



Sea Smart

Summer Camp Orientation Package

Everything you need to know about Sea Smart Summer Camps 2024!



Thank you for joining us for Sea Smart Summer Camps!

This orientation package is a guide to help you and your child prepare for camp. Sea Smart's camp activities have been developed for your camper to explore, reconnect with, and experience a sense of wonder and appreciation for our natural environment. Our amazing staff are eagerly awaiting the start of camp and are trained to deliver safe, enjoyable, and memorable programming this summer.

Sea Smart's mission is to deliver fun and solutions-based programs and projects to people of all ages - inspiring us all to make a positive and lasting impact on our oceans. We are excited to have your child embark on our mission with us!

I am excited to welcome you to our community and I am confident your camper will have a wonderful experience with us this summer. I look forward to meeting you and seeing the new and returning smiles at camp in 2024!

Talia Damas
Sea Smart Program Coordinator

P.S. Please consider saving trees by not printing this manual or make sure to print double-sided!

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CONTACT INFORMATION

Sea Smart Direct Line: +1 (604) 358-0163

Email: camps@seasmartschool.com

Business Hours: 8:30AM - 4:30PM, Monday through Friday

If you cannot reach us, please leave a message on our phone or send an email. We will get back to you as soon as possible.

During Summer Camps, our camp staff will contact you if there are any concerns or in case of an emergency. To reach your camper, please call us at our direct line and your message will be passed on to your camper's educators.

CAMP HOURS

Hours: 9:00am - 4:00pm

Drop off time: 8:50am-9:00am

Pick up time: 3:45pm - 4:00pm

DROP OFF

For drop off, Sea Smart staff will be set up for sign-in underneath a Sea Smart-branded tent, and educators and volunteers will be wearing Sea Smart branded t-shirts. If you do not see us at the drop-off location (see the maps in the camp location section), please call us.

On the first day of camp, you will be asked to confirm Primary and Emergency Contact details, authorized pick up people, allergies and/or medical conditions, physical accessibility requirements, and social, behavioural or developmental considerations. **Please allow extra time in your schedule, as the first day often takes a bit longer to get everyone organised.**

PICK UP

Pick up (sign out) will begin at 3:45pm. You (or a registered pick-up person) will need to provide a valid **photo ID** that matches the information provided in the contact sheet and pick up list you submitted during registration. We will not allow any adult other than those listed on the sign out sheet to pick up your children unless arrangements have been made with camp staff.

If you would like to authorize someone to pick up your child other than the name(s) already provided on your registration form, please contact us. If you plan to pick up

your child outside of normal pick up hours, please contact us, or let Sea Smart staff know in the morning and they will provide instructions on where to meet.

LATE ARRIVAL

Please call us as soon as possible if you are running late to pick up your camper. If staff have not been notified of a late pick up, we will begin calling the Primary and Emergency Contacts. If we have not received notice or have not been able to contact any of the contacts listed within one hour of closing time, staff may contact the police for assistance.

Any pickup occurring after 4:05 PM will be subject to a late fee.

- 4:05-4:15 PM = \$10 per child
- 4:16-4:29 PM = \$20 per child
- 4:30-4:59 PM = \$30 per child
- 5PM or later = police will be called as we cannot supervise the child anymore

Sea Smart Staff are instructed to collect cash from guardians. If guardians do not have cash on them, they will be informed to bring cash the next day or e-transfer Sea Smart at info@seasmartschool.com

PARKING

There is free and/or paid parking available nearby for both camp locations but please note that spaces are limited and may be full. Some parking lots and spaces are managed by EasyPark, and they may distribute tickets to those who have parked illegally or those who have not paid for parking. Please be mindful of this, as Sea Smart cannot validate your parking, or cover the cost of a parking ticket.

