

PROGRAMMING



Section PG

PROGRAMMING



Year-round Standards for Accreditation

Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

General Notes

Within the camp experience, campers and staff set and achieve goals in a healthy and safe environment.

Programming is the key to such an experience. Through programming the camp philosophy and objectives are implemented in a sustained experience that provides a creative, recreational and educational opportunity for community living. Camp programming utilizes individuals who are trained and provide leadership to others to foster campers' mental, physical social, spiritual and emotional growth.

Every programme or activity at camp requires a standard to ensure campers, staff and other individuals involved or spectating are safe. **Although some programmes require specific standards, there are general standards that apply to all camp activities.** Camps can provide unique programming based on their strengths and skills. This provides opportunities for children to succeed.

It may be difficult to develop specific standards for every programme and activity but programme standards should require camp administration to address the following important considerations:

1. Qualified supervision and instruction of the activity
2. Sound guidelines, safety regulations and emergency procedure for the conduct of the activity
3. Provision and maintenance of acceptable facilities and equipment

GENERAL STANDARDS:

A camp needs to ensure they are following these OCA standards and ask questions that are specific to their programme and/or activity.

For each activity, has the camp assessed the risk involved for both campers and staff? This assessment should cover all aspects of the programme including equipment, training, and supervision. If an assessment determines there is an element of risk that can be minimized in a reasonable fashion, does the camp work towards minimizing or eliminating the risk? Should the activity even proceed?

A safety orientation, including rules and safety practices for all campers and staff is recommended before the start of all activities.

Due to the dangers involved in the misuse of certain equipment or vehicles, staff should monitor campers carefully as they are learning.

SPECIFIC STANDARDS:

Specific standards should comply with and reflect all governmental regulations expectations as well as OPHEA's guidelines (unless specifically indicated) and in many cases are more extensive.

Relevant Regulations and Resources

- Canadian Safety Authority: Consumer Information consumerinformation.ca/eic/site/032.nsf/eng/00061.html
- Canadian Safety Council <http://canadasafetycouncil.org/home>
- Ontario Physical Education Association (OPHEA) Safety Standards..... safety.ophea.net/

PG.1. General Programme

MANDATORY: NONE

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

PG.1.1.	Has the camp's management considered all of the laws, manufacturers' suggested use practices, and risks for all activities being offered?	Yes	No	NA
PG.1.2.	Does the camp accurately inform participants of the programmes they offer?	Yes	No	NA
PG.1.3.	Does the camp have a written mandate, philosophy or mission statement?	Yes	No	NA
PG.1.4.	Does the camp have an evaluation system in place that reflects feedback from participants?	Yes	No	NA

PG.1. GENERAL PROGRAMME:

Contextual Education

PG.1.1. Has the camp director, owner, etc. been thorough and compliant in ensuring that this standard is being followed. This is necessary to ensure practices and activities are safe and follow laws at all levels of government (e.g. Ministry of Labour). This sends a clear message to campers, staff and families that the camp takes these expectations seriously and provides a safe environment for all participants.

PG.1.2. Each parent or guardian should be made aware of the range and extent of the programmes offered for their child at the camp. This can be done through such avenues as promotional materials (e.g. website, brochure, DVDs application forms, waivers/consent forms, etc.).

PG.1.3. The camp has a written mission or philosophy that is clearly articulated and this guides all decisions, programming and staffing. These are "big picture" and guide everything else in the camp. Parents, groups and campers should be aware of this mandate.

PG.1.4. An effective evaluation system is essential for camp growth and success. Through consistent reflection and evaluation a camp will improve safety, programming and the experience for campers as well as staff. This should be done on an ongoing basis as well as formally throughout the year. This may include:

- informal chats with participants;
- senior staff reflections and discussions;
- surveys and contact with participants; or,
- formal evaluation through the camp session.

