



Welcome

Welcome to Town of High River PLAY Parks & Rec Camps! We focus on providing fun, safe and quality programming for all children. Please take the time to read through this manual as it will help your child have an enjoyable experience at camp. If you have specific questions about the camps, please contact Keeley McLeod, Community Program Facilitator at 403-603-3507 or the Summer Coordinator, Kennedy at 403-603-3512.

Registration

Participants must be the appropriate age within 30 days of the program start date to register for camp. Some restrictions apply due to the nature of the program. Our goal is to provide an enjoyable, enriching program for your child at an appropriate level for his or her age and maturity. To be fair to everyone, PLAY Parks & Rec will strictly enforce age requirements.

Same day registrations are not available. This allows us to schedule adequate staff to maintain instructor-to-child ratios.

Waitlists are processed in order of sign up. If a registered participant withdraws, the first person on the list will receive a phone call and have 24 hours to register. If they do not register within the allotted time, the vacant spot will be offered to the next person on the list.

If you withdraw from a day camp more than one week before the start date, a \$20 administration fee will be applied to your refund or credit. Refunds and credits are not permitted if the withdrawal occurs within one week of the first day of the camp, except for medical reasons. A doctor's note is required. Refunds are effective from the date of the medical note and must be submitted within a week.

Program Forms and Waivers

All required forms can be found at <https://www.highriver.ca/program-registration/>. To avoid having to wait on the first day of camp, please complete the forms ahead of time. Forms only need to be completed once per summer unless otherwise noted and can be submitted electronically to kmcleod@highriver.ca or dropped off in person at the Customer Service Desk, Bob Snodgrass Recreation Complex.

Medications at Camp

A Medical and Emergency Information Form must be completed for any required medication to be administered to your child during camp. The Medication Record Form and medication are to be given to the leader or coordinator, to be placed in a secure location.

If your child requires an auto-injector or inhaler, they must be kept with the child in a portable labeled bag (i.e. fanny pack) for the entire day.

Prescription medications must be brought in their original container, indicating the participant's name, the dosage, directions for use, and medication type. Medication, including epi-pens and inhalers, must not be expired.

In the best interest of your child, as well as the other children and staff, please do not send your child to camp when he or she is ill. If your child should become ill while at camp, you will be notified to come pick up your child.

Summer/Spring Break Camps

Campers go outside daily so please have your child bring their own sunscreen and insect repellent. Our leaders will assist your child in applying it when appropriate. Campers will use their products only; no sharing will be permitted.

Winter Camps

At PLAY Parks & Rec, we encourage outdoor play when weather permits. Please send appropriate clothing with your child to participate in outdoor winter activities. Appropriate clothing includes: winter jacket, snow pants, outdoor boots, toque, mitts/gloves, and scarf.

If a child needs emergency medical attention, all efforts will be made to notify the parent. In the event the parent cannot be reached, EMS will be called, and we will continue trying to contact the parent until the parent can be reached.

Inclusion

PLAY Parks & Rec is happy to welcome children with special needs, however we do have limited resources. Should your child require an aide throughout the school year for them to function fully, we would be happy to discuss limitations in our program. For us to help your child have an enjoyable experience at camp, we ask that you complete the medical conditions portion of your registration and directly contact the Community Program Facilitator.

Preschool Camps

All camps are unparented. If your child requires your attention, you will be notified. For 3Y-5Y camps, participants must be fully toilet trained.

Belongings

Each child should bring a backpack or bag that is big enough to fit all their belongings inside. All belongings must be labeled.

Mandatory Items to Bring Daily

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| <input type="checkbox"/> Extra t-shirt that can get wet | <input type="checkbox"/> Hat |
| <input type="checkbox"/> Lunch and Two Snacks– including required utensils (Hot lunch program available please ask for details) | <input type="checkbox"/> Sunscreen (label with your name) – please apply in the morning before your child comes to day camp |
| <input type="checkbox"/> Running shoes (foot safety - no slip on/half back shoes, sandals, flip flops, crocks, etc.) | <input type="checkbox"/> Bug spray (label with your name) – please apply in the morning before your child comes to day camp |
| <input type="checkbox"/> Refillable water bottle (labeled) | |

- **Please note that sunscreen and bug spray contain active ingredients we are unable to apply with direct contact. However, we will assist your child as best we can to apply these adequately. Children will receive reminders to reapply.**
- **Please label ALL items with your child's name**
- **Please leave all hand-held video games, electronics, iPods, money or any valuables etc. at home! We are not responsible for lost or stolen items.**

Lost and Found

All Lost and Found camp items will be located near the sign in/sign out location. Speak with your program leader if you have lost an item. Lost and found articles will be taken to the Lost and Found container at the Bob Snodgrass Recreation Complex on Friday each week. Items are stored for up to two weeks. If your child's item is labeled, we do our best to contact you. PLAY Parks & Rec is not responsible for lost items.

Warm Up and Cool Down Care

Warm Up and Cool Down Care (formally known as Pre and Post Care) is a service provided by PLAY Parks & Rec that ties into your day camp experience. Warm Up runs from 7:30-9:00 am and Cool Down runs from 4:00-5:30 pm. Lunch supervision offered for full day camps, if you should require lunch supervision for your preschool camper, please contact the Summer Coordinator.

Sign In and Sign Out Policy

Sign In locations are indicated at the Bob Snodgrass Recreation Complex.

