



PARENT'S GUIDE

Summer 2025

We invite you to read our parents' guide carefully. It furnishes you with all the necessary information to ensure that your child has a wonderful stay.

Have a great summer with us!
The Plein Soleil day camp team

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1. COMMUNICATIONS / IMPORTANT CONTACT DETAILS

1.1 Communications

Phone

If you would like to speak to a member of the Plein Soleil day camp team, please call

450 358-7099, # 7262

If there's no answer, leave a message. *We guarantee a prompt return.*

Email

To contact us by e-mail, here is the generic address for the day camp: camppleinsoleil@cfmws.com. Several members of the coordination and administrative teams have access to this mailbox. The person concerned will reply as soon as possible.

Message

In all your communications, please remember to include **your child's first and last name**. As this will help us respond quickly to accommodate your needs!

Modification

Please inform us of any changes in contact information (e-mail, phone number, address) or important information (health, allergies, medication) during the summer by contacting the Plein Soleil day camp administration directly at camppleinsoleil@cfmws.com.

1.2 Important contact details

Sports Centre Reception desk

Questions about payment, changes and cancellations

Email : camppleinsoleil@cfmws.com

Phone : 450 358-7099 # 7262

Day Camp Supervisors

Anne-Sophie Tremblay (Grenouille)

Email : Tremblay.Anne-Sophie@cfmws.com

Phone : 450-358-7099 # 6258

Chloé Dion (Myrtille)

Email : Dion.Chloé@cfmws.com

Phone : 450-358-7099 # 6258

PSP Recreation Coordinator Saint-Jean Garrison

Gabrielle Sexton (Pop-Corn)

Email : Gabrielle.Sexton@forces.gc.ca or Sexton.Gabrielle@cfmws.com



2. CHECK-IN AND CHECK-OUT PROCEDURES

2.1 Welcome/Departure

Arrival between 7 a.m. and 8:30 a.m. (daycare period)

The drop-off point is located at the back of building B-8 (Club Iberville) **at door P-2**. You may accompany your child to the sign-in table at the entrance of the building. A counselor will greet your child and confirm arrival. No parents are allowed to circulate inside the building.

Departure between 3:45 p.m. and 5:30 p.m. (daycare period from 3:45 p.m. to 5:30 p.m.)

Departure is from the same location, **in front of door P-2**. At check-out, the parent must approach the attendance table to give the activity leader their name, the child's name, and password (chosen in advance). The counsellor will note the child's departure time and contact the group counsellor so that the child can pick up their personal belongings. The child can then leave the camp.

Password

You should have already determined a password when you registered. Please do not give it to your child and only say it in front of our staff. If you can't remember your password, **we may ask for identification**. If a person wishes to pick up your child and does not know the password or is not on the list of people authorized to pick up the child, we will **refuse** the child's departure and contact you. The child will remain at camp until the parent's verbal authorization has been obtained.

Departure alone

If your child is allowed to leave the animation site alone, please notify us by e-mail. If you have already given your permission on the registration form, you do not need to send us this information again. In this case, departure time is 3:45 p.m.

If your child arrives by their own means and is absent for the day, **you MUST notify us by 8:30 a.m. the same morning**. We will try to contact you to confirm the absence

2.2 Absence, late arrival and early departure

Absence*

If your child will be absent from day camp, please contact us before 8:30 a.m. by phone at **450 358-7099 # 7262** or via e-mail at camppleinsoleil@cfmws.com. Please write us an email or feel free to notify us with a voicemail message, you must mention **your child's first and last name, the day and the reason for absence.**

If your child arrives on their own and is absent for a day, you **MUST** notify us before 8:30 AM on the same day. Otherwise, we will attempt to contact you to confirm their absence. Please note that, for all other situations, the day camp team does not make verification calls in case of absence

**Please note that the day camp team does not make verification calls in case of absence.*

Late arrival and early departure

If you plan to arrive after 8:30 a.m. or if you plan to pick up your child earlier than 3:45 p.m., please let us know **by phone or e-mail** as soon as possible so that we can accommodate you to the best of our ability!

2.3 Daycare service

This year, childcare is included for all. This means you can drop off your child between 7 a.m. and 8:30 a.m. in the morning, and between 3:45 p.m. and 5:30 p.m. at the end of the day. Please respect these hours. If you are late at the end of the day, you will be charged a penalty.