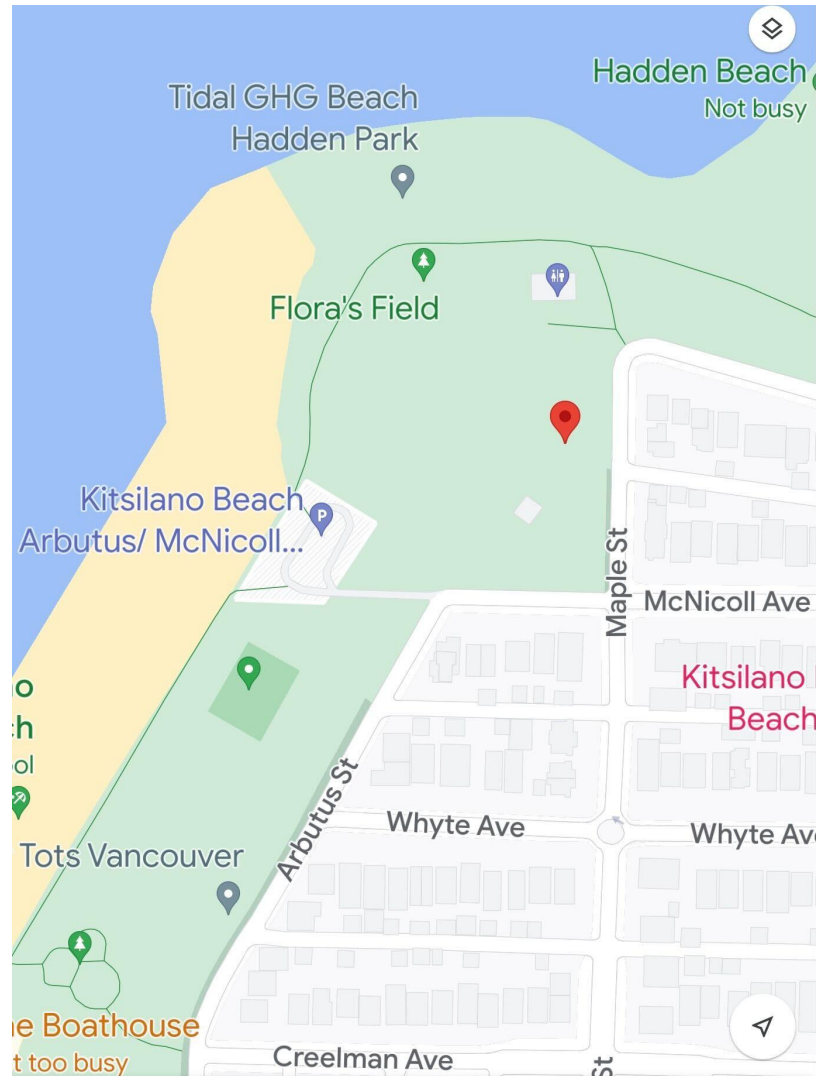
LOCATIONS

This summer, Sea Smart camps are being offered in 2 locations:

- a) Kitsilano Beach
- b) Trout Lake

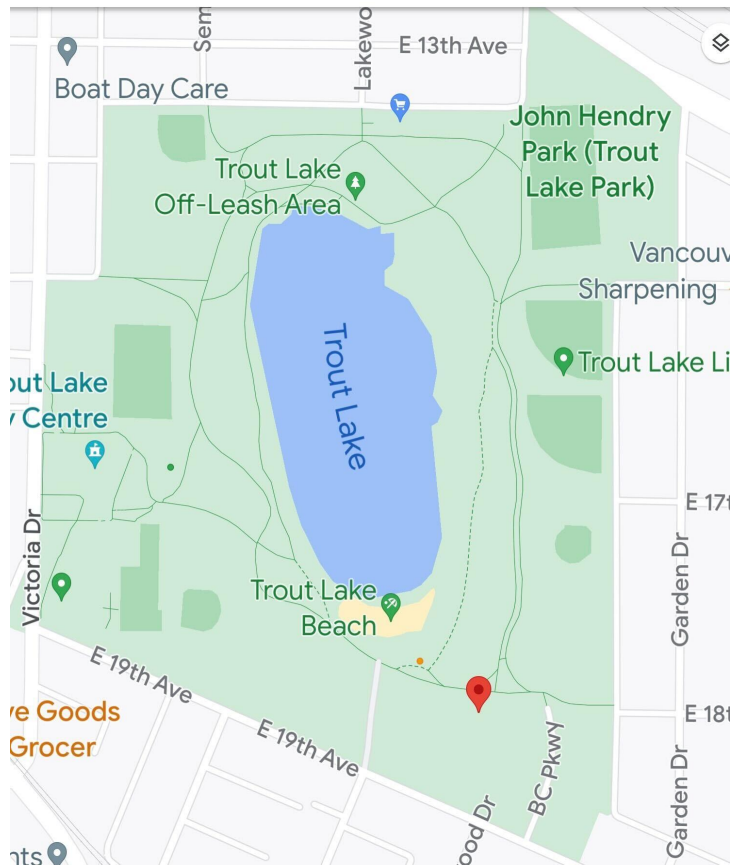
Location # 1- Kitsilano Beach:

