water bottle
- Hat
- Sunscreen
- Peanut, nut, and sesame-free* lunch & two snacks
- Change of clothes
- Swimsuit & towel
- Bag for wet clothes
- Close-toed shoes
- Is everything labelled?



Optional

- Extra snacks
- Sunglasses
- Water-shoes

