

# 2025 Leaders-In-Training Parent Handbook Package



**TCAG Summer LIT Program...fun making friends for life.**



[www.thoroldgroup.org](http://www.thoroldgroup.org)

Located at: 131 Richmond Street, Thorold, ON, L2V 3H3  
Phone (905) 227-0545





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## **Who We Are**

At the TCAG, we provide a healthy, safe, and secure environment for all participants. The Leaders-in-training (LIT) program provides opportunities for our youth to learn and grow. Through a combination of shadowing counsellors and leading activities, youth will develop self confidence and leadership qualities that they will carry with them their whole lives. Our LIT program aims to instill the principles of leadership for future generations.

The TCAG Summer LIT Program is committed to maintaining the highest standard of quality to ensure a fun, safe, and memorable experience for all. Our goal is for each participant to have an amazing experience that positively influences their development.

## **Mission**

The Thorold Community Activities Group is dedicated to providing a welcoming place for the community to interact, learn and grow through healthy activities.

## **Vision**

Every community member has a safe place to play, engage and be inspired.

## **Etiquette**

*"The TCAG is a shared experience for everyone to enjoy. Each of us can make it better for all by being considerate to others. TCAG members, participants, staff and volunteers all pledge to treat one another, our facilities and equipment with respect and dignity."*



## **ABOUT OUR PROGRAM**

Our LIT program is offered to youth ages 12-15 years old. This program is designed to develop essential leadership and teamwork skills through engaging and interactive activities. The LIT's will have the opportunity to shadow our skilled counselling staff and lead activities for the younger campers, while also engaging in group work, certification courses, team projects, along with daily swimming and weekly trips.

### **SESSION OUTLINES**

*\*Must complete the previous session for entrance to the next session.\**

<b>Session</b>	<b>Date</b>	<b>Topic</b>
Session 1	July 7 to 25	Introduction to Leadership
Session 2	August 5 to 22	Collaborating as a Leader
Session 3	July 7 to 25	Being Leaders in our Community
Session 4	August 5 to 22	Putting Leadership to the Test
Session 5	July 7 to 25	Introduction to Junior Camp Leadership
Session 6	August 5 to 22	Junior Camp Leadership

### **IMPORTANT DATES**

Monday, June 30th – **CLOSED**

Tuesday, July 1st – **CLOSED**

Monday, August 4<sup>th</sup> – **CLOSED**

Wednesday, August 13<sup>th</sup> – Overnight camp trip

### **PROGRAM HOURS**

- 9:00am - 4:00pm
- Morning extended care hours 7:30 – 9:00am (no extra charge)
- Afternoon extended care hours 4:00 – 5:30pm (no extra charge)

### **COST**

- Sessions 1, 3 & 5 are \$750 (*\$250 per week*)
- Sessions 2, 4 & 6 are \$700 (*week 1 is only 4 days*)



## **LIT APPLICATION PROCESS**

Registration for the LIT program is done through an application process where candidates will answer a questionnaire and submit a short essay or video. Please note there are limited spots available each session. When a candidate is accepted in the program the following will be required:

- TCAG Online Registration Forms
- \$25 deposit per youth per session
- Weekly Payment or Pre-Authorized Payment Plan via credit card or bank account information

## **PAYMENT POLICY**

- Program Fees are due in advance by the prior Friday at 5pm
- Failure to pay will result in a \$25 NSF charge applied to your account and your youth being denied access to the program until payment has been made in full.

## **FINANCIAL ASSISTANCE**

Financial assistance is available, please contact us for information about scholarships and subsidies for the LIT program.

## **REFUND POLICY**

- Refund requests can be made by contacting the front reception staff.
- Requests to withdraw and receive a full refund may be made up to 10 business days prior to the start date of the session.
- Program fees are non-refundable after the start date of the registered session. Exceptions may be made for confirmed medical reasons with proper documentation.
- Refunds will not be given if a participant is sent home for misconduct or if they become ill.



## **DROP OFF & PICK UP**

Prior to the start of your session, you will receive an information email including the location.

