



# Parent Handbook 2023

# WELCOME TO SUMMER 2023!

This handbook contains all of the information you need to get ready for camp this summer.

Please take the time to read through it carefully and don't hesitate to call or email us with any questions. Our goal at Sunny Acres is to provide the very best camp experience possible for all our campers and their families. We are always happy to hear from you, so please don't hesitate to reach out at anytime if you have something you wish to discuss.

We're looking forward to an amazing summer!

## CAMP HOURS

*Regular camp hours:* 9:00am-3:30pm

*Drop off:* 8:50am-9:10am

*Pick up:* 3:20pm-3:40pm

### *Extended hours:*

7:30am-8:30am \$6.00

4:00pm-5:00pm: \$6.00

5:00pm-6:00pm: \$6.00

Drop off and pick up for BOTH regular camp hours AND for extended day hours will be in front of the Casgrain building.

## DROP OFF AND PICK UP PROCEDURES

We offer a very convenient "drive through" style drop off and pick up system so that our parents do not have to get out of their cars. Our staff will meet your children at the cars and escort them to their groups in the morning and we will bring them back to your cars in the afternoon.

## EARLY PICKUP/ LATE DROP OFF

If you need to drop your child off at camp after 9:10am, please call the camp to let us know and we will coordinate where to meet your child.

If you need to pick up your child early, please email or call the camp office and let us know what time, and we will coordinate where to meet your child.

## LATE PICK UP

If you are running late and cannot pick up your children by 3:40pm, they will be brought to our extended day service. You can pick them up anytime before 6:00pm.

## CHANGES TO REGISTRATIONS AND CANCELLATIONS

You can make additions to your child's registration online (<https://sunnyacresdaycamp.campbrainregistration.com>). If at any point you need to cancel your registration, in whole or in part, please contact the camp office. There is an administration fee of \$50.00 for each week that is canceled.

## **WHAT TO SEND TO CAMP EACH DAY**

- One towel and bathing suit (we will be using sprinklers and other water toys on the days when the campers are not scheduled at the pool)
- Sneakers (we don't recommend crocs or flip flops)
- A sunhat
- Hand sanitizer
- Sunscreen. Please label the sunscreen and place it in a zip-lock bag.
- A cold lunch with an ice pack, plus two snacks and a refillable water bottle
- A plastic bag in your child's backpack to store wet bathing suits and other clothing.
- Optional: swim goggles and flip flops for the pool; a change of clothes.

## **WHAT TO LEAVE AT HOME**

- Electronics, including cell phones and iPods
- Valuable items such as jewelry
- Any clothing you do not want to get dirty/stained/lost
- Toy guns (including water guns)

## **LUNCH**

Campers are very active at camp, and work up a healthy appetite. Please make sure your child comes to camp with a full lunch each day. This includes at least two snacks, a lunch (nothing that needs a microwave please) and a refillable water bottle. For those staying in extended day, an extra snack is a good idea. Lunches should be sent in a lunchbox with an ice pack and labelled with your child's name.

## **NEW 5 DAY OPTIONAL LUNCH PROGRAM**

We will be offering an optional lunch program. Sign up must be completed each week . (A form will be emailed weekly with instructions as to how to sign up. )

Campers who sign up for lunches should still bring a drink and two snacks as well as a refillable water bottle.

\*\*All food is peanut- and nut-free\*\*

## **ALLERGIES**

Sunny Acres Day Camp is proud to be a nut aware camp. We have many children in camp with life threatening allergies, so please make sure that all food sent to camp with your children is peanut- and nut-free.

## **MEDICATIONS**

Please call to inform us of any medications that need to be dropped off at camp (such as inhalers, EpiPens, etc.) before your child's first day. Print your child's name clearly on any medication and advise us if it requires refrigeration. If anything has changed in regards to your child's health since we have received your registration form, please let us know.

