

PARENT HANDBOOK

A Guide to the Best Summer



2026

TABLE OF CONTENTS

01	About Us	11	Extended Am /Pm
02	What to Bring & Cancellation	12	Allergies & Food
03	Mini Tips for Success	13	Kiss & Ride
04	Swim	14	Behavioural Policy
05	Changeroom	15	Labelling
06	Washroom Policy	16	Dog Policy
07	Outdoor Policy		
08	Safety		
09	Safe Arrival		
10	Safe Dismissal		



A CAMP YOU CAN TRUST

ABOUT US



Dear Camp Families,

Welcome to Little Champ Camp! We're thrilled to have you join us for an exciting and enriching camp experience.

OUR MISSION

At our camp, we pride ourselves on providing personalized and intimate settings with a low camper/leader ratio for efficient supervision and meaningful interactions. Our mission revolves around creating a positive environment where every camper is encouraged to learn and develop essential physical literacy skills.

We follow the CHAMPION philosophy:

- C – Courage to be you
- H – Honor in actions and interactions
- A – Attitude: cultivating a positive mindset
- M – Motivation to excel
- P – Perseverance in goals
- I – Integrity in all endeavors
- O – Optimism in all situations
- N – Never giving up


We're excited for the growth and fun-filled moments ahead for your child at Little Champ Camp. Let the journey to a champion mindset begin!

Best regards, Little Champ Camp Team

SITES NUMBERS



 **CLARKSON Phone**
647-793-7753

 **WESTACRES Phone**
647-793-0247

 **Website**
littlechampcamp.com

 **E-mail**
admin@littlechampcamp.com

CANCELLATION POLICY

All cancellation requests must be submitted in writing to Little Champ Camp Inc.

Refund eligibility is based on the start date of the registered week being cancelled:

- 30+ days before the start of the booked week: 85% refund (15% administrative fee)
- 14–29 days before the start of the booked week: 75% refund (25% administrative fee)
- 7–13 days before the start of the booked week: 65% refund (35% administrative fee)
- 3–6 days before the start of the booked week: 50% refund (50% administrative fee)
- Less than 72 hours before the start of the booked week: No refund
- On or after the start date of the booked week: No refund

A 5% non-refundable payment processing fee applies to all cancellations.

Unused camp days, late arrivals, early departures, missed days due to illness, vacation, or any other reason are non-refundable.

WHAT TO BRING TO CAMP



Lunch (NUT FREE) & Utensils

Fork & Spoon



Snacks

There are two snack times.



Lunch Bag

Highly suggest icepack and insulated.



Hat

Large brimmed



Sunscreen

Suggested 50+ and water proof



Extra Clothes

Especially for our 4 year olds.



Swimsuit

Suggested light weight long-sleeve swim shirt.



Towel

Suggested add plastic bag for wet items



Running Shoes

Suggested sandals for swim



Water Bottle

Insulated

MINI CAMPERS: TIPS FOR SUCCESS (AGES 4–5)

To ensure our youngest campers have a smooth, comfortable, and successful camp experience, here are some helpful preparation tips:

Essentials to Pack

- Liquid Sunscreen: Spray sunscreen can irritate young eyes and is often difficult for little ones to apply themselves. Liquid lotion is safer and more effective.
- Goggles (Optional): Useful during sunscreen application to help prevent it from getting in the eyes.
- Bucket Hat: A wide-brimmed hat provides better sun protection than a baseball cap.
- Swim Shirt (Rash Guard): Offers both sun protection and cooling throughout the day.
- Ice Pack in Lunch Bag: Keeps food fresh and safe on warm days.
- Canister Water Bottle: Fill it with water and add an ice cube to help keep it cool all day.

Label Everything

- Label all items—clothes, towel, hat, water bottle, lunch bag, sunscreen, and backpack—to help keep your camper organized and prevent lost items.

This helps staff return lost items and keeps your camper organized.

Build Independence at Home

To help your camper thrive, please practice the following at home:

- Changing Into/Out of Swimsuit independently.
- Applying Sunscreen to arms, face, and legs with minimal help.
- Using the Washroom independently, including:
 - Pulling pants up/down
 - Wiping properly
 - Washing hands thoroughly with soap and water
- Speaking Up for Their Needs, such as:
 - "I need to fill up my water bottle."
 - "I forgot my hat—can you call my mom?"
 - "Can you help me with my zipper?"