2.4 Additional charges for late arrivals*

In order to pay the staff who must stay on site in case of delay, fees will be charged for any child **leaving after 5:30 p.m.**, the daycare's closing time. These late fees are \$5 + tax for every 15-minutes. We still ask that you please call us to inform us of any delay.

**The penalty will be automatically applied to your account and payment must be made before the next morning either at the sports center reception or online in your account via our registration platform.*



3. CODE OF CONDUCT

Children are fortunate to live in an environment where team spirit, respect and fun are the objective of the day. Fun and educational methods are used to encourage good behavior on everyone's behalf. The code of conduct will be presented to the children at the start of camp, and a reminder will be given every Monday.

Respectful and participative, thou shalt remain.

Thou shalt follow thy group at all times.

Thou shalt bring a smile and good humor every day.

Thou shalt form friendships.

Thou shalt help everyone.

3.1 Behavior management

In reference to **PSP's Community Recreation Participant Behavior Management Policy**, PSP expects children to enjoy the program and respect others in all activities. PSP takes a positive approach to behavior management, striving to be fair, reasonable, and consistent, and to keep everyone safe. When behavior problems arise, PSPs strive to help each child succeed by implementing the following behavior management measures. Initial action is based on the severity of the behavior.

Step 1 – Counselling

When a discipline incident occurs, the participant will be counseled and given a description of the behavior change required. The program employee and the participant will discuss the situation and discover ways to redirect and problem-solve the behavior.

Step 2 - Time out or break

If subsequent incidents occur, the participant may be asked to "Take a Break". A "Break" is a 5-to-10-minute period that the participant spends quietly reflecting on the incident. The program employee will discuss the expected behavior then have the participant rejoin the group/activity.

Step 3 - Communication with parents or guardians

If a series of discipline situations occur, the participant's parent/guardian/caregiver will be contacted.

Step 4 – Suspension from program

A participant who continually disregards instructions or at any time displays negative behavior will be suspended for at least 1 day. The parent/guardian/caregiver will be contacted and required to pick the participant up before the end of program/class that day. Emergency contact person (s) will be called if parent/guardian/caregiver cannot be reached. A behavior improvement plan may be required for the participant to return to the program/class

Step 5 – Termination from program

If the participant's behavior remains unacceptable then the parent/guardian/caregiver will be informed, and the participant will be removed from the program and remaining weeks they are registered. Termination might include a longer ban from the facility or other programming. This decision should be made in consultation with the Senior Manager.

Non-accepted behaviors include the following:

- Insults, inappropriate (vulgar) or hurtful language ;
- Sexual assault or gestures, physical, verbal and psychological violence ;
- Intimidation, physical and verbal threats ;
- Running away ;
- Theft and extortion (taxing) ;
- Breakage of equipment and disrespect for the environment ;
- Non-respect for regulations and people ;
- Compromising the child's safety or that of another child.

Extreme behavior that jeopardizes the safety or integrity of the children will result in immediate expulsion from the program, without warning.

3.2 Social Media

To ensure the safety and confidentiality of all participants, we ask parents to ensure that their children do not follow or add day camp staff on **social media**. This measure aims to maintain appropriate professional boundaries and protect everyone's privacy



4. IN MY BAG

4.1 In my bag, I bring EVERY DAY...

- ☀ Bathing suit ;
- ☀ Towel ;
- ☀ Sandals or slippers for the pool ;
- ☀ Running shoes (mandatory at all times) ;
- ☀ Hat or cap ;
- ☀ Comfortable clothing suitable for the weather and/or the activity ;
- ☀ Sunscreen ;
- ☀ A cold lunch and two healthy snacks in a lunch bag with ice packs + utensils ;
- ☀ A bottle of water ;
- ☀ A change of clothes (1 sweater, 1 pair of shorts and underwear).

*Please apply sunscreen in the morning **BEFORE** your child arrives at camp. There will be a second application before lunch and a third after swimming.*

4.2 Dress code*

- Sportswear that allows movement ;
- Skirts and dresses must be worn with shorts underneath ;
- Running shoes ;
- Hat or cap ;
- No jewelry ;
- Swimsuit that allows movement.

