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## Dear Parents,

Welcome to the 2025 Kirkland **REGULAR** Day Camp Program.

Your children will be in good hands with **Rambo**, (team leader), **Firefly** (assistant team leader), **Squishy** (team leader - integration of children with special needs) and their great team of counsellors and companions.

The following information is important as it concerns all the rules and procedures related to the 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**



### Kirkland Day Camp:

Sports Complex  
16950 Hymus Blvd.  
Kirkland, H9H 3W7

## 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 p.m. 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  
**Wall-E** – administrative support  
514 630-2719, ext. 3313  
[campdejour@ville.kirkland.qc.ca](mailto:campdejour@ville.kirkland.qc.ca)



## WEEKLY THEMES

1. Music & dance
2. O'Canada
3. Circus
4. Fun Foods
5. Art & Imagination
6. Sports Fanatic
7. Space
8. The Great Outdoors

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.

**TRANSPORTATION****Arrival****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.*

**At Outings**

*Transportation to and from outings for all age groups is by school bus.*

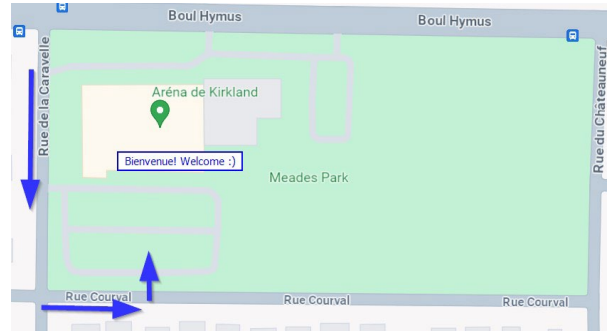
*Verify the weekly schedule!*

Please make sure to drop off your child at the Sports Complex in the morning through the **drive-through** at the parking lot on Courval Street (via Caravelle Street), behind the Sports Complex. **Please make sure to drop off your child at 9 a.m.:**

**Drop-off location : Parking Lot on Courval Street (Drive-through)**

For everyone's safety, **parents must stay in their vehicle** when dropping off/picking up their child at camp. Camp counsellors will be on site to welcome your child and guide him/her to their respective group.

**Under no circumstances can parents leave their child unsupervised.**

**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. For safety reasons, you are asked to bring a **piece of identification at pick-up.**

**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.

**DEPARTURE BEFORE 3:45 p.m. :**

Please park in the spaces at the **front of the Sports Complex** on Hymus Boulevard (see enclosed map). Then, enter the Sports Complex (front door) and go to the Information Desk where the camp administrator will call your child.

**DEPARTURE AFTER 3:45 p.m. :**

You must use the parking lot **behind the Sports Complex by Caravelle and Courval streets**, follow the route (refer to arrival plan) and **remain in your automobile.** Camp counsellors will guide children to the parent's vehicle.

**Important:** Please note that parents who arrive at the drive-thru at the back of the Sports Complex before 3:45 p.m. will have to wait in their vehicle until 3:45 p.m.

**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 **4:15pm.**

## 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 or 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.**

## Babysitting Service

The babysitting service is offered BEFORE and AFTER camp hours at the Sports Complex.

**Morning session: 7:15 a.m. to 9 a.m.**

**Afternoon session: 4:00 p.m. to 6:00 p.m.**

### 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) or in person at the Sports Complex (Recreation Department).

### 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 a 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 in the gym, at the arena, at the park or on the soccer field.

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.

## 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 contact a team leader if you have any questions.*



## ACTIVITIES

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

- Sports
- Theme days
- Cooperative games
- Arts and crafts
- Water games
- Special guests

## General Information

### 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:** Water games can happen at any time and so it is important that all campers **arrive wearing a bathing suit to camp every day**. Please plan a change of clothes & **underwear**.

**Lunch, water bottle 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 counsellor 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 no later than the Tuesday before the desired week (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 the 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 leaders as well as how the medication should be administered.



### DETAILS ON OUTINGS, SPECIAL EVENTS & WEEKLY SCHEDULE:

[ville.kirkland.qc.ca](http://ville.kirkland.qc.ca)

"Recreation and Community living | Programming of activities | Day camps"



## 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**

\$25

## 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.**

## Inclusivity

The Kirkland Day Camp Program makes inclusivity a priority and welcomes children with special needs. Accompanied by a companion, children will be able to participate in all aspects of camp and be fully integrated into a group. It is highly advisable to notify us of any difficulties your child may have prior to his/her registration in the program. This allows us to make suitable arrangements for your child to get the most out of his/her camp experience. Please note that any change request regarding weeks (addition or transfer) **must be previously approved by the Recreation Department** and such request must be made in writing in a timely manner. For more information, please contact **Squishy** at 514 630-2719, ext. 3313 or send an email to [campdejour@ville.kirkland.qc.ca](mailto:campdejour@ville.kirkland.qc.ca)



## Outings

**Bus Departure:** We ask that campers be at camp for no later than **9:00 a.m.** on outing days. We would ask parents whose child will be absent to please contact a team leader as soon as possible.

**Lunch:** All children must bring a lunch. They are not allowed to bring money.

**Camp T-shirt:** On outings, Tykes (5-6), Parks (7-8) & Pre-Teens (9-11) campers **MUST** wear their RED Kirkland Camp T-Shirt which is provided free of charge. T-Shirt will be given out during your child's first week of camp.

**Important:** All staff members accompany children on outings. On those days, there is no childcare service for children who do not attend outings. Parents must make their own arrangements.

## FAQ

**Q : Can I request that my child be placed in the same group as his/her brother/sister or friend?**

For security, administrative and logistical reasons, we cannot accept requests to place friends in the same group. There are too many factors to take into account when creating groups.

**Q: Will my child need to bring a life jacket at water outings?**

A: Yes, it is advisable for your child to bring his/her own life jacket at such outings, as the day camp and outings do not supply any.

**Q: How would I go about scheduling a meeting with a team leader?**

A: Call 514 630-2719, ext. 3313 or send an email to [campdejour@ville.kirkland.qc.ca](mailto:campdejour@ville.kirkland.qc.ca).



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### 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.*

## 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.

