HAMPSTEAD
www.hampstead.qc.ca

Hampstead Day Camp

Parents Manual 2026

Dear Parents,

Welcome to the Town of Hampstead Summer Day Camp! We know there are many choices when it comes to summer camp and we thank you for choosing to send your children to the Hampstead Day Camp.

The following information will help you understand the procedures and policies regarding your child's time at camp. A careful reading will answer many questions and help you prepare for your child's time at camp this summer.

Please do not hesitate to contact us at 514-369-8200, ext 2 with any questions, concerns or suggestions regarding this upcoming summer. Together, we can work to give your child a positive growing experience that will last a lifetime.

Sincerely,

Lori Labelle
Section Manager

DAY CAMP HOURS AND TELEPHONE NUMBER

Drop off: 9:00 AM
Pick up: 4:00 PM

At the beginning of every week you will receive a newsletter that outlines the activities and special instructions for that specific week. Please read the newsletter carefully.

The day camp office is open from 8:30 AM until 4:30 PM. You can reach the office at 514-369-8200, ext 2. When leaving a message, please specify your name, telephone number, the name of your child and the program he/she is attending, as well as the reason for your call.

Early drop-off and Late pick-up available at an extra charge.

Early morning drop-off service is available for parents at an extra cost starting at 8:00 am
R: $25 per week NR: $30 per week

Late pick-up service is provided for parents at an extra cost until 5:30 pm.
R: $30 per week NR: $35 per week

All children must be signed in and out with the assigned counsellor inside the community centre.

SESSIONS FOR 2026

Session A – June 24 – June 26**
Session B – June 29 – July 3
Session C – July 6 – July 10
Session D – July 13 – July 17
Session E – July 20 - July 24
Session F – July 27 – July 31
Session G – August 3 – August 7
Session H – August 10 – August 14

**Three day session

Ratios of Staff to Camper:

Adventure World Program: 2 staff to 8 campers
Entertainment and Sports World Programs: 2 staff to 10 campers
Counsellor-In-Training Programs: 1 staff to 15 campers

ARRIVAL AT CAMP

Every day, you must **physically sign in** your child at camp with a section head. Children 12+ who arrive at camp on their own must report to their counsellor immediately and sign themselves in. At 9:15 AM all counsellors will take attendance and will report any absences to their section heads.

Drop off locations:

JUNIOR CAMP - Main Entrance in front of the Irving L. Adessky Community Centre.
SENIOR CAMP – Trailors in Hampstead Park (Beside the Irving L. Adessky Community Centre)

DEPARTURE FROM CAMP

Children 12+ years who have the permission to leave camp alone may do so starting as of 3:45PM. A written permission must be given to the section head if your child must leave earlier. Parents picking up their children must **physically sign out** their child with the section heads before leaving the camp premises. Only authorized individuals indicated on the child's registration form will be authorized to pick up your child. If you plan to have someone that is not on the registration form pick up your child, please send us **a written request** with the person's full name. In the event of an emergency, an authorization by telephone will be accepted. Please note that for your child's safety, the day camp staff **will ask for proof of identity** to the person picking up the child.

Pick-Up locations remain the same as Drop-off locations.

ONLY CHILDREN 12 years old and above have permission to sign themselves out of camp with written authorization from a parent/guardian

ABSENCES, LATE ARRIVAL AND EARLY DEPARTURE

For every absence, late arrival or early departure please call 514-369-8200, ext. 2 and leave a message before camp hours. Please leave your name, your child's name, the program they are registered in and the days he/she will be absent or leave early. This procedure will help the office personnel in calls home when an absence or late arrival is not reported or in locating a camper for an early departure.

REGULAR CAMP

At the beginning of each week your child will receive a schedule that outlines the week's activities including fieldtrip destinations and drop-off/pick-up locations, important messages, special articles needed and special events.

