

Parc
Jean-Drapeau

AQUATIC COMPLEX

2025 GUIDE FOR
DAY-CAMP GROUP
CHAPERONES



INTRODUCTION

A day at the pool might seem like a fun and enjoyable outing - for you and the children alike. But when it involves a body of water, there are dangers related to this body of water. **You constantly need to keep in mind that an accident can occur in a matter of seconds, and your main responsibility during these outings is to ensure the safety of the children in your group. As a chaperone, it is your duty to react and take action in the event of an emergency.**

There are still too many drownings and water-related accidents occurring every summer. Your role is of utmost importance in the smooth functioning of a day at the beach, and especially in ensuring the safety of the children in your charge. **Children's safety is everyone's business – lifeguards-monitors, chaperones, etc.** The Beach's monitors-lifeguards are trained and coached in being able to ensure the safety of pool users. Their role is to **monitor all beach-goers.**

As the chaperone, your knowledge of your group (age, swimming ability, handicap, etc.) is greater than that of the Aquatic Centre employees. Thus, we believe it is of **utmost importance that we work as a team to ensure your visit to our facilities unfolds smoothly and the children are kept safe at all times.** That's why we have created this document to serve as a guideline for everyone's role and to explain how you will be tangibly contributing to the overall safety of the children. **It is important that you have an awareness of what your responsibilities are and share them with your chaperones.**

For further information, check the guide:

https://www.education.gouv.qc.ca/fileadmin/site_web/documents/loisir-sport/encadrement_aquatique_en.pdf

YOUR RESPONSIBILITIES AS A CHAPERONE

BEFORE

- You must read the Parc Jean-Drapeau regulations (Appendix 1).
- You must be aware of the chaperone's role in terms of emergency measures (Appendix 2).
- Share this guide with your animator/chaperone employees who will be participating in the outing.
- Make sure you are aware of the swimming areas, the depth, shade areas of the Aquatic Complex (Appendix 3).
- Make sure you have the proper chaperone/children ratio before you come to the Aquatic Complex (Appendix 4). To do this, be informed whether the children have taken a swimming course (when, what level followed, certificate obtained or not). Then write down all the requisite information on the attendance sheet (need for a life jacket, special needs, etc.) (Appendix 5).

DURING

- When you arrive, inform the monitors-lifeguards about the number of children and chaperones and the specifics pertaining to your group.
- Confirm with the monitors-lifeguards the area assigned to your group and make sure your group obeys the regulations of the facility.
- Please specify to the monitors-lifeguards the amount of PFDs that are needed and ask for swimming tests.
- Swimming test: you need to help the monitors-lifeguards during the swimming tests and the distribution of the PFDs. Please mark down the names of the children requiring a PFD on the attendance sheet (Appendix 5).
- Your knowledge of each child's swimming skills is of utmost importance.
- Help the monitors-lifeguards to put on the ID bracelets.
- You need to pair the children to their chaperone in compliance with the ratios in effect (Appendix 4). Preferably, the children should be grouped based on their swimming abilities (weak, average, strong).

YOUR RESPONSIBILITIES AS CHAPERONE

DURING

- You need to be in the water and facing the body of water while your group is there to make sure your area is being monitored. Please obey the monitors-lifeguards instructions (Appendix 7).
- You must inform your person in charge if you need to leave, even if only for a few minutes (make sure someone is monitoring your group by complying with the ratio).
- If a child is missing, you must immediately inform the closest monitor-lifeguard.
- You need to make sure that the children requiring a life jacket wear it all day long.
- Make sure you take an attendance roll-call throughout the day (Appendix 5).

AFTER

- Write a brief report post-visit so you can take note of the children needing a PFD on your next trip to a body of water.
- Determine which points need to be improved for your next outing to a water-related facility.
- Our staff will send you a short survey after your visit so you can provide your opinion and issue your comments/suggestions as a follow-up to your experience at the Aquatic Complex.

OUR RESPONSIBILITIES AS LIFEGUARDS

BEFORE

- The supervisor of the monitors-lifeguards prepares for the arrival of day camp (based on the number of swimmers, preparation of the PFDs, etc.).

