



KIRKLAND DAY CAMP

Parent Quick Guide – Summer 2026



CAMP LOCATION

Kirkland Sports Complex / Meades Park
16950, boul. Hymus.
Kirkland, QC, H9H 3W7

CAMP HOURS:

9:00 a.m. – 4:00 p.m.

IMPORTANT CONTACTS

For...	Contact
Registration, payment, cancellation, transfer	514-630-2719 ext. 0; loisirs@ville.kirkland.qc.ca
Daily camp operations : Wall-E – administrative support	514-630-2719 ext. 3313; campdejour@ville.kirkland.qc.ca
When leaving a message, please include: ☉ Parent's name ☉ Child's name ☉ Group ☉ Reason for calling	

DAILY CAMP CHECKLIST

MANDATORY Every Day in camp bag

<input type="checkbox"/> Swimsuit (worn under clothing)	<input type="checkbox"/> Lunch in an insulated lunch box and ice packs (no fridge or microwave available)
<input type="checkbox"/> Towel	<input type="checkbox"/> Reusable water bottle
<input type="checkbox"/> Change of clothes AND underwear	<input type="checkbox"/> Minimum 2 snacks (<i>more if child requires them</i>)
<input type="checkbox"/> Hat	<input type="checkbox"/> Additional snack *if registered to Daycare
<input type="checkbox"/> Running shoes are mandatory (Crocs or slides are for water activity ONLY)	<input type="checkbox"/> Sunscreen (applied prior to camp and in bag)
<input type="checkbox"/> Water shoes (Crocs and slides accepted)	<input type="checkbox"/> Insect repellent (applied prior to camp and in bag)
<input type="checkbox"/> Kirkland red shirt on outing days (5 to 11 year olds)- *Consult the weekly schedule	

✗ Not Allowed ✗

✗ Nuts or peanuts	✗ Toys and valuables	✗ Electronic devices
✗ Money	✗ Trading cards (Pokémon, hockey cards, etc.)	✗ Chewing gum

The Kirkland Day camp is not responsible for lost items.

INCLUSIVITY The Kirkland Day Camp Program welcomes children with adapted needs.

✉ Requests regarding integration, additional weeks, or transfers must be submitted in writing in a timely manner: loisirs@ville.kirkland.qc.ca. All requests are subject to available spaces and resources.

DROP-OFF & PICK-UP

Morning Drop-Off begins at 9:00 a.m. (Courval street)

- 📍 Use the drive-thru behind the Sports Complex (via Courval street) & follow designated route
- ✓ **Remain in your vehicle**
- ✓ Camp staff will greet and guide your child to it's group
- ⚠️ **If you arrive before 9:00:** you must **park, wait in your car** and re-enter the drive-thru only after 9 a.m..
- ✗ Never leave a child unattended

Pick-Up BEFORE 3:45 p.m. (Hymus blvd)

- 📍 Park in front of the Sports Complex (on Hymus blvd)
- ✓ Enter through the main entrance (facing Hymus blvd)
- ✓ Go to the Information Desk. A staff member will locate your child and escort them to you.

Pick-Up AFTER 3:45 p.m. (Courval street)

- 📍 Use the drive-thru behind the Sports Complex (via Courval street) and follow designated route
- ✓ **Remain in your vehicle** and follow staff instructions
- ✓ Camp staff will greet you, call your child, and guide you to the designated safe pick-up location.
- ⚠️ **Parents arriving before 3:45 p.m. must park and wait in their vehicle** until pick-up starts.

Authorized Pick-Up Persons

⚠️ Only parents and individuals authorized at registration may pick up your child (*parents full name must be included on the list*).

⚠️ **Photo ID will be required.**

🔗 Please ensure your **authorized pick-up list is up to date.**

Any changes must be submitted in writing to: campdejour@ville.kirkland.qc.ca.

