

## **APPENDIX 6**



### **Supervision Policy**

#### **Ratios**

Ages	Ratio (Staff: Camper)
4-6 years	1:10
7-9 years	1:12
10-12 years	1:14

#### **Onsite Supervision**

Our camp staff take great care to provide a physically safe and socially engaging environment for our campers. At all times during the camp day, the above ratios will be maintained ensuring that no one counsellor will be alone with a camper. Should a situation arise where a camper requires direct attention (i.e., intimate care/change routine), then a second counsellor will be present to achieve timely, safe and adequate care.

#### **Drop-off & Pick-up**

Drop-off and Pick-up will take place in the gym. During these periods, parents and guardians will be required to present identification for verification. Parents must ensure that the name of all individuals who may drop-off and/or pick-up their child is indicated on the sign-out list at the beginning of the camp day.

During sign-in and sign-out, all camp staff will remain in the Gym. Head counsellors will coordinate the sign-in and sign-out for their camp at their designated tables. There will also be *4 stations* where counsellors will be assigned to monitor and supervise the campers and encourage child directed play. Counsellors will remain at their assigned stations for the entirety of the sign-in and sign-out period, unless otherwise directed by a Coordinator. Campers will choose a station to be at during this time to

engage in a fun activity and ensure seamless transition during these periods.

### Activities

During activities, all counsellors will ensure that all surroundings are safe and free of hazards. Additionally, counsellors will account for the campers and know where they are at all times through frequent attendance and roll call. While walking together to various activity locations throughout the campus and during transitions, the camp will travel in a single file with a counsellor positioned at the front of the line and another counsellor positioned at the end of the line. If the camp has a third counsellor, then they will be positioned in the middle of the line to achieve optimal supervision. During large group activities, where all camps congregate in the gym or theatre, our counsellors will be spread out throughout the group for adequate supervision.

### Snack Time

Each camp day contains *two, ~15-minute snack breaks* that are mandatory. During the first snack break, our counsellors do a “*lunch bag check*” to ensure that there are no food items that contain nuts. Should a counsellor come across an item that indicates “*May Contain Nuts*” then they will write the camper’s name on it and keep it aside. At sign-out, the Head counsellor will return the food item to the parent.

### Lunch

With a staff table in every room, the counsellors are encouraged to have lunch with the campers to strengthen their social bonds and ensure camper supervision at all times.

### Washroom Procedures

Typically, washroom breaks will be taken frequently throughout the day, at the discretion of the counsellors, and at times in groups. WOW campers will be accompanied by a counsellor to go to the washroom. Older campers, part of the Fusion and Jr. Hawks camps, may go to washroom in pairs. However, *only one pair at a time* may go to the washroom. A washroom sign-out list will be maintained for Fusion and Jr. Hawks groups.

- Contenance and Changing Policy:
  - Accidents may happen and we ensure that our intimate care routines always take place in an area which protects the camper's privacy and dignity. Children's intimate care routines will always be carried out by two members of staff and only if the camper has an extra change of clothes. Appropriate support and training will be provided to our staff in order to achieve timely, independent, safe care. The following steps will be taken to ensure the health and safety of both staff and camper:
    1. Camp Leadership team (Coordinator, Assistant Coordinator(s), and/or Camp Management) will be alerted of the incident. Two staff members will then escort the camper to a designated single-person washroom and assist with changing.
    2. The camper should undress as appropriate and clean themselves as much as possible under the verbal guidance of the counsellors.
    3. Wearing the appropriate PPE, the counsellor(s) will place the soiled clothing in garbage bags (double wrapped) which will then be given to parents at the end of the day.
    4. The camper will be expected to dress themselves in clean clothing, wash their hands, and return to camp with the counsellors.
    5. To ensure the health and safety of all, the counsellors will wash their hands thoroughly after the procedure.
    6. Intimate care incidents will be recorded including date, time, name of child, counsellors in attendance, nature of the incident, action taken, and concerns or issues. This will also monitor progress made. Parents/Guardians will be informed during the time of pick-up.

In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause.

## Photo Consent

During the camp season, we love to showcase the immense amount of fun that our campers and staff have on our social media and weekly internal slide shows. However, in accordance with parental consent, we will identify campers who have not been consented to be photographed to ensure that they do not appear in any social media posts. However, this excludes the weekly Camp Slideshow, as it is for internal purposes only.

## **Offsite Supervision**

Each week our camps walk over to Buchanan Park to use their fields and splash pad. There will be access to washrooms and water fountains at Buchanan Park. However, prior to leaving the campus, all campers will be prompted to use Mohawk's facilities and bring their water bottles. When walking to the park, our counsellors will ensure that all campers walk in a single file on the sidewalk. One counsellor will be leading the line and another will be placed at the end. If the camp has a third counsellor, they will remain in the middle of the line for optimal supervision and safety. When crossing the road, two counsellors will stand in the way of traffic, ensuring all campers cross the road swiftly in between the counsellors.

When using Buchanan's splash pad, campers will be required to change into their bathing suits, apply sunscreen, and bring their water bottles prior to leaving the campus. When at the splash pad, the counsellors will scan the surrounding area for any potential hazards. Once deemed safe by the counsellors, the campers will then be prompted to enter the splash pad. Our campers will be reminded to use the splash respectfully as it is a community space that is frequented by other community members. After the camp has spent their allotted time at the splash pad, the counsellors will do final scan of the area to ensure that no belongings get left behind.

