

## 2023 March Break Handbook

### About Us

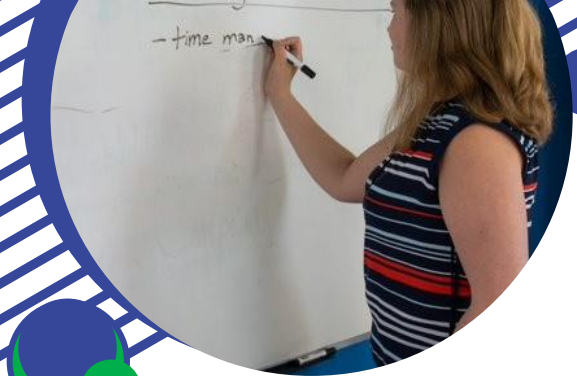
Civiconnect is proud to offer quality programs to the community and strive each year to provide participants with an enjoyable and safe experience. This handbook is your guide to important details about our program, along with helpful tips to ensure the best experience possible!

### ConnectLinc Program

Our ConnectLinc Team has worked hard to develop this year's program in accordance with guidelines from the Ontario Ministry of Health. Please take time to review this handbook. We welcome your comments and suggestions throughout the program. We look forward to sharing this March Break's adventures with you!

<b>Dates:</b>	March 13-17, 2023
<b>Time:</b>	8:30am-4:00pm
<b>Location:</b>	Civiconnect Office 4996 Beam St., Beamsville, ON LOR 1B0





## What You Need to Know...

### What to bring to ConnectLinc:

- Lunch and snacks (there will be one lunch period and two movement break periods when participants enjoy a small snack). We are a nut free facility, and parents are asked to pack nut free lunches and snacks.
- Water bottle
- Facial covering recommended, but not required.
- Weather appropriate, comfortable clothing (packing a change of clothing is also advisable)
- Closed toe and heel shoes must be worn to comply with ConnectLinc safety rules (preferably running shoes)
- Any doctor prescribed medications (ConnectLinc staff will not administer medications except in the case of a life-threatening situation such as administering an EpiPen which is provided by the parent)

*Participants are asked to leave unnecessary items at home and minimize personal belongings that are brought to camp. Technology will be provided to participants when required.*

### *\*Allergy Aware*

*Due to the prevalence of nut allergies, we do ask that participants refrain from bringing peanut and other nut products to the program. We may ask that you refrain from other food items should another participant at camp have a severe, life-threatening allergy. Please take special precautions when packing lunch and snack*

### **Group Sizes and Participate to Staff Ratios:**

Participants will be broken up into groups of approximately 6. There will be 1 staff member per group. Our participant to staff ratio is **6:1**.

### **Program Locations:**

Participants should be dropped off and picked up from the Civiconnect office each day (located at 4996 Beam Street in Beamsville). When field trips occur, transportation will be provided for all participants and permission forms will be provided to guardians in advance.

### **Drop Off and Pick Up Procedure:**

- Drop off will take place inside of the facility.
- Caregivers will NEED to sign participant in and out UNLESS they provide special permission for participants to sign themselves in and out.

### **Sanitization and Other Precautions:**

Staff are committed to taking all reasonable precautions to protect the safety of participants and staff. Some precautions you can expect this March Break include:

- All program equipment and supplies used at ConnectLinc are made of material that can be cleaned and disinfected
- Increased frequency of cleaning and disinfecting objects, equipment and frequently touched items
- Cleaning and disinfecting of frequently touched surfaces (at least twice a day)
- Performing and promoting proper hand hygiene including frequent hand washing
- Cohorts having designated equipment that will not be shared with other cohorts without proper disinfection

### **Illness While at ConnectLinc:**

If any participant shows symptoms of COVID-19 while in the program, guardians will be contacted to pick up their child immediately. The participant will be isolated from the rest of the program participants until pick-up. They will be required to isolate according to public health guidelines.

### **Special Considerations:**

If your child has any exceptionalities be sure to let us know. All information will remain confidential and is requested only so that we can provide the best support for your child. Please email our Program Coordinator Melanie at [mgallant@civiconnect.com](mailto:mgallant@civiconnect.com)

### **Medication Administration:**

If medication is needed during program hours, please let us know upon registration or by emailing our Program Coordinator Melanie at [mgallant@civiconnect.com](mailto:mgallant@civiconnect.com). All medication must be in the original container and labelled with the participant's name and the exact dosage. Please send only enough medication for the day. Medication administration will be recorded by staff members.

If a participant uses an EpiPen or inhalers, we request that they are sent to ConnectLinc in a separate fanny pack that the participant can always wear.

**Absence:**

If your child will be absent, please report to 289-273-2396. If you know in advance that your child will miss a day of ConnectLinc or needs to leave for an appointment, please leave a written note for your child's leader. If a participant becomes ill during the day, we will attempt to contact the guardian to pick up the participant. A refund will not be issued for individual sick days. In the unlikely case that our program experiences a COVID-19 outbreak, ConnectLinc will be adapted to an online format.

**Refunds:**

Refunds will be issued if participant is unenrolled 2 weeks prior to the start date of the program. Anything after this date will be non-refundable. For any date after February 27<sup>th</sup>, fees will not be refunded.

*"It's a great program to get all the certifications and qualifications. You get a lot of experience and get to learn new opportunities that I had never thought of."*

*- Nafeesa, Program Participant*

**Website:**

<https://www.civiconnect.ca/connect-linc>

**Program Coordinator**

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