Helping your child feel confident with these skills makes their camp day smoother and more fun!

SWIM ELEMENTS

**ALL
LEVELS
WELCOME**

Our exciting programming, where swimming is an integral part of our daily schedule. For your convenience, family change rooms with single stalls will be utilized to allow campers to independently change.

Rest assured, the safety of our campers is our top priority. They will be under the supervision of trained Lifeguards and our CPR and First Aid Trained Camp Leaders throughout all swim activities. Weekly deep-end tests will be conducted, adhering to regular swim admission standards.

To make the most of their swim experience, all campers are required to bring the following:

- A towel
- A plastic bag
- A bathing suit/bathing shorts (with the ability to change independently)
- Goggles (if needed)
- Sunscreen (campers are required to apply sunscreen themselves)
- Life jackets, provided in various sizes by the City of Mississauga

We look forward to making a splash with your camper in a safe and enjoyable aquatic environment!



CHANGE-ROOMS



Equipped with a minimum of 6 independent and private stalls.



Only one person is allowed in the change-room at a time.



Campers will change in the family change-room.



Campers are encouraged to use the change-room independently.



In the event a camper is struggling, supervisors will be notified.



Supervisors will contact parents and seek permission to assist if needed.

WASHROOM POLICY

To ensure a hygienic and comfortable experience for our campers, we have washroom facilities available at all locations with specific policies in place:



Washroom Options:

1. Campers can use the Pool Washroom within the family change room (individual stall with a sink).
2. Alternatively, portable washrooms exclusively used by campers and our team members are available.



Washroom Policies:

- Only one person at a time is allowed in the washroom.
- Portable washrooms are thoroughly sprayed down after each use.
- Smaller campers will have access to a portable toilet seat and stepping stool.
- Portable washrooms are locked before the end of camp daily.
- Campers must use hand sanitizer after using the washroom.
- Only campers and team members are permitted to use portable washrooms.
- Campers are always accompanied by Camp Leaders or another camper when using the washroom.



Washroom Accident Policy:

- In the event of a washroom accident and if extra clothes are not available, we will use the camper's swimsuit temporarily.
- Parents will be informed and asked to bring a change of clothes if needed.
- Soiled clothing will be placed in a plastic bag and returned to the camper's backpack.
- Campers will rejoin the group after addressing the situation.
- Baby wipes will be provided if the camper is younger.



Your understanding and cooperation with these policies ensure a clean and safe environment for everyone at camp. If you have any concerns or questions, please feel free to reach out.

OUTDOOR POLICY



To optimize the outdoor experience at Little Champ Camp, we have established specific policies to ensure the well-being and participation of every child:

Outdoor Policy:

- Little Champ Camp is an outdoor-based program. Campers must come prepared with suitable clothing for all weather conditions. This includes a hat, sunscreen (SPF 30+), and a water bottle.
- Due to sunscreen allergies, LCC team members will not provide or apply sunscreen. Campers will be reminded by camp leaders to apply sunscreen before outdoor activities.
- Parents are encouraged to apply waterproof sunscreen in the morning before the camper arrives at Little Champ Camp.
- On the first day of camp, pool rules are discussed. Children will have the opportunity to swim in our outdoor community pools, with a deep-end test available for those wishing to swim in deeper waters.
- Campers will have regular water breaks throughout the day to stay hydrated. Please ensure they bring a water bottle, with extras on humid days.

SAFETY

EMERGENCY AND ILLNESS:

The safety of every camper is our top priority. All team members are certified in Emergency First Aid and receive comprehensive training prior to the start of the program.

In the event of an emergency:

- Staff will use walkie-talkies to coordinate site-wide communication quickly and effectively.
- For serious incidents, parents will be contacted immediately. If a parent cannot be reached, the emergency contact listed on the registration form will be notified.

If a camper becomes ill during the day, they will be removed from the group and supervised while awaiting pick-up.

