

Camp Handbook

Oak Bay Parks, Recreation, and Culture

Updated March 2025



OAK  BAY
PARKS, RECREATION
& CULTURE

Welcome to Oak Bay Parks, Recreation, and Culture Camps!

Oak Bay Parks, Recreation, and Culture (OBPRC) has many exciting opportunities for children and youth to participate in camps. This handbook offers a brief introduction to OBPRC camps as well as the philosophies they are built on.

This handbook covers topics such as:

- Camp Philosophy
- Camp Locations
- Age Requirements
- Contracted Camps
- Support and Inclusion
- Camp Hours
- Cancellation Policy
- Camp Schedule and What to Expect at Camp
- Providing a Safe Environment
- Illness, Medication, and Epi-Pens
- Water and Air Quality Policies
- Guidance and Expectations
- Emergency Situations
- Sign In and Sign Out Procedures
- Parent/Guardian Responsibilities
- Questions, Concerns, and Feedback



Camp Philosophy:

OBPRC strives to make camps a place where children and youth feel comfortable, happy, and excited to attend. Staff will provide a fun and safe environment while offering stimulating activities such as swimming, out trips, crafts, and active play. OBPRC camps also provide children opportunities to develop social skills and enjoy the many benefits of group care.

Camp Locations:

To ensure that your campers' first day goes smoothly, please be aware of the drop-off locations prior to camp. A map has been provided in your welcome email, for your convenience.

Facility:	Description:
<p>Neighbourhood Learning Centre, Oak Bay High School, Oak Bay High Turf Field</p> <p>2121 Cadboro Bay Road</p>	<p>The Neighbourhood Learning Centre (NLC) is attached to the Oak Bay High School. The entrance to the NLC is located to the right of the main entrance to the high school.</p> <p>Parking can be found in the small lot in front of the school and the NLC, along Cadboro Bay Road, behind the school off Cranmore Road, or in the parking lot by the tennis bubble and track at the end of Goldsmith Street.</p> <p>Parking can be busy at pick up and drop off times, so please plan accordingly.</p>
<p>Oak Bay Recreation Centre</p> <p>1975 Bee Street</p>	<p>Oak Bay Recreation is the main centre for OBPRC. There is an arena, pool, indoor sports field (ISF), restaurant, 7 indoor tennis courts, fitness studio, meeting rooms and much more.</p> <p>Many camps are offered here such as Skidaddle (weekly registration camps), tennis camps, and Aquatics camps/courses. Parking is available on Bee Street and in the parking lot at the end of Goldsmith Street.</p> <p>Parking can be busy at pick up and drop off times, so please plan accordingly.</p>
<p>Henderson Recreation Centre</p> <p>2291 Cedar Hill X Road</p>	<p>Henderson Centre has a 9-hole par 3 golf course, fitness studio, gymnasium, activity rooms and outdoor tennis courts. There is also Kiwanis Playground Park which is located just off Arden Rd or accessible by walking on the chip trail from the Henderson building.</p> <p>Parking is available in the Henderson Centre parking lot or on Cedar Hill X Road. Parking can be busy at pick up and drop off times, so please plan accordingly.</p>
<p>Windsor Park & Windsor Pavilion</p> <p>2451 Windsor Road</p>	<p>Windsor Pavilion houses a purpose-built preschool room, a main hall, changerooms, and bright multi-purposes rooms. Surrounding the pavilion is an active multi-sport and recreational park featuring a soccer field, rugby field, tennis courts, cricket pitch, basketball court, and a children's playground. There is also a covered picnic area, a dedicated rose garden, and the scented garden.</p> <p>Parking is available on Newport Avenue and Windsor Road.</p>

Age Requirements:

School age camps:

These camps are for children 5 years old and above. To register, all campers are required to have completed kindergarten before summer 2024 and meet the minimum age requirements by December 31st. Please note that some camps may have more specific age requirements outlined in their descriptions.

