

*The City of  
Brooks*



# *Summer Camps 2020*

*Parent  
Handbook*

# Camp Fees

**Payment Information:** Payment is required at the time of registration. Camps are priced in accordance with the activities taking place each week.

**Cancellation/Refunds:** Withdrawal of a participant that is received and processed forty-eight (48) or more hours prior to the first class of a program will be subject to a cancellation administrative fee at a rate of 20% of the program registration value. If less than forty-eight (48) hours notice, the entire registration fee will be forfeited. We will provide prorated refunds if your child(ren) are symptomatic or showing signs of illness.

## Parent Responsibilities

Parents must follow all established policies and procedures outlined in the City of Brooks Summer Camps Handbook. Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the camp program and all other materials available to stay informed about the program.

# What to expect

Dress for the weather! Camp continues rain or shine!

We have lots of activities planned and some of which are messy.

Send your camper in clothes you don't mind getting dirty! In addition to the possibility of exposure to heat/weather elements outside, we will be participating in some indoor activities as well.

Our facility is air conditioned, so it is also important to send along a sweater or hoodie for your child's comfort. Please be aware the campers will be quite active and busy through the day, so your camper may return home tired. Label all items with your camper's name. Please do not send valuable items to camp. Ensure you have read and understand the parent handbook.

# Code of Conduct

Participants must behave towards others and their environment in a way that demonstrates respect. Participants are responsible for following all behavioural standards, policies and procedures outlined in the Parent Handbook. Behavioural standards are expected to be followed daily during all activities including field trips. The use of cell phones and other electronic devices is not permitted during camp; however, they will be permitted on the bus ride to field trips. Communication between participants and families will be available through the JBS Canada Centre if necessary. Participants are expected to follow all directions issued by staff and volunteers.

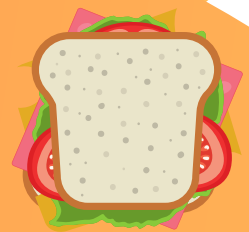
Please ensure you and your child are familiar with the "Summer Camp Rules" document at the end of this handbook.

# What to bring



- Lunch with lots of snacks
- Swim Suit/Towel EVERY DAY!
- Hat
- Sunscreen
- Refillable water bottle
- Sneakers for walking and playing games
- Please dress appropriately for weather as we may be outside. Bring a sweater or hoodie for cooler temperatures inside some areas of the facility.
- Masks are not mandatory for staff or children, however if you would like your child(ren) to wear a mask, while at camp, please send them with one. We will not be providing masks for participants.
- Hand sanitizer is optional as well. WE will be working with all participants on hand hygiene and ensuring hands are washed frequently. HAnd sanitizer will be available, but feel free to send some along with your child(ren) as well.

# Lunches



Please send campers with a nutritious lunch with lots to snack on! Campers will not be permitted access to vending machines or Fruititas, so please ensure your child has enough to eat! Lunch may be provided on specified days. Please review weekly newsletters for more information on planned pizza party days etc. Campers will be permitted to bring cash on field trips to purchase lunch on location unless otherwise stated. Please ensure that campers are always sent with snacks and a water bottle. Ensure that any food allergies are brought to our attention in the registration package!

LUNCHES MUST BE NUT AND SHELLFISH FREE!!

# Drop-Off & Pick-Up Policy

## **Sign In / Out Procedures:**

Children must be signed in and signed out of camp by a parent or guardian. Please notify staff if your child is permitted to walk to and from camp.

## **Drop Off**

Camp arrival is between 8:15am and 9:00 am. Camp activities begin at 9am so please ensure your camper is present. Please notify staff or call the JBS Centre at 403-362-3622 if your child will be arriving late.

## **Pick Up**

Pick up time is from 4:00 pm-5:00 pm. Please ensure your child(ren) is/are picked up by 5pm. There is a fee of \$1 per minute after 5:00pm for late pick-ups - calculated from the time your child(ren) is/are signed out from camp (i.e. not from the time you arrive in the facility parking lot to pick up your child). This will be charged to your account and is payable at the front desk during operating hours.

# Disciplinary Procedure

Our goal is to provide every participant in our camps with a safe and enjoyable experience. In order to do this, we need to ensure that participants are following the rules for camps. Our staff will work with children on correcting behaviour, however, if our staff are not able to gain compliance with the child, we have the following disciplinary procedure in place:

**First Offense - Meeting with the child; parent/guardian will be notified.**

**Second Offense - Meeting with parent/guardian, written warning signed by parent/guardian and camp staff.**

**Third Offense - Parent/guardian conference and immediate removal from camp.**

**Please note:** these steps are guidelines and the Program Coordinator reserves the right to adjust the consequences on an individual basis warranted by the situation. We want to ensure all of the children enjoy their experience at summer camp while also being and feeling physically, emotionally and mentally safe in our program. Children who interfere with the mental, emotional, and physical safety of others might not find these camps a good fit, and may be asked to leave.