DURING

- Greets you when you arrive at the Aquatic Complex and assigns you a designated place for the day. You will also be provided with a rope to mark off your area.
- Explains the Aquatic Complex regulations and makes sure everyone understands what these regulations are.
- Provides some brief training about what the various monitoring techniques are.
- With your collaboration, conducts a swimming test with the children in your group and provides PFDs if needed.
- Does an active monitoring of your group and Aquatic Complex clientele.
- Administers the necessary treatment, if required.

AFTER

- Evaluation of the quality of the chaperones monitoring to ensure optimal safety. Parc Jean-Drapeau has the right to conduct an evaluation of the group support structure system done by the chaperones. If such is the case, recommendations will be made to the group in an effort to improve monitoring. Based on the results of this evaluation, a tighter ratio might be recommended for certain groups.

APPENDIX 1

Aquatic Complex regulations

MANDATORY

- Every swimmer and chaperone must wear a swimsuit; clothing used only for swimming and which allows the swimmer free movement.
- If necessary, a swimming diaper must be worn under the swimsuit (regular diapers are prohibited).
- Take a shower before entering the water.
- At the sound of the whistle, you must follow the instructions issued by the staff.
- Obey the regulations for chaperones and the responsibilities for monitoring young children.
- Check the depth of the water and choose a section of the pool suited for the children's swimming ability.
- The use of safety belts (dorsal ball or hippo belt) and personal flotation devices (PFD) are the only means of swimming support that is permitted.

PROHIBITED

- Diving head-first and climbing on the shoulders of another person, shoving and/or dunking other swimmers is prohibited.
- Smoking and vaping is prohibited within a nine (9) metre radius of the Aquatic Complex. The use of cannabis in this aforementioned radius or any other area subject to a ban is prohibited.
- Consumption of any type of alcoholic drink or beverage is prohibited.
- Glass containers are prohibited; plastic bottles are permitted.
- Use of a personal sound system to play music in the confines of the Aquatic Complex is prohibited.
- Taking photos or videos of Aquatic Complex users is not permitted.
- Pets, including those kept on a leash, are not allowed.
- No running
- Rolling stock (bicycle, inline roller skates, scooter) are not permitted in the confines of the pool.
- Bringing an inflatable accessory (floaters, air mattress, buoys, etc.) inside the pool confines is prohibited.
- Doing voluntary apnea (holding one's breath) and hyperventilation is prohibited.



The people in charge of the Aquatic Complex have full authority and reserve the right to penalize and expel anyone who violates any of the above-mentioned regulations or who disrupts activities and the safety of the other swimmers or who displays a lack of respect, civility or politeness.

Parc Jean-Drapeau is not responsible for lost or stolen items.

IN THE EVENT OF AN EMERGENCY

- A long whistle indicates an emergency; if you hear this signal all swimmers must stand still and follow the instructions.
- The lifeguards and people in charge of the pool operations must be immediately informed about any accident or incident.

APPENDIX 2

Emergency procedures

PERSON IN DISTRESS

1. Signal to the monitor-lifeguard that there is a person in distress.
2. Talk to the person and encourage the person to move to a safe area.
3. Toss a rope-free object that is floatable to the person and encourage the person to use it as a means to get to a safe place, or throw a floatable object with a rope and pull the person to safety,
4. If your feet are touching the bottom of the pool: bring the person in distress back to the surface and immediately notify the monitor-lifeguard.

CHILDREN THAT GO MISSING

1. Immediately notify the closest lifeguard.
2. Order the child out of the water if the lifeguards request that you do so.
3. Check whether the children under your care are all present and notify the lifeguards if anyone is missing.
4. Briefly describe the missing child to the lifeguards.
5. Closely monitor the children in your group until the lifeguards give the signal to go back into the water.
6. Once the monitors-lifeguards have confirmed the child is out of the water join in the search in the other non-aquatic areas of the swimming site.

