

# Ingersoll Creative Arts Centre



## Youth Summer Program

### Themed Weeks

- Week 1: July 19-23 2021  
Drama
- Week 2: July 26-30, 2021  
Pottery
- Week 3: August 3-6, 2021  
Drawing/Painting
- Week 4: August 9-13  
Fabric Arts & Mixed Media

\*HOLIDAYS: camp closed on Monday, August 2, 2021

### Reminders

- Please pack 2 snacks, drinks/water bottle, and a lunch (all nut-free)
- Every day ensure your child has a hat, sunscreen, face mask, bathing suit, and towel.
- Your child will be taking part in all kinds of art projects. Please send your child in clothes that they can get messy and creative in.

## General Summer Camp Information



ICAC Youth Summer Camp program offers a variety of specialized art and craft-based activities for children in Grades 1-6. We understand that all ages have different capabilities/interests. We strive to ensure that our activities are age-appropriate and can be modified to meet the needs of the children in our program. Most importantly we want to offer a fun and creative summer to our campers.

### Camp Hours

Camp Sign-In Hours: 8:30am- 9:00am

Camp Program Hours: 9:00am - 4:00pm

Camp Sign-Out Hours: 4:00pm - 4:30pm

Due to COVID restrictions, we are only accepting full-week registrations this summer. As well we are limited to the number of children we can accommodate and apologize in advance if we fill capacity. Our ratio for camp is 10:1.



## Drop off Information

Drop off for camp is 8:30-9:00. Our front porch is our sign-in station. Please ensure everyone is wearing a mask as they enter the sign-in station. We ask that only 1 family enter the sign-in station at a time. Children will be screened by staff and then brought to their group. If your child fails their covid screening they will not be permitted into camp and will need to seek medical advice before they can return to the program. If you are dropping off after 9:00 please ring the doorbell and someone will be with you shortly. All children must be signed in before the parent or guardian can leave.



## Pick Up Information

Pick-up will be between 4:00-4:30. The front porch will be our sign-out station. Once you have your masks on, come up to the station and let the staff know who you are there to pick up. Please have your photo ID ready, as this will be required for pickup every day. If you require an early pickup, please let the staff know at morning drop-off. If someone else is going to be picking up your child, please let the staff know during morning dropoff. **\*IMPORTANT NOTE:** Only those indicated on the registration forms as an authorized pick-up will be allowed to pick up your child from camp. For your child's safety, no exceptions will be made to this rule. Authorized pick-ups must be 18 years or older. **AUTHORIZED PICK-UPS WILL BE REQUIRED TO SHOW PHOTO ID EACH AND EVERY DAY**

# What your Camper will need

## Camp Packing List

- Face masks (multiples as sometimes they get wet)
- Appropriate clothing for weather conditions (jacket, rain gear, and rubber boots)
- Comfortable, closed-toe footwear (running shoes). No flip-flops, please!
- Sun hat and Sunscreen (waterproof minimum SPF 30)
- Refillable water bottle ESSENTIAL (metal or strong plastic)
- Swimsuit and towel for the splash pad and water games
- Lunch, snacks, and drinks (details below)
- Pack it all in a properly sized backpack



**Please do not bring** any toys or electronics from home. ICAC will not be responsible for any lost, broken, or stolen items. Your child will be very active and messy with art supplies, and camp can be rough on clothes. Try not to send campers in new or expensive clothing. Proper footwear is essential and we recommend running shoes. The camp will run rain or shine; please check the weather each morning to ensure your camper is properly prepared for the day.

**Please Label Everything Your Child Brings To Camp.** We suggest iron-on/stick-on labels or with a permanent marker for all items. Campers are expected to be responsible for their own belongings. ICAC cannot accept responsibility for clothing and/or equipment lost at camp or in transit.



**Snacks/Lunches:** Your camper will be active for most of the day and maybe hungrier than usual, so be sure to pack a large, nutritious lunch, 2 snacks, a drink, plus a refillable water bottle. In our ongoing efforts to respect the environment try packing your camper's food and drinks in clearly labeled, reusable containers. We recommend that you send lunches in an insulated lunch bag with an ice pack to keep them cool during the day. You can also try freezing water bottles and juice boxes the night before camp. The ICAC does not provide lunch or snacks. We are a nut-free environment. Please be respectful of campers with severe life-threatening allergies, and keep peanut butter and other nut products at home.

