



Camp Handbook

Pacific Institute for Sport Education (PISE)

Developed by Physical
Literacy Department

PiSE

This handbook is designed to provide parents/guardians with an overview of the guiding principles, policies, and procedures for our spring and summer camps.

In this handbook you can find information on the following:

What to Expect at Camp	3
What to Bring to Camp:	3
Campers Personal Items:.....	4
Camp Locations	4
Food/Water Guidelines	6
Welcome Package	6
Documentation:.....	7
Sign in and Sign Out Procedures	7
Authorized Pick Up List:	7
Emergency Contact List:	8
Incidents at Pick Up:	8
Late Pick Up	9
Illness, Medical Information, and Medication	9
Illness:	9
Medical Information & Medication:.....	10
Lost and Found	10
Positive Behaviour Support	11
Behaviour Policy	11
Parent and Guardian Expectations Policy	13
Cancellation & Refund Policy	14
Extreme Weather Protocol:	15
Air Quality Index	15
Heat:	16
Rain, Thunder, Lightning:	18
Emergency Procedures.....	19
Evacuation:	19
Emergency Situations:.....	19



PISE Camp Handbook

Accidents:.....	20
Inclusion Support	20
Important Definitions:.....	20
Inclusion Support Leaders:	21
Support Available to Campers:.....	21
Limitations to Additional Support:	21
Additional Support Outside of Training:.....	21
Parent/Guardian Responsibilities:.....	22
Registration Process for Inclusion Support:	23
External Support:.....	23
Financial Assistance	24
Questions.....	24
Appendices:	25
Appendix A: Waiver Information	25
Informed Consent:	25
Photo Release Child or Youth:	26
Camp Self Release Form (Ages 11+):.....	26

What to Expect at Camp

Our Spring and Summer Camps are led by trained Physical Literacy Leaders. All camps follow PISE's three core expectations: **Be Safe, Be Respectful, and Have Fun**. Leaders run age-appropriate games and activities that build fundamental movement skills, including running, jumping, balancing, throwing, catching, and agility.

All PISE staff, contractors, and volunteers complete a Police Information Check including Vulnerable Sector Screening. Physical Literacy Leaders also receive child protection training on appropriate conduct, recognizing signs of neglect or abuse, and responding to disclosures. All Physical Literacy Leaders hold Standard First Aid with CPR-C certification. Many also complete National Coaching Certification Program (NCCP) training, including Fundamental Movement Skills. Staff are encouraged to continue their professional development through additional NCCP courses, Safe Sport certification, Respect in Sport, and other relevant training.

At all PISE-led camps, your child will be welcomed and supported by uniformed Physical Literacy Leaders. Campers may also interact with Youth Leadership volunteers, who complete a week-long training camp with a Senior Physical Literacy Leader and a one-week summer placement. These volunteers are supervised by the PISE Physical Literacy Team and gain valuable experience as they prepare for future camp leadership roles.

What to Bring to Camp:

Full Day Camp:

- Water Bottle
- Sunscreen
- Hat and/or sunglasses
- Food (big lunch and plenty of snacks)
- Change of clothes
- Activity and weather appropriate clothing and footwear

Half-Day Camp (Active Explorers/Kids on Wheels):

- At least two snacks
- Water bottle
- Hat and/or sunglasses

- Sunscreen
- Change of clothes
- Activity and weather appropriate clothing and footwear

Please label all your camper's belongings. Please note that campers are not allowed to use vending machines or purchase food while attending camp.

Campers Personal Items:

Please avoid sending personal toys or other items from home. These items can lead to disagreements, become lost or damaged, and discourage inclusive play. PISE is not responsible for lost or damaged personal items.

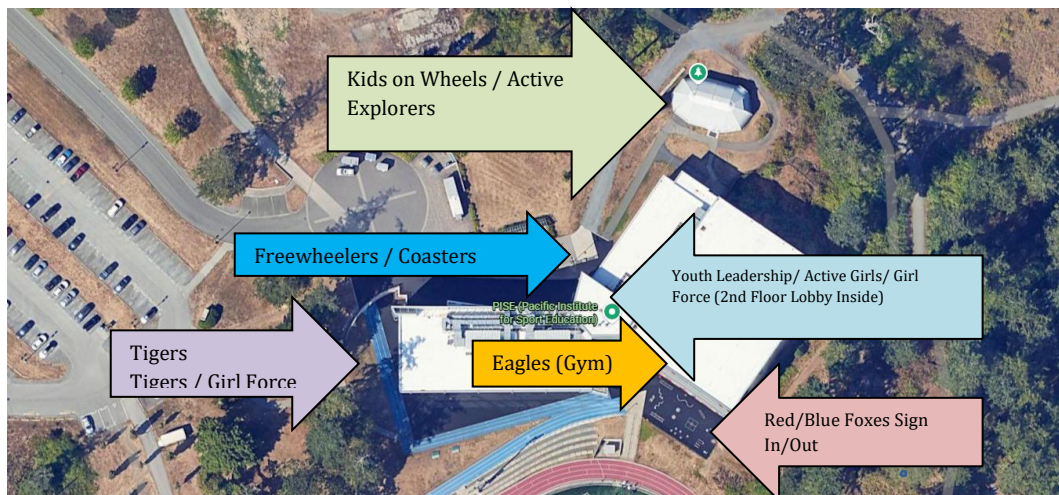
If your child needs a personal item for comfort and safe transitions (e.g. a stuffy), Please discuss with the camp leaders at drop off or with the camp supervisors.