Preschool aged camps:

These camps are for children 3-5 years of age. To register, all campers are required to be able to use the toilet independently and meet the minimum age requirement by the end of the camp week. Sorry, no exceptions.

Contracted Camps:

OBPRC works with a variety of outside organizations to offer an even wider range of camps each year. The following camps are facilitated by a contracted company and not staff employed by OBPRC:

- Byte Camp
- Eli Pasquale Basketball
- Engineering for Kids
- Little Universe
- Film in a Box
- Protégé Dance Project
- Soccertron
- Richardson Sport
- Zen Makers Lab
- Coastal Kids Kayak

All contracted companies are required to complete OBPRC Contractor Training, provide clean Police Information Checks, and be certified in Basic First Aid and CPR-C training.

For any detailed camp inquiries, please contact the contracted organization directly.

Support and Inclusion:

OBPRC staff are dedicated to fostering equitable access for all children and youth to participate in camp programs. Through a contract with Supported Child Development and Island Health, children requiring a variety of additional support needs can be paired with Inclusion Instructors to help them thrive in camp programs. Inclusion staff are assigned to provide tailored assistance, including one-on-one, shared, or small group support, contingent upon both staff availability and the specific requirements of the children.

If your child or youth requires additional support to participate in OBPRC camps, please contact the Inclusion Programmer, Meghan Page, at mpage@oakbay.ca or 250-370-7909 to request an Inclusion Instructor **PRIOR** to the start of any camp.

Please note: Funding for additional support is limited and is contingent upon staff availability and funding availability. There is no guarantee that additional staff or funding will be available.

Camp Hours:

Camp hours vary between 8:15am-5:15pm, although most camps operate from 8:30am-4:30pm.

Camp start times are strategically scheduled to ensure that staff are fully prepared to provide a fun, safe, and enjoyable experience for all campers throughout the day. Doors will remain closed until immediately before the designated start time of each camp session.

Early drop-off before the specified start time is not permitted unless a completed "*Permission for Child to Sign Themselves In/Out*" form has been submitted. This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the "Camp Handbooks and Permission Forms" section, or obtained in person from Reception Services. For further details, please refer to the "Permission for Child to Sign Themselves Out (Walk or Bike Home)" guidelines.

Cancellation Policy:

All weekly camp credits/refunds/ changes must be requested by 8:00pm Monday one week prior to the start of camp.

As a friendly reminder, OBPRC camps are very popular and often have lengthy waitlists. Please make all cancellation requests in a timely manner to allow other families to fill your child(ren)s spot.

Camp Schedules and What to Expect at Camp:

For most camps, parents/guardians will be emailed a schedule the week before the start of the camp. Please ensure that communication@xplorrecreation.com and summer_reception@oakbay.ca are listed on your "safe" email list. Extra copies of all camp schedules are available at Reception Services and will be available at the beginning of the week, at each camp location.

Camp schedules outline the daily activities, personal items required, camp contact information, drop-off and pick-up locations, and scheduled out trips. Camp schedules and activities are subject to change due to weather and other factors.

What to bring to camp:

Please label all your campers belongings and refrain from sending any valuables to camp such as cellphones and toys. Please note that campers are not allowed to use vending machines or purchase food while attending camp.

Full Day Camps:	Half Day Camps:
<p>An easy to carry backpack with:</p> <ul style="list-style-type: none"> - Lunch - At least two snacks - Water Bottle - Hat - Sunscreen - Change of clothes - Activity appropriate shoes - Any additional items listed on the weekly camp schedule 	<p>An easy to carry backpack with:</p> <ul style="list-style-type: none"> - At least two snacks - Water Bottle - Hat - Sunscreen - Change of clothes - Activity appropriate shoes - Any additional items listed on the weekly camp schedule

Out trips:

Most camps participate in several walking and/or bus out trips. As such, please ensure your camper is wearing comfortable walking shoes each day.