If your child is removed from camp due to behaviour, a refund will not be issued.

Depending on the severity of the situation or repeated behaviours that remain uncorrected, it may affect attendance at future camps, up to the discretion of the Recreation Program Coordinator.

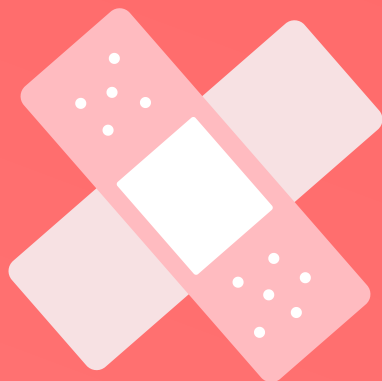
# Health & Wellness

If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child with fever or vomiting will be required to go home.

If your child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will contact a parent/guardian.

Medications: If possible, please administer all medication at home. All medication that requires administering at camp must be in its original container that identifies the prescribing physician, name of medication, dosage and the frequency it must be administered. All medication must be stored in camp room. Do not pack medications in backpacks. Medications must be given directly to staff members. If your child requires an EPI Pen please leave this with staff to ensure it is easy to locate in case of emergency.

Special Emotional/Physical Needs: Any special emotional or physical needs should be brought to the attention of the Camp Coordinator describing any unique requirements of the camper. Please call the JBS Canada Centre at 403-362-3622 if you have questions regarding children with special needs. We will make every accommodation possible to serve children with special abilities. Please contact the Coordinator regarding special circumstances.



# Sunscreen



To help protect your child from the sun, we recommend that parents **apply sunscreen prior to arriving at camp.** Parents should apply a long lasting sunscreen and send their child with a bottle for reapplication as needed throughout the day. Counsellors are able to assist with sunscreen application if required; however, the camps will not provide sunscreen, **and expect it to be supplied by parents.**



*Questions? Comments?  
Concerns?*

**If there are any questions or concerns please contact:**

**Program Coordinator, Meaghan Stacey at  
403-362-3622 or [mstacey@brooks.ca](mailto:mstacey@brooks.ca)**



# Camp Rules

Children come to Summer Day Camps to try new activities, be creative, develop new skills, hang out with friends they don't get to see during the summer, make new friends and just have fun. It is our hope and our goal to keep every child at the camp each week. These rules are to ensure the physical, mental and emotional well-being of all our camp participants and the expectation is that all participants abide by them.

- Summer Camp participants must treat other participants, counselors and other camp staff with respect.
- Participants must listen to, and follow directions, given to them by all counselors and staff. Camp staff give direction to keep participants safe and happy - undermining their authority is not acceptable.
- Participants must keep their hands, feet and other objects to themselves.
- Participants should not intentionally cause or attempt to cause physical or emotional harm to another participant or camp staff. Name calling, arguing, fighting, inappropriate comments, swearing, or other aggressive/rude behaviour will not be tolerated.
- Participants should not touch any other camper's personal belongings.
- Participants must treat all summer camp supplies, equipment and facilities with respect and care.
- Participants must remain with their groups at all times.
- Participants must ask permission to take a bathroom break, so camp counselors know where they are.
- Participants should not bring electronic devices, weapons (or any item that might be considered a weapon) or any illegal substances to camps.

We will not hesitate to inform parents when there is an issue with their child at camp that staff are having difficulty correcting. If any participant behaves in a way that compromises our ability to foster a sense of respect and dignity for every person at camp or interferes with the ability of another child to have an enjoyable experience at camp, it could result in suspension - without refund - from the camp. Please refer to the parent handbook on our disciplinary procedure.

# Acknowledgement

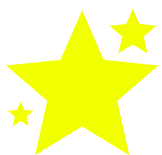
**I acknowledge that I have received the  
2020 Summer Camp Parent  
Handbook.**

**I have read all included information  
and understand the rules and  
responsibilities of the program.**

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Please keep this for your own records



# Acknowledgement

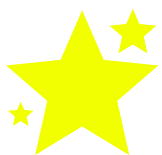
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Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



ATTACH TO REGISTRATION PACKAGE