## **IF YOUR CHILD IS NOT FEELING WELL**

We would ask you to keep your children at home if they are experiencing any of the following symptoms:

- Fever
- Cough
- Shortness of breath/difficulty breathing
- Body aches/chills
- Diarrhea
- Vomiting
- Generally not feeling well

If at any point during the day, your child starts to feel unwell, we will be in touch with you to discuss how to proceed. If your child is deemed too sick to stay in camp, we will ask you to make arrangements to pick them up.

## **ABSENCES**

If your child will be absent from camp, please call or send us an email to let us know.

## **SCHEDULE**

A copy of your child's weekly schedule will be emailed to you at the beginning of each week.

## **WEATHER**

Rain or shine, Sunny Acres is a great place to be! Programming and scheduling are done in the best interests of our campers to ensure a safe and fun day for everyone. On days of extreme heat, we will make sure that the campers drink a lot of water, and get ample time in the shade. We will also ensure that the campers are applying sunscreen regularly.

When it's a rainy day, our indoor facilities can accommodate all activities.

## **LOST AND FOUND**

We do our best to make sure that campers go home with all their belongings every day. If things do get lost, we will make every effort to find and return them. To help with this, please label all clothing and items brought to camp with your child's first and last name. We will have a designated lost and found area outdoors located near the drop off /pick up location.

## **BIRTHDAYS**

We love celebrating birthdays in camp! If you would like to send a birthday treat for your child to share with his/her bunk please let us know in advance. Treats must be peanut- and nut-free and individually wrapped.

## **PARENT FEEDBACK**

We are always trying to improve, and welcome your feedback. We make every effort to ensure that all of our campers are happy and having a great time. That being said, should a problem arise or you and your child are unhappy about anything, please let us know immediately. The faster we know about a problem, the sooner we can work towards resolving it.

## **STAFF**

We devote much time and effort finding and retaining the best people for the job. We know that your child's counsellor will play a vital role in his/her camp experience. With that in mind we train our staff in all aspects of being a camp counsellor. From first aid, to safety procedures, to age-appropriate programming, to the responsibilities of being a Sunny Acres camp staff member. We are extremely proud of our high rate of returning staff from year to year.

## **SAFETY**

The safety and security of your children is our number one priority at camp. Campers are not allowed to go anywhere without a staff member. We are very proud of Sunny Acres' low camper-to-staff ratio, allowing for excellent supervision. Our staff are trained to be mindful and vigilant about the safety of their campers at all times.

## **COMMUNICATION**

You will be able to reach us all day by phone or email. Camp is a busy place. If you get our answering machine, please leave a message and we will call you back as soon as possible.

### **Our phone number during the summer is:**

(514) 457-6610 ext.5526

### **Our email address is:**

[info@sunnyacresdaycamp.com](mailto:info@sunnyacresdaycamp.com)

### **Our mailing address is:**

*John Abbott College*

*Attn: Sunny Acres Day Camp 21275 Lakeshore Rd.*

*Ste. Anne-de-Bellevue, Quebec*

*H9X 3L9*

## **DIRECTIONS TO CAMP**

### **From Highway 40 (Going west)**

- *Take exit 41 (Ste. Anne-de-Bellevue)*
- *Veer right and follow the road up the hill until the stop sign at the top*
- *Turn right at the stop sign and continue straight until the end of the road*
- *Turn left at the next stop sign*
- *Drive over the overpass. This will bring you onto the campus. Once on the campus, veer to the right and follow the road around the football field. The Penfield building will be on your left. If you continue on that road, the Casgrain building is around the bend.*

### **From Highway 20 (Going west)**

- *Take exit Morgan Rd.*
- *Make a left onto Morgan Rd.*
- *Take Morgan down to Lakeshore rd. and turn right*
- *Bypass the blue/yellow John Abbott College signs and continue for approximately 100 yards until you reach Maple Ave.*
- *Make a right on Maple Ave.*
- *The entrance to the college is on the right-hand side just after the first stop sign. The Casgrain building will be directly in front if you.*
- *Veer to the left around the bend. The Penfield building will be on your right.*