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2020 Mind & Body | Full & Half Day
SUMMER CAMPS
Powered by the
Curiosity Lab at Rundle College

CAMP HANDBOOK

Camp Handbook

Welcome to our 2020 Rundle c.Lab Summer Camp. Thank you for joining us at Rundle College as we look forward to all of the FUN we will share together this summer.

This handbook gives you all the information you need to know about the about the practices we employ at our camps. Please feel free to connect with me regarding anything you might read in this handbook.

We strive for excellence everyday within the operations of our summer camps. This excellence is made possible by our outstanding camp staff and volunteers who foster a safe and caring camp experience that values mutual respect, responsibility, and understanding. Our amazing facilities inside and out allow the campers to truly experience their camp. We are not only committed to the safety and well-being of your children, but we focus on building positive relationships which will lead to the making of new memories everyday. Our camps are all about FUN, as children are engaged in both mind and body activities that are not only stimulating, but exciting!

Thank you for giving your children the gift of a summer camp at Rundle! We trust that you will sense our genuine pride in our Rundle c.Lab Summer Camp and we look forward to an exceptional summer experience together.

Laurel Adolphe

Rundle c.Lab Summer Camp Director

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(403) 703-3799

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Our Mission

The Rundle c.Lab Summer Camp is designed to meet both the mind and body needs of children entering grades 1 through 7.

Our body camps are designed to develop fundamental skills, sportsmanship, and a love of sport. These camps are a grassroots initiative that have been developed to empower our camp counsellors to positively influence our youth through sports.

Our mind camps are developed to guide camper exploration, discussion and critical thinking. Lessons are built to accommodate the broad spectrum of learning styles and abilities at all grade levels. Our mind camps deliver an exciting way of learning, which promote critical thinking, problem-solving, creativity, self exploration and applying knowledge. The end results are campers who take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration, and work through the creative process.

Our objectives as coaches and mentors is to promote participation, education, sport development, skill progression and character building within Rundle's Core Values:

Together: Be Kind, Be Curious, Be Well

Camp Expectations

Our staff are our most valuable resource. We seek out committed individuals who have a passion for working with children as well as strong backgrounds in the specific area of mind and body camp offerings. All camp counsellors must pass a police clearance/vulnerable sector search.

As providers, we agree to:

- provide a consistent, respectful, and high-quality program
- provide a safe, wholesome, and rewarding environment
- listen to children's concerns and answer their questions
- treat each child with respect and dignity
- respect each child's and family's confidentiality

- be sensitive to all cultures
- encourage creativity and growth
- foster self-esteem
- provide positive reinforcement whenever possible

Camper Code of Conduct

Purpose & Rationale

This Camper Code of Conduct is based on the rationale that the Rundle College c.Lab Summer Camp will focus on providing welcoming, caring, respectful and safe learning environments. Campers will display positive attitudes and behaviours demonstrating they are serious about all aspects of their summer camp experience, will respect each other's person and property, and will adhere to a high standard of moral and ethical conduct.

Prohibited Grounds of Discrimination

All persons are equal in dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Acceptable & Unacceptable Behaviour

A camper has the responsibility to:

- be sensitive to all cultures
- be ready to learn and actively engage in all camp activities
- ensure that the camper's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- respect the rights of others in the camp
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the camp, whether or not it occurs during the camp day or by electronic means
- comply with the rules of the camp
- cooperate with everyone who provides programs or services to the camp
- be accountable to the camp staff for the camper's conduct
- positively contribute to the camp

A camper may be suspended or removed from camp if the camper fails to comply with the Code of Conduct or if the camper's conduct is injurious to the physical or mental well-being of others in the camp.

What to Bring to Camp

All children must arrive at camp with:

- indoor/outdoor running shoes
- appropriate athletic clothing
- hat
- water bottle
- sunscreen
- appropriate warm clothing such sweatpants, hoodie
- healthy snacks
- healthy lunch

The Rundle c.Lab Summer Camp is not responsible for lost articles of clothing or personal items. Any clothing that is found is put into the camp lost and found box which will be emptied weekly.

Hours of Operation

Camp Hours

| | |
|-------------------------|-------------------|
| Morning camp | 8:30 am–11:30 am |
| Lunch and creative play | 11:30 am–12:30 pm |
| Afternoon camp | 12:30 pm–4:00 pm |

Drop Off

Parents are able to drop off their children at their summer camp at 8:00 am.