If your camper needs to be picked up before the scheduled trip return, please advise the camp leaders or camp Team Leader at drop-off, so that arrangements can be made for you to pick them up from the out-trip location.

Many camps use buses regularly, while other camps only utilize the bus in case of an emergency. The OBPRC bus fleet includes two 25 passenger buses as well as multiple rented buses. All OBPRC camp drivers are certified Class 4 License holders in the Province of BC and have completed an annual Roadmasters Safety Course prior to the start of summer. Some camps also utilize public transportation.

If you have any questions about out trips or busses, please speak with the camp Team Leader.

Weather:

OBPRC camps run rain or shine unless you are notified otherwise through email or phone call.

Food and Drink Guidelines:

OBPRC Staff promote healthy eating and nutrition habits at all camp locations. Safe drinking water is always available for all children, and staff will encourage them to drink continuously throughout the day.

Please make sure to pack a full water bottle for each day of camps.

All camp centres are “Nut Aware Zones” to help with any potential allergies campers may have. Please be aware of what foods you are sending your children and **please refrain from sending any nut products to camp.**

Campers are not allowed to use vending machines or purchase food during camp hours.

Active play policy:

All children will engage in a minimum of **60 minutes** of active play throughout the program routine, as recommended by the Canadian Physical Activity Guide. Active play will consist of un-facilitated and facilitated games and activities, both indoors and outdoors.

Guided by the concepts of Physical Literacy, staff will incorporate Fundamental Movement Skills (run, jump, hop, skip, and throw) into all active play activities. “Physical Literacy is the motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engagement in physical activities for life” – The International Physical Literacy Association

Sunscreen Guidelines:

Due to individual allergies and preferences, all campers must bring their own sunscreen to camp.

All campers must apply their own sunscreen and/or have a friend help them apply it. Camp leaders are available to assist with spray sunscreen but cannot assist in directly applying sunscreen.

Screen time policy:

Campers will not receive any screen time in their daily scheduled routines. Some camps may watch a movie or clips of shows. This will be clearly outlined on the weekly camp schedules. Please see “Movie Policy” below for more details.

Movie policy:

Movies and clips of shows are occasionally used in camps as a fun addition to the other planned activities. Before showing a movie in a camp, OBPRC staff will discuss movie choices with the Programmer/Coordinator. Staff will also notify families of the movie choices ahead of viewing, to allow ample time for input and/or discussion.

All movie choices will be age appropriate and in accordance with the Canadian Motion Picture Rating System.

During the showing of the movie and alternative activity will always be available for campers who do not wish to view the movie. Alternative activities could be colouring, board games, reading, etc.

Campers’ personal items:

Please keep all personal toys and games at home. Campers who bring personal toys will be asked to keep them in their backpacks until the end of the day. Personal toys have proven to prompt arguments, tend to get lost and/or broken, and promote exclusive play. OBPRC staff are not responsible for lost or damaged personal items.

Bikes and scooters:

Bikes and scooters are not permitted in camp program rooms. If children choose to bring bikes and/or scooters to the program, please ensure that locking mechanisms are sent with them.

Swim days:

Most full day summer camps swim a minimum of once a week. Each camp's swim days will be indicated on the camp schedules. Please remember to pack a swimsuit, towel, and \$0.25 cents for the locker.

Reminders for parents to know about the pool:

- All OBPRC camp leaders wear yellow pinnies in the pool so that children and lifeguards can identify them during the swims.
- Children are not allowed to go into the change rooms without leader or lifeguard supervision.
- All children wear a coloured wrist band to identify which camp group they are a part of.
- Children under 7 years old must always remain within arm's reach of a camp leader.
- All children under 7 years old and weak/non swimmers will be identified to lifeguards by a white wrist band while in the pool.
 - Swimmers with a white wristband should remain in the small pool unless wearing a lifejacket & accompanied by a camp leader (max. 3 campers: 1 leader)
- The steam room and sauna are out of bounds to campers.
- The hot tub may be used by campers who are 7 or older for no more than 5 minutes, and they must be accompanied by a camp leader (maximum 5 campers: 1 leader)

a Safe Environment:

OBPRC strives to establish a secure environment that fosters the physical and emotional well-being of children and youth within the community. Through in-depth hiring protocols and ongoing staff training, OBPRC is committed to minimizing any potential risks and ensuring the safety of children and youth in all camps.

