



# Parent Handbook

**Southeast College  
Estevan Campus  
532 Bourquin Road  
Estevan, SK  
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**Southeast College  
Moosomin Campus  
610 Park Avenue  
Moosomin, SK  
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**Southeast College  
Weyburn Campus  
633 King Street  
Weyburn, SK  
S4H 0T1**

## Table of Contents

Table of Contents .....	2
CONTACT INFORMATION .....	3
WHAT TO BRING TO SOUTHEAST COLLEGE FOR KIDS DAY CAMP .....	4
ARRIVING AND DEPARTING .....	5
Parent Responsibilities .....	5
HEALTH & SAFETY.....	6
Illness and Medication .....	6
Return to Camp After an Illness .....	7
Communicable Disease .....	7
First Aid .....	7
FIRE REGULATIONS/EVACUATION /SEVERE WEATHER/LOCKDOWN PROCEDURES.....	8
Fire Evacuation Procedure: .....	8
Severe Weather/Shelter-In-Place .....	8
Lockdown Procedure.....	8
CAMP SCHEDULE INFORMATION.....	9
Weekly Schedule .....	9
DAILY SCHEDULE .....	10

## CONTACT INFORMATION:

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## What to bring to Southeast College for Kids Day Camp

(Please label everything)

- ❖ Backpack
- ❖ Comfortable clothing – weather appropriate
- ❖ Bathing suit (or clothing that can get wet) and a spare set of clothes - just in case
- ❖ Towel
- ❖ Painting Shirt or Apron to protect clothes
- ❖ Hat
- ❖ Sturdy footwear (closed toe)
- ❖ Bagged lunch for each day (Wednesdays, ONLY, Hot dog lunch is provided.) If your child does not wish to participate, please send a lunch for them. The remaining (4) days require Lunch brought with child as well as snacks.
  - 2 snacks each day from home (for morning and afternoon)
  - Please tell your children not to share food with others in case of allergies
  - Campers must be able to feed themselves the food that is sent
  - **Please do not send gum, sunflower seeds or peanuts.**
- ❖ Water bottle – leak proof
- ❖ Sunscreen and insect repellent

Please do not send these items with your child:

- ❖ Any electronic devices (cell phones/ipads/games/etc)
- ❖ Gum, sunflower seeds, peanuts
- ❖ Medication – staff are not authorized to administer any medication
- ❖ Parents are asked to keep personal items at home: books, toys, trading cards and electronics (occasionally there may be a special event or opportunity to bring an item, but you will be made aware of this beforehand)
- ❖ All weapons or gun style items must remain at home

\* All camp participants are to be individually responsible for their personal items. Keeping track of personal items will be supported by camp staff, but responsibility is upon the camper. There will be a lost and found box kept in the classroom, please check it regularly for any items your child may be missing.

## ARRIVING AND DEPARTING

All parents are expected to record the sign in and sign out time on the appropriate sheet when picking up or dropping off their child. Late pick-ups will be charged as follows:

- \$20.00 late fee plus \$1.00 per minute for every minute after 4:15pm

\*Only authorized contacts may pick up children from the Camp\*

## Parent Responsibilities

1. Complete all registration and supplemental information forms.
2. Pick child up on time. Make arrangements for a sick child to be picked up.
3. Parents must sign their child in and out of the College on the attendance sheet. This document is used in case of an emergency evacuation, to verify that all persons have been evacuated. If a child is not signed in they may be missed when verifying attendance or it may put someone in an unnecessary peril if your child has not been signed out and they are being looked for.
4. Notify the College with any changes to schedule, address, place of employment, contact information, emergency contact person, medical information or pickup person. Children will not be released to persons not on the pickup permission form. ID will be required for anyone unknown to the staff.
5. If there is a custody agreement in place, the College will require a copy to be kept on file with regards to visitation, invoicing and receipts for the camp.
6. Communicate information regarding illnesses or communicable diseases.
7. Ensure that children come prepared for the weather. Unless weather makes it dangerous to do so, a portion of some camp days will be spent outdoors.
8. Ensure that a responsible adult is designated as your emergency contact or alternate pickup person.
9. Talk with staff regarding any concerns. Provide feedback to staff on what is going great and any areas where we can improve.
10. Encourage your child to talk about their experiences in the program.

## HEALTH & SAFETY

### Illness and Medication

Southeast College for Kids will follow the guidelines of Saskatchewan Public Health to minimize the severity and frequency of illnesses in our facility. For more information, visit the online site at <https://pubsaskdev.blob.core.windows.net/pubsask-prod/105320/105320-infection-control-manual-child-care-centres.pdf>

A sick child should be excluded from the camp if the illness results in a greater need for care than the coordinators and campus staff can provide without compromising the health, safety or care of the other children in attendance, or if the child is not well enough to comfortably participate in all aspects of the program. In these cases, the children will be excluded at the recommendation of Public Health.

