

DORVAL DAY CAMP



PARENT GUIDE

March Break



DORVAL



LOISIRS ET CULTURE
LEISURE AND CULTURE

GENERAL INFORMATION

The Dorval Day Camp is taking over the March Break programming!
From March 2 to 6, 2026, we're offering a "Spirit Week"
day camp with a different theme each day.

Join us for a week full of fun and surprises!

Location

The Dorval Day Camp will be located at the Sarto-Desnoyers Community Centre (1335 chemin du Bord-du-Lac-Lakeshore) during March Break.

Dates and Ages

- March 2 to 6, 2026
- Monday to Friday, from 9 a.m. to 3 p.m.
- Daycare service: from 7 a.m. to 9 a.m. and from 3 p.m. to 6 p.m.

Two groups

1. Children ages 6 to 8 (30 places)*
2. Children ages 9 to 11 (30 places)

* Children currently enrolled in kindergarten and who are 5 years old will be eligible for the March Break camp, provided they turn 6 years old by September 30, 2026.

Cost for the week

- Dorval residents: \$200 per child (daycare service included)
- Non-residents: \$260 per child (daycare service included)

Contact Information

- Email: campdorvalsarto@ville.dorval.qc.ca
- Telephone: 514 633-4066



OUR MISSION

Let's have fun!

The mission of the Dorval Day Camp is to provide a safe, fun, and stimulating place for children to enjoy and to make the most of their week. We achieve this by recruiting dynamic, dedicated young adults and pairing them with kids who are ready to have fun!

REGISTRATION INFORMATION

Registration opens in February.

For full details concerning registration period and costs, please visit www.city.dorval.qc.ca.

Please note that the child's primary residence address is used to determine participation costs and authorized registration dates.

IMPORTANT

TO PREPARE

To prepare for your registration, please have the following information ready:

- Your child's health insurance card number
- Emergency contacts
- Your child's allergies
- The paying parent's Social Insurance Number (SIN) to receive the RL-24 slip
- The estimated camp arrival and departure times
- The names of people who can pick up your child
- Whether your child will be allowed to leave camp alone (in which case, a permission form must be completed)
- Whether you give the camp permission to take photos of your child

HEALTH AND SAFETY FORM TO COMPLETE

When registering your child on the Amilia platform, a health and safety form must be completed.

RECEIPTS FOR PROVINCIAL AND FEDERAL TAX CREDITS

The City of Dorval will issue provincial tax credit receipts (RL-24 slip) via the new Amilia platform to the customer who registered the child. If the SIN of the person having registered the child is not present in his or her Amilia account, no tax receipt can be issued. Therefore, please be sure to add your SIN to your Amilia profile. The platform will also allow you to share the statement with the other parent or legal guardian.

CAMP STAFF

WHO WILL TAKE CARE OF YOUR CHILD?

Dorval Day Camp's dynamic team includes supervisors, assistants, as well as monitors and specialized monitors. All staff are certified in first aid and CPR and have been trained to acquire the tools they need to excel in a day camp setting.

GROUP DYNAMICS

We accept 60 children at the Dorval Day Camp. Children are divided into sub-groups according to registrations received, their age, and the ratios required by the *Association des camps du Québec*.

SUPPORT PROGRAM

The camp welcomes children from Dorval who require a specialized monitor and ensures to the best of its ability that everyone has the necessary resources to properly supervise the children. If your child has special needs that may require a specialized monitor, consult the [following link](#) for more information and answers to your questions. Please note that if you register a child with a disability without prior notice, not only do you run the risk of inhibiting their integration, but the child's registration may be cancelled.

BUILDING

The Sarto-Desnoyers Community Centre offers safe, clean, air-conditioned facilities. The children can enjoy the surrounding parks and fields.

At the Dorval Day Camp, we use both indoor and outdoor facilities, offering children a variety of activities and locations.



PROGRAMMING

The March Break camp will be filled with fun activities, in partnership with other facilities within the City of Dorval:

Ice skating at the Edgar Rouleau Arena

Swimming at the Dorval Aquatic and Sports Complex

An Activity with **Everblast** in the gymnasium of the Dorval Aquatic and Sports Complex

An Activity with the **Dorval Museum**

And more!