- At drop-off the following is required:
  - Name of parent/guardian picking up.
- At pick-up the following is required:
  - You will be required to show identification until a relationship is established with the TCAG staff.
  - Should you need to pick-up prior to 4:00pm please call ahead to notify staff
  - Late pick-up (after 5:30pm) is subject to a late fee
    - *\$5.00 for the first 10 minutes*
    - *\$10.00 after 10 minutes & up to 20 minutes*
    - *\$15.00 after 20 minutes & up to 30 minutes*

## **RELEASE OF PARTICIPANTS**

Unless otherwise arranged, participants will not be released to any person other than those specified in the youth's file and with permission from the parent. Even if a person is on the authorization list the parent is still responsible to call the centre and inform the staff who will be picking up if it will not be the person identified in the morning. **CHECK WITH SUPERVISORS.**

No person under the age of 13 is allowed to pick up or leave on their own from the TCAG. Any participant that will walk home/leave on their own is required to submit approval from a parent/guardian to the supervisor.



## **WHAT TO BRING TO THE PROGRAM**

Your youth's belongings should be well packed in a backpack that is comfortable and not too heavy to carry. We also ask that you label your youth's items in case lost.

- Water bottle, lunch including morning and afternoon snacks **(NUT FREE)**
- Running Shoes or close-toed sandals **(FLIP FLOPS ARE NOT RECOMMENDED)**
- Hat
- Sunscreen that will be easy for your youth to apply themselves
- Bathing suit & towel (For daily swim and water activities.)

The TCAG is not responsible for any personal/valuable items brought to program that may end up lost or broken.

## **LOST AND FOUND**

Lost and found items will be collected and stored in a bin each week. Unclaimed items are given to charity on the last day of program.





## **HEALTH & SAFETY**

### **ALLERGIES**

Participants may carry their epi-pen and/or a staff member.

***Please remember to note all allergies on the registration forms to help keep your youth safe. Please also list if an epi-pen is required.***

### **ILLNESS/INJURY/INCIDENT**

In the case where your youth is sick, they **must** stay home. If your youth will be absent, please notify our office at 905-227-0545 ext. 21.

If a participant becomes ill throughout the day, is injured, or is involved in a behavioural incident you will be notified by phone to pick up your youth immediately.

**Please make sure to list emergency contacts in the case that you are not available to pick up your youth. Attempts will be made to reach all contacts. Failure to pick up your youth may result in suspension from future programming. In the case that we are unable to reach anyone Family & Child Services may be contacted.**



## **BEHAVIOUR MANAGEMENT**

### **CODE OF CONDUCT**

The safety of each individual in the program is of the utmost importance to the TCAG. Each registrant and their parents/guardians must recognize a personal responsibility to learn and follow policies established by the TCAG, at all times. Parents/Guardians agree that any behaviour of the registrant and their parents/guardians that place themselves or others at risk may result in immediate dismissal from the program. Further, if dismissed from the program, the parents/guardians agree to cover any expense(s) arising from such dismissal. Parents/Guardians acknowledge and agree that no refund will be granted for the dismissal of the registrant and parents/guardians before the end of the program session. In order to ensure the safety and well-being of all individuals participating in the program, including parents/guardians, the TCAG reserves the right to alter the program at any time without notice or compensation to the registrant.

### **BEHAVIOUR GUIDELINES**

All participants are expected to follow the TCAG behaviour guidelines and to interact in a positive and appropriate manner with their fellow peers, counsellors and other staff. Behaviour (including but not limited to harassment, verbal threats, physical behaviour, bullying, etc.) that negatively impacts others physically or emotionally will result in immediate dismissal or removal from program at the discretion of the TCAG.

All Participants/Parents/Guardians agree to:

- Refrain from words, actions, and behaviour that demonstrate disrespect for other members, volunteers, employees, or the family members of such individuals.
- Uphold TCAG's reputation and integrity by ensuring that their conduct whether in person, online, or otherwise brings honour and dignity to the TCAG.
- Are responsible for their actions, choices, and words.
- Will respect each other, their environment and actions towards staff.
- Should be honest and true to their word.
- Will care for themselves and those around them.
- Will value diversity and seek to include others.

**The TCAG does not tolerate bullying, physical and aggressive behaviour.  
All are grounds for immediate dismissal.**



## **INCLUSION AT THE TCAG**

While we strive to be a fully accessible facility, we currently do not have the staffing to support youth on a 1:1 basis.

For this reason, and to help ensure a successful experience for each and every participant, it is important that all youth are able to cope in a busy, highly populated, stimulating environment and are able to follow directions.

