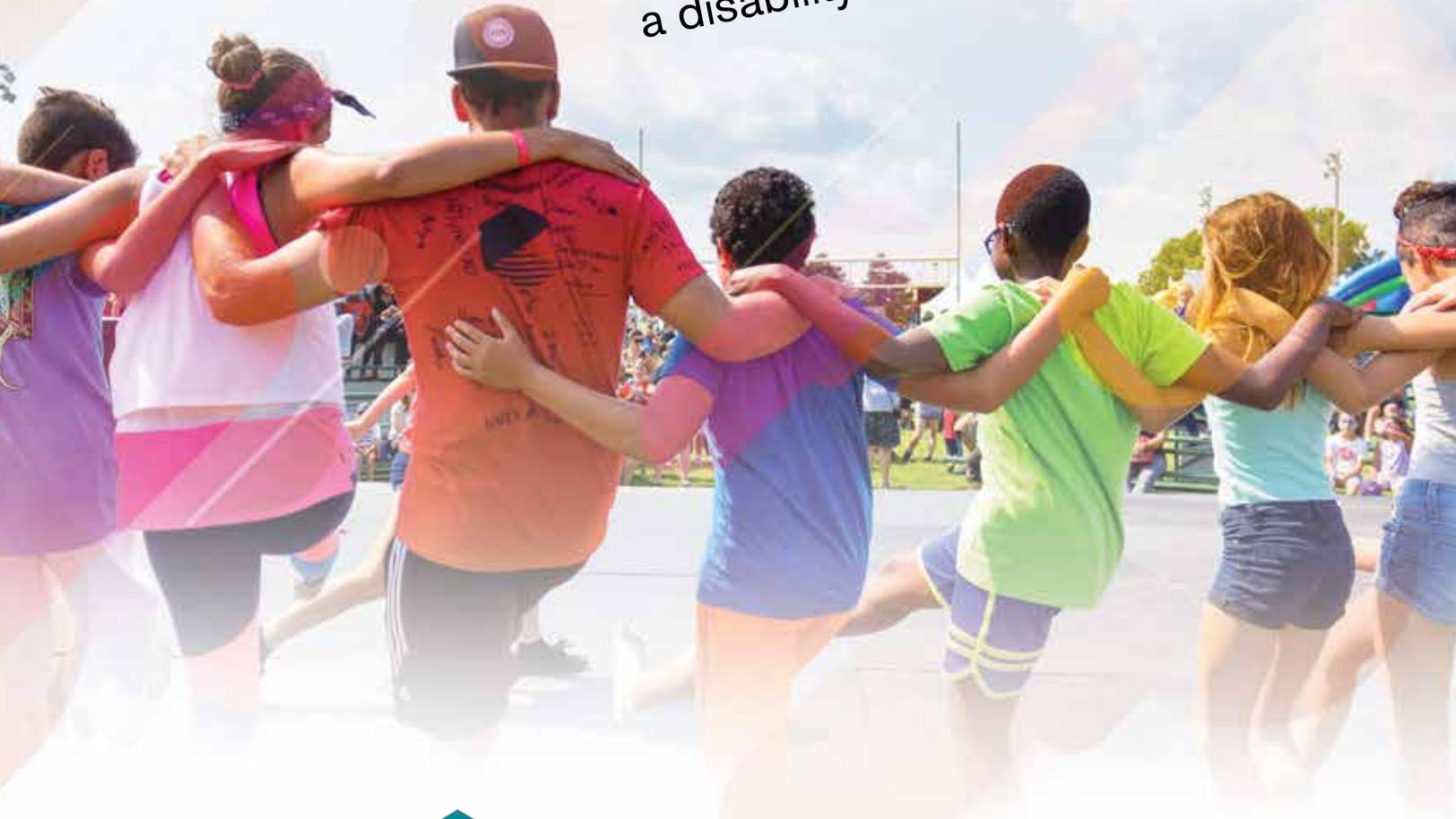


# Active'été

## DAY CARE INTEGRATION PROGRAM

for **YOUNG PEOPLE** who have  
a disability



**Châteauguay**

# TABLE OF CONTENTS

## CONTENTS

A WORD FROM VIE CITOYENNE ..... 2

COORDINATION TEAM ..... 3

ACTIV'ÉTÉ ON SOCIAL NETWORKS ..... 3

1. Mission and objective ..... 4

Objectives of day camp programs ..... 4

2. Role of the integration facilitator ..... 4

Integration facilitator ..... 4

3. Eligibility terms and conditions ..... 5

4. The analysis of the application for accommodation conditions..... 6

Committee responsibilities..... 6

5. Excessive constraints ..... 7

6. Code of living ..... 7

7. Paratransit..... 8

General operations of the organization ..... 8

Operation in case of absence..... 8

8. Registration and Needs Identification Form ..... 9

9. Steps in the program registration process ..... 9



Dear parents,

We are very pleased to have prepared this document that sets out the conditions and the details of how children who have special needs are taken care of and integrated into the Ville de Châteauguay Activ'Été day camp.