SAFETY:

In the case of a lost camper, the following protocol is activated:

- All staff are notified via walkie-talkie.
- A coordinated search will begin immediately, with zones assigned to staff.
- One staff member remains at the last known location.
- Once the camper is found, they will be assessed for safety and comfort, and parents will be informed.

Safety expectations and camp rules are reviewed with campers at the start of each week and reinforced regularly to ensure a secure and respectful environment for all.

PHONE NUMBERS:

CAMP SUPERVISOR AVAILABLE 8:15 AM TO 4:15 PM



SUPPORT FOR ESL



At Little Champ Camp, we are committed to creating an inclusive and supportive environment for all children, including those with limited English proficiency.

To support ESL campers:

- Our staff use tools like Google Translate to communicate essential information when language barriers arise.
- If translation is not effective or clarity is needed, we will call the parent or guardian for assistance.

We encourage families to let us know in advance if their camper may require additional language support, so we can prepare to welcome them effectively.

Our goal is to ensure every camper feels safe, understood, and included at camp.

SAFE ARRIVAL

Pickup and Drop-off Procedures

To ensure a smooth and secure experience for everyone, please review the following:

Regular Camp Hours:

9:00 AM – 4:00 PM

Extended care is available for purchase if needed.

Morning Drop-off:

- Arrival time is no earlier than 9:00 AM, as our team uses the time before then to set up for the day.
- Parents/Guardians must physically escort their child to the designated drop-off area.

Steps:

1. Line up with the Camp Supervisor/ Person's with attendance
2. Receive your camper's tent assignment.
3. Proceed to the assigned tent and drop off belongings.
4. A Camp Leader will greet you and your child. We do icebreaker activities at this time to allow campers to come in with ease.
5. Parents can say goodbye, and campers will join the day's activities.

Comfort Items:

If your child may find it difficult to say goodbye in the morning, feel free to send a small comfort item from home (e.g., a stuffed animal). Our trained team will support and ease the transition.

SAFE DISMISSAL



Children will only be released to individuals listed on the Camper Information Form with valid photo identification. Photo ID will be requested during the first few days of camp. Once staff are familiar with regular authorized pick-up individuals, ID may no longer be required at each dismissal.

Children under 10 years of age are not permitted to leave unescorted.

- For campers aged 10 years and older, unescorted departure is allowed with written consent from a parent or legal guardian. Here are the steps to follow for dismissal:

Dismissal Steps:

1. Parents will pick up campers with the person with the attendance.
2. On the first day of the week, parents will be asked to provide their ID.
3. Campers will be signed out at this time, and parents can receive an update on their camper's day.

Ensuring a safe and organized dismissal process is our priority. We appreciate your cooperation and look forward to providing you with regular updates on your camper's exciting experiences at Little Champ Camp.

Mandatory Pick-Up

If a camper is unable to safely participate in the program due to illness, behaviour, or emotional distress, parents may be required to pick up their child early. Failure to do so may result in removal from the program.

EXTENDED AM

7:30 AM - 9:00 AM:



SIGN IN

One tent and one dedicated Camp Leader will be present to set up and take down equipment daily.

DURING

Various activities will be available for campers during this time.

REGULAR START

The majority of our team members will arrive at 8:30 am, bringing additional equipment to prepare for the start of regular hours.

EXTENDED PM

4:00 PM - 6:00 PM:

START

Similar to the morning, one tent and one Camp Leader will be present for setup and takedown.

DURING

Activities will be provided for campers during this period.

SIGN OUT

Sign-out procedures will follow the same protocol.



ALLERGIES & FOOD



01



Daily Essentials

Each camper is required to bring their lunch, snacks, and a fully filled water bottle every day.

02



Allergy Forms

Please take a moment to fill out the Allergies Form, especially if your camper carries an EpiPen. This form helps us understand and address any allergies effectively.

03



Action Plan

Campers with an EpiPen are kindly requested to complete the Allergies Form and work with the Camp Leader and Camp Director to establish an Action Plan, ensuring their safety and well-being throughout their time with us.

04



Cooperation

Your cooperation is greatly appreciated as we strive to create a secure and inclusive environment for all our campers. Please communicate with CL if using a nut free alternative.