IN THE EVENT OF A STORM

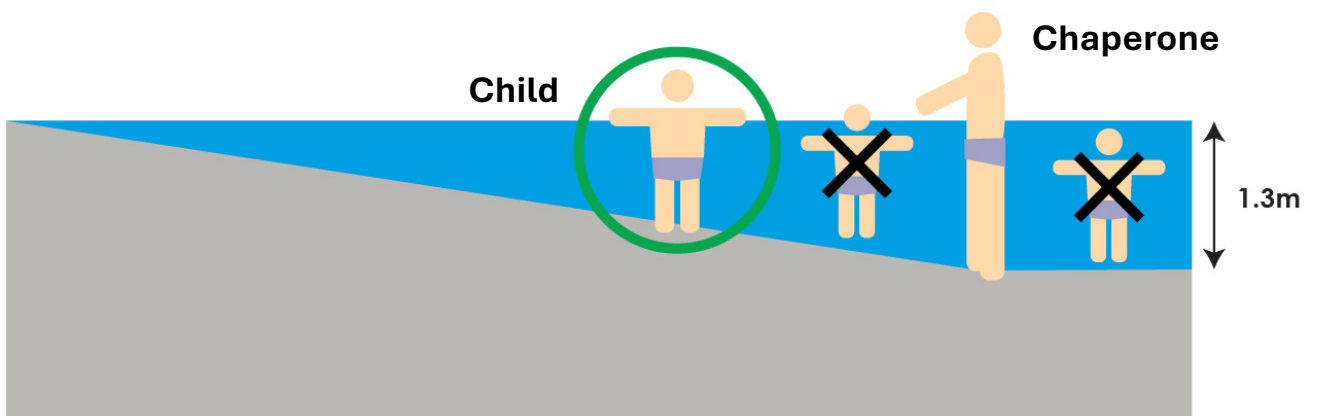
1. Immediately notify the closest monitor-lifeguard if you see lightning or hear thunder.
2. Order the children out of the water and direct them to a place that is covered.
3. Check whether the children under your care are all present and notify the lifeguards if anyone is missing.
4. Wait for the monitors-lifeguards instructions before going back into the water.

APPENDIX 3

Demarcation of the areas

DEPTH LIMIT

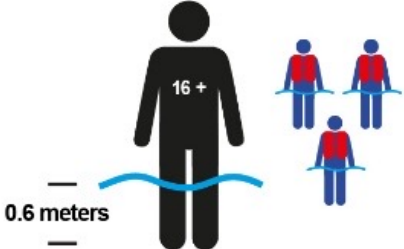
To determine the depth of the area assigned to your group, keep in mind the water level should reach no higher than under the armpits of the smallest participants in your group.



APPENDIX 4

Ratio

Children aged 5 and under OR having a swimming ability under Swimmer 3

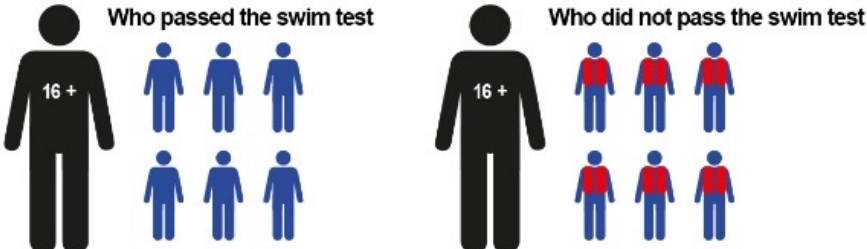


The diagram shows a large black silhouette of a person labeled "16+" standing in a pool. A blue wavy line indicates the water level, with a bracket below it labeled "0.6 meters". To the right of the chaperone, three smaller blue silhouettes of children are also in the water, each wearing a red life preserver.

The chaperone must conduct an active monitoring by regularly doing a count of the children under their supervision.

1 chaperone per 3 children

Children aged 6 to 11

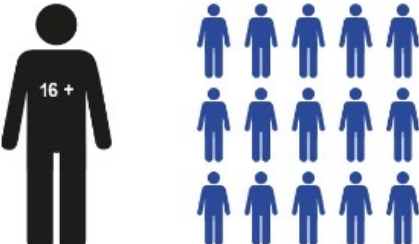


The diagram is split into two sections. The left section is titled "Who passed the swim test" and shows a large black silhouette labeled "16+" next to six smaller blue silhouettes of children. The right section is titled "Who did not pass the swim test" and shows a large black silhouette labeled "16+" next to six smaller blue silhouettes of children, each wearing a red life preserver.

