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## Dear Parents,

Welcome to the 2025 Kirkland AQUATIC Day Camp Program.

Your children will be in good hands with **Stitch**, (assistant team leader – aquatic camp), and his team.

The following information is important as it concerns all the rules and procedures related to the Kirkland day camp program, as well as information concerning different services offered and helpful hints.

Thank you for your collaboration and we wish you a great summer!

Sincerely,



**Bridget McCole**

**Chef de section-programmation de loisirs**

**In partnership with Ecclestone Pool staff**

## Office hours and Contact info

### Office hours

The Day Camp office is open from 7:00 a.m. to 6:00 p.m.

The Recreation Department is open from 8:30 a.m. to 12 and from 1 to 4:30 p.m.

### Contact Info:

#### Recreation Department: administration, registration, cancellation, payment:

Sports Complex: 16950, Hymus Boulevard

514 630-2719, ext. 0

[loisirs@ville.kirkland.qc.ca](mailto:loisirs@ville.kirkland.qc.ca)

#### Day Camp office: camp day-to-day:

Sports Complex: 16950, Hymus Boulevard

514 630-2719, ext. 3313

[campdejour@ville.kirkland.qc.ca](mailto:campdejour@ville.kirkland.qc.ca)

When leaving a voice message, please specify your name, telephone number, the name of your child, the group he/she is in, as well as the reason for your call.



### AQUATIC CAMP

#### Ecclestone Chalet

130, Argyle

Kirkland, H9H 3J1

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#### Piscine Ecclestone :

110, Granada

Kirkland, H9H 3J7

## STAFF

*Our staff is hired for their enthusiasm, creativity and supervision skills.*

*We provide all staff with a thorough and intensive training that includes emergency procedures, team work and cooperation. The staff is First Aid, CPR and DAFA certified. (Diplôme d'aptitude aux fonctions d'animateur).*

*Please feel free to speak with the team leader before or after camp.*



## TRANSPORTATION

### At the Day Camp

*The parent or legal guardian must bring the child to camp and come pick him/her up at the end of the day.*

## Babysitting Service

The babysitting service is offered BEFORE and AFTER camp hours at the Ecclestone chalet.

**Morning session:** 7:15 a.m. to 8:30 a.m. \_ Ecclestone Chalet

**Afternoon session:** 4:00 p.m. to 6:00 p.m. \_ Ecclestone Chalet

### Drop-off & pick-up location :

- Ecclestone CHALET 130, Argyle Kirkland, H9H 3J1

### Cost per week

You may register your child for the morning session only (½ day), for the afternoon session only (½ day), or for both sessions (full day).

<b>Weeks 1 &amp; 2:</b>	½ day :	\$19/week
	Full day :	\$38/week

<b>Weeks 3 to 8:</b>	½ day :	\$23/week
	Full day :	\$46/week

### Registration

Prior registration for the babysitting service is mandatory in order for your child to benefit from said service. Children who are not registered must be dropped off and picked up at camp at the regular drop-off and pick-up times. **Registration can be done online, until 12 noon on the Friday before the specific week**, by accessing your AccèsCité Loisirs account at [www.ville.kirkland.qc.ca](http://www.ville.kirkland.qc.ca).

### Weekly Service

The babysitting service is available on a weekly basis only - registration by the day is not possible. In the event of an **emergency situation**, parents are required to advise the team leader as soon as possible at 514 630-2719, ext. 3313. Please note that a \$10 fee will apply and will have to be paid via your AccèsCité Loisirs account.

### Activities

During babysitting hours, your child will play a variety of games, create arts and crafts, as well as participate in other fun activities.

Please send an extra snack that does not require refrigeration for your child to eat after camp. The babysitter will collect them in the morning and save them for the afternoon.

### Late Arrival Policy

Parents who arrive after 6 p.m. to pick up their child will be charged \$10 for the first ten minutes of lateness and \$1 per additional minute afterwards. Late fees must be paid via your AccèsCité Loisirs account.



## Arrival

**Drop-off location between 8:30 & 8:45 am: Ecclestone CHALET** 130, Argyle Kirkland, H9H 3J1

**Parents will meet the counsellors at the chalet entrance before 8:45 am.** Day camp staff will greet the children outside. Children must be accompanied until dropped off with a Day Camp staff member.  
**Under no circumstances can parents leave their child unsupervised.**



## Late Arrivals

Please contact the Recreation Department: 514 630-2719, ext. 0. Provide your name, your child's name, his/her group and the estimated time of arrival:.

## Absences

Please contact the team leader before camp hours. Provide your name, your child's name, his/her group and the date(s) at which he/she will be absent: 514 630-2719, ext. 3313.

**A child who has a fever who is experiencing symptoms from a contagious disease should stay home and his absence must be reported .**

**Please note that missed days of camp will not be reimbursed.**

## ACTIVITIES

At camp your child will participate in different activities planned by the counsellors, including:

- Sports
- Theme days
- Cooperative games
- Arts and crafts
- Free swim
- Swimming classes

## Pick-Up

At the time of registration, you provided us with the names of the persons who are authorized to pick up your child from day camp on a regular basis. This list will be strictly complied with. Please make sure that this list is up to date (parents' names must also be included). Should you wish to make changes to this list of names, please send an email to [campdejour@ville.kirkland.qc.ca](mailto:campdejour@ville.kirkland.qc.ca) as a written authorization will be required.

For safety reasons, you are asked to bring a **piece of identification at pick-up**. Please make sure to pick up your child at the entrance of the Ecclestone Chalet on Argyle Street **between 4 p.m. and 4:15 p.m.:**

**→ Pick-up location: Ecclestone Chalet, 130, Argyle Kirkland, H9H 3J1**

### AUTONOMOUS DEPARTURE:

Prior **written parental authorization** is required for a child to be allowed to leave the premises on his/her own. Children allowed to leave on their own will be permitted to leave at **4:15 pm**.

