



2024 Day Camp Integration Program

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Foreword

Each year, close to 5 500 young Sherbrooke residents register for the various summer day camps offered by the Ville the Sherbrooke's partner organizations to spend an active and stimulating summer. In fact, the City mandates the organizing of day camps to seven organizations:

- Carrefour Accès-Loisirs;
- Centre Multi Loisirs Sherbrooke;
- Espace Loisirs Brompton;
- Loisirs Acti-Famille;
- Loisirs Fleuri-Est;
- Sherbrooke Loisirs-Action;
- Bishop's University.

With a view to inclusion, an integration program for children with special needs is set up within each of these organizations for the day camp period. The aim of this program is to enable young people to live and actively participate in a varied and diversified leisure experience as part of a group (15 children or more), while respecting their well-being and in a safe environment.

In recent years, more than 100 young people have been integrated into day camps across the country thanks to this program. On the following pages, you will find an overview of the program's operation, and the various stages involved.



What is a day camp?

“Day camps are often located close to home, in a local school, community centre or sports facility. These day camps allow children to enjoy themselves during the day and to go home at night. With day camps, you can maintain a certain family routine, even if days at day camp are totally different than days at school!

Typically, these day camps offer a program of daily activities over five consecutive days, but some also offer single day full-day programs.

The strength of day camps: the wide variety of activities on offer!

Day camp programming usually includes cooperative games and sports, outings, themed activities, arts and crafts and more! Some day camps also specialize in one or more disciplines, such as dance or science. With such an offer, every week at day camp becomes an opportunity to experiment with activities and discover new passions!”¹

In general, day camp employees who work with the children are support staff and camp counsellors. Support staff are the students responsible for looking after one or more children with special needs, while camp counsellors are the students in charge of a group of 15 children and the day's programming.

¹ [Camp de jour et camp de vacances : quelle est la différence? | Association des camps du Québec \(campsquebec.com\)](http://campsquebec.com)



Eligibility criteria

To be eligible, children must meet the following criteria:

- Be a permanent resident of the Ville de Sherbrooke;
- Be between 5 and 14 years old. More specifically, the child must be 5 years old on September 30 and 14 or under on June 1 of the current year;
- Have a physical and/or intellectual disability and/or special supervision needs requiring assistance to maintain attendance at day camp;
- Have the interest and ability to participate in regular day camp activities;
- Have completed the support application on the MétaPRISME platform (<https://sherbrooke.metaprisme.com>) before March 15, 2024. No applications will be accepted after this date.



Nature and objectives of the program

The program aims to enable children with special needs, aged between 5 and 14, to live and participate collectively and actively in a varied, rewarding and diversified leisure experience within a group of 15 children or more. To this end, a committee analyzes the individualized accommodation measures required to promote an optimal leisure experience and thus facilitate the child's integration and participation in day camp.

The context of a municipal day camp is a very specific one, i.e., staff are mostly students aged between 15 and 25, for whom this is often a first work experience. Support staff are employees who receive basic training in activity leading and integration. The delegated managing organization cannot guarantee and is not obliged to hire students or professionals in a field related to the job (e.g., special education techniques, teaching, school adjustment). Most day camps are held in schools or municipal buildings, with between 60 and 400 children taking part. The regular activities service is 6.5 hours a day, in addition to a varied daycare offer of a minimum of 3 hours a day, depending on the organization. Programming covers a wide spectrum, from arts and sports to science and outings. The camp counsellors' mission is to provide children with a dynamic, stimulating, playful, healthy and safe environment.



The Day Camp Integration Program offers several accommodations to meet the special needs of children, such as:

- Reduced participation: for example, the child is present for half a day rather than a full day, for a few days a week, or for a few weeks during the summer;
- The provision of one-off assistance to the child, i.e., ensuring that camps counsellors are equipped to respond to a particular identified aspect for a child;
- A gradual introduction to day camp to ensure a smooth transition for the child;
- Participation varies according to the nature of the activity or outing;
- A reception site to meet demand;
- Enrolment in a camp that meets the child's interests and needs, such as themed camps;
- A reduced-ratio accompaniment service, which still includes a regular group, to support the child in carrying out their activities, namely by offering support with communication, personal assistance (hygiene, eating, dressing), travel assistance, etc.

This list is not exhaustive, and many other measures can be put forward to meet the child's specific needs. We encourage parent(s) or guardian(s) to propose any other accommodation measures for their child. The proposed measure will be duly evaluated by the Analysis Committee to determine whether it can be implemented without undue hardship.



This is not a specialized service. This is a summer activities service that prioritizes the integration and inclusion of children with special needs. The Integration Program must always be in the child's best interest, and their admission must not impose undue hardship on the organization, given the reasonable accommodations available in the Ville de Sherbrooke's day camps. Therefore, an application may be refused if:

- The request calls for a change in the mission and programming of the regular day camp, in order to meet the child's special needs.
- The request calls for accommodations beyond the capacity of organizations, such as specialized employees, work to adapt physical locations, etc.
- Safety issues for the child, other children and/or day camp staff are identified.
- The request requires specialized procedures for untrained employees with little or no experience, despite the organization's efforts to find these resources in the context of a regular day camp.
- If the request for an assessment of needs is incomplete or contains incorrect information/not representative of the child's actual situation.
- If the request for an assessment of needs has not been submitted within the prescribed timeframe.