Kitsilano Beach is nestled in the Kitsilano Neighbourhood, and faces English Bay. Drop off and pick up for campers will be in Flora's Field, along Maple Street. We will be using primarily the north end of the beach, and Flora's Field, which is a treed and shady grassy field at the junction of Maple Street and McNicoll Avenue. The red pin marks the drop off location on the map.



Location # 2- Trout Lake:

Trout Lake Park is an urban park in East Vancouver with abundant plant and bird life. Drop off and pick up for campers will be in the South-East corner of the park, off East 19th Avenue. The red pin marks the drop off location on the map.



WHAT WILL MY CAMPER NEED TO BRING?

Sea Smart campers are expected to come prepared to camp every day, ready for a full day outdoors. We highly encourage guardians to purchase a camp t-shirt, as this will make children easily identifiable as Sea Smart campers. T-shirts can be purchased before the start of camp by contacting camps@seasmartschool.com. All profits go directly to Sea Smart's summer camp bursary fund to help send kids to camp!

Each day, children should bring the following items:

- Reusable water bottle (2L)
- Nut-free** lunch and snacks (one lunch break and two snack breaks)
 - Note: Lunch is **not** provided by our camp. You will need to pack and bring your own lunch!
 - Additional allergens may be prohibited during your camper's week - please follow allergen advice in any pre-camp emails.

- As an additional safety precaution, we do not allow the sharing of food between campers.
 - Be considerate of our environment! Pack a litter-free lunch whenever possible.
- Weather-appropriate clothing (our camp is entirely outdoors - pack layers!)
 - Rain jacket
 - Closed-toe shoes that can get muddy and wet
 - Sunscreen, hat and backpack
 - Necessary medications (2 Epipens, inhalers, etc.) - these items will need to be signed in and out every day with our camp staff
 - Extra pair of clothes (including socks and underwear!)
 - A clipboard or hard folder (i.e. a hard surface for your child to use when drawing/writing)
 - Pencil case with art supplies (scissors, glue, pencil crayons, crayons, markers)

***Electronics, money, and valuables MUST be kept at home.**

Please note that **there will be NO water activities** at camp, including putting feet into the ocean, boating, swimming, visits to water parks, etc. Your camper **should NOT wear a swimsuit** to camp, as they will not be comfortable or protected from the sun. If there is extreme heat in the forecast, Sea Smart may schedule some water games with sponges. Parents & guardians will be notified beforehand if these games will occur during camp.

SCHEDULE

Information regarding program themes and outcomes for each camp can be found on our website on our Summer Camp webpage. If your child would like a more detailed itinerary to feel comfortable before attending camp, please contact camps@seasmartschool.com.

Typical day of camp schedule:

- 8:55 - 9:15 AM: Icebreaker games, welcome
- 9:15 - 10:15 AM: Exploration activity
- 10:15 - 10:30 AM: Snack, washroom break
- 10:30 - 11:15 AM: Craft
- 11:15 AM- 12:00 PM: Physical activity
- 12:00 - 12:30 PM: Lunch break
- 12:30 - 1:15 PM: Science activity
- 1:15 - 2:00 PM: Group physical game

- 2:00 - 2:15 PM: Snack, washroom break
- 2:15 - 3:15 PM: Stewardship activity
- 3:15 - 3:45 PM: Reflection, wind-down
- 3:45 - 4:00 PM: Farewell, parent pick-up

During summer camps, families will be informed to schedule changes as early as possible.

FAQs

What is Sea Smart's policy on nuts and other food allergens at summer camps?

- Due to the prevalence of nut allergies, Sea Smart is a completely nut-free camp. Do not pack any nut products in your child's lunch.
- We will inform camp families if other allergens must be avoided during summer camp to keep all campers safe and healthy.
- Please be aware that allergens may be present at our camp locations. If your child requires medication and/or an EpiPen, please ensure that these are provided. Allergies MUST be indicated on the Sea Smart summer camps consent form.
- As an additional safety precaution, we do not allow the sharing of food between campers.