**Please identify all items to avoid loss.*

4.3 In my backpack, there's no...



- STOP Meal to be reheated ;
- STOP **Foods containing peanuts or nuts ;**
- STOP Game consoles ;
- STOP Cell phone ;
- STOP Glass containers ;
- STOP Cards or valuables (financial or sentimental).

4.4 Missing lunch or snacks *

If your child **forgets their snacks or lunch**, we will provide snacks to meet their dietary needs. However, if this situation occurs frequently, **a fee of \$5 + tax will be charged each time** your child does not have a complete meal.

**The fees will be automatically applied to your account and payment must be made before Friday morning either at the sports center reception or online in your account via our registration platform.*

4.5 References for healthy and environmentally friendly lunches

We are increasingly aware of the need to adopt environmentally friendly gestures on a daily basis, as well as healthy lifestyle habits. We are asking parents and children to try to reduce their single-wrapping waste by banning items such as zip-lock bags, packaged snacks, disposable utensils, etc., and by offering healthy snacks and meals that will sustain children throughout the day at day camp.

We'll be offering several workshops over the summer aimed at empowering children and building their skills as young citizens.

References for healthy lunchbox ideas

1. <https://www.msss.gouv.qc.ca/professionnels/promotion-de-la-sante/saines-habitudes/liens-utiles/>

Reference for a zero-waste lunch

1. <https://unpointcinq.ca/dossier-special/boite-a-lunch-zero-dechet/>
2. <https://ici.radio-canada.ca/mordu/1378/10-trucs-pour-un-lunch-zero-dechet>

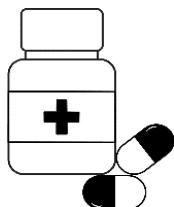


5. LOST & FOUND

Each child will be allocated a specific box in which to store their personal belongings. It is forbidden to bring objects or toys from home, unless it is for integration purposes or to facilitate a crisis. In this case, you must discuss the matter with a supervisor or your child's counselor.

Lost items will be collected on a table at the entrance to the day camp (outside, weather permitting). Please check regularly. Unclaimed items will be sent to a local organization at the end of the summer. Food from forgotten dishes will be discarded daily.

We are not responsible for lost or stolen items



6. MEDICATIONS, ALLERGIES, EMERGENCIES

6.1 Medications*

If your child is taking medication or needs to take medication during day camp, you **MUST** discuss this with an on-site supervisor.

**Please note that only supervisors can administer medication to children. An authorization form must be completed and submitted to the coordination team. The medication must be in a container labeled with the child's name and dosage instructions.*

6.2 Allergies

If your child suffers from an allergy, you must **ABSOLUTELY** discuss it with a supervisor on site. We will ensure to minimize the risk of an allergic reaction. If an auto-injector (such as an EpiPen®) has been prescribed for your child, it is mandatory that it is always within reach and kept away from heat. We suggest that a second dose be left at the day camp in case of need. It is the parent's responsibility to provide a functional and non-expired auto-injector to their child who has a prescription, before they participate in day camp activities.

The epinephrine auto-injector can be handed to your child's counselor each morning. If you believe your child is ready to carry their auto-injector, please note that there are cases with a belt specifically designed for carrying this type of emergency medication. If your child carries their epinephrine auto-injector and you believe they can self-administer it, take the time to discuss it with them. Check their knowledge and validate their comfort in handling the device. It should be noted that if your child experiences an allergic reaction and is unable to use their auto-injector themselves and in the absence of a first responder, the law allows any person present on the scene to do it for them.

In the event of an allergic reaction in a child without a prescription for an auto-injector, you have authorized us or not to administer a dose of epinephrine. We will contact you before doing so, unless your child's airways appear to be rapidly closing.

Please note that following the injection of a dose of epinephrine, we will contact 9-1-1 and immediately transport the child to the hospital by ambulance.

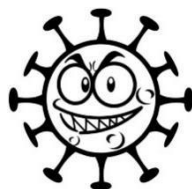
6.3 Injuries

Our animators and youth workers are all trained in First Aid and CPR. Here are the steps our team will take in the event of an injury :


- 1- Assess the condition of the child and the premises ;
- 2- Ensure the safety of the other children in the group with another activity leader ;
- 3- Notify a member of the coordination team ;
- 4- Administer first aid ;
- 5- If the injury is major, we will contact the child's parents/guardians as you may need to go to hospital ;
- 6- Fill out an accident report with as many details as possible (given to the coordination team).







