

PARENT CAMP HANDBOOK

Introductory & General Information

We're excited to welcome you and your child to a summer filled with fun, friendship and opportunities. This Parent Camp Handbook has been thoughtfully compiled to serve as both an introduction to our Parks, Recreation, and Culture (PRC) Summer Camps and a comprehensive resource for parents and caregivers.

Inside, you'll find important information to help you prepare for camp, understand our policies and procedures and get to know what makes our programs so special. We encourage you to review this handbook thoroughly before your child's first day to ensure a smooth and enjoyable experience and to refer back to it throughout the summer as needed. It's a tool to help you stay connected, informed and prepared.

At Parks, Recreation and Culture, our mission is to enhance the quality of life and leisure in Nanaimo by providing inclusive, engaging and enriching recreational opportunities. This handbook reflects that mission by outlining what you can expect from our dedicated team, our camp environments, and the policies and procedures that guide our work.

Thank you for choosing PRC Summer Camps. We look forward to creating lasting memories with your family this summer!



recreation.nanaimo.ca
250-756-5200
parksandrecreation@nanaimo.ca



CITY OF NANAIMO
THE HARBOUR CITY
PARKS, RECREATION & CULTURE

XPLOR SCHEDULE FUNCTION

To help simplify busy mornings and camp transitions, we recommend using the “Schedule” feature in Xplor. It shows your child’s camp location and start time, ensuring smooth drop-offs and avoiding confusion. All children must be registered before arrival, and medical forms must be completed.

You can find the schedule in your child’s profile or your family account menu. It can be downloaded as a PDF and includes camp name, time and location. When viewing from the family account, be sure to select your child’s name—or multiple calendars if needed.

Go to <https://www.nanaimo.ca/parks-recreation-culture/register-for-a-program> and log in to your account.

DESCRIPTIONS OF CAMP

Each PRC camp has its own unique schedule with different drop-off and pick-up times, activities and out-trip frequency. Our Recreation Leader 3 (Rec 3) carefully plans the entire summer calendar before camp begins to ensure a fun and well-organized experience. Calendars are posted on the Summer Camp website and updated as needed, but last-minute changes may occur. For the most accurate info, please stay in touch with your child’s Recreation Leader; they will communicate updates directly.

We recommend checking the website regularly and connecting with camp staff to stay informed.

CAMP NAME	PUBLIC TRANSIT?	OUT TRIPS	LOCATION	TYPE OF REGISTRATION	AGES
Bowen Explorers	YES	1-3 per week	Bowen Park	Daily	6-9 years
Jr. LIT	YES	3-5 per week	Rotary Field House	Bi-weekly	11-14 years
Camp Wild	YES	1-3 per week	Oliver Woods	Daily	6-10 years
Camp Holiday	YES	1-3 per week	Beban Park	Daily	6-9 years
Girls Get Active	YES	1-3 per week	Beban Park	Daily	7-12 years
Centennial Sports Camp	YES	1-3 per week	Harewood Cent. Park	Daily	8-12 years
Sports & Splash	YES	1-3 per week	Bowen Park	Daily	9-12 years
Cool Kids Skate Camp	NO	none	Nanaimo Ice Centre	Daily	6-12 years
RecHockey Summer Camp	NO	none	Nanaimo Ice Centre	Daily	6-12 years
Tree Frog Camp	NO	none	Oliver Woods	Weekly	3-5 years
Adventure Seekers Camp	YES	3-5 per week	Westwood Lake	Weekly	12-15 years
Junior Lifeguard Club Camp	NO	none	Westwood Lake	Weekly	8-12 years
Swim Stars Camp	NO	none	Westwood Lake	Weekly	8-12 years



SUMMER CAMP WEBSITE

To help centralize all of our Summer Camp information, we've prepared a webpage dedicated to summer camp that you can reference at any time. We strongly encourage families to use this resource regularly throughout the summer to stay informed on the most up to date information. On the website you will be able to find:

- A copy of this Parent Handbook
- Camp Calendars
- Sign In and Out Release Forms
- Medication Consent Form
- Medication Information Form and Log
- Camp Medical Form
- Severe Allergy Information
- PRC Contact Information
- Time-Sensitive Emergency Communication that affects all PRC Camps