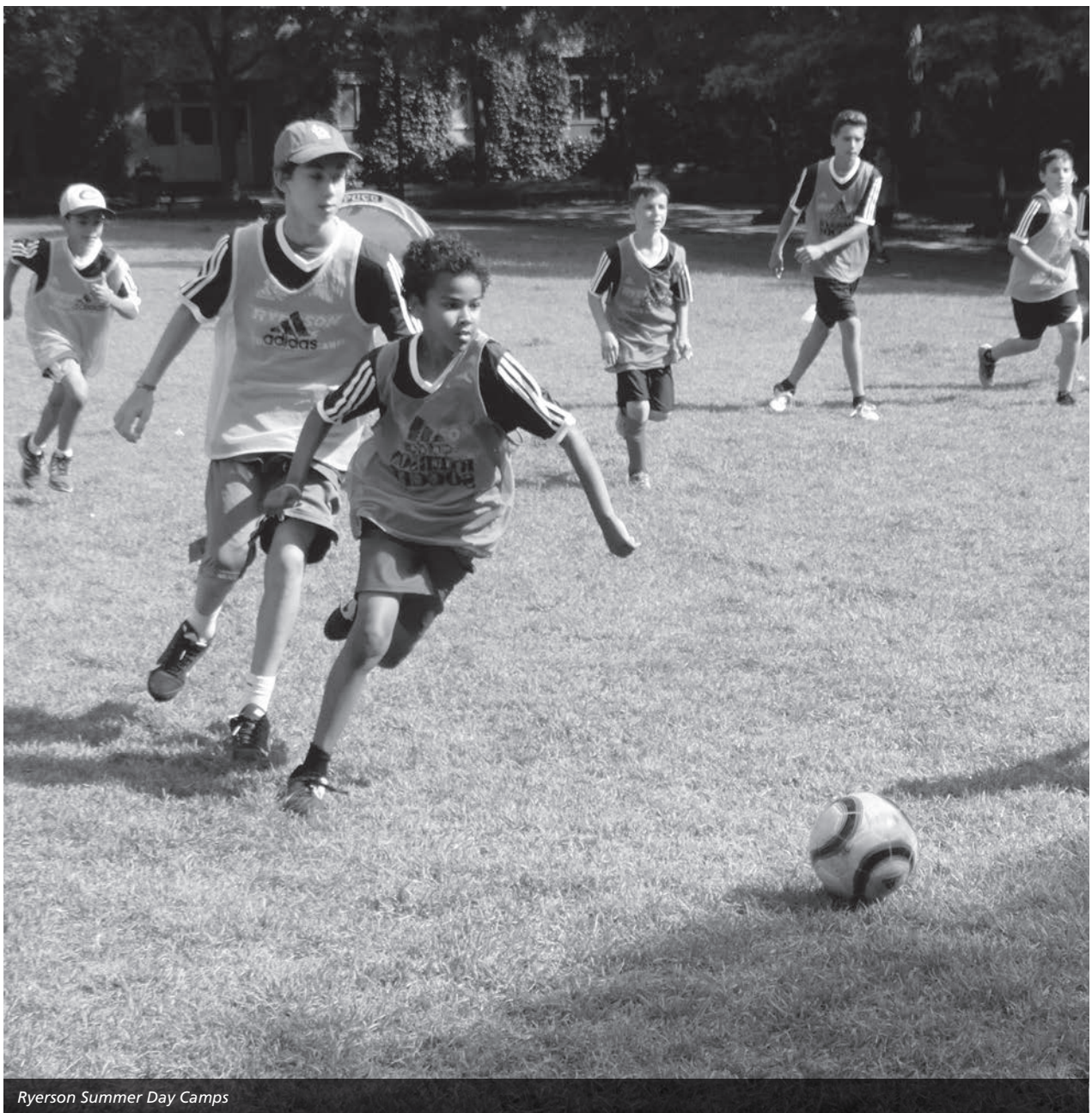
P.G.1. GENERAL PROGRAMME:

Compliance Demonstration

PG.1.1. to PG.1.4

Visitor Observation: Camp tour of activities and signage is visible (e.g. safety of equipment). Equipment is functional and in good condition.