Staffing:

OBPRC strives to uphold a 1:10 ration for children in preschool camps and a 1:15 ratio for children in school aged camps. However, most school aged camps are designed to have a 1:10 ratio and most preschool camps are designed to have a 1:8 ratio.

Camp leaders are selected for their experience, skills, abilities, and dedication to providing every camper with a safe and enjoyable camp experience.

All OBPRC staff must meet the following criteria:

- Certified in first aid and CPR-C
- Clear Police Information Check with a Vulnerable Sector Check

- Must complete a minimum of 16 hours of in-house training that covers topics such as behaviour management, inclusive practices, child and youth welfare, safety and first aid procedures, and developmentally appropriate program planning.

Illness, Medications, and Epi-Pens:

Illness:

OBPRC is committed to providing a safe and healthy environment. For the health and consideration of all, and to avoid the potential spread of illnesses, if your child/children display **any** of the symptoms outlined below, we ask that you please make alternate care arrangements.

- A persistent fever (38.8C or higher),
- unexplainable rashes,
- vomiting,
- diarrhea,
- persistent cough,
- pink eye,
- is too ill to enjoy camp activities.

Program staff reserve the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition.

If your child becomes ill during camp OBPRC staff will follow these procedures:

- 1) Contact parents/guardians listed on the registration form.
- 2) If the parents/guardians listed on the registration form cannot be contact, arrangements will be made to contact the alternate person listed.

Head Lice:

Head lice are common in BC communities. Although they are a bother, head lice are not a health risk. As per Island Health Authority's recommendation, **if your child has a confirmed case of head lice, they are still welcome in camps.** All families in the program will be notified that there has been a case of head lice and families will be given an information sheet on how to treat head lice and preventative measures for the future. Your child's privacy will be respected in correspondence with other families.

Medication:

For the safety of all campers, please do not send medication to camp in children's backpacks without notifying camp staff.

For any campers that require medication during the camp day, an "Authorization to Administer Medication form" must be on file. Staff will not administer any medication that is not in the original container or that is not accompanied by a signed "Authorization to Administer Medication form". This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs->

[registration/camps](#) via the “Camp Handbooks and Permission Forms” section, or obtained in person from Reception Services.

Epi-Pens:

A current completed “*Epi-Pen Information*” form must be submitted **PRIOR** to your child’s first day at camp. This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the “Camp Handbooks and Permission Forms” section, or obtained in person from Reception Services.

Campers are responsible for always carrying their own Epi-Pen.

Children will not be accepted into the program with expired Epi-Pens. Please contact the camp Team Leader or Reception Services if you need more information.

Water and Air Quality:

Water Quality:

OBPRC staff will monitor the Island Health Authorities Water/Lake Advisories for the morning of planned activities. In the event a lake has an advisory posted, the camp will not attend, and alternate swimming arrangements will be made. Parents/guardians will be notified of the change via email or in person, as soon as alternate plans have been made.

Air Quality:

Air quality has a direct impact on the health of all humans and the environment. As per Island Health Authorities recommendation, camp staff will monitor the Province of British Columbia’s current Air Quality Advisories and adjust the programing, as necessary. Please see below for more details.