INCLEMENT WEATHER

To ensure a smooth experience during inclement weather, we've outlined the following procedures:

Inclement Weather Protocol:

- The Camp Director will assess inclement weather conditions at 6:30 am on the morning of the affected day.
- An email blast will be promptly sent to all parents by 6:30 am, notifying them to drop off their campers at the designated inclement weather facility.

Kindly ensure our email address (admin@littlechampcamp.com) is marked as safe to avoid it being redirected to your junk mail.

- A notice about inclement weather will be prominently displayed on our website (littlechampcamp.com) as a top banner.

Weather & Environmental Conditions

Programming may be modified, relocated, or ended early due to extreme heat, air quality, lightning, or other environmental factors. Decisions are made at the sole discretion of camp leadership in the interest of safety.

WESTACRES INCLEMENT WEATHER

Westacres Inclement Weather Address: Applewood United Church, 2067 Stanfield Rd, Mississauga, ON L4Y 1R4

Entrance: Front door of Church. Behind the rainbow path

Day location: We will be in the gym.

Pick Up: Pick up at the front door. Campers will be called to the door and signed out there.



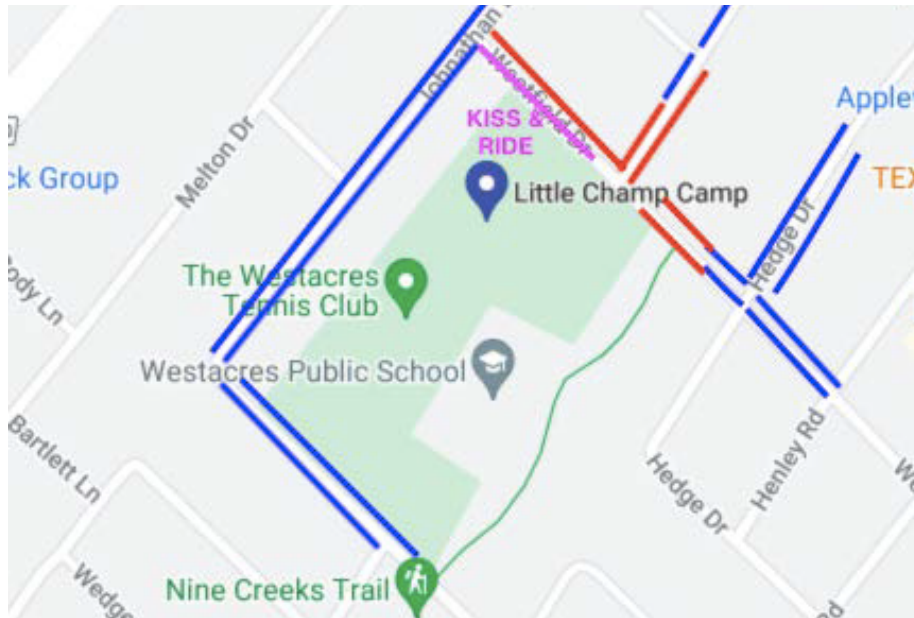
CLARKSON INCLEMENT WEATHER

Clarkson Inclement Weather Address: Oxford Learning Mississauga Clarkson, 1684 Lakeshore Road W Unit 20, Mississauga, ON, L5J 1J4

Pick Up: Pick up at the front door. Campers will be called to the door and signed out there.



WESTACRES KISS & RIDE



To facilitate smooth parking and ensure a seamless drop-off and pick-up experience, please adhere to the following guidelines:

Parking:

Park your vehicle in any designated areas marked in blue. Ensure vigilant parking within allowed zones, as no-parking areas close to our site are marked in red. Please avoid parking in these non-parking zones to prevent traffic issues and community complaints.

No Parking Zone:

Strictly avoid parking in the red areas marked as no-parking zones. These areas are indicated with NO Parking Signs. Parking in these zones may lead to increased traffic concerns and community complaints.

Kiss & Ride:

Opt for our Kiss & Ride service for quick drop-offs and pick-ups. A staff member wearing an orange vest will greet you in your vehicle and assist in escorting your child to and from the campsite. Detailed instructions are provided below for your convenience.