The chaperone must conduct an active monitoring by regularly doing a count of the children under their supervision.

1 chaperone per 6 children

Children aged 12 and over



The diagram shows a large black silhouette of a person labeled "16+" on the left. To its right, there are 15 smaller blue silhouettes of children arranged in three rows of five.

The chaperone must conduct an active monitoring by regularly doing a count of the children under their supervision.

1 chaperone per 15 children

APPENDIX 6

Swimming test procedures

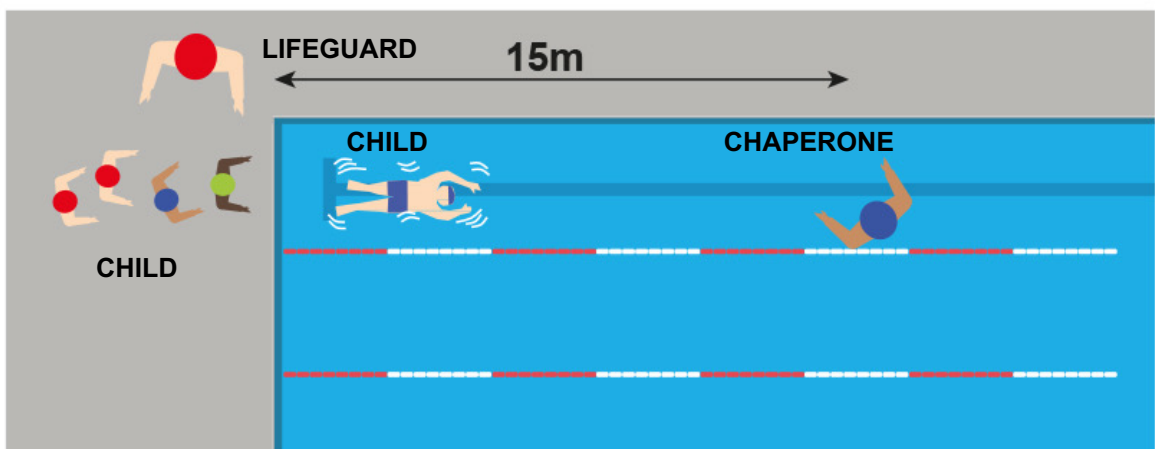
WHO NEEDS TO TAKE THE SWIMMING TEST?

Every participant in your group who does not want to wear a PFD must take the swimming* test. If you have already evaluated your participants' swimming ability, you can give a PFD to the children who don't have strong enough swimming skills. In such case, there is no need for a swimming test. Children who ask for a PFD are also exempt from having to take the swimming test. Please note children aged 6 and under must wear the PFD.

It is strongly recommended that you come with your own PFDs because has a limited amount of vests to lend.

HOW DOES THE SWIMMING TEST WORK?

1. The swimming test is done in Lane 8.
2. The children must get in line behind the ladder.
3. Under the supervision of the monitors-lifeguards, the children swim one at a time over a distance of 15 metres.
4. The children who are unable to do this will have to wear a PFD every time they are in the water during the day. They will have an orange bracelet on their wrist.
5. You must note on your attendance sheet the names of the children who could not pass the swimming test.



*Children that have functional limitations must do the swimming test requested by Parc Jean-Drapeau. If the swimming test cannot be done, the child will have to wear the flotation device unless the 1-to-1 chaperone/child ratio is complied with.

APPENDIX 6

Swimming test procedures



HOW TO DETERMINE WHICH CHILDREN NEED TO WEAR A PFD?

Children who are required to wear a PFD will have to wear an orange bracelet.

Children who are not required to wear a PFD will have to wear a green bracelet.

WHO PROVIDES THE PFDs?

Parc Jean-Drapeau provides the PFDs to help out its clientele. But on days when there are a lot of people or when there are many day-camp reservations on the same day, there may not be enough flotation devices for every child requiring one. And we need to keep a certain amount of these devices for our regular clientele. Consequently, it is strongly recommended that you bring your own flotation devices for the children in your group. You can also ask the parents to provide a flotation device for their child.

