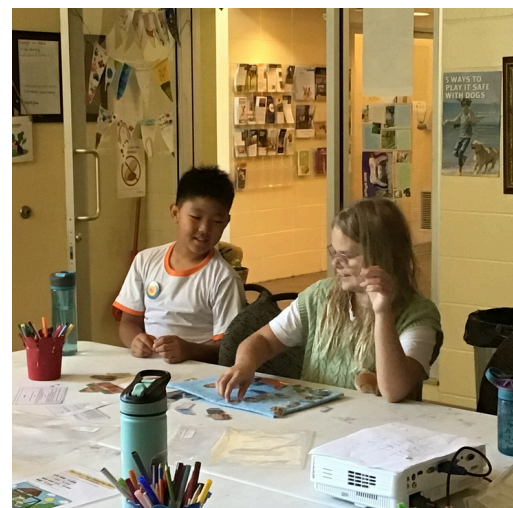




2024

# BC SPCA Camp Handbook





# BC SPCA Camp Handbook

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## Welcome to BC SPCA Summer Camp!

### Dear Campers and Families,

Thank you for choosing BC SPCA Summer Camp as one of your camp experiences this summer! We look forward to meeting you. Whether this is your first time at BC SPCA summer camp, or you are a returning camper, this guide is full of important information to help you get the most out of your experience. We encourage families to review this guide with their child(ren).

If you have any questions or concerns, please feel free to contact our camp administrators at [camp@spca.bc.ca](mailto:camp@spca.bc.ca).

Sincerely,



BC SPCA Summer Camp Team

## SIGN-IN AND SIGN-OUT PROCEDURES

*Campers must be dropped off and picked up by an authorized person each day, as specified on the camper registration form. If you wish to add or remove authorized persons, please contact [camp@spca.bc.ca](mailto:camp@spca.bc.ca) or 604-709-4679.*

### SIGN-IN

Camp drop-off begins 30 minutes before the start of the program. For example, if camp starts at 9:30 a.m., drop-off begins at 9:00 a.m. Camp staff will not open the camp door or accept sign-ins until the beginning of the drop-off window. We ask guardians to please sign their child in by the start of the program each day so we can smoothly transition into the first activity. **If your child will be arriving late to camp**, please contact your Regional Humane Educator at the contact information provided in your Camp Information email (to be sent one week before program begins), or text/call our camp administrator at 604-709-4679.

### SIGN-OUT

Authorized individuals ages 16+ may pick up your child from the program. **Please bring government-issued photo ID as this may be requested at pick-up.** Campers can only be released to individuals who are listed on the authorized pick-up and drop-off section of their registration. To add someone to the pick-up and drop-off list, please email [camp@spca.bc.ca](mailto:camp@spca.bc.ca) or text 604-709-4679.

### IMPAIRED SIGN-OUT

If an authorized person arrives to pick up a child and the person appears to be under the influence of legal or illegal drugs or alcohol and appears to be a threat to the safety of the child (e.g., driving impaired), the BC SPCA must report the occurrence to the Ministry of Children and Family Development and the police. The child will not be released to the pick-up person if they are suspected of being under the influence and will require an alternative pick-up.

### LATE SIGN-OUT

Camp pick-up extends for 30 minutes after the scheduled program end time (e.g., if the program ends at 2:30 p.m., pick-up extends to 3:00 p.m.). If you are going to be late, please contact us at [camp@spca.bc.ca](mailto:camp@spca.bc.ca) or text 604-709-4679. We understand that things happen; however, it is important to pick up your camper on time, or to promptly communicate with us to navigate unavoidable circumstances that lead to late pick-up.

If a child is not picked up by the end of the pick-up window, we will communicate with the guardian on strategies to prevent this in the future. If this is a repeat occurrence, without reasonable explanation, the child may not be welcomed back for remainder of the program and future programs.

# WHAT TO BRING & PERSONAL ITEMS AT CAMP

## WHAT TO PACK EACH DAY

Campers will need a water bottle, snack and a **nut-free** lunch for each day. If a camper is suspected to have nut products, they will be asked to keep that food item in their lunch kit and eat something else from their lunch. If you are packing an item that may be confused with a nut product (e.g., a sun butter sandwich), please consider putting a sticker on the container indicating it is nut-free.

Campers are required to wear **closed-toe shoes** every day at camp. This is mandatory as we are running camps out of a working animal centre.

We do our best to spend time outside everyday. Please ensure you send your child to camp with **proper outdoor attire** depending on the weather (e.g., hat, water bottle, rain jacket, etc.). We encourage campers to dress in layers!