A typical day at Hampstead camp

9:00-9:15 am	Morning drop-off
9:15-11:30 am	Swimming lessons
	Sports/Arts and various activities
11:30-12:30 pm	Lunch
12:30 – 3:30 pm	Free Swim
	Cooking, Sports, Arts and Crafts, Dance, Drama, Science, Group games
3:30-4:00 pm	Prepare for departure at designated drop-off location
4:00 pm	Pick Up

Camp Clothing: we recommend shorts, t-shirt, running shoes and a hat. Please identity all your children's clothing.

Sunscreen: Please apply sunscreen and mosquito repellent before camp. Your child should also bring a bottle of sunscreen in their backpack. The camp does not provide these products.

Lost and Found: The Hampstead Day Camp is not responsible for lost items. We ask that children do not wear or bring expensive or valuable items to camp. The team rooms and trailer are kept locked when not in use. All lost items will be placed in the lost and found bin located at the pool. Once a week, section heads will display all lost and found items at drop-off/pick-up. Please check the tables in front of the building to see if anything belongs to your child. At the end of the summer, uncollected items will be donated to charity.

Toys and Electronics: All toys must be left at home. **Electronic devices and cellular phones are also prohibited.** Camp staff can confiscate any objects in order to avoid conflicts between children. The item(s) will be given back at the end of the day. If a parent needs to reach a child, they may contact the office and a message will be delivered to their child.

LUNCH AND SNACKS

Campers **must** bring their lunch Monday through Friday unless otherwise notified. On occasions we have BBQs and other treats provided for our campers. You will be notified of such events in the weekly newsletter. If your child forgets his/her lunch, we will inform you so that a lunch can be brought to him or her. There is nowhere on site to purchase lunch.

We do not have a refrigerator or microwave available. We suggest that your child uses an ice pack or an insulated lunchbox. Please pack a minimum of 2 snacks per day (fruits, vegetables, juice, etc.) **There is no possibility of purchasing snacks on site OR on fieldtrips.**

Reminder regarding allergies: Several of our campers have life-threatening allergies to peanuts and nuts. The only way to ensure a safe environment for these children is to make the day camp **NUT-FREE** and we need the cooperation of all parents. Please do not pack any foods containing peanut or nut products in your child's lunch bag. Please check the ingredients of all foods your child brings to camp.

MEDICAL PROBLEMS/ILLNESS/MEDICATION

If your child has any medical problems (allergies, asthma, etc.) that were not indicated on their registration form, please inform the section manager immediately. We do not administer medication. We do not provide medication. A child that has a fever or a contagious illness must stay home. Please call the camp office as soon as possible to report the absence.

If your child requires an Epipen, please make sure that it is easily accessible to the camp staff, ideally on the child's belt. If you have an extra Epipen, it would be preferable for the camp counselor to carry one as well as the child.

FIELD TRIPS AND SPECIAL EVENTS

All campers will have the opportunity to participle in 4 field trips this summer, every second Thursday. Details regarding these trips as well as any other special guest or events will be provided through the weekly newsletter provided by your child's Section Head.

PLEASE NOTE that If you do not want your child to participate in any of the organized field trips there is no service offered at the community centre during field trips. Including late arrivals; there will be no supervision, and no refunds given out.

Buses leave from the Lyncroft Street parking lot at **9:15 AM SHARP**. Section heads will be at the usual drop off location beginning at 8:45 AM to ensure that all campers are signed-in for our 9:15 AM departure. We cannot wait for any late arrivals. No service is offered at the community centre during field trips. Please note for late arrivals; there will be no supervision, and no refunds given out.

All children, staff and adult volunteers MUST bring their own lunch on outings. Purchasing of food and drinks is **NOT** permitted on fieldtrips. In the event of rain or extreme heat, the day camp staff reserves the right to change the fieldtrip location.

All campers must wear their **purple day camp T-shirt** on all fieldtrips.

Please Note: While parent volunteers are always welcome on fieldtrips, there is a limit of one parent per group per trip and priority is given to parents of campers that have special circumstances. If you are interested, please inform your Section head on the Tuesday of each trip week. Parent volunteers are accepted on a first-come/first-served and rotation basis. Unfortunately, siblings of campers may not participate in the field trips unless they are registered in the appropriate camp group.