**Lost & Found:** If your child has lost an item please let the camp staff know or email us with a description of the lost item at [ingersollcreativearts@gmail.com](mailto:ingersollcreativearts@gmail.com). All Lost & Found items will remain at the Centre until the last week of camp. All unclaimed items will be disposed of after this time.



# Communication

**Newsletters:** At the conclusion of the first day of the program, campers will bring home a more detailed outline of expected programming for the week.

Programming may need to be altered in the event of inclement/hot weather, but it will give you an idea of what to expect. The Newsletter will also let you know if there are one-off items your child may need to bring that are not included in our list above.

**Programming Expectations:** ICAC Camp programming provides campers with a broad range of activity options. Some of our activities are weather dependent for example, nature hikes are some programs that will not occur during a thunderstorm or may need to be modified during excessively hot weather.

Sometimes due to unforeseen circumstances, in order to ensure the overall safety and wellbeing of campers, it is not always possible to complete a planned activity.



**Talking to your child's camp Staff:** While we encourage parent communication and are happy to speak with you about your child's day camp experience, you may not get an opportunity to meet your Counsellor face-to-face. If you do have any specific questions or concerns about your child's camp experience, please email us at [ingersollcreativearts@gmail.com](mailto:ingersollcreativearts@gmail.com).

**Follow the Summer Camp Experience:** ICAC Camps is embracing social media to help our families share their camper's experience. You will be able to see what creative projects your child is working on and the fun activities they participated in. You can become connected by "liking" our Facebook and Instagram pages, search the name Ingersoll Creative Arts Centre.

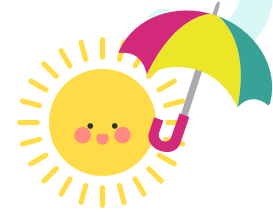


**Photographs:** Photographs/videos are taken continuously throughout the camp season. Your child's photo may appear in publications and social media posts produced by the ICAC. Should you wish your child's photo to NOT be used, please contact the office prior to the start of your child's camp.

**Contact Information:** The best way to reach us is by contacting the Art Administrator through email at [ingersollcreativearts@gmail.com](mailto:ingersollcreativearts@gmail.com) or by phone at 519-485-4691.



# Policies and Procedures



**Inclement and Hot Weather:** As you may know, ICAC is located in beautiful Victoria Park in Ingersoll. Children will participate in both indoor and outdoor activities. The ICAC staff will modify camp activities to accommodate for hot weather in order to ensure the health and safety of all participants. This will include frequent water breaks, water activities, less active games and the use of shaded and cooler areas of the camps. These precautions will allow all campers to enjoy a fun and safe camp experience, even on the hottest of days.

**Camper Behaviour:** Please take a moment and review our behaviour expectations with your child. At the ICAC Summer Camp, safety is of the utmost importance and our goal is to provide a caring, respectful and supportive environment for every individual, campers and staff alike. Our staff are trained and experienced in providing quality care for our campers. If a situation arises in which a camper threatens the safety or well-being of another person or themselves, or diminishes the camp experience for others, we will make every effort to correct the behaviour. Parents/guardians will be notified and if the behaviour continues the ICAC reserves the right to remove the camper from camp on a one-day suspension. Should the behaviour continue upon the camper's return to camp, the ICAC reserves the right to remove the camper for the remainder of the camp session and/or future camp sessions. Should removal be required no refund will be granted. In certain circumstances, a camper may be removed from the camp environment without warning if his or her behaviour jeopardizes the safety of campers or staff or where the camper is engaged in illegal activities. The ICAC will not be held responsible for any costs associated with a camper's dismissal and no refunds will be provided.