This document, which complements the **PARENTS' GUIDE**, is available in a digital format on the Ville de Châteauguay website and in a paper format at the service counter in the Centre culturel Georges P.-Varnier.

The **Activ'Été INTEGRATION** program is a service we are proud of because it allows more than 60 children who have disabilities to participate in the regular activities of the Ville de Châteauguay day camp.

This document is a new tool for parents, which is important for understanding how the program works. In it, you will find an overview of the program conditions, objectives, structure and shared responsibilities.

We would like to emphasize that successful integration of children requires the co-operation of parents, the **Activ'Été** coordination team, local stakeholders and the integration facilitator who is responsible for the children.

The entire Vie citoyenne team wishes you an enjoyable summer at the camp.

Division culture et projets spéciaux  
Direction de la vie citoyenne  
Ville de Châteauguay

## COORDINATION Team

---

**Anik Lacelle**, Coordinator  
450.698.3137  
anik.lacelle@ville.chateauguay.qc.ca

**Mélanie Tremblay**, Assistant Coordinator  
Day Camp for ages 10-13 | La Centrale and Excursions  
450.698.3134  
melanie.tremblay@ville.chateauguay.qc.ca

**Francis Pépin**, Assistant Coordinator  
Day Camp for ages 5-6 | Daycare and Apprentice Facilitators  
450.698.3129  
francis.pépin@ville.chateauguay.qc.ca

**Gabriel Goyette**, Assistant Coordinator  
Day Camp for ages 7-9 | Specialized camps  
450.698.3079  
gabriel.goyette@ville.chateauguay.qc.ca

**Integration program**  
450.698.3136  
integration@ville.chateauguay.qc.ca

### PLEASE NOTE:

To make this document easier to read, the term parent(s) refers to the child's guardians or parental authorities.

### SPRING BREAK:

The information in this guide are also valid for Spring break, where applicable.

## ACTIV'ÉTÉ on Social Networks

---



Follow us on Facebook to find out, in real time, about changes to activities, bus or bike delays and any information relating to the smooth running of the day camp.

# 1. MISSION AND OBJECTIVE

---

## Objectives of day camp programs

- Provide a fun, safe and rewarding recreational experience for all participants;
- Promote the camp's values of adopting a healthy lifestyle, being open to others and allowing all participants to enjoy group life.

Based on the philosophy of an inclusive municipality, the Châteauguay Integration Program focuses on the participation of young people with special supervision needs and their integration into the day camp.

The accompanying of the young people is therefore essential to ensure that they can participate in group life and the activities offered. This is why the City is providing this non-specialized service at no extra charge. It ensures that young campers who require support to facilitate their integration into regular day camp activities can benefit from the help of an integration facilitator.

# 2. ROLE of the integration facilitator

---

Under the direct supervision of a sector leader, and supported and coached by the coordination team and the professional resource,\* the integration facilitator will receive minimum training of 36 mandatory hours, including training on accompaniment, facilitation and first aid. Since we prefer stability, the child usually stays with the same facilitator throughout the summer even if, in certain circumstances, changes are made.

## Integration facilitator

The integration facilitator is tasked with facilitating and integrating one or more young people who have special supervisory needs into the day camp. He or she observes the attitudes and behaviour of young people, participates in evaluating needs and facilitates individual or group activities. The integration facilitator must also plan activities and supervise a group of children in a safe setting.

**PLEASE NOTE:** A professional resource is onsite to help the coordination team and the people responsible for the sector. He or she moves between the different sectors of the day camp to meet with all the young people registered in the program. The professional resource's academic background allows him or her to evaluate various problems, offer solutions and develop intervention plans to prepare facilitators for the integration.

### 3. ELIGIBILITY TERMS AND CONDITIONS

Each year, you must complete and file a registration and needs identification form, within delays indicated. Although late requests will be analyzed, accommodation will depend on hosting capacity, the possibility of twinning and the availability of high-quality, safe supervision.