Some independence is required for youth to be successful in our program environment. In addition, for safety reasons, any youth that displays consistent difficulty following the rules, the direction of counsellors, or refuses to participate will be required to be picked up by a parent/guardian.

We believe in the importance of programs for all kids – if you'd like further information about our partner organizations and finding a program that might be a better fit for your child, please give us a call at 905-227-0545 ext. 26.



## **MORE INFORMATION**

### **CONTACT US**

Camp Director      905-227-0545 ext.21 [tcagcamp@gmail.com](mailto:tcagcamp@gmail.com)

Front Reception      905-227-0545 ext.21 [tcagreception@outlook.com](mailto:tcagreception@outlook.com)

### **FREQUENTLY ASKED QUESTIONS**

#### **What happens if it rains or there is a heat warning outside?**

Programs run rain or shine! During the event of rain, participants will be directed indoors to complete activities. Participants will be outside for majority of the day. In extreme cases our staff will work hard to modify program activities for the day and provide alternatives for our participants to keep cool. Please remember to dress your youth appropriately for the weather!

#### **Can my youth bring toys or electronics to camp?**

We do not allow participants to bring any toys or electronics to program unless specified by the supervisor for a specific activity. These items are a distraction to our busy day when not designed for the planned activities and can result in lost or damaged belongings, so please have your youth leave them at home. Cell phones are to remain in their locker on silent during program.

#### **How can I stay up to date with what activities my youth does everyday?**

Each Friday newsletters will be emailed to parents/guardians to provide an update on the planned activities for the upcoming week. This email will include details about the weekly theme, weekly trip and Fun Friday. Please ensure you provide your email in the registration package to receive this important weekly newsletter!

Follow us on Instagram and Facebook for daily updates and photos of what your youth is up to!



**@ thoroldgroup**



**@ Thorold Community  
Activities Group**



### **Can my youth bring money with them on field trip days?**

Please do not send your youth with money as we do not allow participants to buy anything while off site. We promote a fair and inclusive program, where all participants are equal, so we do not permit them to bring money while attending.

### **Does my youth have to attend pool time everyday?**

Yes, all participants are required to attend the outdoor Thorold pool everyday 1-2:00pm. As physical wellness is a crucial component of healthy development, all participants should expect to spend at minimum, 30 minutes in the pool.

### **Can I drop my youth off late or pick them up early?**

If you need to drop your youth off late or pick them up early, please notify the supervisor. It is important that your youth attend our regular scheduled program, 9am-4:00pm in order to maintain routine, complete tasks and create a positive experience.

### **What qualifications do your staff have?**

Our staff are chosen for their ability to role model TCAG values and our mission! Our staff are all post-secondary students or have graduated from post-secondary education and have a passion for working with youth in a leadership role. Our staff understands the importance of a safe environment while promoting a positive and fun experience! All staff are Standard First Aid & CPR certified, and hold certifications in High Five Healthy Child Development, Anaphylactic training, Concussion protocol, and hold a current Criminal Reference Check. All staff participate in our extensive pre-program training sessions where we focus on creating a healthy, safe, and fun summer for all participants!

### **What kind of activities are planned for participants?**

This unique program, specifically designed for youth ages 12 – 15 years, is an incredible opportunity to develop essential leadership and teamwork skills through engaging and interactive activities. This exciting summer program aims to instill the principles of leadership for future generations.

During each three-week session, LITs will be introduced to leadership, the skills required to be a positive leader in their community along with group work, basic first aid training and team projects. LITs will work towards leading activities for the younger campers and community engagement, along with daily swimming and weekly trips including an overnight camp out for LITs in sessions two, four & six!



**What is the schedule during a typical day of program?**

Time	Activity
7:30am – 9:00am	Morning Extended Care
9:00am – 9:15am	Group Opening Discussion
9:15am – 10:00am	Programming
10:00am – 10:30am	Morning Snack
10:30am – 12:00pm	Programming
12:00pm – 1:00pm	Lunch/Free Time
1:00pm – 2:00pm	Thorold Pool
2:15pm – 2:45pm	Afternoon Snack
2:45pm – 3:45pm	Programming
3:45pm – 4:00pm	Group Closing Discussion
4:00pm – 5:30pm	Afternoon Extended Care