**Camper Health and Wellbeing:** Your child's safety is our first priority. At all times there will be a staff on hand certified in first aid and CPR. In the event of a minor incident, ICAC staff will provide immediate appropriate care. Camp staff carry a basic First Aid Kit with them at all times during the camp day. The ICAC will have a quiet rest area if a child becomes ill. In the event that your child needs medical attention apart from minor injuries, we will ensure immediate, staff-accompanied transportation to the nearest hospital. If the situation warrants, we will call an ambulance. We will make every effort to contact you or your designated authorized/emergency contact(s) and will stay with your child until you arrive. Please note you will be billed for any additional costs.



# Policies and Procedures



**Medications:** If you are sending medications to camp with your child, they must be in their original package, clearly labeled with both the child's name and the instructions for use. ICAC staff will collect any medication from campers each morning and hand them into the office for secure storage and distribution to your child. Medications that require immediate use, such as an asthma inhaler or Epi-pen, will remain with the child or the day camp staff.

**Absence:** If your child is going to be absent from camp, please call the Centre at 519-485-4691 and report the absence to the Art Administrator. If you are leaving a voice message to report the absence please be sure to give the full name of your camper, as well as the details of the absence. If a camper is not present at morning attendance and no absence has been called in, ICAC staff will begin calling the contacts listed on your camper's registration to ensure you are aware of this absence. Refunds will not be given for absent days.



**Weekly Registration Closure:** If your child(ren) had a really great week at camp and wants to attend another week, please reach out to the office before Thursday at noon prior to the start of the following week of camp. Spaces are limited and we cannot guarantee that there will be room in the program.

**Cancellations/Withdrawal Policy:** All cancellation requests must be submitted by email directly to the office at [ingersollcreativearts@gmail.com](mailto:ingersollcreativearts@gmail.com). Cancellation requests must be received prior to 10 business days before the start of the affected camp session to receive a refund. Any refund requests received less than 10 business days prior to the affected camp session or during a camp session will not qualify for a refund. ICAC has the right to refuse a refund for circumstances that arise outside the reasons listed above. The ICAC reserves the right to cancel any program where registration numbers are not adequate to run an effective program. If the program is canceled by ICAC a refund will be given. A refund will not be issued if a child is sent home from the program for an illness, injury, or behavior. If a camper does not pass the COVID-19 screening they will not be allowed to participate. The child will not be permitted back into the program until approved to do so by a medical professional.

**Tax Receipts:** Receipts are issued at the time of registration. Please keep the original receipts.

# COVID-19 Safety Protocols

**Protecting our Community:** The safety and well-being of our campers, their families, and our staff team is our number one priority. In order to protect our community, ICAC has implemented a number of new practices to help prevent the spread of COVID-19 that all campers and their families will be required to follow.

- If someone begins exhibiting symptoms, they will be removed from their camper group and given a medical mask to wear. Families will be contacted to pick up immediately.
- The ICAC will be keeping logs of campers and their locations in the event of a COVID-19 positive case. Families who have a camper that has been in contact with the individual testing positive for COVID-19 will be contacted.
- The ICAC will adhere to enhanced cleaning and strict disinfecting guidelines while operating programs.



**Screening Procedures:** All camper families will be required to participate in our ICAC Camp COVID Screening Procedures. Families will be sent screening questions/a COVID liability waiver for the whole family unit ahead of their camper attending their camp program. If any member of the family answers YES to any of the screening questions, you must get in touch with the camp as the camper will not be able to participate in the camp program. Upon arrival at camp each day, camper families will be required to answer the daily screening questions at the Porch Screening Station before children can be accepted into camp. This step will also include a temperature check done for every camper. If a camper or family member answers YES to any of the screening questions or shows any symptoms of illness they will not be permitted to participate or enter the facility. Campers will be able to return to camp based on the guidelines set by the local public health department.

**Physical Distancing and Protection at Camp:** Physical distancing measures have been introduced where possible to ensure close contact between campers and also some activities have been modified or removed to limit close contact program. Staff will review, encourage and monitor proper handwashing, hand sanitizing, and cough etiquette with all campers. Enhanced cleaning throughout the day in all program areas. Inside Children will be required to wear a mask unless eating snack or lunch. Outside children can remove their masks if they are sitting by themselves. Masks will be worn during group activities outside. These rules are subject to change based on the recommendations by public health.

