

ActiveU
Parent Information
Package



TABLE OF CONTENTS

Why Register for ActiveU?	3
ActiveU Mission	3
Program Description	3
Philosophy	3
Program Goals	4
Sample Schedule	4
Staff-Camper Ratio	4
Facilities	4
Hours of Operation	4
Pick Up & Drop Off	5
Packing for Camp	6
First Day Check In	6
Absence	6
Illness	6
Medication	6
Emergencies & Injury Response	7
Injuries & Incidents	7
Pool Time	7
Rainy Days & Extremely Hot Days	7
Lunches & Snacks	8
Discipline & Behaviour Policy	8
Lost and Found	9
Social Media Use	9
Before Camp Checklist	9
Feedback	9
Contact Information	9
Cancellation and Refund Policy	10

Why Register for ActiveU?

Lakehead University is committed to providing a safe and interactive learning environment for children grades 1-6. ActiveU will make a positive impact in the lives of children through non-threatening, student centered learning. Children will explore a variety of recreation and education activities in Lakehead University's diverse setting. ActiveU will also allow children and youth to boost their self-confidence and social skills with others. Please take a few minutes to review the information below.

ActiveU Mission

The mission of Lakehead University's ActiveU is to create a positive difference in the lives of children and youth through a student-centered learning approach to cooperative physical activity and educational programs.

Program Description

ActiveU is a camp for children and youth to explore recreation and education in a diverse setting at Lakehead University. We wish to encourage children and youth through inclusive physical activity and interactive educational activities that will allow them to boost self-esteem and social skills with others.

Philosophy

The philosophy of Lakehead University ActiveU is to provide fun and interactive learning opportunities for children and youth. We would like to offer unique programs for children and youth for the following reasons:

- To introduce participants to faculty, staff, athletes & coaches of Lakehead University.
- Allow youth to become comfortable with Lakehead University campus
- There is demand for non-threatening recreational activities to be coupled with educational programming to assist students both in school and social settings.

Program Goals

- To provide a positive and enjoyable program with inspired leadership by all staff and volunteers.
- To demonstrate and teach children and youth that learning is both fun and valuable.
- Provide children with hands-on experience in a variety of disciplines
- To assist children and youth in boosting self-confidence and improving social skills.
- To encourage children and youth to develop their interest and skills in a variety of settings.
- To motivate children and youth to stay in school and to feel comfortable on a university campus.

Sample Schedule

Schedule	Activity
8:30 – 9:00am	Camper Arrival
9:00 – 9:15am	Attendance & Warm up
9:15 – 10:30am	Activity 1
10:30 – 10:45am	Nutrition Break
10:45am – 12:00pm	Activity 2
12:00 – 12:40pm	Lunch
12:45 – 1:15pm	Activity 3
1:15 – 2:30pm	Activity 4
2:30 – 2:45pm	Nutrition Break
2:45 – 3:45pm	Pool
3:45 – 4:00pm	Pack Up
4:00 – 4:30pm	Camper Pick Up

Staff-Camper Ratio

The ActiveU staff-to-campers ratio is 1:8 for Grades 1-3, and 1:12 for Grades 4-6.

Facilities

The Lakehead Athletics Centre (located at [955 Sanders Dr](#)) consists of the brand new Wolf Den, The C.J. Sanders Fieldhouse, and the Hangar. Campers will use a variety of facilities within the centre including our outdoor fields, outdoor volleyball courts, indoor turf field, indoor track, olympic length pool, and two indoor gymnasiums.

Hours of Operation

ActiveU operates Monday – Friday, 8:30am – 4:30pm.

Pick Up & Drop Off:

During registration, parents/guardians must provide the names of the people who are picking up their son or daughter. Staff will only allow children to go with the individuals on that list. If there is a change, a note can be sent with your child in the morning confirming the alternate pick-up person.

Parents must sign their children in and out each day, and should accompany the children in/out of the building.