Your cooperation in following these parking guidelines contributes to a safe and efficient camp experience.

BEHAVIOUR & CONDUCT POLICY

At Little Champ Camp, our priority is to provide a safe, respectful, and positive environment for campers, staff, and families. This policy outlines behavioural expectations for campers and standards of conduct for parents/guardians.

Camper Behaviour Expectations

We encourage campers to:

- Use respectful language and tone
- Follow instructions from Camp Leaders and Supervisors
- Participate safely in group activities
- Use appropriate communication to express emotions
- Show kindness, cooperation, and respect toward others

The following behaviours are not permitted:

- Physical aggression or inappropriate physical contact
- Bullying, intimidation, or harassment
- Verbal aggression, swearing, or threats
- Disregarding staff instructions
- Inappropriate discussions or display of body parts
- Any behaviour that compromises safety

Progressive Behaviour Support

Most behavioural concerns will be addressed using a progressive support approach, which may include:

1. Verbal reminder and redirection
2. Parent/guardian notification and discussion
3. Behaviour support plan or shortened day
4. Removal from the program if behaviour persists

Parents will be informed of concerns and involved where appropriate.

Immediate Removal from Program

Little Champ Camp reserves the right to immediately remove a camper from the program, without refund, if any of the following occur:

- Behaviour poses a risk to the safety of the camper, other campers, or staff
- Behaviour significantly disrupts the program beyond reasonable group support
- Required supervision or support exceeds what can be safely provided in a group-based camp setting
- Information provided during registration is inaccurate or incomplete
- Parent/guardian conduct violates camp policy

Immediate removal decisions are made in the best interest of safety and program integrity.



Program Suitability & Support Needs

Little Champ Camp is a group-based, outdoor day camp and does not provide:

- One-to-one (1:1) support
- Behavioural aides
- Personal care services

Campers must be able to participate safely in group activities with minimal individual support. Children requiring additional supervision or specialized support **must be discussed and approved in advance of registration.**

Failure to disclose support needs may result in immediate dismissal from the program.

Toileting Independence Requirement

All campers must be fully toilet trained and able to manage washroom needs independently.

Little Champ Camp does not provide:

- Diapering or pull-up changes
- Toileting assistance

Campers who arrive in diapers or require toileting support will be dismissed from the program.

Parent & Guardian Conduct

We are committed to maintaining a respectful and professional environment for our staff and families. Little Champ Camp has zero tolerance for:

- Harassment or intimidation of staff
- Aggressive or disrespectful communication
- Confrontational behaviour at drop-off or pick-up

Any parent or guardian engaging in inappropriate conduct may result in immediate removal of their child from the program, without refund.

Final Authority

Little Champ Camp reserves the right to:

- Determine program suitability
- Enforce all behaviour and conduct policies
- Remove any camper or family when policies are violated

All decisions are made with the goal of ensuring a safe, positive, and enjoyable camp experience for everyone.



LABELING ITEMS

LET US KNOW AND WE CAN LABEL FOR YOU (TAPE & MARKER)

To enhance your child's camp experience and ensure the safe return of their belongings, we kindly request that you label all items with their name. This proactive measure aids our staff in promptly reuniting any misplaced items with their rightful owner.

We understand that children may occasionally misplace their belongings, and our goal is to expedite the return process for everyone. Your cooperation in labeling items is greatly appreciated.

Personal Belongings

Little Champ Camp is not responsible for lost, damaged, or stolen personal items. Valuables should be left at home.



Backpack



Extra clothing



Towel



Hat



Lunch Bag



Sunscreen



Water Bottle



DOG POLICY



While we share a love for animals, we want to ensure a comfortable environment for all our campers. To accommodate varying comfort levels, we kindly request that parents who bring their dogs for drop-off/pick-up remain outside our campgrounds, beyond the designated pylons. Our Supervisor will be happy to assist with the sign-in/sign-out process for your camper at that time.

Your understanding and cooperation in adhering to this dog policy contribute to a positive and inclusive camp experience for all.



GET IN TOUCH WITH US

 **Website**

littlechampcamp.com

 **Phone**

+647-957-2455

 **E-mail**

admin@littlechampcamp.com