

McGILL SPORTS CAMP



PARENT & GUARDIAN HANDBOOK

TABLE OF CONTENTS



| | | |
|-----|---------------------------------|------|
| 01. | WELCOME | P.4 |
| 02. | ACCESSIBILITY & ACCOMODATION | P.8 |
| 03. | REGISTRATION | P.10 |
| 04. | WHAT TO EXPECT | P.12 |
| 05. | POLICIES | P.16 |
| 06. | FACILITY RULES & ETIQUETTE | P.20 |
| 07. | STAYING IN TOUCH | P.24 |
| | RL-24 SLIP | P.25 |

WE LIVE TO MOVE



**MCGILL
SPORTS
CAMP**



01. WELCOME TO MCGILL SPORTS CAMPS



WE LIVE TO MOVE

The McGill Sports Camp, offered by McGill Athletics and Recreation, has proudly served the McGill and Montreal communities for over 40 years. Since the very beginning, we have strived to create positive experiences for campers that make for memorable moments. With a variety of activities planned each day, including daily indoor swim time, our robust multisport program is carefully designed to inspire youth to engage in sports and recreational activities, and to live an active and healthy lifestyle. Your trust in us motivates our team of administrators and university-level camp staff to aim for excellence while providing high-quality service in a safe and inclusive environment. Camp is about having fun and making memories, and we hope to offer that opportunity to every camper!



MISSION

To inspire youths to engage in sports and recreational activities, and to live an active and healthy lifestyle in a safe, fun and welcoming environment.

ACQ ACCREDITED

McGill Sports Camp is certified by the Quebec Association of Camps (ACQ). This certification is given to camps across the province who meet the highest standards of quality and safety.

OUR VALUES

COMMUNITY

EXCELLENCE

PHYSICAL LITERACY & WELLNESS

DIVERSITY & INCLUSION

PERSONAL GROWTH

RESPECT

POSITIVE EXPERIENCE

Contact Us

E. summercamp.athletics@mcgill.ca

T. 514-398-7011

A member of our Client Experience Office will respond within 24 business hours. Consult the McGill Sports Complex opening hours.



02. ACCESSIBILITY & ACCOMMODATION

LANGUAGE

Camp activities are primarily led in English. However, some of our staff are bilingual. If your child is not comfortable communicating in English or French, please let us know ahead of time so we can best support them.

GENDER-NEUTRAL FACILITIES

Gender-neutral changing rooms and washrooms are available at the McGill Sports Complex. If your child would like to use these facilities, please inform us in advance so we can make the appropriate arrangements.





03. REGISTRATION



HOW TO REGISTER

Registration can be done on our website at recreation.mcgill.ca/kids

Having trouble?

Contact the Client Experience Office at:

E. summercamp.athletics@mcgill.ca

T. 514-398-7011

PAYMENT & REIMBURSEMENT

Methods

Payment can be made by credit card online or in-person by debit or credit card at the Client Experience Office, located at the main entrance of the McGill Sports Complex.

Deadline

Registration closes on the Friday before the camp start date, space permitting.

Reimbursement

McGill Sports Camp follows the policies and procedures set by the *Office de la protection des consommateurs* and the Quebec Camp Association's guidelines. McGill Sports Camps refund policy is as follows:

- Parents/guardians wishing to cancel an entire week of camp must notify the camp as soon as possible before the start of the camp session. A full refund will be issued.
- It is possible to cancel registration once camp begins. A refund will be issued for the remaining unused days, less a 10% penalty.
- McGill Sports Camp does not accept registrations which are fewer than five days per week.
- Refunds will only be issued for the termination of a registration contract. They are not issued for sick days or miscellaneous absences.

CAMPER PROFILE & DISCLOSURE

When registering your child for camp, please ensure that their camper profile includes current contact information and any relevant details or disclosures (e.g. allergies, medical needs). Returning families are asked to review and update their camper profile to confirm that all the information is accurate and up to date. Parents/guardians should promptly update any changes to their child's medical profile or contact information that occur after registration is completed.



04. WHAT TO EXPECT



DAILY ACTIVITIES

Each group will follow a pre-determined schedule throughout the day. Campers will engage in a variety of traditional and non-traditional sports and recreational activities.