## AQUATIC ACTIVITIES

*Aquatic activities can happen at any time during the day. To speed up the process, we ask that your child already be wearing his/her bathing suit upon arrival at camp.*

*Undergarments should be included in his/her backpack.*



## General Information

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### CAMPER'S BACKPACK



**Camp clothing:** Shorts, t-shirt, running shoes (*no sandals or Crocs*), water shoes and a hat.

**Sunscreen & insect repellent:** Sunscreen and insect repellent must be applied prior to arrival at camp and put in your child's backpack.

**Bathing suits & towel:** Children will be having swimming lessons, swimming activities, and free swim time so it is important that all campers **arrive wearing a bathing suit to camp every day**. **Underwear** should be included in his/her backpack. If your child uses **googles** in the pool, please make sure to bring them.

**Lunch, water bottler and snacks:** Unless otherwise indicated on the schedule, children must bring their own lunch, snacks and water EVERY DAY. No food is available for children to purchase on site nor do they have access to a microwave or refrigerator. The use of an insulated lunch bag and ice packs is recommended. Two snacks per day are required plus a third one if your child attends the afternoon babysitting session.



**Reminder for allergies:** Several of our campers have life-threatening allergies to nuts and peanuts. It is crucial for these children to have access to a **NUT-CONTROLLED** environment and this requires the collaboration of everyone. We ask parents to ensure that their child's lunch and snacks do not include any foods containing nut or peanut products. If your child has an EpiPen, it would be advisable to provide an extra one to his/her counselor for safekeeping

**Lost items:** We ask that children do not bring personal items to camp. The Kirkland Day camp is not responsible for lost items.

**Toys:** It is particularly important not to bring any toys or electronics to camp.

**Adding more camp weeks:** Registration must be done through your AccèsCité Loisirs account, on the Tuesday prior to the desired week at the latest (according to availability).

**Medical problems and medication:** We ask parents whose child has a medical condition that is not reported on his/her medical form to please advise a team leader.

The law prohibits us from administering any medication to a child without the parents' or legal guardian's written consent. If your child needs to take medication during camp hours, a written request must be sent to the team leader as well as how the medication should be administered.



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### SWIMMING LESSONS:

**Monday to Thursday at 9 am**



## Children's Behaviour

Every camper registered in the Kirkland Day Camp Program is entitled to a positive experience in a safe and respectful environment. No verbal or physical abuse will be tolerated, be it towards the other children or the Camp staff. A system of verbal and written warnings has been put into place for addressing all misbehaviours.

At the beginning of each week, the day camp rules and regulations are clearly explained to all campers. Violence, bullying, unacceptable language/behaviour, throwing objects, leaving camp without permission, refusal to participate and being impolite are all examples of misbehaviours that may be subject to disciplinary action.

## Disciplinary action

- 1) **First offence:** Verbal warning from the child's counsellor with a possible time-out period (up to 3 verbal warnings) and a child/counsellor meeting to address the situation.
- 2) **Second offence:** After three verbal warnings, a written report is sent to the parents to inform them of their child's misbehaviour. Team leaders will subsequently meet the parents to find a solution for the child's unacceptable behaviour.
- 3) **Third offence:** We reserve the right to suspend or expel the child after three written reports. In case of serious misconduct, in particular if physical violence is involved, suspension or expulsion may be immediate.

**Being suspended or expelled from day camp DOES NOT CONFER THE RIGHT TO A REFUND.**



## MODIFICATIONS TO REGISTRATION

The following rules apply to any request for changing the status of a child's registration in the Day Camp Program:

### Cancellation

*To be valid and give right to a refund of up to 80% of the paid fees (including babysitting), a request for cancelling a registration must be written and received at least 5 working days (the Monday) prior to the beginning of the camp week for which the child is registered.*

### Transfer

*A transfer will only be accepted if received at least 5 working days (the Monday) prior to the beginning of the camp week for which the child is registered.*

*A 10% administration fee will apply for every request for transfer to another Kirkland Day Camp Programs (including babysitting).*

## OTHER FEES

**Stop payment** (chargeback):  
\$20

**NSF cheques**  
\$35

## FAQ

**Q:** *Should my child bring a life jacket to water activities?*

**A:** Yes, if required, please bring your child's own life jacket to water activities, as we do not provide them.

## ***PROTECTION OF PERSONAL INFORMATION***

The Privacy Policy and the Governance Policy regarding the Protection of Personal Information apply to all municipal services offered by the Town, including day camps and other activities.

You can find these policies on our website at: <https://www.ville.kirkland.qc.ca/services-to-citizens/legal-affairs/access-to-information>

## ***CONSENT***

When you provide us with personal information in writing, verbally, or online, through our website or one of our applications, you consent to us collecting, using and disclosing it as described in these policies. When you provide such information other than online, you consent to the Town completing the online form for you.

Additionally, the Town will consider that consent to the collection, use and disclosure of personal information collected in writing, verbally, or online has been provided clearly, freely, and informed manner when you have voluntarily provided such personal information.

This consent applies to you and all members of your family involved in the recreation file and is valid for all municipal services offered by the Town regarding day camps and all other recreational activities, (file, registrations, reservations, subscriptions, RL-24 slip, etc.).

Only authorized personnel requiring access to your personal information in the performance of their duties have access to it. However, it is possible that other persons may have access to certain or all of your personal information, including, but not limited to:

The insurer for insurance purposes;

A healthcare professional in the event of any medical incidents;

Third-party service providers necessary to carry out the required services.

Your consent remains valid as long as your recreation file exists with the Town. To withdraw it, you must request the permanent closure of your recreation file.