Scan this QR code to get started or visit our website. (www.nanaimo.ca/goto/SummerCamps)

www.nanaimo.ca/goto/summercamps

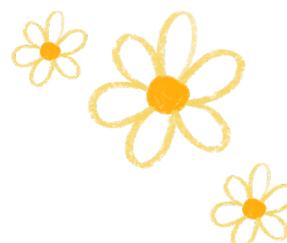
INTEGRATION/SUNSATION

The Ministry of Children & Family Development provides funding for Camp Sunsation & Integration summer camp care for eligible clients. Applicants are eligible for one week of summer camp. To qualify for Integration, individuals must satisfy the criteria used to define Integration (see below). Nanaimo Parks, Recreation and Culture offers five summer camps that accommodate Integration campers:

- Bowen Explorers (Bowen Park)
- Camp Wild (Oliver Woods)
- Girls Get Active (Beban Park)
- Camp Holiday (Beban Park)
- Centennial Sports Camp (Harewood Centennial Park)

These camps are designed for children aged 6-12 years old and operate from 8:30 am to 4:30 pm for integration campers. Participants must be between the ages of 6-12 years at the time of application, and placement must qualify for support through the Ministry of Children & Family Development's Children & Youth with Support Needs (CYSN) program area. For the application and more information, please visit the below webpage or search Sunsation/ Integration Application Form into a search engine.

<https://www.nanaimo.ca/parks-recreation-culture/recreation-facilities-schedules/childrens-recreation-programs/sunsation---integration-application-form>

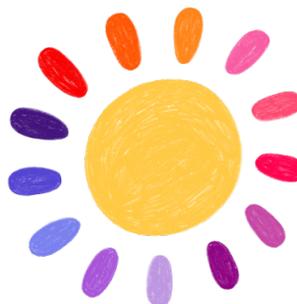


Integration:

Integration is for children ages 6-12 years who are able to function in small group care within a larger group setting. Integration children work with our qualified leader to participate in Bowen Explorers, Camp Wild, Girls Get Active, Centennial Sports Camp and Camp Holiday. Children in Integration must be able to feed and toilet independently. They need to be able to adjust to transitions during the day and follow along with the camp schedule. They may have the potential of travel on public transit. Maintaining good communication with their support worker is crucial in supporting your child and coming up with strategies to create a successful week at camp.

Camp SUNsation:

Camp Sunsation will run from July 14 to August 15 - three weeks designated as youth weeks (ages 6-12 years) and two weeks reserved for teens (ages 13-18 years). Camp Sunsation runs as a regular camp that is for children/youth with diverse abilities and that may require special accommodations for their medical conditions or diverse abilities. This camp is best suited for campers who require 1:1 support and who may need more assistance with transitioning through the day or prefer more flexibility in their day. We will take campers on out trips and will be taking a bus for this. For the safety and comfort of all participants, campers must be fully potty trained only requiring minimal assistance.



REGISTRATION & PREPARATION

PRC Registration Policies:

We understand that plans can change! Here's what you need to know about registration from day camps:

Daily Registrations:

Withdrawals must be made at least 72 hours before the camp day to receive a full refund. Requests made after that time are not eligible for a full refund.

Weekly Registrations:

The same 72-hour policy applies to the entire week. To receive a full refund, the withdrawal must be submitted at least 72 hours before the first day of the registered week. Since each day builds on the last, we aren't able to offer refunds for individual days. If you need to withdraw, it will need to be from the full camp and following our 72-hour policy. For example, you would need to withdraw by Friday morning for a Monday morning camp. Otherwise, we're excited to have your child with us for the entire experience.

Absences:

If your child is registered for camp but does not attend and no prior notice is given, this is considered a no-show. Unfortunately, no refunds or credits will be issued for missed days without advanced communication. If your child will be absent and you're outside of the 72 hour period, please notify camp staff as soon as possible. This helps us manage group sizes, plan activities effectively and ensure camper safety.