Camp Locations

To help drop-off and pick-up run smoothly, please review the camp locations before arriving. Staff will be available on the first day to help you find your camp location. All camps are held at the Pacific Institute for Sport Education (4371 Interurban Road). See below for location details for each camp, along with a map showing the sign-in and sign-out areas.

Camp Name	Location Description
Red Fundamental Foxes Blue Fundamental Foxes	Sign in and sign out is located on the Track and Training Zone outside of the gymnasium doors. This can be accessed by walking up the path from the parking lot towards the side of the building that faces the turf field. Camp sign in will be set up under a PISE tent. There will be a separate line for both the Blue and Red Foxes.
Energetic Eagles	Sign in and sign out is located inside the gymnasium on the far side past the curtain divider.

	Leaders will be at the curtain divider.
Training Tigers	Sign in and sign out is located on the Track and Training Zone on the side closest to the parking lot. You can access this location by walking up the path from the parking lot towards the side of the building that faces the turf field
Youth Leadership	Sign in and sign out is located in PISE on the second floor lobby. This can be located through the main entrance off the roundabout through the sliding glass doors.
Active Girls Girl Force	Sign in and sign out is located in PISE on the second floor lobby. This can be located through the main entrance off the roundabout through the sliding glass doors.
Kids on Wheels Active Explorers	Sign in and sign out is located in the Power Play Dome. This is located off the roundabout of PISE and towards the forest. It is a "Marshmallow" looking dome structure. Leaders will have the big door open during sign in and sign out and will ask that you enter through that door.
Freewheelers Cycling Camp Coasters Cycling Camp	Sign in and sign out is located on the Front Training Zone. This is located just off the roundabout and by the main entrance to PISE (sliding glass doors). Camp leaders will have a tent set up. There will be a separate line for Freewheelers and Coasters.



Food/Water Guidelines

Drinking water is available throughout the day, and staff encourage campers to stay hydrated. There are regular water breaks throughout the day and plenty of opportunities to refill their water bottle.

Please send your child with a filled water bottle each day.

Children are encouraged to eat a small snack mid-morning, lunch around mid-day, and an afternoon snack mid-afternoon.

PISE is a nut-aware facility to help protect campers and staff with allergies. Please check your child's food before camp and do not send nut products.

Campers may not use vending machines or purchase food during camp hours.

Welcome Package

Welcome Email: You will receive a welcome email about one week before camp begins. It will include the information you need to prepare for your child's camp experience. If your child is registered for multiple camp weeks, the email may also include details specific to each week.

Week at a Glance: Within the welcome email, there will be a Week at a Glance. The Week at a Glance is specific to the week your child is attending camp. This will contain information such as the leaders running the camp, information on the leaders, what to bring to camp, camp supervisor information, and some activities that may take place over the week. Please note that activities and leaders are subject to change due to operational needs.

Documentation:

All participants attending a PISE camp or program are required to complete a series of documents. These documents will be sent out digitally via the WaiverFile platform. This will be a part of the welcome email.

For all kids/youth programs & camps, parents/guardians must sign the following documents: (Informed Consent, Photo Release Child or Youth, and Camp Self-Release Form (Ages 11+)). The Camp-Self Release Form is only sent out to relevant age group camps.

Please see Appendix for detailed information on Informed Consent, Photo Release Child or Youth, and Camp Self-Release Form (Ages 11+).

Sign in and Sign Out Procedures

Parents/guardians must be present at sign in and sign out unless a "Camp Self Release (Ages 11+)" waiver has been completed.

Authorized Pick Up List:

At the time of registration, you will have filled out a list of questions. Among these questions are the "Primary Contact in Case of Emergency" and "Pick up List". All adults listed in these sections are **AUTHORIZED** to sign out the participant. All adults on the list must bring valid photo ID that matches the name listed.

On the first day of camp, leaders will review the listed information you provided at registration. At that time, you will be able to add people to the authorized pick up list. You are also able to contact your camp supervisor via email or play@pise.ca to add people to your authorized pick up list.