Arriving at Camp

Drop Off Locations: Wolf Den Main Entrance

- Drop off is between 8:30 am and 9:00 am
- Drop off will be “Car-side”. A staff member will come to your car window to sign-in your child in and escort them to their cohort.
- **All parents must sign their child in with a staff member. Please do not let your child leave the car before signed in.**

Leaving Camp

Pick Up Locations: Wolf Den Main Entrance

- Pick up is between 4:00 & 4:30 pm*
- Identification is required to sign your child out each day
- ActiveU staff will only let children go with designated persons on the registration sheet. Authorized Pick-Up Names can be provided at drop-off in the morning or via email to activeu@lakeheadu.ca

***Repeated instances of late pick-up past 4:30 may result in your child’s dismissal from camp**

Late Arrival

If you will be having a late arrival, please contact the Camp Office at 343-8010 x8950 to coordinate the late drop-off. We will direct you to the location of your child’s group for drop-off purpose.

Leaving Early

- One-day notice must be given to ActiveU staff if your child is leaving early.
- Notice can be given in writing, by email or phone.
- Contact Information:
 - Camp phone: 343-8010 x8950 , or email activeu@lakeheadu.ca

Packing for Camp

What should you bring to camp?

- Comfortable clothing that allows campers to participate in recreational activities both outside and inside. For example: t-shirt, shorts, sweat pants & sneakers.
- Indoor (non-marking) & Outdoor shoes
- Water bottle
- Sunscreen
- Swimming gear: swim suit, towel, & bag for wet clothes

- Backpack to carry items for the day
- Lunch & Snacks (nut-free)

What should you leave at home?

Do NOT bring to camp checklist:

- Peanuts – Lakehead University is a peanut free zone
- Electronic devices – iPods, video games, etc
 - **if campers bring a cell phone it is for emergency use only

Please do not pack items of value because Lakehead University is a public facility and we cannot guarantee the return of lost or stolen items.

Absence

- Please let the Camp Office know (343-8010 x8950) if your child is going to be absent from camp, or email Camp Staff at activeu@lakeheadu.ca.

Illness

- We ask that parents/guardians keep children home if they are sick during camp, and call ActiveU staff about absence.
- If your child becomes ill during camp, an ActiveU staff member will notify you and appropriate action will be taken in consultation with the parent/guardian.

Medication

ActiveU Camp staff will not administer, or have the responsibility to administer, any medications of campers.

- Should your child require medication, please ensure that the medication is in the original bottle and write your child's name on the bottle
- Children MUST be able to administer the medication themselves, as ActiveU staff are NOT allowed to do so.
- Please note on the registration form if your child has allergies, asthma, etc and need to carry an epi pen, or asthma medication.

Emergencies & Injury Response

In the case of an emergency:

- You will be notified by an ActiveU staff member
- All staff are trained in First Aid and CPR
- All ActiveU staff are trained in emergency procedures

Injuries & Incidents

In the case of any injury requiring first aid, an ActiveU staff member will notify the parents and ask them to sign an injury report at pick-up that day. All injuries will be treated by staff trained in First Aid and CPR-C.

If any incidents occur through-out the day such as discipline or bullying behaviours, parents will also be notified and asked to sign an incident report.

Pool Time

Campers have designated swim time most days in the Lakehead University Pool. Children may bring life jackets to camp if they prefer to use their own equipment.

Swimming Test

- Every camper will be given a swim test at the start of every camp.
- Every camper will be presented with the Pool Rules on the first day of every camp
- The swim test requires children to swim the length of the pool without touching the bottom or sides of the pool.
- If your child does not pass the swim test they will be required to stay in the shallow end of the pool.
 - Your child's safety is our #1 concern while in the pool. ActiveU staff are required to be in the pool during swim time, and extra life guards are on duty during this time.

Rainy Days & Extremely Hot Days

- ActiveU operates rain or shine. We also have access to a number of indoor facilities if the weather is too hot or includes thunderstorms.
- On very hot days please pack an extra beverage for your child.
- ActiveU staff will make sure children take regular water breaks throughout the day

Lunches & Snacks

- Refrigerator and microwaves are not available
- Please pack extra snacks (if desired) for before and after lunch as there is a designated nutrition break
- Please DO NOT pack any peanut products
- The Fieldhouse & Hangar do have vending machines - we discourage the use of these by campers, but they are available if necessary.