Autonomous Departure

🔗 Written parental authorization required : campdejour@ville.kirkland.qc.ca

🕒 Authorized children may leave at **4:15 p.m.**

WEEKLY SCHEDULES and THEMES

Visit : www.ville.kirkland.qc.ca

🔗 Recreation & Community Living → Programming of activities → Day Camps 2026



Activities

At camp, your child will enjoy a variety of activities, including:

Theme days	Cooperative games	Sports
Water games	Cultural Activities	Arts and crafts

OUTINGS

Bring same items as usual (see list above)!

 DO NOT FORGET:	
<input checked="" type="checkbox"/> Red camp t-shirt (5- 11 year olds)	
<input checked="" type="checkbox"/> Life jacket (if needed, on water outings)	 Camp does not supply life jackets

Bus departure on outing days: Campers must be at camp **no later than 09:00 am**

Camp T-Shirt

- Mandatory for campers aged 5–11 during outings (Tykes, Parks, Pre-Teen groups)
- ✓ ONE shirt provided free of charge
- \$ Replacement shirt : \$12* / * In case of loss or forgotten shirt

Important

- ⚠ No babysitting service is available for children not attending an outing.
Parents must make their own childcare arrangements.

GROUP FORMATION

- ↪ Note that groups are formed weekly in alphabetical order. As a result, a child may be assigned to a different group from one week to the next.
- ↪ We cannot accommodate request to place siblings or friends in the same group
- ↪ NO EXCEPTIONS

HEALTH & SAFETY

Illness: Children with fever or symptoms of a contagious illness **must stay home.**

Medical condition: please advise the Day Camp staff in advance

Medication: Written parental authorization is required before any medication can be administered.

Allergies

- @ Nut- and peanut-controlled environment
- @ No nut or peanut products permitted
- @ Providing a second EpiPen to the councillor is strongly recommended (*if needed*)

Heat Wave Measures

● Frequent hydration	☂ Daily water games
♣ Shaded outdoor activities	☁ Mist tent available
* Air-conditioned breaks	🔄 Activities adjusted according to weather conditions

CAMPER CODE OF CONDUCT

Every camper deserves a: ✓ Safe environment; ✓ Respectful environment ✓ Positive experience

! Unacceptable Behaviours & Discipline Process: Please review the **Code of Conduct** provided enclosed.

👉 ABSENCE, LATE ARRIVAL & DAYCARE SERVICE

Absence 📞 514-630-2719 ext. 3313

👉 Please notify camp staff before camp begins, **especially on outing days.**

Late Arrival 📞 514-630-2719 ext. 0, **especially on outing days.**

👉 Provide: ◦ Child's name ◦ Group ◦ Estimated arrival time

Daycare Service (\$)

👉 **Hours:** 🌅 Morning: 7:15 a.m. – 9:00 a.m. 🌃 Afternoon: 4:00 p.m. – 6:00 p.m.

👉 **Registration**

✓ Weekly online registration: AccèsCité Loisirs

✓ Online Registration required by noon on the Friday before the desired week

⚠ Without registration (**Emergency ONLY**): A \$10 fee per child, per half-day will apply.

👉 **Late Pick-Up Fee (after 18:00)**

\$ \$10 for the first 10 minutes (between 1 to 10 minutes)

\$ \$1 per additional minute

📄 CANCELLATION, TRANSFER & FEES

Cancellation

📅 Written request required at least 5 business days (Monday) before the selected camp week
(🌐 form available online).

💰 Maximum refund: 80%

Transfer

📅 Written request required at least 5 business days (Monday) before the selected camp week
(🌐 form available online).

⚠ Subject to availability

💰 Administrative fee: 10%

Other Fees

- Chargeback (credit card): \$20
 - NSF cheque: \$35
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🔒 **PRIVACY & CONSENT**

👉 The Town's Privacy Policy and Governance Policy regarding the Protection of Personal Information apply to all municipal programs and services.

🌐 Full policies available enclosed and on the Town's website.