Please apply sunscreen at home before drop-off and send the sunscreen to camp with them. Staff will encourage campers to reapply later in the day. If campers do not bring sunscreen, they may use the back-up sunscreen provided by the staff. Please let us know if you do not wish your child to use the back-up camp sunscreen.

## CAMPER PERSONAL ITEMS

The BC SPCA is not responsible for any personal items/articles that are brought, used or left at our programs or facilities; however, camp staff will do their best to reunite lost items with campers by contacting families via email. Please ensure all items are labelled. Any items left at camp will be donated after September 16, 2024.

## CAMPERS WITH PERSONAL DEVICES

We understand that campers may need to have a device at camp for communication purposes with guardians. We also recognize these devices can be distracting. If devices are present, they are required to be kept on silent and in bags while at camp. The BC SPCA is not responsible for the loss or damage of these personal devices.

Campers are not permitted to take any personal photos or videos while at camp, as this may violate parental media consent.

Staff will have their phones on them for communication purposes with the camp team and will only take photos and videos of campers who have provided media consent upon registration, to be used for promotional purposes. Once photos and videos have been stored appropriately, they will be deleted from staff personal devices.



## GENERAL INFORMATION

### TIME WITH ANIMALS

While our programs focus on learning about animals and the environment in fun ways, they are not designed for campers to spend all day with animals. We do our best to provide some hands-on experience with animals during the day, while also considering the welfare of the animals and the working environment of the animal care centre. With this in mind, participants should not expect more than 40 minutes per day of direct animal time. For safety reasons, campers will not interact with dogs in the BC SPCA's care, unless they are under the age of six months and deemed suitable by Animal Centre staff. Some interactions with temperament-tested dogs belonging to guest speakers or BC SPCA staff members may be possible, but are not guaranteed.

### CAMP STAFF

All BC SPCA camp staff are trained and committed to the well-being of all campers. Each staff member has completed the following before camp begins:

- First Aid Certification
- Criminal Record Check with Vulnerable Sector Check
- 35 hours of training on topics including working with youth, managing behaviours and engaging campers, safeguarding youth, safety with the animals, etc.

### HOLIDAYS

BC SPCA camps do not run on statutory holidays.



## REGISTRATION & ADMINISTRATIVE INFORMATION

### CANCELLATIONS AND REFUNDS

Cancellations received two full weeks before the start of the camp in which the youth is registered will receive a full refund. Cancellations with less than two weeks' notice will receive a 50 per cent refund. No refunds will be issued after a registrant's program has started.

Refunds for missed days due to emergencies or sickness may be considered on a case-by-case basis.

### CHILD OUTSIDE CAMP PROGRAM AGE RANGE

BC SPCA youth program activities are designed for specific age groups. Children must be within the program's specified age range as of Dec. 31, 2024 (e.g., for an 8-11 program, a child must be between the ages of 8-11 by Dec. 31, 2024). We understand there can be challenges with this system. If your child's birthday falls toward the beginning or end of the year, please contact our camp team at 604-709-4679 or [camp@spca.bc.ca](mailto:camp@spca.bc.ca), and we will do our best to accommodate.

Age exceptions: Our programs are designed for youth within the stated age ranges. If your child is outside of this age range, but would be interested in participating, please email [camp@spca.bc.ca](mailto:camp@spca.bc.ca) with your child's name, birth date and your contact information, and we may consider age exception requests no sooner than two weeks leading up to a given program.

### CAMP CANCELLATION BY BC SPCA

In the unlikely event that camp needs to be cancelled by the BC SPCA for any reasons of safety (e.g., extreme weather, power outages, etc.), registrant families will be contacted first by text, email, then follow-up phone call if required. Refunds will be issued for any days cancelled by the BC SPCA, in the very unlikely event this should occur.

### CONTACTING CAMP STAFF DURING CAMP HOURS

If you need to relay information to camp staff during camp hours, you are encouraged to either text your local BC SPCA camp cell number (please refer to your specific camp email, sent one week prior to the beginning of your program) or phone the Provincial camp line at 604-709-4679. You may also email your local Regional Humane Educator (see address in your camp email) or the Camp Administrators ([camp@spca.bc.ca](mailto:camp@spca.bc.ca)).

Please do not rely on contacting the Animal Care Centre, as staff are not always able to answer the phone or check messages during the day.