In the event there are not enough flotation devices for the children in your group, you need to make sure there is a fair balance of swimming time for all of the children. At no time is a child who could not pass the swimming test (orange bracelet) allowed to go into the swimming area without a flotation device.

Parc Jean-Drapeau will take care of cleaning the PFDs after usage.



APPENDIX 7

Effective monitoring

Be mindful that the children are not always on the surface of the water. It is important that you maintain visual contact with the children in your group and keep in mind the swimming area is a three-dimensional space. You also need to consider there are different factors which might hide the children from view and put them out of your sightline. These factors include reflections of light on the water surface and movements of the water that might make the surface translucent or opaque, floating objects and other swimmers. Be alert! If necessary, change your position so that you will always be able to keep the children in your field of vision.

SOME EFFICIENT METHODS TO PUT INTO PRACTICE:

A. Quick count of who's there

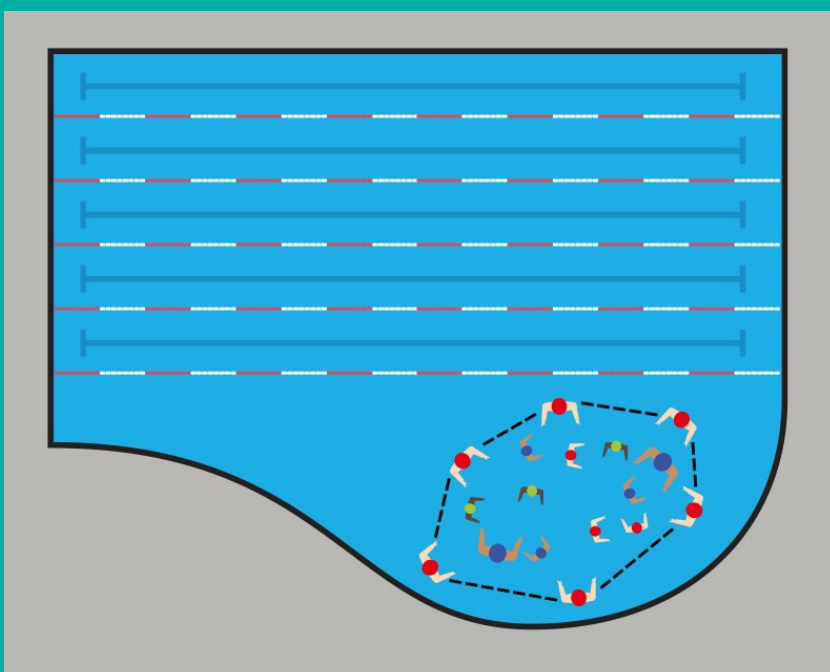
Buddy system: Each child is paired with a friend in his or her group. They have to stay together and watch out for each other. When you shout, "Buddy-up", the pairs get back together and this enables you to see them more easily and also see if everyone is there.

Head counting: You must count the number of children in and out of the water on a regular basis. To make this easier, identify the children by sectors (deep end, shallow end, rest area, picnic table, etc.) or evacuate the swimming area and send everyone to the meeting point.

Visual scanning: Monitor the movements of the children who go underwater (by diving, jumping or ducking under the surface) and make sure you see them re-emerge. You should also monitor the movements of non-swimmers to make sure they stay in the appropriate section of the swimming area.

B. Monitoring position

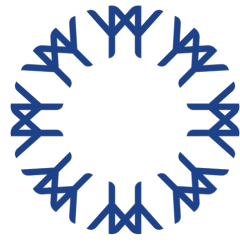
Parc Jean-Drapeau provides a rope to enable to mark off your designated area. Use of the rope is mandatory. Form a barrier between the shallower and deeper sections of the water. Maintain a spread-out formation to ensure monitoring of the entire group of children. Only when the chaperones are all in place are the children allowed to go into the water. You can rotate chaperones.



CHAPERONE WHO FORMS A BARRIER IN THE WATER



CHAPERONE WHO PLAYS IN THE WATER



Parc
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Société du parc Jean-Drapeau