Emergency Contact List:

Emergency contact information should be kept current and should be someone who is readily available to pick up the participant if required. If the emergency contact is unable to be reached, PISE staff will start moving down the list of authorized pick up contact information. In the event of an emergency, staff must be able to contact someone to come and collect the participant.

You are able to contact your camp supervisor via email or play@pise.ca if you would like to make any adjustments to the emergency contact.

Persons not permitted to access this child:

Any people that are listed to NOT access the participant will not be authorized to pick up. Staff will check in when reviewing the information to confirm that the information listed is correct. No court order/legal documents are required to list someone as a "Do Not Access".

Incidents at Pick Up:

- If a person is authorized to pick up a child but is **incapable of providing safe care of the child (under the influence of drugs or alcohol, abusive behaviour towards child)**, staff will:
 - Assess the situation
 - Contact another authorized pick up person (if possible)
 - Contact the police if the person insists on taking the child
- If no one arrives to pick up a camper 10 minutes after the camp has ended, staff will:
 - Contact the emergency contact/authorized pick up person
 - If no contact can be made within 15 minutes of staff calling authorized pick ups and emergency contacts, the Ministry of Children and Families may be contacted
 - Campers will be brought into the first floor of PISE by the fitness centre and will meet the authorized pick up person there
 - Campers may be left under the supervision of the Client Service Staff at the Fitness Centre
 - All authorized adults must provide valid photo ID as camp supervisors or client service staff may be supervising the participant until pick up
- If an unauthorized person requests the release of a child, staff will:
 - Not release the child
 - Keep the child under staff supervision
 - Explain to the unauthorized individual that the PISE policy states that no child will be released without written authorization by the parent/guardian

- Contact the parents/guardians for written confirmation that this person present can take the child
 - The legal guardian can email in the change or request, the email MUST match what is on the campers account
- Call the police for assistance, if necessary

Late Pick Up

In the event that extenuating circumstances have arisen and you are going to be late picking up your camper, please call or email the camp supervisor or the PISE reception (250.220.2500) to notify. Please provide the following when contacting:

- Participant name
- What camp they are in
- Estimated time of arrival

Depending on how late you will be picking up, the child may be located inside PISE on the first floor by the fitness centre reception.

Please note that if this is a continued pattern, you will be contacted by a camp supervisor.

Illness, Medical Information, and Medication

Illness:

PISE is committed to providing a safe and healthy environment. For the health and consideration of all, and to avoid the potential spread of illnesses, if your child/children display any of the symptoms outlined below, or are generally too ill to enjoy camp activities, we ask that you please make alternate care arrangements:

- A persistent fever (38.8°C or higher)
- Unexplainable rashes
- Vomiting
- Diarrhea
- Persistent cough
- Known or suspected communicable diseases (chicken pox, measles, Conjunctivitis (Pink Eye), hand, foot, and mouth, etc).

PISE staff reserve the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition.

If your child becomes ill during camp, PISE staff will follow these procedures:

- Contact parent/guardians listed as emergency contacts/approved pick up list
- Arrange pick up as soon as possible with the approved contacts
- They will be given a quiet area to rest and will remain under supervision until they are picked up by a parent/guardian

Children can attend camp if their symptoms are consistent with a previously diagnosed health condition (e.g. seasonal allergies) or symptoms have resolved, and they feel well enough to return to regular activities and their fever has resolved without the use of fever-reducing medications (e.g. acetaminophen, ibuprofen). In the event of health lice, a treatment that kills live lice and eggs must be completed prior to the child returning to camp.

Medical Information & Medication:

Upon registration, parents/guardians will be prompted to inform of any medical information such as medical conditions, allergies, or cognitive and physical disabilities that may affect your child. If your child has an allergy, please include information regarding signs, symptoms, and severity of the allergic reaction & if they require an epinephrine injector (e.g., EpiPen).

Please note that PISE staff are unable to administer medication. PISE staff are able to set alarms/timers to verbally remind a child to take their medication. If medication is required throughout the day, please send this medication already dosed out individually for the child. Please inform the camp leaders where this medication is located. If there are medications being sent to camp in your child's backpack, please notify PISE staff.

Epinephrine Injectors and Emergency Lifesaving Medication:

If your child requires an epinephrine injector, please be prepared to discuss this with the camp leaders on the first day of camp. Please note where the injector will be kept (e.g., on the child, in the child's belongings, or in the camp backpack). Please ensure that the injector is up to date. In the event that the epinephrine injector is required to be utilized in a life-threatening emergency, staff will assist the child with administering their own medication.

Lost and Found

PISE camps have a shared lost and found bin. Lost and found items will be held for two weeks after your child's camp before they are donated.

Please note that PISE does not keep underwear or socks in our lost and found.

PISE is not responsible for any lost or damaged items. Please label your child's belongings and refrain from sending valuables to camp.