Pick Up

Parents are able to pick up their children at 4:00 pm daily. Please note that this is a firm pick up time.

NO ADDITIONAL CHILDCARE IS AVAILABLE.

Guidelines & Procedures

Staff to Child Ratio

Rundle c.Lab Summer Camp will adhere to a staff : child ratio of 1:10.

Children Absent From Camp

Parents are responsible for notifying the Rundle c.Lab Summer Camp staff when their child will be absent by emailing clab@rundle.ab.ca or by calling (403) 703-3799.

Arrival & Departure

Dropping off

Under no circumstances is a child to be dropped off at a program before 8:00 am. Parents/guardians are responsible for ensuring their child arrives safely at the program. Parents need to sign in each morning and sign out each afternoon. Please communicate with the staff on shift when dropping off your child to ensure they are aware of your child's arrival.

Picking up

Children are to be collected by 4:00 pm sharp. Parents must come into the facility location where the camp is taking place to pick up their child. Children will only be released for pick up to individuals who are authorized to do so as indicated on the electronic registration form. Please contact Rundle c.Lab Summer Camp staff (email clab@rundle.ab.ca or call (403) 703-3799) if someone else will be picking up your child.

Walking home

If a parent/guardian wishes their child to walk home from camp, a written note should be provided to the Rundle c.Lab Summer Camp Director, Laurel Adolphe. To be eligible to walk, campers must be in grade 5 or older.

Separation & Custody

Children will only be released for pick up to parents with legal custody. Copies of custody orders must be provided to the Rundle c.Lab Summer Camp Director to be kept on file. The Rundle c.Lab Summer Camp staff will release a child to their parent/guardian unless documentation prohibiting release is provided.

Should a parent/guardian or anyone else without legal custody arrive at a program to pick up a child, staff will make every reasonable effort to prevent the pick up. However, if the situation escalates and the person

becomes annoyed, agitated, or aggressive, the staff will allow the child to go with the person and then immediately contact 9-1-1. The Rundle c.Lab Summer Camp staff will not put themselves in danger at any time.

Late Fees Guideline & Procedure

Campers must be picked up by 4:00 pm each day. If a parent/guardian arrives for pick up after 4:00 pm, late fees may be charged to the family based on circumstances. Frequent, significant or ongoing lates may result in the camper being removed from the camp program without refund.

NOTE: parents and guardians phoning to indicate they will be arriving late for pick up will not count as an exemption from this fee.

Information & Communication

The following information is maintained for each child in the program and provided:

- completed registration form
- parents' names, email address and telephone number(s)
- emergency contact's name, address, and phone number during daytime hours

For children with medical conditions, we also retain consent (from the parent, if given) permitting the Rundle c.Lab Summer Camp staff to administer emergency medication(Epi-pen), as well as emergency first aid care. The electronic form also includes the name of any medications and/or allergies and details of the child's medical condition (including information on any required medication).

Media Release

Photos and/or video may be taken of children while they participate in the Rundle c.Lab Summer Camp program. Media images or reproductions of original work involving the children may be used in newsletters, in Camp association material or by the school. Such use may occur at any time in the future after participation in our programs.

PROGRAM CONTENT

Staff will establish a written program of daily activities for all camps. Programming at the Rundle c.Lab Summer Camps provides a predictable daily routine to instill a sense of security, while remaining flexible enough to incorporate the camper's interests and preferences.

HEALTH & SAFETY

Illness

For the benefit of your child and the other children in the program, please do not send your child to the Rundle c.Lab Summer Camp program when he or she is sick. If a child exhibits any of the symptoms below, the child must not be sent to the program. If the child is already at/in the program, their parent/guardian will be contacted to remove the child from the program.

- Fever: 38° Celsius or higher in the last 24 hours. The child should stay home if on a fever-reducing medication like Tylenol and be fever-free for 24 hours before returning to camp.
- Vomiting: If the child vomits twice in 24 hours, or vomits once and displays other symptoms, they must not attend camp until at least 24 hours after the symptoms disappear.
- Diarrhea: If the child has two abnormally loose stools, or one loose stool accompanied by other symptoms, they must not attend camp until at least 24 hours after the symptoms disappear.
- Severe coughing and/or sneezing: High-pitched whooping sounds after coughing, or turning red or blue in the face.
- Difficult or rapid breathing.
- Pinkeye: If the child has tears, redness, or eyelid lining irritation/swelling and discharge of pus, the child must not attend the program until the discharge has completely stopped or until at least 24 hours after administration of medical treatment.
- Yellowish skin or eyes.
- Sore throat or trouble swallowing.
- Infected skin patches.
- Crusty, bright yellow, dry, or gummy areas of the skin.
- Unusual spots or rashes, or undiagnosed skin eruptions.
- Severe itching of the body or scalp: This is possible evidence of head lice, mites or scabies. If the child has scabies, ringworm, lice or impetigo, the child may only return to the program after the child is no longer contagious and upon presentation of a note from a physician.
- Other signs or symptoms indicative of a communicable disease (especially if the child has been exposed to a communicable disease).