Visitor Interview: Director provides all forms, policies and procedures, warranties, mission and vision of the camp. Literature, letters and/or marketing materials are clear, thorough and in parent friendly language.



Ryerson Summer Day Camps

PG.2. Programme Supervision

MANDATORY: NONE

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

PG.2.1.	For every speciality activity, is there at least one staff member who is experienced and knowledgeable in the activity?	Yes	No	NA
PG.2.2.	Does the camp designate staff to be responsible for supervising each activity?	Yes	No	NA

PG.2. PROGRAMME SUPERVISION:

Contextual Education

PG.2.1. An activity should have a designated “leader” or “head”. All staff should be trained and knowledgeable about the specific activity they are working on. Training may be more informal (e.g. tennis or land sports staff) or based on qualifications (e.g. swimming or high ropes). The staff member at each activity must be able to make proper judgments concerning the participants’ equipment, use of facilities and equipment, safety rules and procedures. Each activity must be geared to the age, ability and the limitations of the campers participating.

PG.2.2. The camp director or designate must ensure proper supervision including sound guidelines, safety regulations and emergency procedures for each and every activity as well as the proper maintenance of all facilities and equipment for the activities. As part of the supervision, each activity should be evaluated and reviewed annually.

PG.2. PROGRAMME SUPERVISION:

Compliance Demonstration

PG.2.1. to PG.2.2.

Visitor Observation: Camp tour of activities and signage is visible (e.g. safety of equipment). Equipment is functional and in good condition.

Visitor Interview: Certificates of training of staff are on file in the office.



PG.3. Programme Safety and Risk Management

PG.3.1.	Are safety procedures in place to protect campers and staff from exposure to harsh chemicals or other potential hazards?	Yes	No	NA
PG.3.2.	Does the camp provide safety rules and procedures for each activity to ensure that all equipment is handled by campers and staff in a safe manner?	Yes	No	NA
PG.3.3.	Does the camp properly maintain the equipment and facilities of each activity?	Yes	No	NA
PG.3.4.	Does the camp have written procedures to minimize risk in each activity?	Yes	No	NA
PG.3.5.	Does all safety equipment have Canadian Standards Association (CSA) approval?	Yes	No	NA

MANDATORY:
PG.3.1., 3.2., 3.3.
and 3.5.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

PG.3. PROGRAMME SAFETY AND RISK MANAGEMENT:

Contextual Education

PG.3.1. All hazardous chemicals, materials, etc. must be stored in safe areas and only utilized by properly trained staff (e.g. maintenance or kitchen). Staff need to have the qualifications and certifications to use such materials. If electrical equipment is used at an activity, the staff member must ensure safety protocols and procedures are in place in case of an accident. (Review the section on WHMIS.)

PG.3.2. The literature produced by the camp should reflect safety standards set out by the Ministry of Labour, OCA, etc. This is clearly available and communicated to all stakeholders involved in the camp. Each activity reflects the appropriate safety standards set out by the camp. Staff are trained and have the necessary licenses. This is essential to ensure risk is minimized and safety is the first priority.

PG.3.3. Camps should establish procedures to ensure that equipment is checked regularly and indicate who is to check the equipment. Activity staff must ensure their equipment has been installed in a safe manner. Camps should ensure their maintenance schedule is consistent with the manufacturer's timelines. Ongoing maintenance may be required for certain equipment.

PG.3.4. A camp must ensure their literature reflects the risks associated with each activity and participation in camp activities in general. This needs to be available and communicated to all groups, parents, etc. accessing the camp facility. Where appropriate, parents give signed permission to participate in certain activities that are deemed high risk.

PG.3.5. The camp needs to ensure their equipment is approved and meets CSA guidelines.

PG.3. PROGRAMME SAFETY AND RISK MANAGEMENT: Compliance Demonstration

PG.3.1. to PG.3.5.

Visitor Observation: Camp tour of activities and signage is visible (e.g. safety of equipment). Equipment is functional and in good condition.

Visitor Interview: Certificates of training of staff are on file in the office, warranties, policies and procedures formalized, etc.



GTA Photography Classes