



# Summer Recreation Program

## Family Information Package



**Administrator - Parks, Recreation, & Special Events: 709.899.5958**

**Town Office: 709.925.8180**

**[www.churchillfalls.ca](http://www.churchillfalls.ca)**

## WELCOME

Our Summer Recreation Program provides an opportunity for children to play actively, master new skills, and build new friendships in a safe environment with caring staff. The programs we offer target the developmental needs of primary and elementary age children. Our programs value diversity and inclusion of all individuals within the capacity and qualifications of our program staff.

Our programming is based on the [HIGH FIVE®](#) philosophy for healthy child development.

## AGES

Our program is created for participants from **Grade 1 to Grade 7**. Entry level for the program is designed for children who have completed Kindergarten, which has provided children with the opportunity to develop independence in a structured, full day environment, setting them up for success in a day camp program that is longer than the typical school day.

Locations	Ages	Leader to Child Ratio
Curling Club (Upstairs)	Grades 1-3	1:6
Curling Club (Downstairs)	Grades 4-7	1:8

## DAILY ACTIVITIES

Program activities focus on physical activity, fundamental movements, and creative exploration with an emphasis on daily outdoor play. A typical week includes:

**Zone play** (Imagination, Building, Active and Quiet) | **Outside & Gym Play** | **Arts & Crafts** | **Field Trips** | **Swimming**

## CHILD SUPPORT SERVICES

Our staff are high school graduates and post-secondary students whose training levels, along with staff numbers, limit our ability to provide specific individualized provisions or one-on-one support.

We are committed to working with families to ensure every child has the opportunity to participate in our program. **Should individualized provisions or one-on-one support be required, we encourage families to begin conversations with our Summer Program Coordinator prior to registration to discuss options.**

Some options may include families providing independent one-on-one support.

Examples of support Summer Program Staff are unable to provide:

- Personal care (e.g., toileting, hygiene).
- Feeding.
- Extreme behavioral issues (e.g., aggressive behavior that compromises the safety of the participant, other participants, and/or staff).
- One-on-one individualized support or supervision.
- Specific individualized care or provisions that fall outside the training and qualifications of our Summer Program Staff.

We understand there could be times when a child experiences occasional accidents such as toileting incidents. Our staff will determine if the participants are developmentally ready to attend to themselves and change their clothing independently. If so, they may do so with staff encouragement. If not, the guardian will be called to come to the site to provide the personal care required.

## COMMUNICATION

**Email** is our primary method of communication with families. Please ensure to check your email regularly for updates.

**Bulletin/White Boards** at each site will also have program information posted, however, it may not always reflect unexpected changes to schedules or activities shared through email.

**Absence & Late Arrivals:** If your child is going to be absent or late, please contact our Program Coordinator.

**Absence:** Knowing a child will be absent removes any uncertainty of whether to expect the child to arrive. This also helps us to plan activities accordingly.

**Late Arrivals:** Knowing that a child will be late arriving ensures we are prepared and expecting their late arrival.

## MEDICATIONS, ALLERGIES, AND ILLNESS

### Medications

If a participant requires **prescription medication** administered during the program, it must be in its **original container with the physician's instructions** on the label. Please ensure you provide all relevant information on your child's registration form. Summer Program Staff will **not administer** over-the-counter medication.

### Allergy Guidelines

Food allergies can be a very serious medical condition, and in some cases, life-threatening. For the safety of participants and staff who have allergies, please review the list of restricted foods included separately in this package.

### Illness

Participants must stay home if they feel sick (fever, sore throat, cold symptoms, headache, diarrhea, vomiting).

## CODE OF CONDUCT

We are committed to providing quality programs and services where participants may develop socially, cognitively, physically and emotionally. The Code of Conduct is in place to support our commitment by ensuring there is a mutual understanding of what is acceptable and unacceptable behavior. The Code of Conduct is included separately in this package.