Lost and found items will be laid out on our track and training zone at the end of each week for participants and parents/guardians to look through. The track and training zone is located on the back side of PISE which can be accessed through the first floor doors by the gymnasium. PISE staff can direct you there if needed.

Positive Behaviour Support

While staff are working with children and youth in PISE programs and camps, they utilize the positive behaviour support (PBS) model to support participants. The PBS method proactively focuses on behaviours that are positive in a camp environment and re-directs behaviours that are not conducive to a positive camp environment.

Each child attending camp is encouraged and supported to develop positive relationships with peers and staff. Leaders will strive to be positive role models and follow the PISE expectations.

Physical Literacy Leaders will develop a schedule and review it each day with the campers, review the PISE expectations (be safe, be respectful, have fun), and use positive language to guide the participants throughout the day.

Behaviour Policy

To ensure a safe and enjoyable camp experience for all participants in our care, we expect all participants to act in accordance with our expectations.

Physical Literacy Expectations

All camps adhere to our three expectations and use them to guide any necessary interventions.

- **Be safe:** This includes, but is not limited to maintaining safe bodies (e.g., keeping our hands to ourselves, unless we are playing a game that explicitly requires contact, such as tag) and using equipment safely (i.e., for its intended purpose)
- **Be respectful:** This includes, but is not limited to being respectful (e.g., using kind words and not using profanity) to everyone (other campers, but also the leaders and anyone else who may also be where the camps are), being respectful to the equipment (i.e., using it for its intended purpose), and being respectful to the environment (e.g., cleaning up after yourself, not littering, etc.)
- **Have fun:** This includes, but is not limited to being open to trying new activities, actively trying to make friends and cultivate connections with other campers, being a positive participant in camp, and asking the leaders for help or assistance with problem solving if needed

PISE encourages parents/guardians to discuss our expectations prior to coming to camp.

All behaviour that does not follow these expectations will have logical and reasonable consequences. Unacceptable behaviour includes the following: disrespect for self, others, or environment (including equipment), bullying, physical aggression, running away, and anything else that could create unsafe conditions. If the participant is not responding to intervention and strategies implemented to create a safe and respectful environment, and/or ratio is not being maintained the following steps will take place:

1. Physical Literacy Leaders will have open discussions with the parent/guardian at sign out and discuss strategies that they utilized and ask for strategies that may work at school/home/other programs. The expectation is the parent/guardian is open to the conversation and willing to discuss strategies and ways to support their child in having a successful and positive experience at PISE
 - a. A supervisor may reach out prior to sign out to discuss the situation via phone or email, and an early pick up may be required based on the behaviour. If an early pick up is required, the following steps will take place:
 - i. An action plan will be developed by the camp supervisors and will be discussed with the parent/guardian at pick up, over the phone, or via email. These plans are developed on a case by case basis and each plan will be tailored to each participant
 - ii. The action plan will highlight the behaviours that are creating unsafe conditions as well as guidelines as to when another early pick up may be required
 - iii. If an early pick up is required due to behaviour three times in one week, the participant will be asked not to return back to camp for the remainder of the week

- b. If the participant is attending camp for multiple weeks - an action plan will be developed leading into the next week. If the child continues to display behaviour that is creating unsafe conditions and not following camp expectations, the child may not be permitted to return.
2. If behaviour continues and the conditions are deemed unsafe and expectations are not being followed despite all strategies being tried - an early pick up will be required.

Abusive, disrespectful, threatening, or violent language or actions will not be tolerated by PISE staff.

Parent and Guardian Expectations Policy

Purpose: This policy outlines expectations for parent/guardian conduct when interacting with camp staff, other families, and participants. Our goal is to foster respectful, safe, and positive communication that supports the wellbeing of all PISE staff, participants, and adults. These practices help protect participant privacy, uphold our brand, and keep everyone safe.

1. Respectful Communication

Parents/Guardians are expected to:

- Speak respectfully and courteously to camp staff, volunteers, other families, and campers
- Use appropriate language and tone in all communications (in person, by phone, email, or social media)
- Avoid yelling, insults, threats, harassment, or discriminatory remarks

2. Professional Interaction

Parents/Guardians should:

- Address concerns or complaints directly and promptly with the appropriate camp staff or leadership
- Schedule meetings or phone calls rather than expecting immediate responses during program hours
- Respect staff decisions and ask questions if clarification is needed

3. Camp Environment and Safety

Parents/Guardians should follow these guidelines to maintain a safe environment:

- Follow camp sign in & sign out procedures and safety protocols
- Respect boundaries in camp areas (program spaces: field, gymnasium, movement studio, front entrance space, track and training zone, etc.)
- Do not interfere with activities, schedules, or staff instructions

4. Social Media & Public Discussion

Parents/Guardians should:

- Avoid sharing private or sensitive camp matters publicly (e.g. on social media or group chats)
- Refrain from posting harmful, defamatory, or unverified claims about the camp, staff, or other families