A list of communicable diseases can be found in Schedule 1 of the Alberta Government's Public Health Act Communicable Diseases Regulation (AR238/85). Refer to this document's General Health section for information about other occasions when a child should be kept at home.

Parents are asked to notify both the program and the Public Health Region if their child contracts a communicable disease. Parents should also notify the Rundle c.Lab Summer Camps staff about any other health issues their child has or develops during camp that may affect the well-being of the staff and other campers.

A child who has been sent home from the Rundle c.Lab Summer Camp program with any of the symptoms described above may not return until at least 24 hours after the child has been removed and the symptoms are no longer present.

An exception to the above may occur if the child's parent presents a note from a physician attesting that the symptoms are not from a contagious disease. An example of this would be when the symptoms were due to an allergic reaction.

If Your Child Becomes Ill at Camp

Should your child become ill, our staff will assess your child's condition and document any signs of illness. Staff will inform the Camp Director to verify the child's condition. Should the child need to leave the program, staff will immediately contact the parent, who must make arrangements to remove the child from the program as soon as possible. Staff will move the child to a supervised place away from the other children, where the child will be monitored until the parent arrives.

If the child's parent cannot be reached or fails to have the child removed within one hour following notification of the child's illness, the following chain of contacts will be called in the order below until we receive a response:

- parent
- emergency contact
- Alberta Health Services

The Rundle c.Lab Summer Camp is required to inform Alberta Health Services if one of its campers has a communicable disease.

Medication

The Rundle c.Lab Summer Camp staff will NOT administer medication to a child unless it is an emergency medication.

Accidents/Incidents

If a minor accident/incident occurs, the staff member who observed the incident will:

- Apply first aid as required by a current first aid holder;
- Call the child's parent(s) by phone, if necessary;
- Complete an accident/incident form to the greatest extent possible;
- Inform the Camp Director of the accident and submit an accident form;
- Have the child's parent sign a copy of the accident form for the Rundle c.Lab Summer Camp files;
- Photocopy the accident form for the child's parent/guardian, if requested.

If a severe accident/incident occurs, the staff will:

- Apply first aid as required by a current first aid holder;
- Immediately contact 9-1-1 then Health Link (403-943-5465) as well as the child's parents;
- Complete an accident/incident form to the greatest extent possible;
- Provide child's parent with the accident form for signature;
- Include a photo of injury as a means of communicating with staff if site staff are uncertain of the nature of the injury.

NOTE: The Rundle c.Lab Summer Camp staff may provide or allow the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid. The child's parent is responsible for any medical and/or transportation costs incurred.

Duty to Report

As required by Alberta legislation, Rundle c.Lab Summer Camps has an obligation to inform Children's Services if there is any suspicion of abuse or neglect of summer camp participants.

Nutrition & Snacks

While parents are required to provide food and drinks for their children, the program encourages healthy, nutritious meals based on the requirements outlined in the Canada Food Guide. Staff sit with the campers during mealtimes to ensure that they remain seated while eating and drinking. A “no-sharing” policy exists at all programs to ensure that children are not exposed to foods that could harm them.

Emergency Contacts

An emergency contact is someone (such as, but not limited to, a relative, friend, neighbor, or co-worker) who has a relationship with the parent or child.

A parent is contacted directly in the case of a minor emergency. If the parent cannot be contacted, the emergency contact will be called. In the case of a serious emergency (including but not limited to unconsciousness, difficulty breathing, and incidents requiring the use of an EpiPen), staff will immediately call 9-1-1 before contacting the child’s parent. If the parent cannot be contacted, the emergency contact is called.

We require that parents provide the name, phone numbers and address of each emergency contact, as well as their relationship to the child. An emergency contact must be someone other than the parent who can arrive within an hour.