Sign Out begins at 4:00pm. Parents must sign out their children. If you need to make alternate arrangements for pick up, please complete the Authorized Pick Up Form for children to be signed out by someone other than a parent.

Self Sign Out – Children have the option to sign themselves in and out of camps. An Authorized Pick Up Form must be completed and submitted in advance. If you have given authorization for your child to sign themselves out, please ensure there is a safe route home for your child. Also, it is important that you understand that this means that you are releasing your child from PLAY Parks & Rec care.

Please note: PLAY Parks & Rec staff will require identification from any person picking a child up from PLAY Parks & Rec. We understand that providing ID each time can be annoying, but the front-end staff are required to keep each and every child safe.

Late Parent Policy

Please pick up your child on time; in the event that a parent will be late, notify the Coordinator or front desk immediately. A late fee of \$1 per minute/per child will be applied after 5:30pm. The payment is due within 5 business days of the incident. If not received within 5 business days, an additional \$10.00 late fee per child will be charged. Please note, staff members are not permitted to drive or walk your child home under any circumstances. An emergency contact or authorized pick up person will be notified in the instance that a parent is late and previous arrangements or notifications were not made with the Coordinator. After 5:45pm, if an authorized parent or guardian has not come the child will be dropped off at the front desk for pick-up there.

Staffing

PLAY Parks & Rec staff are qualified and trained in working with children. All staff have completed Standard First Aid/CPR, High Five - Principals of Health Child Development, Physical Literacy, and Between Friends Training.

Volunteers (Leaders in Training – LIT's)

Our program may accept volunteers to help in our programs. Volunteers are always supervised by the staff.

Camp Ratios

Preschool Programs (3-6 years) 1:8

Children's Programs (6-12 years) 1:12

****Specialty Programming such as Dance, Bike & Hike and Swim Kids have different ratios****

****Volunteers are not counted in the ratio, they are an extra set of hands.****

Snacks and Lunch

If your child is registered in a half day camp, they need to bring one snack and a water bottle. If your child is registered in a full day camp, they will need to bring two snacks, one lunch and a water bottle. PLAY Parks & Rec strives to be an allergen-safe facility. Please do not pack peanut or fish products in your campers lunch. If they should accidentally have a peanut/fish product, your camper may be required to eat lunch outside of the camp lunch area, with supervision.

PLAY Parks & Rec uses the following safe eating procedures:

- Participants are not encouraged to share or sample food with other campers at any time
- All children are asked to wash their hands before and after eating

Bob Snodgrass Recreation Complex vending machines are off limits to all campers during camp hours. Campers do not have access to microwaves or refrigerators and there is no concession available.

Activities

Registrants are required to participate in all camp activities throughout the day. If a child is unable to participate, they must be picked up and supervised by a parent or guardian during that time. This does not include swimming.

Weather Protocols

The Coordinator and leaders will be monitoring the weather and air quality daily to ensure campers safety and will move camp inside during any severe weather. Our camp has implemented a new air quality protocol to follow. Based off the Government of Alberta Air Quality Health Index it is recommended children stay inside when Air Quality Levels are between a 7-10 on the Air Quality Index Scale. Camp activities will be changed if the air quality is between a 7-10 to ensure campers safety. If air quality is bad on a field trip day the field trip will be adjusted to ensure campers are inside as much as possible.

Field Trip & Swimming

Please note that all 6-8 and 9-12-year-old campers will be swimming on Mondays and Wednesdays. Please pack a swimsuit and towel these days. We will be travelling by bus with some of our summer camp field trips, which take place every Thursday. We require you to fill out and return the waiver forms attached no later than Wednesday at pick up. If we do not have the waiver form filled out and attached by the Wednesday, your child/children will not be able to participate in the field trip.

Campers aged 3-5 will participate in various exciting activities around High River; transportation will be through walking. Swimming for this group will be Tuesday and Thursdays. Please pack a swimsuit and towel these days.

PLAY Parks & Rec follows the Lifesaving Society's recommendations for the safety of day camp participants. The following lifejacket rules apply:

- Campers 8 years and under are required to wear a lifejacket during swim activities
- Campers 9-12 years are required to wear a lifejacket during swim activities and/or complete a swim endurance test given by the lifeguards.

PLAY Parks & Rec reserves the right to require the use of lifejackets for any swimming activities during programs.

Healthy Swimming Procedures

1. Shower with soap before swimming. Wash your hands after using the toilet to avoid germs on your body ending up in the water.
2. Don't swallow pool water. Avoid getting water in your mouth.
3. Don't swim when you have diarrhea; you can spread germs in the water and make other people sick.

Adventurous Play Policy

Adventurous play is essential for child development. We at PLAY Parks & Rec want to help your child be the best person they can be. We encourage children to be active and play independently and in return your child will understand and learn their limits and will prevent injury in the long run. We believe that adventurous play builds a child's self esteem, communication/social skills and confidence. We will use techniques to get children to become self-motivated and willing to give things a try through demonstration, encouragement and positive feedback.

We pledge to our children that we will;

- 1) try to meet and expand their play interests
- 2) we will endeavour to create enabling environments for adventurous play opportunities
- 3) we will manage and evaluate our activities and decide what a beneficial and acceptable risk is based on our physical literacy training
- 4) If we recognize a hazard, we will remove it immediately and substitute it for a challenging task that will still expand their play interests and teach them their limits