## **Inclusion Policy**

Mohawk College Summer Camps has no additional cost for campers with special needs. In order to provide the appropriate support, we can to children with exceptionalities, we do limit enrolment according to available staffing for the given session. Mohawk College Summer Camps is committed to providing a fully integrated camp experience for all campers. In conjunction with our philosophy of inclusion, we can also

provide one-on-one supervision as required. Campers with special needs will be assigned a 1:1 Camper Support Worker who is responsible for the smooth integration of the camper into day-to-day camp life, as well as to act as a point of contact for other members of staff.

### **Water Safety Supervision Standards**

All camper water activities (Buchanan splash pad, slip n' side inflatable, and sprinkle n' splash sprinklers) are supervised by the respective camp leaders, ensuring that ratios are always maintained. Campers and staff always use the buddy system when entering and leaving a designated water area. Finally, safety on, in and around the water is the highest priority at camp - be water safety smart!

### **Bus Transportation and Policy**

When travelling by bus for camp related activities, such as offsite trips, the following protocols will be adhered to:

- Attendance will be taken of each camp group (i.e. WOW, Fusion, and Jr. Hawks) by the counsellors to determine how many campers are present for the camp day.
- A buddy system will be instituted by pairing (2) off campers within each group for the day
- The camp will line up for the buses and counsellors will complete a head count of campers
- When boarding the bus, counsellors will sit with other counsellors at the back, middle, and front of the bus for optimal supervision.
- Campers are to sit 2 or 3 to a seat as follows:
  - WOW – 3 to a seat
  - Fusion – 3 to a seat if little campers, 2 if not
  - Jr. Hawks – 2 to a seat
- Before departure, a final head count of campers and staff will be done to ensure that everyone attending the trip has been boarded on the bus.
- Once at destination and off the bus, head counts will be conducted within each camp group by the counsellors.
- The above steps will be repeated for the return trip back to the campus.

## **Camper Illness Policy and Protocol**

In the event of a camper falling ill, the Head Counsellor is to inform the Coordinators who may consult with the College nurse to determine the appropriate plan of care. In the event of a minor illness or symptom in which the camper is to remain with their camp (headache, stomach ache, etc.), the counsellors will be responsible for supervising, tending to, and monitoring the symptoms of the camper in question. The Head Counsellor will maintain communication with the Coordinators to provide them with any updates regarding the camper's condition. If symptoms worsen, the camper's parents will be contacted immediately to discuss the appropriate course of action. If the symptoms subside, the parents will be notified of the event at sign-out by the Head Counsellor.

## **Sickness Policy**

Mohawk College Summer Camp follows Public Health and Child Care and Early Years Act guidelines on illness and exclusion policies. Parents/Guardians are asked for cooperation in keeping the child at home when ill and requiring medication such as Tylenol to reduce a fever. If a child experience's any of these symptoms below while in attendance at camp, the parent, or authorized contact person, will be required to pick up the child as soon as possible. These conditions include, but are not limited to:

- Diarrhea (two or more bouts, or change from the normal)
- Fever (over 101 F)
- Vomiting
- Eye discharge (yellow/green)
- Severe cough
- Yellowish skin or eyes
- Weeping lesions
- Unusual rashes
- Irritability, continuous crying

Frequent hand washing, disinfecting, and other precautions are performed regularly to prevent illness.

If a camper has been sent home from the camp, they are able to return to the camp as follows:

- Chicken Pox
  - Approximately 7 days after spots appear (once spots have scabbed over)
- Vomiting
  - 24 hours after the last occurrence
- Pinkeye
  - Once child has received 1 full day of antibiotic
- Diarrhea
  - 24 hours after the last occurrence
- Head lice
  - 24 hours after first treatment has been applied
- Impetigo
  - After receiving 48 hours of antibiotic treatment
- Measles
  - 4 days after rash has appeared
- Pinkeye
  - Once child has received 1 full day of antibiotic treatment (if there is discharge)
- Pinworms
  - 24 hours after treatment is started
- Pneumonia
  - Once physician has permitted to return
- Rubella
  - 7 days after onset of rash
- Scabies
  - 24 hours after treatment is started
- Strep Throat
  - 24 hours after antibiotics have begun
- Croup
  - 72 hours (and child has been without fever for at least 24 hours)

Parents/Guardians will be informed of certain communicable diseases (i.e., chicken pox) if there is a child who attends the camp that is ill with that disease. All illnesses will be recorded and Public Health will be contacted if it appears that a significant number of children are affected by an illness. Appropriate cautions and procedures will be put in place.

## **Camper Behaviour**

Campers are expected to observe safety regulations and behaviour guidelines at all times. Campers are asked to respond to minor infractions of camp rules by making an honest acknowledgement of misbehaviour, extending a sincere apology to an offended party and undertaking a constructive remedy. Disciplinary action is intended to provide an opportunity for positive personal growth focusing on the assumption of responsibility for the consequence of misbehaviour. Campers who reject the reasonable controls of the camp or present a hazard to themselves or others will be dismissed from the camp without refund at the discretion of the camp director. MOHAWK COLLEGE SUMMER CAMPS DOES NOT TOLERATE any form of bullying or intimidation. Campers who transgress this policy can expect to meet with the director and are subject to be dismissed without refund at the discretion of the camp director and may be prevented from registering at Mohawk College Summer Camps in future years.

## **Communication Policy**

At any point throughout the camp day should you need to contact your child, please feel free to call us at (905) 575-2062 or send us an email at [camp@mohawkcollege.ca](mailto:camp@mohawkcollege.ca).