My child takes medication - can they bring it to Sea Smart summer camp?

- Only medication that is prescribed by a physician or is necessary to support an exceptionality is allowed at camp. All medication must be securely stored with Sea Smart summer camp staff, and not in a child's backpack (with the exception of EpiPens). A parent/guardian must discuss medications with Sea Smart staff prior to the first day of camp.
- While all Sea Smart summer camp staff are First Aid certified, staff are not medical professionals and are not authorized to administer medication. Campers are required to self-administer medication with staff supervision and support. Medication may need to be given to Sea Smart staff in pre-measured, labeled dosages. If your camper is not able to self-administer medication, please contact Sea Smart to discuss alternative options.

What is Sea Smart's policy on sunscreen?

- Sea Smart summer camps are exclusively outdoors. Campers MUST apply sunscreen before arriving at camp, and MUST carry additional sunscreen for reapplication throughout the day.
- Please try to choose environmentally conscious and reef-safe sunscreen!
- Sea Smart staff are not able to help campers apply sunscreen, but will remind them throughout the day to reapply.

What if my child loses or leaves something at camp?

- Sea Smart summer camps are held at public locations. There is no guarantee that lost items will be returned to your child. Any items found by Sea Smart will be returned to the best of our ability.
- Electronics, money and valuables should be kept at home.
- We recommend labelling items with your child's name and/or phone number to ensure the best chance of the item being returned.

Find more answers to frequently asked questions [on our website](#).

CANCELLATION POLICY

Please contact us at +1 (604) 358-0163 or camps@seasmartschool.com regarding camp cancellations.

Requests to switch camps

Requests to change your child's registration to another week of camp must be received no later than 2 weeks prior to the start of the original camp week. We will do our best to accommodate your change request pending camp availability. All change requests are subject to a \$50 administration fee.

Cancellations by participants

Please note that there is a \$50 admin fee for all cancellations. This \$50 will be automatically deducted from your issued refund.

- Withdrawal at least 1 month or more prior to camp start date of the camp = Full refund minus admin fee.
- Withdrawals made with less than 1 month notice = 50% refund minus admin fee.
- Withdrawals made with less than 1 week notice = No refund.

Missed programs will not be refunded or rescheduled, unless the program is missed for COVID-19 or other illness. If your child is sick, please DO NOT come to camp. Sea Smart will provide a pro-rated refund for the days the camper is not able to attend due to illness.

Students who are disruptive, abusive, or fail to follow camp guidelines for conduct and language may be removed from the camp, with no refund or makeup session.

Cancellations by Sea Smart

Sea Smart reserves the right to cancel programs, with a full refund, if minimum requirements for registration are not met or if we deem it is unsafe to run a camp, e.g. extreme weather events or poor air quality due to wildfire smoke. In the event that Sea Smart has to cancel all or part of a program, for any reason whatsoever, families will be given advance notice and provided with a full credit for the amount paid (or pro-rated if the program has already started).

EXTREME WEATHER POLICY

For the most part, our summer camps are entirely outdoors, which means that if there is rain or wind, we still will be hosting programs in the same location. **Please ensure to pack weather appropriate gear, as the programs will be hosted outdoors, even in case of inclement weather.**

In the event that there is an extreme weather warning issued in the City of Vancouver and Lower Mainland, Sea Smart will follow the steps below:

1. The Program Coordinator is responsible for monitoring the weather by checking the weather report regularly to determine if the weather is safe for outdoor activities.
2. The Program Coordinator will inform staff if the following warnings are issued and will advise staff on what to do based on the warning advisory level.
 - a. **Extreme Air Quality:**
 - i. 'Moderate' (4-6): Programs will need to be modified by reducing high-exertion activities, with frequent and longer-lasting rests and water breaks. Participants with respiratory health conditions will need to be closely monitored.
 - ii. 'High' (7-10) or 'Very High' (above 10): Programs may be cancelled or moved to an indoor space. If cancellation is not recommended or Sea Smart is unable to provide an indoor space, we will modify our programming to be low-exertion activities, and participants with respiratory health conditions will also closely monitored.
 - b. **Heat Wave:**
 - i. Level 1: When humidex temperatures are forecasted to peak at 32°C or higher for two or more consecutive days in Vancouver, staff are instructed to use shaded areas more frequently, reduce intensity of physical activities, and ensure additional rest and water breaks.