A child is considered to have a fever if their temperature is 37.8 degrees Celsius (100 degrees Fahrenheit) or more by oral thermometer, or 37.5 degrees Celsius (99.5 degrees Fahrenheit) by axilla as per the Canadian Pediatrics Guidelines:

[https://www.caringforkids.cps.ca/handouts/fever\\_and\\_temperature\\_taking](https://www.caringforkids.cps.ca/handouts/fever_and_temperature_taking)

Parents/Guardians will be contacted and may be required to make arrangements to have their child picked up right away if any of the following symptoms are present, and/or accompanied by a fever:

1. Two bouts of Diarrhea (loose bowel movements passed with force)
2. Difficulty or Rapid Breathing
3. Yellowish Skin or Eyes (which is not typical)
4. Conjunctivitis (Pink Eye)
5. Unusual spots or rashes
6. One bout of Vomiting
7. Severe Coughing
8. Difficulty Swallowing
9. Headache or Stiff Neck
10. Any open lesions that have not scabbed over
11. Head Lice
12. Any health condition deemed contagious by Saskatchewan Public Health

If a child requires urgent medical attention and an ambulance is called, the cost will be that of the parents. Southeast College does not transport or provide transportation for children.

Parents/Guardians will be notified when a contagious disease is present; the name of the infected person will not be released.

\*\* Coordinators and Campus Staff will **NOT** administer any medication.

## Return to Camp After an Illness

Children will be able to return to day camp upon the following conditions:

1. Diarrhea – 24 hours after the last loose stool
2. Pink Eye – 24 hours after the drops/medication has started
3. Spots/Rashes – after the spots have completely scabbed over
4. Fever – after fever subsides
5. Vomiting – 24 hours after last vomiting occurs

\*Note: The child must be feeling well enough to fully participate in all activities to be at day camp.

## Communicable Disease

Parents are responsible to notify the Southeast College Camp Coordinators/Staff when their child has a communicable disease.

The Child Care Regulations, 2015 state:

If a licensee has reason to suspect that a child attending the facility has a category I or category II communicable disease, the licensee must:

- a) Immediately notify the public health officer; and
- b) Ensure that any recommendations or instructions of the public health officer with respect to that communicable disease that may affect the health or well-being of a child attending the facility are carried out

## First Aid

A fully stocked first aid kit is available at all times. As well, an Automated External Defibrillator (AED) is located by the main entrance. There is always a staff member trained in administering First Aid and CPR/AED on the premises during camp hours.

# FIRE REGULATIONS/EVACUATION /SEVERE WEATHER/LOCKDOWN PROCEDURES

Southeast College has a detailed safety plan in place which outlines procedures for all staff to follow in the event of any emergency. Summer Camp coordinators, facilitated by designated college staff, will follow the safety plan procedures outlined should any emergency situation arise.

## Fire Evacuation Procedure:

- Life safety is the number one concern
- Alarm is activated
- Anyone present in the building is evacuated to the designated Muster Points located on the Southeast and East sides of the parking lot
- College staff designated as Fire Marshalls and Floor Wardens assist with the evacuation to ensure safety procedures are followed and all occupants have evacuated
- Once outdoors at the Muster Point, the sign in/attendance sheet is checked to ensure all staff/students are accounted for.

## Severe Weather/Shelter-In-Place

In the event that severe weather (strong wind/tornado/extreme lighting) is considered a threat to safety, emergency measures will be coordinated with management and the building Fire Warden. These may include:

- Notification to building occupants of weather warnings
- All out-of-doors recreational activities moved indoors
- Evacuation to designated safe refuge areas within the building

Southeast College has designated safe-refuge areas located within the centre of the building with no exterior windows. These areas are outfitted with bottled water, flashlights, radio, first aid kit, and safety blankets. If evacuated to a safe refuge area, occupants would remain there until the all-clear is given.

## Lockdown Procedure

Lockdown may be initiated if it is deemed necessary to protect the occupants of the building. Lockdown will likely be ordered by the police; however, the Fire Warden or building manager may also consult to order lockdown. In joint-use buildings, the order may initiate from the co-tenant. In the event a lockdown is deemed necessary, Southeast College staff have been trained in the procedures they need to follow to ensure the safety of everyone in the building.



## CAMP SCHEDULE INFORMATION

### Weekly Schedules 2023:

	<u>Estevan Campus</u>	<u>Moosomin Campus</u>	<u>Weyburn Campus</u>
July 17 - 21	Inventor's Workshop	Science Week	Weyburn Olympics
July 24 - 28	People in your Neighborhood	Around the World	Inventor's Workshop
July 31 - Aug 4	Around the World	Inventor's Workshop	Science Week
Aug. 8 - 11 (Short week due to Holiday Monday)	Science Week	People in your Neighborhood	People in your Neighborhood

## DAILY SCHEDULE:

### **8:00-8:30am**

- Drop Off/Free Play

### **8:30-9:00am**

- Icebreaker Activities

### **9:00-10:00am**

- Scheduled Camp Activities

### **10:00-10:15am**

- Snack Break

### **10:15am-12:00pm**

- Resume Scheduled Camp Activities

### **12:00-1:00pm**

- Lunch/Free Play

### **1:00-2:15pm**

- Scheduled Camp Activities

### **2:15-2:30pm**

- Snack Break

### **2:30-3:30pm**

- Resume Scheduled Camp Activities

### **3:30-4:15pm**

- Clean Up/Pick Up