<http://www.env.gov.bc.ca/epd/bcairquality/readings/aqhi-table.xml>

Province of BC Air Quality Index Levels:

Air Quality Health Index Categories and Health Messages			
Health	AQHI	Health Messages	
Risk	Index	At Risk Population	General Population
Low	range 1 - 3	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities.
Moderate (MOD)	range 4 - 6	Consider reducing or rescheduling strenuous activities outdoors if you are experiencing symptoms.	No need to modify your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	range 7 - 10	Reduce or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	above 10	Avoid strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	Reduce or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.
At Risk Population: People with heart or breathing problems are at greater risk. Follow your doctor's usual advice about exercising and managing your condition.			
* If the AQHI index has increased to 7 (high health risk), it is usually because of high concentrations of smoke particles (PM2.5) in this community.			
			Source: Environment Canada

BC Air Quality Level	OBPRC Action:
Low risk	No change
Moderate Risk	Monitor forecasts
High Risk	Where possible limit outdoor programs activities. Long lasting high exertion activities should be limited, with regular indoor “fresh air” breaks. Participants and staff with heart or breathing issues should use caution.
Very High Risk	Reroute camps indoors, where possible, to utilize facilities across the district. Any camps that remain outdoors will focus on low exertion activities.

Please note: Parents/guardians will be notified of any major changes in programming via email or in person as soon as alternate plans have been made by program supervisors and reception.

Camper Guidance and Expectations:

Camper Expectations:

In OBPRC programs there are several ways to keep each other safe. Three basic expectations for all children are:

1. Be Safe.
2. Be Responsible.
3. Be Respectful.

Guidance:

At all times children will be treated with respect, their feelings will be acknowledged and accepted, and they will be encouraged to talk about their problems in a non-threatening supportive environment.

- Child guidance is based on safety rules and age-appropriate expectations.

- Children are not allowed to hurt themselves or others.
- Children are given clear, simple, consistent limits regarding appropriate behavior.
- Staff will focus on the behaviours exhibited, and not the child.
- Staff will offer choices whenever possible.
- Staff will provide children with warnings, giving them time to respond to expectations.
- Staff will use positive reinforcement to encourage appropriate behaviour.
- Staff will redirect and divert when appropriate.
- Staff will acknowledge logical consequences as a learning tool.
- Under no circumstances is physical punishment used.
- Under no circumstances will food or water be withheld from children or used as a form of reward.
- “Time Outs” will not be utilized. *
- If a child is in physical danger to themselves or others, they will be removed from the situation to protect the child until self-control is regained. *

* “Time Outs” will not be utilized. Instead, staff will redirect children from an over-stimulating activity to a calmer environment. Time away will not be a timed activity, but a chance for a child to develop self-regulation and regain control of their physical and emotional state.

*If a child is in physical danger to themselves or others, they will be removed from the situation to protect the child until self-control is regained. If a child has lost their ability to self-control and is in danger of seriously harming themselves or others, emergency restraint may be used as a last resort. BC Childcare Licensing Regulations define an emergency restraint as “a restraint that is necessary to protect the child or others from imminent serious physical harm, that is not approved or documented in a child’s care plan”.

Parents/guardians will be kept abreast of any issues that arise in camps. If a child is unable to successfully co-operate in a program, staff will meet with parents/guardians to seek a resolution to the situation. At that time, written documentation may be sent to the parent/guardian as follow up to the discussion. If there is no satisfactory improvement in the child’s behavior, the child may be removed from the camp. In cases of more severe incidents and behavior concerns where the safety of the other children may be at risk, parents/guardians may be contacted to remove the child from the program immediately. OBPRC reserves the right to refuse participation in a program where the safety of others is at risk. A pro-rated refund will be given if the child is removed from the program.

Emergency Situations:

Accidents:

OBPRC’s priority is the safe care and treatment of all campers. In the case of an emergency, accident or illness, staff will phone an ambulance, contact the parent/guardian, and a staff person will accompany the camper to the hospital until a parent/guardian can meet the staff and camper.

Emergency Situations:

Staff have been trained to follow OBPRC Emergency Procedures during emergency situations such as fire or earthquake. Emergency evacuation procedures are posted in each facility and program room. Please note that camps are equipped with cell phones and staff will attempt to contact parents/guardians during an emergency, or when it is safe to do so.