5. Handling Disagreements

If concerns arise, Parents/Guardians should:

- Bring them to the attention of a member of the Physical Literacy Leadership team in private
- Work collaboratively and constructively towards a solution
- Allow appropriate time for investigation and response

6. Zero Tolerance for Abuse

PISE has a zero-tolerance policy for:

- Verbal or physical abuse toward staff, campers, or other parents/guardians
- Threats, intimidation, or actions that create unsafe conditions

7. Consequences of Policy Violations

If a parent/guardian's behaviour does not align with this policy, PISE may take action including:

- Verbal warning from management
- Requirement for formal meetings to resolve issues
- Removal from program/camp and potential restriction for registration in future programs/camps

Cancellation & Refund Policy

- PISE programs, camps, and services will not be pro-rated
- All PISE programs, camps, and services are subject to a 10% non-refundable administrative fee on withdrawals for refunds
- PISE camps will be eligible for a 90% refund for withdrawals requested within 14 days of the date of registration. Written notice is required when requesting refunds and withdrawals
- Refund requests after 14 days will be processed by assessment of extenuating circumstances, including medical or compassionate reasons. All requests must be submitted to play@pise.ca

- PISE camps will be eligible for a program transfer up to 14 days prior to the first day of program. Program transfers are only applicable to programs with open spaces and cannot be guaranteed. Transfers must be made for the same individual only. Transfer can only be made into a program being offered in the same calendar year of equal or greater value. If the program is of lesser value, the difference will not be refunded. Camp transfers are not eligible for a refund 14 days after the initial registration.
- PISE will not issue credits for Summer Camp Programs.
- PISE reserves the right to cancel any program, camp, or service. If a cancellation occurs, PISE will give as much notice as possible. In the event of PISE cancelling a program, camp, or service, a full refund will be processed within 30 days.

Extreme Weather Protocol:

Air Quality Index

Air Quality has a direct impact on the health of all humans and the environment. As per Island Health Authorities recommendation, PISE Physical Literacy Supervisor's will monitor the Province of British Columbia's current Air Quality Advisories and adjust the programming, as necessary.

<https://www.env.gov.bc.ca/epd/bcairquality/data/aqhi-table.html>

Classification	Criteria	Response
Low	1 - 3	No action needed
Moderate	4 - 6	Outdoor activity should be reduced. High-exertion activities can continue in a limited fashion. Offer longer rest and water breaks. Monitor participants with respiratory conditions.
High	7 - 10	Move programs indoors as space allows. Prioritize based on age and exertion-levels. (i.e., youngest participants doing the most high-exertion activities) Monitor all participants, with special attention to those with respiratory health conditions
Very High	10+	All programs stay indoors whenever possible, prioritized based on age and exertion-levels. Focus on low-exertion activities, and offer plenty of rest and water breaks. Monitor all participants, with special attention to those with

		respiratory health conditions.
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**Age, exertion levels, and health conditions all affect the risk factor. Pay attention to young children, and those with asthma or other conditions that may adversely affect their breathing. Communicate with parents and guardians at drop-off or pick-up what their safety plans are regarding high air quality index.*

Symptoms to watch for:

- Heavy breathing
- Coughing
- Wheezing
- Shortness of breath
- Fatigue
- Complaints of headaches
- Complaints of itching
- Complaints of tightness of chest

As air quality improves, outdoor time and exertion levels can be increased again. However, all participants should be monitored during activity and leaders should use their judgment on whether to continue with regular activity, or limit exertion levels and outdoor time.

Heat:

Classification	Criteria	Response
Heat Warning	Daytime high temps of 29°C for two consecutive days, nighttime lows not falling below 16°C	Limit high exertion activities and offer more water breaks and rest. Use shaded areas when possible (i.e., Layritz Park, Glendale Trails) or take breaks indoors. Prioritize indoor spaces based on age and exertion levels (youngest participants first with the highest exertion levels)
Extreme Heat Emergency	Heat Warning Criteria met for 3 or more consecutive days with temperatures continuing to rise	Programs will be moved indoors as space allows. Prioritize based on age and exertion levels (youngest participants first with the highest exertion levels). Limit high exertion activities, offer more frequent breaks and remind participants to drink lots of water.