Peanut Free Zone

- ActiveU at Lakehead University is a PEANUT FREE ZONE
- ActiveU staff will confiscate peanut products

Discipline & Behaviour Policy

All campers are expected to abide by camp rules, as addressed in our Camper Agreement ([Appendix A](#)), at all times during camp and are expected to abide by Camp Staff's enforcements of rules and regulations during camp.

At ActiveU we feel each camper should have fun. In the event of misbehavior from one person or a group of people, ActiveU staff will work diligently to make sure it does not impact negatively on the rest of the campers. ActiveU works on a three-strike policy.

Strike One: Any camper who fails to adhere to camp rules, or exhibits behavior that is clearly intended to annoy or endanger other campers, will be privately and formally warned by staff about their inappropriate behavior.

Strike Two: A camper who chooses to continue their misbehavior will result in counseling by the camp coordinator. At this time they will be told that further misbehavior will result in a phone call to their parent or guardian.

Strike Three: Any further inappropriate behavior will result in counseling from the Program Coordinator and expulsion from camp.

- Campers who are expelled from camp for disciplinary reasons will not receive a refund of any fees paid to attend camp.
- Any of the above steps may be repeated at the discretion of camp staff.

If Camp Staff determine that dismissal of a camper must occur due to unacceptable behaviour causing an unsafe environment, that camper will be deregistered from camp without reimbursement of the camp fee

Bullying Policy

ActiveU has a strict no bullying or harassment policy. Any campers that are found to be bullying or harassing another camper, after warnings given, will be dismissed from camp.

Lost and Found

- Please label all of your child's belongings
- Please remind you child that it is their responsibility to look after their belongings
- Lost Items be put at Front Desk Lost & Found

Social Media Use

Staff and Campers are prohibited from using social media and phones during camp hours. ActiveU operates both an Instagram and Facebook page (@ActiveU.LU) and uses this to share updates with parents about camp. Parents will be asked for permission prior to any photos of their children being shared on social media pages

Before Camp Checklist

- Complete all registration & waiver forms on-line prior to the start of camp. Contact us if you need to update any emergency contacts or authorized pick-up/drop-off individuals after completing the forms.
- Please review our Camper Agreement (Appendix A) with your child(ren).

Feedback

Lakehead University Athletics welcomes your feedback so we are able to provide families with the best programming available. Feel free to contact us using the below information:

activeu@lakeheadu.ca - [343-8950](tel:343-8950)

Contact Information

Contacting your child in an emergency situation or during Camp Hours:

- Call the Camp Office at 343-8010 x8950 , and they will contact the appropriate person.

For Questions Prior to Camp:

Laura Ferguson

Coordinator of Programs and Initiatives

Work: 343-8010 x8950 or email: activeu@lakeheadu.ca

C.J Sanders Fieldhouse

Front Desk: 343-8585

Cancellation and Refund Policy

In the event of a cancellation 1 weeks prior to the start of the program, there will be a 25% service charge for each session cancelled. No refunds will be made after the start of the program, for any reason. A credit will be issued for future camps if a participant has an accident or injury during the camp. No refund will be given if a child leaves ActiveU on their own accord, is a "no show", or is expelled.

Appendix A: Camper Agreement

Camper Agreement

Thank you for registering for the ActiveU Camp! We are so excited to have you join us. ActiveU Camps are full of fun activities where you will learn leadership and teamwork. We want everyone to have a great time at camp, so it's important to read over the agreement below so you understand our expectations. Please write your name at the bottom if you agree to follow our rules.

1. I will treat everyone with respect and kindness.
2. I will listen to my Camp Counsellors and cooperate because they want me to have fun!
3. I will stay with my Camp Counsellor and not go wandering because my Counsellor wants me to stay safe!
4. I will not swear, bully or use put-downs, instead I will encourage and cheer on the other campers!
5. I will use teamwork and cooperation in all our activities
6. I will give high-fives and fist bumps to my friends but I won't hit, push, fight or use any other kind of violence
7. I will respect the property by cleaning up my garbage
8. I will be open to trying new games, experiencing new things and meeting new friends!

If you are not following the rules and have been given three strikes by the Counsellors, you will be asked to leave.

I, _____ agree to follow all the rules above at all times during **ActiveU Camps**

Date: _____

Camper Signature: _____

Parent Signature: _____