DAILY ITEMS TO BRING TO CAMP

- Snow suit (snow pants, winter jacket, mittens, hat, snow boots)
- Bathing suit, towel, and flip flops for the pool
- Indoor, closed toe shoes
- Comfortable clothes
- Non-microwavable lunch
- Morning and after-noon snacks (nut-free)
- Reusable water bottle



ITEMS NOT ALLOWED AT CAMP

- Gaming devices, portable players
- Any electronic device including digital cameras, cell phones, etc.
- Money

The camp is not responsible for lost or stolen items. Please do not bring valuables such as jewelry, trading cards, sports equipment, objects of sentimental value and/or valuable clothing/shoes, etc.



CELL PHONES

Cell phones are not permitted at the Dorval Day Camp

If your child must have a cell phone, it must remain in their backpack **at all times**. If you need to contact your child while they are at day camp, or if your child needs to contact you, please call the day camp office at **514 633-4066**. Children will be advised that they can contact you in an emergency by informing their monitor. We are not responsible for lost, stolen or damaged cell phones brought to camp.

LOST OBJECTS

All items left at camp will be placed in the lost and found box at the end of each day. The lost and found box is located next to the supervisor's desk. Please check it regularly for any items.

CODE OF CONDUCT

To ensure a healthy, safe, and fun environment at camp, the rules of conduct must be followed. We ask families to familiarize themselves with the camp rules and to respect them.

If behavioural issues arise that negatively impact the positive experience of other participants, the camp's staff will intervene. All children attending the Dorval Day Camp must behave respectfully and courteously towards other children, staff members, equipment, and facilities.

BEHAVIOUR

Any disrespectful behaviour will not be tolerated. No form of violence—whether verbal or physical—towards other children or staff members will be accepted. Any inappropriate conduct, as determined by the supervisory team, will lead to disciplinary measures.

RESPECT FOR MATERIALS AND FACILITIES

Respect for facilities, materials, and equipment is always required. Any act of vandalism will be sanctioned.

PERSONAL ITEMS

To provide your child with a rich experience that encourages social interaction with other campers, we ask that the following items **not** be brought to camp:

- Electronic devices
- Personal games
- Books
- Toys
- Valuables

DISCIPLINARY MEASURES SYSTEM

The camp staff follows a four-step disciplinary system:

Step 1

In the event of a rule violation, the child receives a verbal warning from their counselor. Any misconduct is documented.

Step 2

At the third and final verbal warning, the supervisor informs the parents or guardian of the child's behaviour. The child's guardian and the camp staff work together to find a solution.

Step 3

If disrespectful and/or inappropriate behaviour continues, the head supervisor contacts the parents to come pick up the child, who will stay home for the rest of the day. A written warning is given to the parents or guardian, including detailed information on the staff's interventions.

Step 4

If no improvement is observed after each sanction, the following measures are taken, in order:

- A) The child is removed from camp for one day. A second written warning is given to the parents or guardian, including detailed information on staff interventions.
- B) The child is removed from camp for the remainder of the week. All written warnings include detailed documentation of staff interventions. **No refund** of registration fees will be issued if a child is removed from day camp.

Please note: The disciplinary measures outlined above apply to children who are **not** enrolled in the Companion Program. If a parent or guardian fails to provide the camp with necessary information regarding their child's needs, the camp reserves the right to implement the disciplinary measures as described above.

HEALTH AND WELLNESS

MEDICATION

If your child is taking prescribed medication, written instructions on how to administer the medication must be submitted to the camp supervisor, and the medication will be kept in the camp office.

ASTHMA

If your child has asthma and uses an inhaler, your child may keep the inhaler with them or leave it in the camp office. Instructions for the inhaler should be given to the supervisor.

SEVERE ALLERGIES

Dorval Day Camp is an allergy-sensitive environment.