		Water games can be provided as a means to cool down during summer camps. Ice can be provided to help cool participants if necessary.
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** Ensure participants are drinking lots of water. Dehydration reduces the body's ability to cool itself through sweating*

Things to Watch for:

- Red skin (sunburn)
- Clusters of red bumps (heat rash)
- Muscle pains
- Heavy sweating
- Fainting (heat exhaustion)
- Headache (heat stroke)
- Dizziness (heat stroke)
- Tiredness/Weakness (heat exhaustion)
- Muscle Cramps (heat exhaustion)
- Nausea/Vomiting (heat exhaustion/heat stroke)
- Fast, weak pulse (heat stroke)
- Cold, pale, clammy skin (heat exhaustion)
- Confusion (heat stroke)
- Fast, strong pulse (heat stroke)
- Loss of consciousness (heat stroke)
- Hot, red, dry, or damp skin (heat stroke)
- High body temperature (103 F or higher) (heat stroke)

Activity levels will be group dependent as long as the temperature remains elevated. Limit high exertion activities, and stay indoors when possible. If participants are tolerating the heat well, exertion levels can be raised, but should be monitored. Provide plenty of shade breaks, and remind participants often to drink water and re-apply sunscreen often.

Please note that the majority of our camps are based outdoors. Efforts will be made to move the camps indoors but space can be limited. Misterters, water games and activities, and increased breaks will be implemented within the camp day. When indoors, camps will share space with other camps and wide group games will occur.

PISE is a Sun Aware Certified Facility – certified by Melanoma Canada. PISE has UV colour-changing bracelets that can help determine the UV. PISE Camp staff will educate campers on sun protection utilizing the staff messaging sent out with our Sun Aware Certification.

- These bracelets are a great physical reminder to practice sun safety.

Rain, Thunder, Lightning:

Classification	Criteria (mm per hour)	Response
Light Rain	0 - 2.5mm	Dress for the weather. Activities proceed as usual.
Moderate Rain	2.6mm - 7.5mm	Full rain gear. If rain is exceedingly heavy, move indoors.
Heavy Rain	7.6+mm	Stay inside unless absolutely necessary, camps may need to share space. Watch for potential flooding.
Thunder/Lightning	Varies	If lightning strikes and thunder claps are within 30 seconds of each other, move indoors immediately. Inform other programs or camps and office staff that there is lightning and/or thunder. <i>*if you are at the park, return to PISE. Trees are not appropriate or safe coverage</i> It does not matter what kind of lightning you see (cloud - ground [bolt], or intracloud [just within the clouds]), any kind of lightning means programs and camps go indoors. Programs and camps must stay indoors until 30 minutes have passed since the last lightning strike or thunder clap.

Things to watch for:

- Shivering
- Cold hands and feet
- Wet clothes

Most activities can be done in the rain. Parents/Guardians should pack an extra change of clothes and appropriate rain gear when rain is forecasted. If a participant shows up in non-appropriate rain gear, the parent/guardian will be asked to bring the appropriate gear. A child will not be able to attend camp if they are not wearing the appropriate gear. If participants have wet clothes, leaders will encourage children to change into their dry clothes. If children do not have an extra set of clothes - parents/guardians may be called to bring an extra set to ensure the comfort and wellbeing of the child is maintained at camp.

In the event of lightning and/or thunder, programs and camps must stay indoors for a minimum of 30 minutes after the most recent stroke of lightning or clap of thunder. In this case, camp supervisors will monitor the lightning maps and will notify programs and camps when it is safe to return outdoors.

Emergency Procedures

Evacuation:

PISE Staff have been trained in evacuation procedures. In the event that the facility must be evacuated, PISE Camp Leaders are responsible for the safety of their campers.

There are two muster points that are designated at PISE.

- Parking lot by the parking meter: PISE Camps will not be utilizing this muster point to ensure safety of the camps
- PISE Turf Field: PISE Camps will be utilizing this muster point due to the fenced in location

Emergency Situations:

PISE Staff have been trained to follow PISE Emergency Procedures such as fire, earthquake, or lockdown. Please note that we ask all staff to keep their cell phones with them during the camp day in case of emergency. PISE Physical Literacy Supervisors will attempt to contact parent/guardians during an emergency, or when it is safe to do so.

Accidents:

PISE's priority is the safe care and treatment of all campers. In the case of an emergency, accident, or illness, staff will phone an ambulance, contact the parent/guardian, and a staff member will accompany the camper to the hospital until a parent/guardian can meet the staff and camper.

Inclusion Support

Important Definitions:

Additional Support: Modifications, accommodation, and individualized or small group assistance in camps. This may include support with self-regulation, transitions, basic adapted equipment, and other tools and strategies.

Care Plans: This document is for parents/guardians to complete outlining the camper's physical, intellectual, emotional, communicative, and/or behavioural needs. Care Plans provide program staff with essential information needed to create a safe and enjoyable environment for the camper. Care Plans are required to be submitted to inclusion@pise.ca before the camp begins. The Inclusion Coordinator will inform you of the deadline for this to be completed.

The PISE care plan is an intermunicipal document accepted at the following organizations: City of Victoria, Esquimalt Parks and Recreation, Panorama Recreation, Oak Bay Parks and Recreation, Saanich Parks, Recreation, and Community Services, SEAPARC, West Shore Parks and Recreation, and the Pacific Institute for Sport Education (PISE).