DROP-OFF AND PICK-UP

Campers start and end their day outdoors at Molson Stadium. In case of rain or extreme weather, drop-off and pick-up will be moved to Tomlinson Fieldhouse, located across from the Stadium entrance. Any changes to this plan will be communicated via the camp newsletter and/or camp social media pages.

Only authorized individuals presenting a valid government-issued photo ID will be permitted to pick up campers. To add or update an authorized individual to your child's list, please email summercamp.athletics@mcgill.ca in advance with the person's full name and relationship to the child.

WHAT TO BRING

Children carry their backpack filled with their camp gear all day, so please pack light. Items to include:

WATER BOTTLE

SUNSCREEN

SUMMER HAT OR CAP

ATHLETIC SHOES

BATHING SUIT & TOWEL

HEALTHY LUNCH & AT LEAST TWO SNACKS*

* Three if your child attends extended day service or the Sports Plus Program. Lunch service is not available.

OPTIONAL

GOGGLES & BATHING CAP

FLIP FLOPS FOR THE POOL DECK

PERSONAL ITEMS & VALUABLES

Don't Bring

- Electronic devices
- Trading cards
- Jewelry
- Etc.

PARKING

Please use the outdoor Middle Field parking lot when arriving by car (accessible via University Street). When approaching the parking gates, please take a ticket from the parking ticket dispenser to be let into the parking area. When exiting, please use the same ticket to be let out of the parking area.

Due to ongoing construction, when necessary, an email will be sent to you with an alternative parking plan.



PARKING PASS

To help us identify camp parents/guardians, please print the Daily Access Pass and leave it on your car's dashboard during pick-up and drop-off. You have 30 minutes to complete drop-off or pick-up.

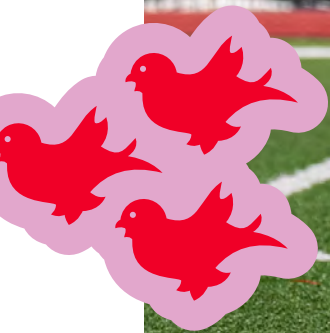


ROADWORK AROUND THE COMPLEX

Due to ongoing construction around the McGill Sports Complex, please anticipate possible slowdowns and detours when travelling by car. Before taking public transit, visit the STM website at stm.info or call 514-786-4636 for the latest updates on bus routes and schedules.

MONTREAL ALOUETTES GAME DAYS

During Montreal Alouettes home games, the entrance to the Middle Field parking lot via University Street, as well as Molson Stadium and Tomlinson Fieldhouse, will be inaccessible. An email will be sent to parents and guardians at the beginning of the week with alternative drop-off and pick-up locations, as well as an alternative driving route.



05. POLICIES

ANTI-VIOLENCE & BULLYING

If you see or hear it, say it! Preventing violence and identifying potential sources of misconduct is everyone's responsibility.

McGill Sports Camp is committed to providing an environment that is safe and free of any form of physical and/or verbal abuse. Threats of misconduct can be reported to the camp team. All reports are handled seriously, investigated fully, and handled with the utmost confidentiality.

CODE OF CONDUCT & DISCIPLINE SYSTEM

While at the McGill Sports Camp, campers and staff must respect their environment, the rules, fellow campers, staff and themselves.

The discipline system gives campers three chances to correct behaviour.

1. The camper will be removed from the activity for a discussion with a camp staff about the behaviour that was demonstrated. An appropriate consequence will be given, after which the camper can return to the activity. A member of the camp team will discuss the incident with the parent/guardian at the end of the day.
2. The camper will be removed from the activity. An appropriate consequence will be given, and the camp staff will call the parent/guardian to notify them of the situation before the camper can return to the group.
3. The camper will be removed from the activity immediately. Camp staff will call the parent/guardian, and the camper will be sent home for the remainder of the day.

After the third chance, the case will be reviewed by camp administration to determine the next steps, if any.

If a camper shows any violence towards another camper or staff, they must serve a full-day suspension.

ABSENCES

Please inform us if your child will be absent at:

E. summercamp.athletics@mcgill.ca

T. 514-398-7011

CELL PHONES & ELECTRONICS

The use of electronic devices such as cell phones, tablets and gaming devices, is not permitted during the camp day. If a camper brings an electronic device to camp, it must be always kept in their backpack.