Sign in and Sign out Procedures:

Sign in and Sign Out Sheet:

Campers cannot sign or initial the sign in/sign out sheet for the parent or guardian. Please do not allow children to draw on the sign or sign out sheet.

Parents/guardians must be present at sign in and sign out unless a *"Permission for Child to Sign Themselves In/Out"* form has been submitted. This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the "Camp Handbooks and Permission Forms" section, or obtained in person from Reception Services.

For further details, please refer to the "Permission for Child to Sign Themselves Out (Walk or Bike Home)" guidelines.

Permission for Child to Sign Themselves Out (Walk or Bike Home) Guidelines:

Campers who are 13 years of age and under are required to obtain written permission from their parents/guardians to independently sign in and out of camp.

Prior to the start of the camp session, please complete a *"Permission to Walk/Bike Home"* form. This form can be accessed online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> via the "Camp Handbooks and Permission Forms" section, or obtained in person from Reception Services. Camp leaders will also have this form available on the first day of camp.

Campers must have this form on file, those without it will not be allowed to leave camp unless accompanied by a parent/guardian.

Authorized Pick Up Person

Camp staff will not release a child to anyone but the parent or guardian who was designated at registration and is clearly indicated on the registration form. Parents/guardians are required to notify staff **in writing** if someone other than themselves will be picking up their child. If arrangements have been made for an alternate person to pick up your child; ID must be presented upon pick up.

If you have any questions, please ask the program Team Leader at the start of camp.

Emergency Contacts:

Emergency contact information must be kept current and should consist of friends or family members who are readily available to pick up children, if the parent/guardian is unable to be contacted. In the event of an emergency, staff must be able to contact someone to come and collect your child.

If you would like to update your emergency contact information, please contact Reception Services at Oak Bay Recreation or Henderson Recreation Centre.

Custody and Court Orders:

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The legal guardian is responsible for providing accurate, up to date information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick-up list, the policy on unauthorized persons will be implemented. The legal guardian must provide all consents.

Late Pick Up:

If you are going to be late picking up your camper, please call the camp staff as soon as possible. Contact information can be found on the weekly camp schedule, or you can call Reception Services.

If a parent/guardian has not picked up their camper and the staff have not heard from them, camp staff will attempt to contact the family and those authorized to pick up. If camp staff are unable to contact anyone and no one has arrived to pick up the camper within 20 minutes of the end of the camp, staff are required to notify the Ministry of Children and Families.

Late Pick Up Fee:

If late pick up is an ongoing problem reasonable effort has not been made to solve it, a "Late Pick Up Fee" will be charged to your account.

The late fee is \$5.00 per child, for every 5 minutes (or portion thereof) beginning 5 minutes after the program ends.

For example, if a child is picked up at 5:30pm, and the program ended at 5:15pm, the charge will be \$10.00. Please note, the program clock will be used to determine late fee charges.

If late pick up becomes a problem, you will receive a warning letter.

Incidents at Pick-Up:

- If a person is authorized to pick up a child but is incapable of providing safe care:
 - Staff will:
 - Assess the situation.
 - Contact the other parent/guardian as an alternative.
 - Contact the emergency contact person as an alternative.
 - Contact the police if the person insists on taking the child.
- If no one arrives to pick up a camper 15 minutes after the camp has ended:
 - Staff will:
 - Contact the parents/guardians.
 - Contact all emergency contacts.

- If no contact can be made, and 20 minutes have passed, the staff may contact the Ministry of Children and Families.
- If an unauthorized person requests the release of a child:
 - Staff will:
 - Not release the child.
 - The child will remain under the supervision of staff, and staff will explain to the unauthorized individual the OBPRC policy that no child will be released without written authorization by the parent or guardian.
 - Contact the parents/guardians for written confirmation that this person present can take the child.
 - The parent/guardian can text or email in the change or request. However, the phone number or email must match what is on the campers file.
 - If necessary, the police will be called for assistance.