This form must be updated annually.

Supported Child Development (SCD): Funded by the Ministry of Children and Family Development, the SCD program works with childcare providers and families to facilitate inclusion in group childcare for children and youth with developmental delays or disabilities in physical, cognitive, communications, and/or social/emotional/behavioural areas. SCD collaborates with families, therapy teams, childcare providers, and community partners.

Spring and Summer Inclusion Grant (SSIG): Each year, PISE applies for the SSIG from SCD. SCD provides limited funding to PISE to hire inclusion support leaders or an enhanced ratio of support for school-aged children in camps.

Inclusion Support Leaders:

Inclusion Support Leaders are seasonal staff with a strong interest in supporting children with developmental delays, physical, cognitive, communications disabilities, and/or social/emotional/behavioural challenges within a camp setting. The role of the Inclusion Support Leader is to provide additional support, focusing on a positive, engaging, and safe experience for all participants.

Inclusion Support Leaders come from a range of educational backgrounds and levels of experience, but all have experience working with people with disabilities.

Support Available to Campers:

There are a multitude of different ways that support may be offered to campers. Examples include one-to-one support, shared support between two campers, or enhanced ratios within a small group setting. The type of support depends on the needs of the camper.

The purpose of additional support is to enable campers to actively engage in the planned camp activities and foster positive participation in a group setting with enhanced staff-to-camper ratios. Inclusion Support Leaders do not create separate, individualized camp programs or activities for campers.

Inclusion Support Leaders will work with Physical Literacy Leaders when programming for the day to provide modifications and adaptations.

Limitations to Additional Support:

PISE strives to accommodate a wide range of camper needs, however, to ensure a safe environment and to operate within staff training, some support needs fall outside the role of the Inclusion Support Leader. These limitations help maintain a safe and supportive environment for all campers and staff.

Additional Support Outside of Training:

Inclusion Support Leaders are not trained to provide personal care, medical care, or health-related care.

Personal Care:

- Toileting (e.g., lifting, changing, personal hygiene)
- Feeding (e.g., assistance with eating, positioning, utensils)
- Dressing (e.g., changing clothes)
- Mobility assistance (e.g., transfers)

Medical or Health-Related Care:

- Medication management (e.g., insulin administration or blood-glucose monitoring)
 - Inclusion Support Leaders can support the child in independently checking their blood-glucose levels and can oversee insulin administration. Parent/guardian support is required if this is the case.
- Emergency medical intervention beyond basic first aid and calling 911

Furthermore, additional behaviours that PISE staff are unable to accommodate include the following:

- Physical aggression (hitting, kicking, biting, scratching, throwing objects)
- Verbal aggression or threats
- Unsafe physical or sexual behaviour or assault
- Destruction of property
- Severe emotional escalation without ability to de-escalate
- Behaviours that create an unsafe situation
- Eloping/bolting
- Ignoring essential safety instructions

Parent/Guardian Responsibilities:

Collaboration between parents/guardians and staff is essential to creating a positive and inclusive camp experience. This partnership should be built on ongoing communication, a shared commitment to the camper's success, and mutual respect.

Parents/guardians are responsible for:

- Completing all required documents accurately and on time
- Providing all relevant information about the camper's needs, including health, behaviour, and safety considerations
- Informing staff promptly of any changes to their camper's needs
- Informing staff whether their camper will be late to camp or not in attendance
- Working collaboratively with PISE staff to support their child's success
- Communicating with all PISE staff in a respectful manner

- Ensuring their camper arrives each day with all required items, such as preferred fidget tools, communication devices, and comfort items
- Must be available to pick up their campers immediately if a behaviour incident occurs

Registration Process for Inclusion Support:

Registration for inclusion support opens at the same time as general camp registration. At PISE we do our best to provide inclusion support to as many participants as possible, while still providing the opportunity for participants to have the best camp experience possible!

Participants are eligible for up to **two weeks** of inclusion support services each summer, on a first come, first serve basis.

Registration Step by Step Guide:

1. Review our camp offerings, and decide on your desired dates for your child to attend a PISE camp
2. Register your child in an inclusion support camp week. Please note you **do not** have to register your child in the actual camp, registration in an inclusion support camp will **secure** your child's spot in your desired camp. Our Inclusion Coordinator will reach out to you directly confirming your Inclusion Support, and will assist you with registration and payment in your desired camp. If your desired week is full, add yourself to the waitlist or see if a different week is still available
3. Once you have received confirmation, you will be requested to complete and submit our intake form (care plan).

External Support:

Families can hire their own external support to work directly with their child within the PISE Summer Camp.