## HEALTH & SAFETY

### **HOT WEATHER POLICY**

BC SPCA staff will modify camp activities to accommodate for hot weather in order to promote the health and safety for all campers. Please apply sunscreen to your camper each morning and send additional sunscreen for campers to reapply. Please also ensure your camper has a reusable water bottle. Hats are highly recommended. Camp staff may have sunscreen available for campers who do not bring their own. Please let staff know if you do not wish for your camper to use sunscreen made available onsite.

Staff will take the following hot weather precautions: frequent water breaks, sunscreen reapplication reminders, less vigorous activities, and the use of cooler, shaded areas.

In the event of extreme heat, particularly in Animal Centres without air conditioning, camp may be cancelled to protect the health and safety of campers. In

### **RAINY DAY POLICY**

Camp operates rain or shine! Please send your child with suitable clothing for on the weather, as we will still want to go outside. In the event of a thunderstorm, or severe rainfall, campers will rotate through a variety of indoor activities until the storm passes.

### **SMOKEY SKIES AND POOR AIR QUALITY POLICY**

Camp staff will check the local air quality index and make accommodations to activities to account for advisories, including less vigorous activities and/or more time inside. Staff will pay extra special attention to ensure campers are drinking lots of water and generally feeling well.

### **COMMUNICABLE DISEASES POLICY**

Should a camper contract a communicable disease (including lice, pinworms, hand-foot-mouth disease, and Covid) during their time with us, a notice will be sent home to all parent/guardians of that session's campers. The child will not be able to return to camp until appropriate medical clearance is obtained. The child's name will be kept confidential. Camp staff will follow disinfectant and containment procedures.





## HEALTH & SAFETY (cont.)

### **SICK CAMPER POLICY**

If campers become sick while at camp (including developing Covid-19 symptoms), they will be sent home. Parents/guardians will be phoned and are expected to arrange for their child to be picked up promptly. Parents are asked to keep children at home from camp until they are fully recovered from their illness (24 hours after last incidence of fever, vomiting, or diarrhea without the assistance of medication). This prevents the spread of viruses and other communicable diseases. Campers should return when they are prepared and able to actively participate in all camp activities. Refunds for missed days due to sickness may be considered on a case-by-case basis.

### **MEDICATIONS POLICY**

Our staff are not able to administer medication to your child while they are at camp (including antibiotics, antihistamines, inhalers, insulin, etc.). Should your child need medication during the day, please arrange for a guardian to come administer it to them at camp. If your child is able to self-administer, staff are not responsible for reminders or ensuring they have taken it.

If your child is in need of using an epi-pen, and they are unable to self-administer, staff will call 911 and administer it at the direction of a 911 dispatcher.

### **DUTY TO REPORT**

We are required by law under the B.C. Child, Family and Community Services Act to report any disclosures, suspected child abuse and/or neglect to the appropriate authorities for investigation. Our responsibility is to report suspicions or disclosures, not to determine if abuse has occurred. Investigations are the responsibility of the Ministry of Children and Family Development and/or the police, and they are responsible for contacting the parent/guardian.

#### **Use of child protection procedures:**

If camp staff become concerned that a child's behaviour suggests either that they may be at risk of significant harm or that they may present a risk of significant harm to other children, the BC SPCA's child protection procedures will be followed and a report will be made to a child protection worker, per the B.C. Child, Family and Community Service Act.

## **CAMPER INCLUSION & BEHAVIOURS**

### **INCLUSION**

At the BC SPCA, we value diversity and respect people of all backgrounds and identities. We strive to provide an inclusive experience for all campers.

We value communication around any specific support needs your child may have while at camp. At the time of registration, we invite you to share any information about your child that will help us make this the best possible camp experience for them. By providing us information about your child's unique support needs, disability, sensitivities, learning style, etc. before the start of camp, we can work together to ensure your child has the most positive camp experience possible. Any information shared with us through our registration form will only be shared with our camp staff. If you did not provide this information upon registration but would like to do so, please contact our camp team at [camp@spca.bc.ca](mailto:camp@spca.bc.ca).

We are unfortunately unable to offer one-on-one support in our programs; however, we are happy to accommodate support workers (guardians or others with a criminal record check and vulnerable sector check). Please contact our team before camp begins to make these arrangements: [camp@spca.bc.ca](mailto:camp@spca.bc.ca).

### **CAMPER BEHAVIOUR POLICY**

It is our goal at the BC SPCA to provide a healthy, safe, and inclusive learning environment for all campers.