Healthy Participant:

Campers must arrive healthy and symptom-free. If your child is unwell (fever, vomiting, diarrhea, or contagious illness), please keep them home until symptom-free for 24 hours or as advised by a healthcare professional. If illness occurs during camp, we'll contact you for pick-up.

Late Pick Up:

Please review the scheduled start and end times for your child's camp in the camp calendar or your Xplor schedule. We are unable to accommodate early drop-offs or late pick-ups, as staff are scheduled based on camp hours and have responsibilities before and after camp to ensure operational hours run smoothly and children are appropriately supervised.

If a child is picked up late, a late fee of \$1 per minute will be applied to your account. This policy helps us ensure staff are respected for their time and that all campers are safely supervised during scheduled hours.

Waitlists:

Our camps fill up fast, but plans often change! If a camp is full, we highly recommend joining the waitlist. Spots regularly open up, and waitlisted families are contacted right away. Signing up gives your child the best chance to attend—don't hesitate to add them!

Medical Forms:

To ensure your child's safety and well-being at camp, please complete all medical forms thoroughly. These help staff understand health needs, allergies, medications and other important details.

Accurate, up-to-date information allows us to:

- Respond appropriately to illness or injury
- Support specific health or behavioral needs
- Communicate with families and emergency services
- Maintain a safe, inclusive environment



If anything changes before or during camp, let us know right away so we can update our records. Staff will follow your latest written direction. Your attention helps us provide the best care and a great camp experience.

PRIVACY STATEMENT

Respecting Your Privacy Freedom of Information and Protection of Privacy Act (FOIPPA): Information collected on all forms related to PRC programs is done so under the general authority of the Community Charter and FOIPPA and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose.

For more information, please visit the Legislative Services Department at 455 Wallace Street, call 250 755 4405 or email foi@nanaimo.ca.

PHOTO/VIDEO POLICY

We love capturing the special moments and activities that happen at our camps! Please let us know whether you consent to your child being photographed during our programs. Please note that our camps often occur or visit public areas, such as parks and photos may be taken without our knowledge. Canadian law treats photography in public spaces as a form of expression, and the general rule is it is legal to photograph people in public places where they do not have a reasonable expectation of privacy. For PRC purposes, please note:

- We never link names to photos
- Photos are typically used for future marketing and promotional purposes

WHAT TO PACK EACH DAY

To support outdoor play, sun safety, and off-site activities, please send your child with these essentials each day. Here's what to pack:

- **Sun Protection:** A hat, sunscreen, sunglasses, a light cover-up shirt and layers for changing weather; campers should re-apply their own sunscreen throughout the day as needed
- **Water Gear:** A towel and swimsuit for splash days or water-based activities
- **Proper Footwear:** Closed-toe shoes suitable for walking, running and playing (flip-flops and crocs make it tough to stay active)
- **Nut-Free Snacks & Lunch:** At least two (ideally more) healthy snacks, a nutritious lunch and a refillable water bottle to stay energized and hydrated
- **Hand Sanitizer:** A small personal bottle for use when we're off-site and away from washrooms
- **Backpack:** To keep personal items together and make it easy to carry belongings during outings

Check your camp's calendar on the Day Camp Website for any special items needed for themed days. Please label all belongings and please leave toys, electronics, and valuables at home. Camp staff are not responsible for lost or damaged items.



SIGN IN/OUT AND PICK-UP & DROP-OFF

To ensure a safe and smooth experience for all campers, PRC Summer Camps follow specific policies for pick-up, drop-off and child release. Please review this section carefully to help us maintain a secure and organized camp environment.

Drop-off:

Campers may be dropped off any time after the scheduled start time. Parents or Caregivers must make direct contact with camp staff during drop-off. This allows staff to share important updates about the day and gives families a chance to communicate any concerns. Before leaving, please ensure your child is registered in the correct camp and confirm that all medical details on the Camp Form is accurate.