Parents/guardians are **required to sign**, in person, a **Behavioural Agreement** before their child can attend the Program. This agreement is included separately in this package.

Behaviour expectations are displayed at the facilities and discussed regularly with participants.

## GENERAL INFORMATION

Full details regarding **Hours of Operation, Location & Drop-off/Pick-up times, Permission to Leaving Early, Personal Items, Footwear, Supply List, and Snacks** are included separately in this package.

## REGISTRATION

Registration is on a first-come, first-serve basis.

Online registration forms **must be completed** before a child can participate in the program. To ensure our staff is meeting the appropriate needs of your child, it is important that all information is up-to-date and accurate such as allergies, medical conditions/medications, underlying conditions, injuries, fears that could affect a child's ability to participate in certain sports or activities, etc.. Registration can be found at [churchillfalls.ca](http://churchillfalls.ca)

### Registration Fees

A **non-refundable** registration fee of **\$10.00** per child is payable upon registration. This fee can be paid at the Curling Club Monday to Friday during Program hours.

### Waitlists

In the event our intake numbers are maximized, a waitlist will be available on a first-come, first-serve basis. Intake numbers could vary from year-to-year dependent on our staff compliment. This is how we determine our leader to child ratio to calculate our maximum intake for each age group.

## PROGRAM CONTACT INFORMATION

Summer Program Coordinator: 709.735.0301 or email [ErinPatey@nlh.nl.ca](mailto:ErinPatey@nlh.nl.ca)

Administrator – Parks, Recreation & Special Events: 709.899.5958 or email [JasonHennebury@nlh.nl.ca](mailto:JasonHennebury@nlh.nl.ca)

Summer Program Facilities (Curling Club): 709.925.8981

**We are so excited to welcome you to our  
Summer Recreation Program!**





# Summer Recreation Program

## ALLERGY GUIDELINES

Food allergies can be a very serious medical condition, and in some cases, life-threatening. For the safety of participants and staff who have allergies, the following foods are **RESTRICTED** at the program:

- **No nuts of any type.** This includes **peanut butter** and any product that could have **traces of nuts** or could have potentially come in contact with nuts and/or nut products during production.
- **No fish or shellfish of any type.**
- **No yogurts, puddings, fruit drinks or any other food that may contain banana, nuts, tree nuts or shellfish.**
- **No bananas**
- **No Kiwi**

**This list could change anytime dependent on new registrations.**

If your child has eaten foods that may contain any of these ingredients, please ensure they wash their hands and brush their teeth before attending the program.

**We encourage families to discuss the importance of not sharing snacks and the potential dangers of doing so.**





# Summer Recreation Program

## CODE OF CONDUCT

We are committed to providing quality programs and services where participants may develop socially, cognitively, physically and emotionally. The Code of Conduct is to ensure there is a mutual understanding of what is acceptable and unacceptable behaviour.

### Acceptable behaviour

Whether participating in our program or visiting our facilities, everyone is expected to be **Respectful, Kind, Safe, Honest, Responsible**, and make **Healthy Choices** with their words and behaviour.

### Unacceptable behaviour

Behavior with potential to harm oneself, others, property or which would otherwise negatively impact program quality is unacceptable and will not be tolerated.

Staff will use discretion to take appropriate action if unacceptable behavior occurs.

### Our Code

I will listen to Summer Program leaders and follow their directions.

I will respect other people's belongings, including those that belong to Summer Program.

I will keep my hands and feet to myself.

I will use appropriate language.

I will be respectful towards my peers and be nice to everyone.

I will respect other's feelings by having a positive attitude.

I will do my best to participate, and try activities planned by Summer Program Staff.



## PROCEDURES FOR ADDRESSING UNACCEPTABLE BEHAVIOR

### First Occurrence

- The behavior will be discussed with the participant.
- Parent/Guardian will be notified of the behavior and will be expected to pick-up the child immediately.
- The child will be removed from the program for the remainder of the day.
- Staff and parent/guardian will identify solutions together to assist the child with improving behavior(s) in the future.