Parents/Guardians must notify the PISE Inclusion Coordinator if there will be external support. PISE will require a criminal record check with vulnerable sector screening from the person who will be working directly with the child in the camp. PISE will not support the cost of the criminal record check with vulnerable sector screening. PISE will also send over an external support training manual and contract that must be reviewed/signed and sent back to inclusion@pise.ca

Financial Assistance

We're proud to offer Play Your Way, a funding opportunity for children and youth under 19 years who require full or partial funding to participate in PISE Community Programs or Camps located at our facility on the Camosun College Interurban Campus and within the South Vancouver Island region.

Application can be found here: <http://pise.ca/grant>

External grants and funding are also accepted, including but not limited to Self Design, Jumpstart, Autism Funding, and more. If you are registering using external funding and have questions, please contact with PISE Physical Literacy Team at play@pise.ca for more information.

Questions

If there are any questions regarding this handbook and the policies. Please contact the Physical Literacy Team at play@pise.ca

If there are any questions regarding inclusion support services at PISE. Please reach out to inclusion@pise.ca

Appendices:

Appendix A: Waiver Information

Informed Consent:

Dear Parent / Guardian of Registrant:

Thank you for choosing to use the facilities, services or programs of PISE. We request your understanding and cooperation in maintaining both your and our safety and health by reading and signing the following INFORMED CONSENT.

I declare that my child, name listed below, intends to use some or all of the activities, facilities, programs and services offered by PISE and I understand that each person, my child included, has different capacities for participating in such activities, facilities, programs and services. I am aware that all activities, services and programs offered are educational, recreational, or self-directed in nature. I assume full responsibility before, during and after participation to instruct my child on the choices available to them relative to the risks to the undertaken, information or instructions available.

I understand that part of the risk involved in undertaking any activity or program is relative to one's own state of fitness or health (physical, including, but not limited to any claims associated with communicable diseases, mental or emotional) and the awareness, care and skill with which my child conducts themselves in that activity or program. I acknowledge that my child's choice to participate in any activity (including an inflatable playground), service and program of PISE brings with it the assumption by me of risks or results stemming from this/these choice(s) and the fitness, health, awareness, care and skill that my child possesses and uses. In addition, I understand that I am free to withdraw my child from, reduce or modify involvement in any program activity, and realize that I should do so upon recognition of any signs of transient light-headedness, fainting, chest discomfort, leg cramps, nausea, etc. I further understand that the activities, programs and services offered by PISE are sometimes conducted by personnel who may not be licensed, certified, or registered instructors or professionals. I accept the fact that the skills and competencies of some employees and/or volunteers will vary according to their training and experience and that no claim is made to offer assessment or treatment of any medical or physical condition by those who are not duly licensed, certified or registered and herein employed to provide such professional services.

In addition, I acknowledge that I have inquired about the nature of any activity, program or services that I am not completely familiar with and I have been informed of any inherent risks.

I recognize that PISE is not responsible for any lost or stolen items; PISE encourages participants to leave all valuables at home as we cannot guarantee consistent supervision.

I declare that I have read, understood and agree to the contents of this INFORMED CONSENT AGREEMENT in its entirety.

Personal Information Declaration

This information is collected for the administrative and/or operational functions of PISE as authorized by the Local Government Act. This information has been collected, and will be used and maintained in accordance with the Freedom of Information and Protection of Privacy Act. Should you have any questions about the above, please contact PISE's Privacy Office at 250-220-2512.

Photo Release Child or Youth:

You, the Client/Guardian, hereby grant PISE (Pacific Institute for Sport Excellence Society), their Photographer, and their legal representatives and assigns (including but not limited to any agency, client or publication), irrevocable permission to publish photographs/videos of **my child** taken at PISE. These images may be published in any manner for PISE promotion online, including, but not limited to: print brochures, advertisements, periodicals and editorials, social media, local news coverage, and PISE website. Furthermore, I will hold harmless the aforementioned photographer and his/her legal representatives and assigns, from any liability by virtue or minor cropping that may be required, and any colour and exposure shifts that may occur in reproducing this photograph/video.

A note on photo release: parents/guardians must upload a photo of their child. This is utilized to help identify your child in the case of an emergency situation such as a missing child,

Camp Self Release Form (Ages 11+):

Parents and/or Guardians are required to sign in and sign out registrants during our Summer Camps. If you are unable to sign in and/or sign out your child, or give them permission to arrive or leave camp on their own, please fill in the below form to allow your child to sign themselves in and/or out during camp. **Please note that the age of self-release is at least 11 years old.**



PISE Camp Handbook

On your child's first day of camp, a parent or guardian must sign them in so staff can review the custom questions. You will also be asked to sign a paper copy of the waiver to confirm the information submitted.

Campers will not be released before 4:00 p.m. at the end of the camp day.

Campers may sign in or out younger siblings only if permission has been provided and the sibling's name is listed.

The waiver allows you to choose permission for sign-in only, sign-out only, or both sign-in and sign-out.