- ii. Level 2: When humidex temperatures are forecasted to peak at 34°C at any point during the day in Vancouver, Programs may be cancelled or moved to an indoor space.

c. Rain Response:

- i. Light or Moderate Rain: All outdoor programs will take place outside – rain or shine – as planned. Participants are expected to come prepared and dressed in weather appropriate clothing.
 - ii. Heavy Rain: Programs may seek shelter in forest spaces or under Sea Smart tents, while others might operate as planned. Program adjustments and alternative activities will be scheduled.
 - iii. Thunder or Lightning: All outdoor programs will be cancelled or moved to an indoor space.
3. In the event that there is an extreme weather warning and programs are adjusted or cancelled, an email notification will be sent out by a full-time staff member (Program Coordinator, Admin Coordinator, Managing Director, or Executive Director) to guardians. If applicable, educators will also provide a letter of notice for participants to bring home to guardians. Every effort will be made to communicate information at least **one day** before an adjustment or cancellation takes place.
 4. Guardians will receive a refund at a prorated rate for any day cancelled by Sea Smart because of extreme weather conditions.
 5. In the event forecasted temperatures are at extreme levels, concerned guardians may withdraw the participant for the day and receive a refund at a prorated rate.

Sea Smart reserves the right to cancel programs under extreme weather circumstances and based on the judgement of our summer camp educators and program team. The health and safety of our campers, volunteers, and staff are our number one priority. Often the weather conditions at the actual camp locations can be more extreme than the weather forecast. We will rely on our staff's observations of how the campers are being affected by the weather to decide if camps need to be moved indoors or cancelled.

ILLNESS & INJURY POLICY

Call (604) 358-0163 or email camps@seasmartschool.com prior to check-in at 9:00am if a camper will miss camp.

- If we do not hear from the guardians, staff members will call the guardians after 9:00 am

To provide a healthy camp environment for all, please keep your camper home if there are any signs of illness. Campers must stay home if they exhibit any of the following conditions:

- Fever (over 100 degrees Fahrenheit) within the past 24 hours of the camp start time.
- Vomiting or diarrhea within the past 24 hours of the camp start time.
- Any contagious disease, including Hand, Foot and Mouth diseases, head lice, chicken pox, measles, Fifth's disease, or COVID-19.
- Suspicious rashes or lesions with bleeding or oozing.
- Conditions preventing a camper from active participation such as lethargy, sleepiness, constant coughing, runny nose, sprains, or soreness.

If a camper becomes injured or ill during camp, educators will contact the guardians immediately and discuss if the camper will stay with camp or be picked up immediately.

- At sign out the educators will discuss the injury/illness with the guardians and verify the treatment.
- Any camper sent home from camp due to an illness must be symptom free for 24 hours before returning to camp, unless given written permission by a physician.

It is a parent and/or guardian's responsibility to pick up their child **immediately** if asked by the camp staff. It is for the health and safety of your child, all other campers, and our staff and volunteers. Please make sure there is an emergency contact available in case immediate pick up is required.

As COVID-19 continues to change, our policies will be adapted based on BC's Provincial Health Orders and a high level of caution and care.

SUMMER CAMP RULES AND EXPECTATIONS

Our educators and volunteers will aim to encourage positive behaviour by reinforcing our expectations, highlighting campers that demonstrate good choices, encouraging all to be the best version of themselves, and of course, being positive role models. Please take note what is considered as acceptable behaviour and review it with your camper so that our camps will be enjoyed by all.

Children attending our camps are expected to:

- Be responsible for their actions
- Respect each other and the environment
- Base all interactions on honesty

- Care for themselves and others around them
- Make appropriate choices for themselves

Behaviour considered to be unacceptable includes the following:

- Endangering the health and/or safety of another child, a volunteer, a staff member, or a member of the public
- Harassing or harming wildlife
- Entering a building or out of bounds area without permission, or leaving the program area without permission
- Continuous disruption of the program
- The use of profanity, vulgar or obscene words and gestures
- Possession of a weapon
- Stealing or damaging property
- Inappropriate touching of themselves or another child
- Any action which may make another camper uncomfortable

Failure to comply with our zero tolerance policies will result in immediate expulsion from the program.