Pick Up:

Please arrive before the scheduled end time to pick up your child. Late pick-ups will incur a fee of \$1 per minute. Staff may request photo ID - especially during the first few days or when new staff are present. Authorized adults must sign out children in person each day. Parents or guardians must make direct contact with a staff member at sign out to ensure staff know the child has been picked up and signed out properly. It is imperative that an authorized pick-up person makes direct contact with a staff member at pick up each day. It is the responsibility of the parent or guardian to communicate this procedure to anyone who will be picking up their child.

Safe Release of a Child:

For your child's safety, camp staff will only release campers to individuals listed as authorized on their camp form. We understand that plans can change during the day—if someone not listed needs to pick up your child, parents may email to provide written authorization for a one-time pick-up, supplemented by a verbal phone call. If that individual will be picking up more than once, they must be added to the camp form to ensure continued authorization.

Youth Signing Themselves In/Out: For older aged group camps (12+ years old), we offer the option for youth to sign themselves in and out. However, on the first day, a parent or guardian must complete drop-off in person and submit this form. Permission forms for self-sign-in/out are available only through the Recreation Leader and must be completed on-site. For more details, please speak directly with your Camp Leader.

LOST & FOUND

Staff do their best to keep lost and found items available to you throughout the summer. To help us return items quickly:

- Please label all belongings with your child's name
- Encourage your child to check the Lost & Found regularly
- Parents are welcome to check the Lost & Found during pick-up times

Unclaimed items will be held until the end of the camp week, after which they may be donated or discarded. PRC is not responsible for lost, damaged or stolen items, so we recommend leaving valuables, toys and electronics at home.

SAFETY, SUPERVISION & EXPECTATIONS

Behaviour management: At PRC Summer Camps, we believe that every child deserves a safe, respectful, and inclusive environment where they can thrive. Our Behaviour Management Policy is designed to support positive interactions, encourage personal growth, and ensure the well-being of all campers and staff.

- Verbal Fighting Policy
- Physical Fighting Policy
- Swearing
- Bullying
- Sending Children Home Policy



WEATHER

This section outlines how we manage changing weather conditions and what families can do to help protect campers from sun exposure.



Weather:

One of our core goals at PRC Summer Camps is to keep campers active and outdoors as much as possible - even when our home base is indoors. Fresh air, movement and nature are key parts of the camp experience; however, we recognize that weather in Nanaimo can be unpredictable, and safety is always our top priority. In cases of heavy rain, extreme heat or poor air quality due to smoke, our team will adjust plans to ensure campers stay safe and comfortable. This may include moving activities indoors, shortening outdoor time or modifying out-trips. We monitor weather and air quality daily and follow local health and safety guidelines. For wildfire smoke, we follow the Canadian Air Quality Index. If conditions require a significant change to the day's schedule, families will be notified directly.

Sunscreen:

We love spending time outdoors at camp, and we do our best to choose locations with access to shade; however, we can't guarantee full sun protection throughout the day, so we ask families to help us keep campers safe in the sun. Please apply sunscreen to your child before signing them in each morning, and pack a labelled bottle of sunscreen in their backpack. Staff will provide regular reminders and opportunities for campers to reapply throughout the day - especially during extended outdoor activities. PRC camps do not supply sunscreen for campers. This is solely a responsibility of parents/guardians.

SWIMMING

Many PRC camps include pool or waterfront visits. Please accurately indicate your child's swim level on the registration form. If unsure, speak with camp staff or consider a swim assessment.

Safety is our top priority and camp staff will follow any lifeguard's recommendation of swim level. For example, if you have indicated that your child is a "green" swimmer on the registration form, but a lifeguard determines they should be assessed as "yellow," camp staff WILL defer to the lifeguards judgement. Camp staff will follow up with you regarding this decision.

The standard for swimming with children under the age of 7 is a 3:1 ratio of adult to child even while wearing lifejackets and will be strictly followed.

OUT TRIPS

Out-trips are a highlight of PRC Summer Camps, offering campers the chance to explore parks, beaches, and community spaces while building confidence, teamwork and adventure. All trips are planned with safety and camp themes in mind, and frequency varies by camp. We understand that public transit and being off-site may cause anxiety for some children. Please review the camp descriptions and choose a camp that suits your child's comfort level and needs.