Also, meeting the above eligibility criteria does not automatically entitle applicants to the Integration Program. In collaboration with a needs analysis committee, stakeholders will determine whether the organization is able to meet the child's needs and provide a positive integration experience. The assessment will be made by the Analysis Committee on the basis of information provided by the parent(s) or guardian(s) and by the professionals on file. The evaluation of the child's file is subject to annual review. The collaboration of the parent(s) or guardian(s) and the professionals registered in the file by the parent(s) or guardian(s) is crucial to properly assess the child's situation, which may change over time. A child's participation in a previous year's day camp does not guarantee acceptance to the current year's day camp. The organization reserves the right to terminate a child's participation at any time if, among other things, the assessment of needs form does not reflect the child's actual needs.





Program implementation steps

The *Integration Program* is launched in December or January of each year via the City's website, each organization's website, and public institutions (CIUSSS de l'Estrie-CHUS and Centre de service scolaire de la Région-de-Sherbrooke).

The main phases of the Integration Program are as follows:

Analysis

- The parent(s) or guardian(s) must complete the application via MétaPRISME, making sure to use the same account as in previous years if applicable. The parent(s) or guardian(s) must be sure to provide an objective overview of the child's abilities and needs in a leisure context, so that a proper analysis can be made;
- On the form, the parent(s) or guardian(s) must provide contact information (e-mail required) for adults who work with the child in a group setting, ideally in a school or recreational environment, or who are health and/or social workers, and advise them that they will be asked to fill out a questionnaire about day camps;
- On the form, identify the desired day camp weeks, and be as realistic as possible in identifying them, since it is these weeks that are considered when making matches and hiring the necessary resources.



Decision

- Before the form submission deadline, the parent(s) or guardian(s) must ensure that the form has been completed by the targeted respondent;
- Following receipt of the forms, meetings of the Analysis Committee will be held;
- The organization must inform the parent(s) or guardian(s) of the result of the analysis and the registration procedure, or of the reasons for the refusal decision.

Implementation

- Upon receipt of confirmation of the child's eligibility for the Integration Program, the parent(s) or guardian(s) must proceed with official registration with the organization and pay the associated costs. A child's participation in the day camp is conditional on their official registration with the organization;
- The organization must implement measures to accommodate the child's integration into the day camp;
- The parent(s) or guardian(s) must cooperate, suggest possible accommodation solutions and participate by being available at all times before and during the day camp;
- The parent(s) or guardian(s) must properly inform day camp staff and relevant partners of the terms of the child's integration plan;
- The organization must inform the parent(s) or guardian(s) of the child's participation in the day camp. The organization must ensure a follow-up with the child's parent(s) or guardian(s) and the other relevant organizations during the summer. The organization reserves the right to terminate a child's participation in certain circumstances;
- The child must comply with the organization's code of conduct.



Review

- At the end of the day camp, the organization must complete a written review on the child's integration and submit it on the MétaPRISME platform;
- The review is sent to all those who contributed to the analysis of the child's needs.

It is the responsibility of both the respondent designated by the parent(s) or guardian(s) and the parent(s) or guardian(s) to ensure that the completed child's needs form is forwarded to the Ville de Sherbrooke by the deadline indicated. If the deadline is not met, the Analysis Committee will unfortunately be unable to evaluate the request for the child, and the child will be automatically refused admission to the day camp. This refusal will be sent in writing to the parent(s) or guardian(s).

Please note that if the parent(s) or guardian(s) registers the child for the day camp despite a refusal or without having completed a support application form, the City and the Organization reserve the right to refuse the registration application and, if applicable, to withdraw the child from the day camp at any time, in accordance with the Organization's code of conduct.

In cases where support is provided as an accommodation measure and the attending child's support staff is unable to attend work, the organization will attempt to replace the employee. However, if it is not possible to replace the employee, the child will not be able to attend the day camp for the full duration of the support employee's absence. In addition, depending on the child's needs, the level of support applied at the daycare may be different from the level of support applied during regular activities. In this case, a discussion will take place with the parent(s) or guardian(s) to agree whether or not daycare will be possible for the child.



If the child's needs change between the Analysis Committee meeting and the start of the day camp, it is the parent/guardian's responsibility to inform the organization, and upon request, the child's file may be reanalyzed.





Organizations' contact information

Area

Centre-Ville

Carrefour Accès Loisirs

819 821-1995 info@carrefouraccesloisirs.com

Mont-Bellevue

Centre Multi Loisirs Sherbrooke

819 821-5601 info@loisirsherbrooke.com

Fleurimont

Loisirs Fleuri-Est

819 821-579 information@loisirsfleuriest.org

Rock-Forest St-Elie et Deauville

Loisirs Acti-Famille

819 864-9508 info@loisirsactifamille.com

Secteur Jacques-Cartier

Sherbrooke Loisirs-Action

819 821-5780 info@sherbrookeloisirsaction.com

Lennoxville

Bishop's University

819 345-0549 camps@ubishops.ca

Brompton

Espace Loisirs Brompton

819 345-1914 info@espaceloisirsbrompton.ca



Alternative resources

TDAH Estrie 819 565-7131 intervention@tdahestrie.org

La libellule 819 636-0400 lalibellule.keilavero@gmail.com

Dagobert et cie (dyspraxie) 819 829-0594 info@dagobertetcie.ca

Dysphasie Estrie 819 569-6449 coordinationdlde@gmail.com

ASDI 819 346-222 info@asdisherbrooke.org

Maison Caméléon 819 562-6881 maisoncameleon@videotron.ca