Children who attend camp are expected to follow guidelines as outlined at the beginning of program and interact appropriately with others.

To ensure a safe and inclusive environment for all, any intentional camper behaviour that puts other campers, volunteers, staff, or animals at physical or emotional risk may result in asking your child to leave the program. No refunds will be given to campers who are asked to leave for reasons of inappropriate or unsafe actions and/or behaviours.

Please review our Camp Code of Conduct with your child(ren) prior to the beginning of their program (please see page 11):



# Camp Code of Conduct

The purpose of this code is to ensure that all people and animals involved with BC SPCA summer camps are treated fairly, and with dignity and respect. Campers can rely on this code to know what they can expect from staff and others during their time at camp, and what is expected of them.

## **At BC SPCA Summer Camp:**

- I am responsible for my own actions and choices.
- I will respect myself, fellow campers, staff, animals, and the environment.
- I will show kindness to everyone at camp, including staff, other campers, volunteers, and animals.
- I will respect other people's dignity, rights and property, including the camp supplies and space.
- I have the right to feel safe and be included in camp.

## **What we expect from you at camp!**

- respect yourself, other campers, staff, volunteers, and animals
- listen to staff, and each other
- be responsible for yourself, your actions and your choices
- respect each person for who they are
- treat the environment, space and animals with respect and kindness
- report anything that worries or concerns you to camp staff
- make kind and safe choices for yourself

## **What we don't tolerate at camp!**

- inappropriate behaviour such as bullying, cyberbullying, teasing, harassment, swearing, acts of aggression or violence, pranks, or practical jokes
- stealing or borrowing other people's possessions without their consent
- physical or verbal disrespect or abuse to other campers, staff, volunteers or animals
- vandalism, damage or defacement to property and equipment

## **What you can expect from us at camp!**

- all the same things we expect from our campers, plus we will --
- provide a safe and inclusive space for everyone
- listen to campers
- respect each person for who they are
- do our best to make our camps fun and educational
- report any worries or concerns to management



## **CAMPER INCLUSION & BEHAVIOURS (cont.)**

### **BEHAVIOUR MANAGEMENT POLICY**

We recognize that there is a function to any behaviour and will approach any challenging behaviours with this in mind (i.e., the child has a need that is not being met in some way). Challenging behaviour includes, but is not limited to, using inappropriate language, teasing or bullying, angry or rude outbursts, ignoring rules and boundaries set by camp staff, and being hands-on with campers or staff, and/or physical fighting.

If a camper has difficulty following the camp guidelines and Code of Conduct, staff and administrators will utilize the following flow of responses:

- Staff will work with participant by using redirection, positive reinforcement, reminders of camp rules, etc.
- Staff will collaborate with participant to try to find the function of the behaviour (i.e., what is upsetting them) and include camper in strategies to mitigate behaviours so their needs are met as much as possible
- Staff will collaborate with and/or ask for suggestions from other staff and/or supervisors, and camper parents/guardians
- If the participant is unable to change their behaviour and show fair, safe, and kind actions, camp administrators may suggest the camper be removed from the program. In this case, camp administrators will reach out to the parents/guardians to discuss next steps.

If the behaviour continues after staff have attempted the above strategies and/or is deemed immediately unsafe and impacting the camp experience, parents/guardians will be phoned and are expected to arrange for their child to be picked up promptly.

Under no circumstances will force or restraint measures be used with campers.

### **PARENT/CAREGIVER BEHAVIOUR POLICY**

Any inappropriate behaviour of a parent/caregiver towards BCSPCA staff will not be tolerated. Inappropriate behaviours include, but are not limited to, abusive language, harassment, swearing, bullying, screaming and shouting, and aggressive acts.

If a parent/caregiver displays any inappropriate behaviour, the associated child may be removed from camp or not permitted to register in the future. No refund will be given. If a parent/guardian has any concerns, questions, comments, or feedback regarding their child's experience at camp, please contact our camp administration team at [camp@spca.bc.ca](mailto:camp@spca.bc.ca).



## CONTACT

Should you have any questions, comments or concerns, please connect with us!

**Camp administrative team:**

- email: [camp@spca.bc.ca](mailto:camp@spca.bc.ca)
- text/call: 604-709-4679

**Regional Humane Educator:**

Your Regional Humane Educator will provide contact details in your Camp Information email, to be sent one week prior to the beginning of your registered program.

Additional information about our programs can be found on our website: [spca.bc.ca/camp](http://spca.bc.ca/camp).

We look forward to welcoming your camper(s) to our programs!