We can't guarantee a 100% peanut-free environment, but we make every effort to ensure a safe environment. All staff are trained to recognize the signs and symptoms of an allergic reaction. The procedure for using an auto-injector has been well emphasized in the first-aid component of staff training. All children with **LIFE-THREATENING ALLERGIES** must bring an **AUTO-INJECTOR** to camp, and it should be stored in the camp office. It is imperative that the child fully understands their life-threatening allergy.

Please pass on any other information you deem necessary to the supervisor.

IF YOUR CHILD IS ILL

If a child becomes ill while at camp, they will rest in the camp office. If your child becomes too ill to return to activities, the primary contact will be notified to pick up the child. **Sick children cannot stay at the day camp.**

If we cannot reach the primary contact, we will contact the secondary contact and the emergency contacts provided on the health and safety form.

If your child is ill (severe cough, bad cold, high temperature, untreated head lice, etc.), please keep them at home. Contact the supervisor to let them know that your child will be absent for the day. Reimbursement options may be discussed.

INFORMATION ON HEAD LICE (PEDICULOSIS)

Head lice are unfortunately common in schools and camps where children are in close contact. Head lice are not related to a child's hygiene but are spread through head-to-head contact and the sharing of a hat, hairbrush, hair accessories, etc. If your child has head lice, please notify the supervisor immediately.

PERMISSION TO LEAVE CAMP ALONE

If you allow your child to leave the premises unaccompanied as of 3 p.m., please specify this on the health and safety form you will fill out when registering for camp via the Amilia platform.

FIRST AID

All staff members are certified in first aid and CPR. Staff members carry first-aid kits and two-way radios. If a child has an injury requiring emergency medical services (Urgences-santé), the supervisor will call 911 and then contact the family immediately.

ATTENDANCE AND ABSENCES

It is mandatory to inform the supervisor of your child's absence:

- 514 633-4066
- campdorvalsarto@ville.dorval.qc.ca

Attendance is taken at 9 a.m. If your child is registered and is not present, we will call the contact persons on file.

There are no refunds for daytime absences. Please refer to the refund procedure in the next section or ask your day camp supervisor.



REFUND PROCEDURE

REFUND REQUEST

For any question regarding refund requests, please write to campdorvalsarto@ville.dorval.qc.ca.

REFUND REQUEST FOR MEDICAL REASONS

- The person responsible for the child must provide a doctor's bill attesting to the child's medical condition for which reimbursement is requested. *

* For all refunds, please allow four to six weeks for a cheque to be issued or for a credit to be added to the account.

ARRIVAL AND DEPARTURE

DAY CARE

Arrival from 7 a.m. to 8:45 a.m.

Departure between 3 p.m. and 6 p.m.*

REGULAR HOURS

Arrival between 8:45 a.m. and 9 a.m.

Departure between 3 p.m. and 3:15 p.m.*

*Don't forget to bring your ID with you. This will be required to confirm your identity. No child will be allowed to leave camp alone without prior authorization from the parent or legal guardian when registering online.

If someone other than the parent or legal guardian is picking up your child at the end of the day, please notify us and ensure that the name of this person appears on the list of people authorized to pick up your child in your Amilia file. You must enter the names of all the people authorized to pick up your child in Amilia or mention them to the person at check-in so that they can be added to the attendance sheet. If a person is not on the list of authorized persons, the employee will ask for identification and call the child's parents or legal guardians to make sure they can let the child leave with said person. If we are unable to reach you, your child will not be able to leave with this person, as child safety is our priority.

If you are going to be late, please notify us as soon as possible.

Please respect arrival and departure times to the best of your ability.



SNACKS

It's important to provide your child with nut-free snacks (at least two) and beverages on a daily basis, Monday to Friday, and to ensure that they always have a refillable water bottle. We ask parents to provide healthy snacks for their children. Campers will have two snack breaks, one in the morning and one in the afternoon.



DORVAL DAY CAMP
IS A *nut-free* CAMP



SUGGESTIONS AND COMMENTS

Parents are invited and encouraged to share their concerns and suggestions with the Dorval Day Camp team by sending an email to campdorvalsarto@ville.dorval.qc.ca. All written comments will receive a written response.