Parent/Guardian Responsibilities:

Before Camp Starts:

Please make sure to fill out all appropriate waivers, medical forms, and ensure all contact information is up to date, to ensure your camper have a positive and safe experience at camp. All forms are available online at <https://www.oakbay.ca/parks-recreation/programs-registration/camps> or can be found at Oak Bay and Henderson Reception Services.

First Day of Camp:

Please be prepared to stay a few extra minutes on the first day of camp to complete the sign-in process, meet the camp leaders, complete any outstanding paperwork, and ask any questions you may have. Remember, parents/guardians are required to sign campers in and out of camp each day.

Camp Attendance:

If your camper is unable to attend camp, for whatever reason, please contact the leaders on the camp cell phone. The camp contact information can be found on the weekly camp schedule or call Reception Services.

Medication Reminder:

For the safety of all campers, please do not send medication to camp in children's backpacks without notifying camp staff.

Please see the *“Illness, Medications, and Epi-Pen”* section of the Camp Handbook, above, for more information.

Epi-Pens and Severe Allergies:

A current completed *“Epi-Pen Information”* form must be submitted **PRIOR** to your child’s first day at camp. Children will not be allowed to attend camp with expired Epi-Pens.

Please see the *“Illness, Medications, and Epi-Pen”* section of the Camp Handbook, above, for more information.

What to Bring and Clothing Requirements:

Please label all your campers belongings and refrain from sending any valuables to camp such as cellphones and toys. Ensure your camper is dressed for the daily activities.

Please see the *“Camp Schedules and What to Expect at Camp”* section of the Camp Handbook, above, for more information.

Lost and Found:

Each camp program has a lost and found for the week. If items are not collected by the end of the camp week, they will be brought to Oak Bay Recreation’s main lost and found. However, if the camp is located at Henderson Centre their items will be kept at Henderson’s main lost and found.

OBPRC staff are not responsible for any lost or damaged items. Please label your campers belongings and refrain from sending valuable items to camp.

Food and Drink Reminders:

Please make sure to pack a full water bottle for each day of camps.

Please refrain from sending any nut products to camp.

Please see the *“Camp Schedules and What to Expect at Camp”* section of the Camp Handbook, above, for more information.

Sunscreen Guidelines:

All campers must apply their own sunscreen and/or have a friend help them apply it. Camp leaders are available to assist with spray sunscreen but cannot assist in directly applying sunscreen.

Please see the *“Camp Schedules and What to Expect at Camp”* section of the Camp Handbook, above, for more information.

Late Pick Up:

If you are going to be late picking up your camper, please call the camp staff as soon as possible. Contact information can be found on the weekly camp schedule, or you can call Reception Services.

Please see the *“Sign in and Sign out Procedures”* section of the Camp Handbook, above, for more information.

Late Pick Up Fee:

If late pick up is an ongoing problem reasonable effort has not been made to solve it, a “Late Pick Up Fee” will be charged to your account.

Please see the *“Sign in and Sign out Procedures”* section of the Camp Handbook, above, for more information.

Questions, Concerns, and Feedback:

OBPRC staff appreciate your cooperation in adhering to the policies procedures outlined above to ensure a smooth and organized camp experience for all participants.

Questions:

Please contact Oak Bay Recreation Centre Reception at 250-595-7946 or Henderson Recreation Centre Reception at 250-370-7200, and a receptionist will be happy to assist you.

Feedback or Concerns:

If you have any feedback or concerns, please do not wait to fill out an end-of-week survey. Please contact reception services (Oak Bay Recreation Centre Reception at 250-595-7946 or Henderson Recreation Centre Reception at 250-370-7200), or the program supervisor before the end of camp. Staff would be more than happy to assist you.

Thank you and welcome to Oak Bay Parks, Recreation, and Culture Camps!