PLAYGROUND PROCEDURE



When outdoors, the safety of children is our highest priority. This includes monitoring equipment for hazards (using playground safety checklists) and ensuring proper use through active supervision. Staff are expected and encouraged to actively engage with children by participating in activities or leading games while maintaining supervision across all areas. In large public or group settings, camps may use flagging tape to help quickly identify PRC campers.

LEGAL DUTY TO REPORT

As required by law, any suspected or disclosed abuse or harm to a child will be reported to the Ministry of Children and Family Development. The summer camp staff are not permitted to contact the guardian regarding any report. Our staff's responsibility is to report any disclosures; it is not to determine if abuse has or will occur.

CLOSURE DATES/POLICIES/WHEN WE'LL CANCEL

While we do everything we can to run camps as scheduled, there may be rare occasions when a camp needs to be cancelled or closed due to unforeseen circumstances to prioritize camper safety such as:

- Extreme weather or environmental conditions
- Facility closures or safety concerns
- Public health/public authority directives



If a camp is cancelled before it begins, families will be notified as soon as possible and issued a full refund. If a camp is closed mid-week or mid-day, we will contact families immediately with next steps which may include partial refunds or credits depending on the situation. You will be contacted with as much notice as possible.

STAFFING & COMMUNICATION

We're here to support you! General PRC questions can be sent to parksandrecreation@nanaimo.ca at any time throughout the year. If you have a question or concern about your child's camp experience, please follow this simple process:

1. **Speak with Camp Leaders First**
Leaders work directly with your child, create the activity plans, and can often resolve issues quickly and informed.
2. **Need More Support?**
If the concern continues, reach out to the Recreation Coordinator for further assistance.
3. **Still Unresolved?**
For serious or ongoing concerns, contact the Recreation Manager.



We appreciate respectful, open communication and are committed to working with you to ensure a great camp experience and finding a camp that fits best with you.

STAFFING REQUIREMENTS

Each PRC Summer Camp is led by a Recreation Leader 3 (Rec 3). Your main point of contact. Rec 3s plan daily activities, manage the camp calendar and ensure smooth operations. They're certified in Standard First Aid, CPR and as Responsible Adults.

Supporting them are Rec 2s and Rec 1s, who help run activities, support group dynamics, and create a fun safe environment for all campers.

Our camp staff are here to create a safe, welcoming, and fun environment for every child. You can expect our team to:

- Be friendly, approachable and professional
- Communicate clearly and respectfully with campers and families
- Promote safety and positive behaviour
- Plan and lead engaging activities that support learning and play
- Respond to concerns with care and attention
- Be trained in First Aid, CPR and industry best practices based on their job level



WHAT STAFF CAN EXPECT FROM YOU AS PARENTS/GUARDIANS

We believe camp works best when families and staff work together. To help us create a safe, fun, and supportive environment, we ask parents and guardians to:

- Communicate openly and respectfully with camp staff
- Share important information about your child's needs, health or behaviour
- Follow camp procedures for drop-off, pick-up and attendance
- Keep medical forms and contact details up to date and accurate
- Support leaders with our behaviour expectations
- Provide your child with the appropriate Camp Kit (food, water, sun protection, etc.; please see "What to Pack Each Day" section)
- Bring up concerns thoughtfully, starting with your child's camp leaders



Your partnership helps us give every camper the best possible experience. Thank you for being part of our camp community!

FEEDBACK & CONTINUOUS IMPROVEMENT

At PRC Summer Camps, we're always looking for ways to improve and grow—and your input plays a big part in that! Whether your child had an amazing time or you have suggestions for how we can do better, we want to hear from you. Families are encouraged to share their thoughts by emailing us at parksandrecreation@nanaimo.ca which helps us shape future programming and ensure a positive experience for all campers.

Thank you for taking the time to read through our Parent Handbook. We're so glad to have you as part of our PRC camp community! By registering for our programs, you're letting us know that you've reviewed and understand the information shared here and that you're on board with the policies that help keep our camps safe, fun and welcoming for everyone. If you ever have questions or need support, we're just a conversation away.

Thank you for choosing PRC. We're excited to spend the summer with your family!