### Second Occurrence

- The behavior will be discussed with the participant.
- Parent/Guardian will be notified of the behavior and will be expected to pick-up the child immediately.
- The child may be permitted back to the program once an agreed upon individualized plan is established between the parent/guardian and the Summer Recreation Program Coordinator to prevent further unacceptable behaviour.

### Third Occurrence

- The behavior will be discussed with the participant.
- Parent/Guardian will be notified of the behavior and will be expected to pick-up the child immediately.
- The child will be removed from the program for the remainder of the summer.

If a child's behavior prevents or interferes with our ability to ensure the safety and well-being of themselves, others, patrons, or the security of property or program quality, we reserve the right to remove the child from the program/facility at **any of the occurrence stages outlined above**.

We also reserve the right to ensure the removal of any patron displaying unacceptable behavior from the facility and/or program.



# Summer Recreation Program

## GENERAL INFORMATION

### HOURS OF OPERATION

**Monday to Thursday:** 8:00 am to 5:00 pm | **Friday:** 8:00 am to 3:00 pm (3:00 to 5:00 closed for cleaning).  
Closed for lunch daily from 12:00 to 1:00 p.m.

**Start date:** July 2 | **End date:** August 18

Open to children entering Grades 1 through 7 in September 2026.

### LOCATION AND DROP-OFF TIMES

Pick-up/drop-off location is at the Curling Club bottom floor entrance near EGLS main entrance. The doors will remain open for any child to attend later in the morning or afternoon. All participants will be signed in/out by staff each day.

**Morning session:** Entrance opens at **7:45 am**. A late pick-up time of **12:15 pm** is available.

**Afternoon session:** Entrance opens at **12:45 pm**. A late pick-up time of **5:15 pm** is available.

**\*Friday:** Late pick-up time is 3:15 p.m.

**\*If your child is being picked up by someone who is NOT on your authorized pick-up list, staff must be notified.**

### PERMISSION TO LEAVE EARLY

For the safety of our participants, we do not permit children to leave prior to the program end time without permission from a parent\guardian. **If your child is permitted to leave at any time during a program session, please indicate on the registration form. If you prefer to grant permission periodically throughout the program, an online daily permission form is available.**

**Children under 8 years of age will not be permitted to leave early without supervision.**

### IMPORTANT INFORMATION

#### Personal items

- Personal items outside of the requested Supply List are not permitted. These items include, but are not limited to, electronics, toys, games, etc.
- All required items **must** be taken home at the end of each day.

#### Footwear

- Outdoor footwear is not permitted in the gym.
- Open-toe footwear is not permitted.
- Socks must be worn with footwear such as crocs and slip-on.

#### Snacks

- There are two daily designated snack times—one in the morning **AND** one in the afternoon. Please pack snacks accordingly.
- Snacks **must** meet the requirements of our **Allergy Guidelines**.

#### **\*Medications**

If your child is required to have medication on hand such as an epi-pen, inhaler, Benadryl, etc. **Please let us know they are being sent with the child.**



# Summer Recreation Program

## SUPPLY LIST

**Please ensure your child brings the following items each day:**

**Zippered bag or backpack** to contain their daily supplies.

**Snacks** - Please review our Allergy Guidelines for restricted foods.

**Reusable drinking container** - No glass containers. Disposable cups provided.

**Hat**

**Sunglasses**

**Suitable clothing** for the day's weather.

**Indoor footwear** for the gymnasium. Outdoor footwear is not permitted.

**Swimming Attire** for swim days, including **bathing hat** if your child wants to avoid wet hair.

**Sunblock (30+) and fly repellent** are recommended. Please ensure the product has not passed its expiration date.

**Daily Medication** if applicable.

**No personal items** are permitted other than required materials. This includes, but not limited to, toys, technology, games, etc.