- Zero tolerance policy for bullying, humiliation, degradation, or discrimination
- Zero tolerance policy for violence, including hitting, kicking, spitting, or causing injury with the intent to harm another camper, volunteer, staff member, or member of the public

Note: we are aware of how campers may behave at home with people they are familiar with (i.e., rough-housing, teasing, etc.). Please note that in order for camp to be safe for every camper, campers who are siblings, family, or friends are expected to adhere to our rules when in camp together (including “hands to yourself”).

The following steps will be taken if an unacceptable choice has been made:

1. All unacceptable choices will be documented on an incident report and discussed with the guardians.
2. Staff will give a verbal reminder and redirect the camper to a more appropriate behaviour the first time an unacceptable behaviour occurs.
3. Staff will discuss the behaviour with the camper the second time an unacceptable behaviour occurs. Staff will document the situation and notify the Program Coordinator and guardians.
4. The guardian will be notified if unacceptable behaviour persists. Staff will ask for input from the guardian to mitigate the behaviour. Staff will check back with the guardian at the end of the following day to report on behaviour.

5. If unacceptable behaviour persists, or becomes excessive, the Program Coordinator reserves the right to suspend the child from the program. An action plan will be made between the guardian and the Program Coordinator for a safe return to camp if possible.
6. If a child's behaviour threatens the immediate safety of the individual, other children, staff, or volunteers, the guardians will be contacted to pick the child up immediately.
7. Expulsion from the program will be considered by the Program Coordinator on a case by case basis. There will be no refund offered for an expelled camper.

RISK MANAGEMENT AND CHILD PROTECTION

The health and safety of your camper is the highest priority at Sea Smart. All staff are trained in Standard First Aid and CPR C. All camp staff and volunteers are screened and have successfully passed reference and Criminal Record Checks. Additionally, all camp staff receive training on group management, child development, emergency protocols, behaviour management, and child protection policies.

The number one priority of a quality camp is to provide a healthy and safe environment for all participants. This includes the physical and emotional safety of all participants. Our responsibility to the children begins the moment they are released into our care by guardians and continues until they are released back to you. We take this responsibility very seriously, offering 100% supervision, which means the students are at all times under the direct care of a responsible adult. Below are some of the risk management guidelines in place to ensure your children have the safest possible camp experience.

Washroom Facilities:

Please note that as an outdoor camp, the washroom facilities are public restrooms located at the camp location. Our educators or volunteers (+1 camper buddy) will escort children to the restroom, and wait in the common area until the child has finished. As there may be members of the public in the restroom facilities, our staff and volunteers will ensure that children are appropriately supervised. The facilities will be checked before entering to make sure there are no dangerous products or people within the area.

*Note that Sea Smart staff cannot assist your child in the washroom. Your child must be able to use the washroom independently.

Dog Safety:

Many of our outdoor program locations are near off-leash dog areas. We will do our best to keep children away from dogs, but please note that some owners are more loose with their pets and they may wander over. We will go over some ways to stay safe around dogs on the first day of camp, and summer camp staff will do everything possible to ensure your child is safe. Our educators will talk to the children at the beginning of camp and establish appropriate behaviour around dogs.

Duty to Report:

We follow British Columbia's *Child, Family and Community Services Act*, which is reviewed during educator and volunteer training. Our training plan includes abuse awareness and prevention training, and we have a duty to report any abuse or suspected abuse disclosed during our program. Anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty to report the matter immediately.

One-on-One:

Our goal at camp is to eliminate having staff and volunteers alone with children. We will always ensure that children and staff/volunteers are visible by other campers and staff members. This is why we implement a buddy system of three, including one staff or volunteer and two campers.

Limited Spaces:

Regardless of relationship to a child, parents, guardians, siblings, and all other unauthorized people are not permitted to enter our camp spaces without being accompanied by a Sea Smart staff. On a case by case basis, educators may request guardian involvement to ensure success for the camper, including those that may be homesick, tired, in need of body breaks and/or extra supervision, or for children that require one-on-one care at school or home. We aim to make our programs accessible to all, which may include allowing additional support from an external adult to assist the child.