6.4 Emergencies

The Plein Soleil day camp coordination team will make the decision to transport a child by ambulance if it deems the situation necessary and if we are unable to reach parents and/or emergency contacts. Parents will be billed for any costs incurred.

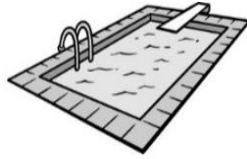


7. DISEASES

Your child **MUST** stay home if they have any of the following symptoms: 

- Fever within the last 24 hours ;
-  Diarrhea in the last 24 hours ;
-  Vomiting in the last 24 hours ;
-  Undiagnosed rash ;
-  Infectious disease ;
-  Presence of parasites (lice) ;
-  Dizziness.

Please call us to report your child's absence and symptoms. In this case, we will be able to accommodate you by rescheduling the missed days. Failure to report the reason for your child's absence and then claim a refund will not be permitted.



8. SWIMMING

Children can enjoy the pool any day the weather permits. In the event of bad weather or a special outing or activity, bring your child's swimming gear in case the weather changes in the afternoon, or the activity or outing is cancelled.

If your child needs a personal flotation device and has one, they can bring it along. However, for safety reasons, it will be the responsibility of the lifeguard team to judge whether your child's jacket is suitable for open bathing at day camp. Please identify your child's jacket or float.

A swim test will be performed every Monday for all newcomers to the day camp. If your child's swimming ability changes over the summer, it will be possible to re-evaluate their swimming level. The lifesaving team will be responsible for evaluating your child's swimming ability. Our goal is always to ensure your child's safety.



9. PHOTOS

To share memories of the activities carried out each week, we will post photos on our website. These photos will only include children whose parents have given permission for photography. We ensure to respect each child's privacy and obtain the necessary consents before any publication. Please follow the link below to access the photo library: [CFMWS | MFRC | Montreal Region | CFMWS](#)



10. SPECIAL ACTIVITIES AND OUTINGS

All children registered for the week have access to that week's outing/activity. Please note that no activities will take place on the day camp site during outings. If your child does not wish to participate, they will have to stay at home.

Departure and return

Departure is normally around 8:45 a.m. and return to camp is scheduled for 3:45 p.m. We may have to modify departure and return times for outings that are further from the camp site. These changes will be communicated to you by e-mail in the weekly mailing of the Friday preceding the week in question.

If you arrive late and we have already left, you will be responsible for your child, and they will not be able to participate in the outing.

10.1 Outings

Here are the outings offered for summer 2025:

Week 1: Musée du Haut-Richelieu (on site) – Wednesday, June 25

Week 2: Yan Lee Chan Magician (on site) + Centre de plein air l'Estacade (AM or PM) – Wednesday, July 2

Week 3: Capitol Cinema (movie and snack) – Wednesday, July 9

Week 4: Clip & Climb – Wednesday, July 16

Week 5: Mega Animation (on site) – Monday, July 21

Week 6: Ninja Factory – Wednesday, July 30

Week 7: Laser Game Evolution (on site) – Wednesday, August 6

Week 8: Escape Game (on site) – Wednesday, August 13

Please note that the day of the outing is subject to change due to weather conditions, without prior notice.

10.2 End-of-summer show

An end-of-summer show will be presented on the last day of day camp, **Friday, August 15th, 2025**. An invitation will be sent to you. The show will take place in the auditorium and will feature all the children present that week.



11. SURVEY

A survey will be e-mailed to you after each week of camp.

We invite you to complete this survey regularly. This survey will enable us to improve the quality of our services based on your feedback.

We are always available to answer your questions or hear your comments. We look forward to hearing from you!



12. PRESENTATION OF THE SUMMER 2025 TEAM!



PISTACHE

Counselor

BUCKY

Counselor



TULIPE

Counselor and art specialist

SPIKE

Counselor





FRAISINETTE

Youth worker

LIMONADE

Counselor



DORA

Counselor

STITCH

Youth worker



SCORPION

Youth worker





TOUPIE

Youth worker

COCCINELLE

Counselor



SPAGHETTI

Counselor

FROOT LOOPS

Counselor





VELCRO
Youth worker

MYRTILLE
Camp Supervisor



GRENOUILLE
Camp Supervisor

OUR TEAM IS WAITING FOR YOU!

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