Special Guests
To complete our dynamic schedule of activities, the camp also invites special guests. These workshops and/or activities are adapted for children of all ages. You will be notified of any special guests in the weekly schedule.

ACTIVITIES
Park activities are organized by the camp counsellors and section heads. Here are a few examples:

- Special guests (bricks4kids, mad science, reptile visits, katag, artists, etc.)
- Cooperative games for different age groups
- Big games with all the children of the camp
- Arts and crafts
- Water games, Slip n' Slide
- Sports: basketball, ball hockey, tennis, baseball, dodgeball

A weekly newsletter will be provided on Mondays. This newsletter includes:

- Schedule of activities
- Time of departure and arrival for outings*
- Important messages
- Specific articles that should be brought to camp
- Special events and guests.

***Please note that the weekly newsletter indicates the day and the departure time for the outing of that week. We remind you that the bus cannot wait for latecomers since we have a strict schedule to follow.**

SWIMMING
Every age group visits the pool twice a day; in the morning for lessons and in the afternoon for free swim. Along with the counsellors, lifeguards are present to ensure the safety of the children.

On the first day of camp, all campers are tested by the pool staff to determine their appropriate swim level. Campers are then grouped accordingly for lessons for the reminder of the camp week.

In the event of excessive rain, pool hours are cancelled.

It is forbidden due to pool regulations for the children to wear any floating devices other than lifejackets. The pool does have a supply of lifejackets that are available for our campers to wear. Children who have difficulty swimming are not allowed in the deeper sections of the pool. If your child requires special attention when swimming, please inform the day camp section manager ahead of time.

CHILDREN'S BEHAVIOUR/DISRESPECTING RULES

Every camper has the right to an excellent experience in a safe and fun atmosphere. No verbal or physical abuse towards other children or to the camp staff will be tolerated. The Hampstead day camp works on a system of verbal warnings, followed by written warnings for all misbehaviour.

At the beginning of each week, all day camp rules will be clearly explained to all campers. Here are some examples of disrespect of camp rules:

- Violence (i.e. hitting, biting, spitting)
- Intimidation
- Unacceptable language
- Throwing objects/breaking equipment/vandalism
- Talking back/being impolite
- Refusal to listen to camp rules
- Lack of participation
- Leaving camp without permission

Discipline will be handled in the following manner:

Step 1: verbal warning that may include a time-out/reflection period (up to 3 verbal warnings) and a camper meeting with the section head to address the situation. All misbehavior will be noted.
Step 2: After the child is given 3 verbal warnings, the section head will inform the parents of the misbehaviour. The parents and section head will work together to find a solution for the unacceptable behaviour.
Step 3: If misbehaviour persists, the section head will send a written warning to the parents indicating that their child will be suspended from camp for one day.
Step 4: A second written warning will be sent to the parents by the day camp coordinator. The child will be suspended from camp from 3 days to one week, depending on the severity of the misconduct.
Step 5: A third and final written warning to parents will be sent by the Section Manager and the child will be expelled from camp for the rest of the summer.

All written warnings will be accompanied by details of all interventions made by the counsellors, section head, and Section Manager.
There will be no refunds granted for a child who is suspended or expelled from camp for disciplinary problems.

WHAT TO BRING – Daily Checklist!

- Sun Hat & Sunscreen
- Running Shoes
- Flip flops for the locker room/pool area
- 1 reusable water bottle
- Peanut Free Lunch and 3 snacks (non-microwaveable)
- 2 Bathing Suits & Towel
- Extra change of clothes for Fantasy and Adventure Campers
- Day Camp T-Shirt (to be worn on Thursdays)

***Try to label all your children's clothing and other items in order to avoid mix-ups and lost items.**
***Please do not send money with your child to camp.**
***We are a peanut controlled camp; please do not send your child with any peanut food items.**

Electronic devices and cellular phones are prohibited!!