PERSONAL ITEMS & VALUABLES

McGill Sports Camp is not responsible for lost, stolen or damaged items. Therefore, we strongly recommend that valuables be left at home, including electronic devices, jewelry and trading cards.

PHOTOS & VIDEOS

It is prohibited to capture photos and videos in non-designated areas and of other children without parental consent. If you wish to capture a photo or video of your child at camp, please do so in the designated photo area.

EXTREME WEATHER

When air quality is at a high-risk level by Environment Canada, campers are kept indoors. Throughout the day, they participate in short, 45- to 60-minute activity blocks, alternating between different areas of the McGill Sports Complex, including the indoor pool and activity rooms. Campers alternate between these spaces. When in areas that are not air conditioned, activities are kept at low-intensity levels. Our camp staff are vigilant about taking water breaks and making sure that campers stay hydrated throughout the day.

OUTBREAKS

In the event of an outbreak, parents and guardians will be notified via email.

Lice

Campers who show symptoms of lice will be removed from their group for a hair inspection. If lice or eggs are present, the camper's parent/guardian will be notified, and asked to pick up the camper from camp immediately. Once a lice-specific hair treatment has been administered by the parent/guardian and no active lice is present in the hair, the camper can return to camp.

Contagious Disease/Illness (chicken pox, measles, shingles, etc.)

Parents and guardians of campers who show symptoms of a contagious disease or illness will be called and asked to pick up their child and consult a healthcare professional. An update regarding the child's diagnosis is required. The camper can return to camp once they are considered no longer contagious by a physician or nurse practitioner.

Campers who have a fever or are coughing should stay home until symptoms are no longer present.

EMERGENCIES

In the event of an emergency, such as fire, McGill University's evacuation procedures will be adhered to.

WE LIVE TO MOVE



WE LIVE TO MOVE



06. FACILITY RULES & ETIQUETTE

ETIQUETTE & CODE OF CONDUCT

Members and guests of the McGill Sports Complex play an important role in ensuring a welcoming and respectful environment for all. Parents/guardians are invited to familiarize themselves with the Code of Conduct.

MEMORIAL POOL

The following pool rules must be followed for everyone's safety.

- No running on the pool deck.
- Campers cannot jump into the pool until camp staff are in the water.
- Life jackets are mandatory for those who have not passed/completed the Swimming Safety Evaluation.
- No diving in the shallow end.
- No flips allowed.
- Campers must make sure no one is in the area before jumping into the pool.
- For everyone's safety, campers must listen to the lifeguards and camp staff.

SWIMMING SAFETY EVALUATION

Campers are required to participate in a swimming evaluation on the first day of camp for permission to swim without a life jacket. They must be able to use the front crawl technique to swim across the width of the pool without assistance, stopping or touching the bottom, and tread water for at least one minute. The evaluation is carried out under the supervision of lifeguard staff who are assisted by camp staff in the water.

If a camper is absent on Monday, they will be required to wear a life jacket in the pool, unless a request to perform the evaluation is made by the parent/guardian.

Campers who do not wish to perform the test will be required to wear a life jacket.



COMPLAINTS & FEEDBACK

Your child's camp experience is important to us. We encourage parents/guardians to share any feedback or concerns.

In writing

Formal complaints should be written and communicated to the camp team via email at summercamp.athletics@mcgill.ca. A response will follow within 24 business hours.

In-person

For issues that do not require a formal complaint, please speak with the camp administrator at the morning drop-off or afternoon pick-up desk.

Feedback

Please complete the post-camp questionnaire that is sent to all parents and guardians via email at the end of each camp week.





07. STAYING IN TOUCH



NEWSLETTER

To keep you well-informed, a camp newsletter will be sent to the email address provided upon registration the week before your child's camp experience begins. It will contain information pertaining to your child's week including theme days, daily activities, parking instructions and more.

SOCIAL MEDIA

Follow McGill Sports Camps on Facebook to stay up to date on the latest news and offerings.

RL-24 SLIP

A member of our Client Experience Office will be in contact following the end of the summer camp season for RL-24 tax form information. Please note that if a response is not received by the deadline date provided by our team, you will not receive your RL-24.

WE LIVE TO MOVE