- Communicate information to understand the needs of the child in collaboration with stakeholders.
- A recognized health professional must have made a diagnosis or undertaken a process to make one, demonstrating that the child has a physical and/or intellectual disability and/or special supervisory needs. Also, an organization, such as another day camp for example, may justify the need to accompany the child.
- The child must enjoy living in a group and be able to participate to some extent in activities with the integration animator's support.
- Hold a valid Passeport-loisir.
- Be between 5 and 15 years old.

**PLEASE NOTE:** Meeting these conditions does not provide automatic access to the Integration program.



## 4. THE ANALYSIS of the application for accommodation conditions

---

Every application will be analyzed by an evaluation committee composed of an Integration Program coordinator, the specialized stakeholder and a resource person from the health and/or education network. Through the information collected and collated, this committee will assess whether the child is able to integrate into day camp in accordance with the program's values, mission and objectives. It is up to Châteauguay to recruit the integration facilitators and to apply the ratios and the support terms and accompaniment conditions determined by the evaluation committee.

### Committee responsibilities

- Ensure the children's eligibility for the program;
- Assess the children's ability to integrate into the day camp;
- Assess the children's autonomy;
- Assess the children's ability to participate in camp activities, while respecting the children's well-being and safety as well as the well-being and safety of others;
- Determine a ratio and accompaniment conditions;
- Identify the age group in which the children will be registered;
- Identify the sector to optimize the children's integration and accompaniment conditions (physical arrangements, number of children registered, transportation, etc.);
- Analyze and process all the other information and specific situations.

**Ville de Châteauguay** encourages the participation of all children at the day camp. Therefore, the committee assesses the particular aspects of each case and determines the City's ability to make the necessary arrangements. After the committee analyzes the request for co-operation with the parents and stakeholders, it will be able to determine whether or not there are excessive constraints for the city.

## 5. EXCESSIVE constraints

During the analysis of eligible applications, the committee must assess whether constraints are excessive. During the day camp, it is up to the coordination team to consider all possible accommodations and alternative solutions together with the parents. A constraint may be considered excessive when the accommodation requested leads to:

- A real and significant threat to the safety of the child or others;
- A genuine obstacle to the operation of the day camp;
- Important or excessive expenses for the day camp;
- Fundamental modification of the services;

If it has not been possible to find an accommodation and the City finds that there are excessive constraints, the child will not be admitted and the parent will have to turn to other services.

**PLEASE NOTE:** The procedure established here is based on elements defined by the Commission des droits de la personne et des droits de la jeunesse.

## 6. CODE of living

The day camp coordination team encourages parents to read the Participant's code of living and to make their children aware of its content. These rules apply to all parents, children and employees involved in summer programs. You will find this code of living in the Parents' Guide.

The City may, after following the procedures in force, deregister a child from the program in accordance with its by-laws.



## 7. PARATRANSIT

---

**Ville de Châteauguay** offers paratransit services for children registered in the sectors for ages 7–15 who cannot use their bikes when travelling with their respective groups. A partnership has been entered into with Transport Accès. Parents must apply for registration with the organization and, once the child has been admitted, the coordinator will take charge of the transportation schedule and the City will assume the travel costs for day camp activities.

### General operations of the organization

- During transportation, at least one integration facilitator will accompany the children. Only trips to local outings between 9 a.m. and 3:45 p.m. will be offered. Transportation to the area and return home must be provided by the parent.

### Operation in case of absence

In case of absence, you must call the day camp coordination team, before 8:30 a.m.

For further information about the organization and for information on the terms and conditions, please call 450 699-1077.

## 8. REGISTRATION and Needs Identification Form

---

Each year, you have until **March 15** to complete the form. It is available in the City's website at <http://www.ville.chateauguay.qc.ca/integration-activete>. After the receipt of your form has been confirmed, you will receive an answer in mid-April.

## 9. STEPS in the program registration process

---

1. Complete the registration and needs identification form;

You will receive an answer in mid-April.

**If admitted:**

2. Sign up your child with Transport Accès, if necessary, by mid-May;
3. Sign up your child for the day camp during the registration period at the end of April and in May;
4. Familiarization meeting between parents, children, integration facilitators and stakeholders, if necessary, at the end of June.
5. Beginning of the day camp.

**FOR MORE INFORMATION**

450 698-3136

[integration@ville.chateauguay.qc.ca](mailto:integration@ville.chateauguay.qc.ca)





*Activ'été*

**DAY CARE INTEGRATION PROGRAM**

for **YOUNG PEOPLE** who have  
a disability



**Châteauguay**