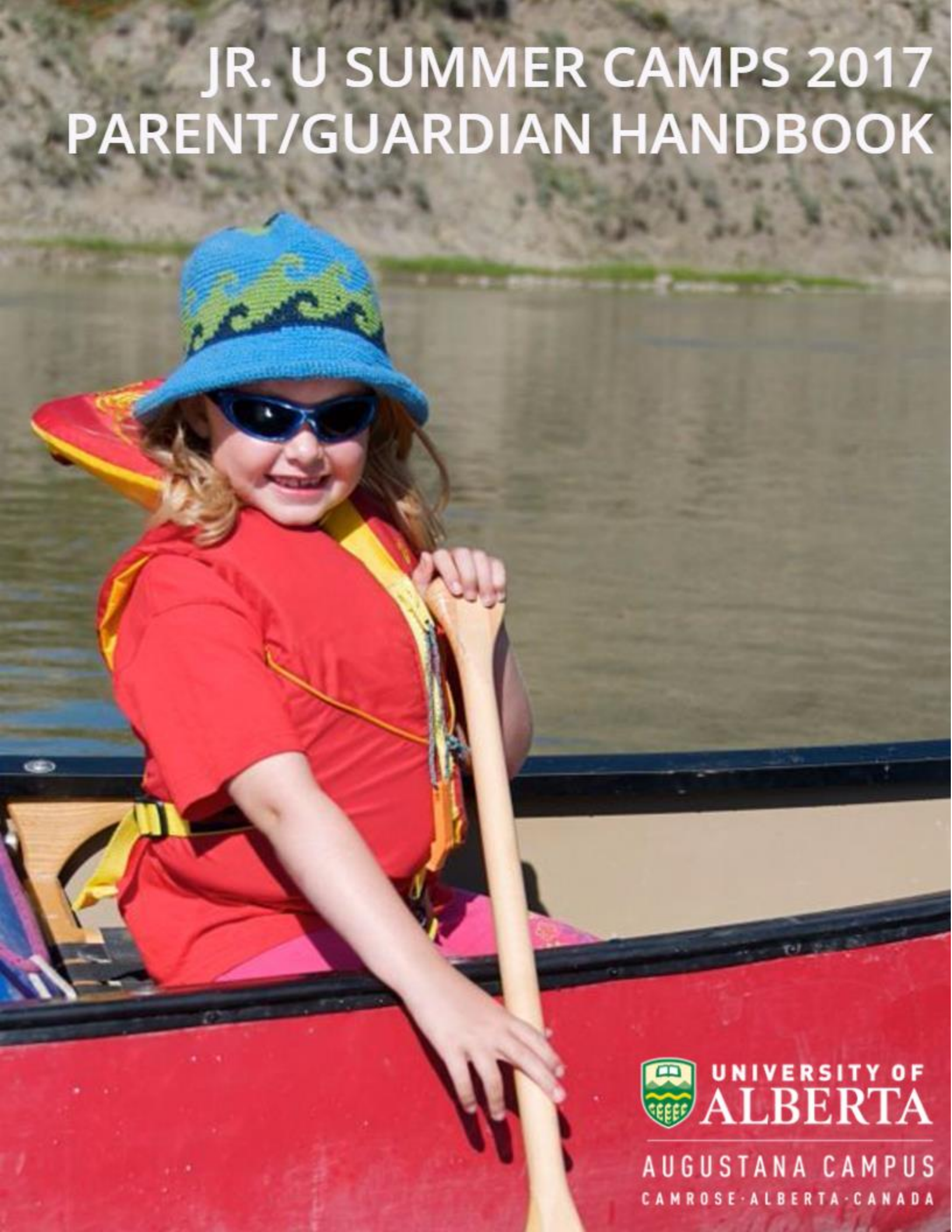
JR. U SUMMER CAMPS 2017
PARENT/GUARDIAN HANDBOOK



UNIVERSITY OF ALBERTA

AUGUSTANA CAMPUS

CAMROSE·ALBERTA·CANADA

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WELCOME

This handbook provides helpful and important information regarding University of Alberta – Augustana Campus Jr. U Summer Camps. All parents/guardians are required to read through this handbook prior to their child's first day of camp. It is important that both parents/guardians and campers are aware of the camp policies and procedures. All camp participants are expected to follow and adhere to the camp rules. For any questions or for further information regarding Jr. U Summer Camps, please call the Community Program Coordinator at 780-679-1502 or email augustanaJrU@ualberta.ca

GENERAL INFORMATION

Augustana's Jr. U Summer Camps, with the exception of Vikings Athletics camps, are one week in length and run from Monday to Friday.

DiscoverE Science Camps begin at 8:30 AM and end at 4:00 PM. Outdoor Education Camps (Adventurers, Tiny Trekkers, Wild Tech) begin at 8:30 AM and end at 5:00 PM. All camps are held at Augustana Campus located at 4901 – 46 Avenue, Camrose. You will find a campus map at the end of this document.

Registration is required 2 working days prior to the program start date at which time all fees must be paid for in full. Late registrations may be considered.

All Jr. U Summer Camp leaders are CPR/First Aid-certified and have successfully passed a Criminal Record Check with Vulnerable Sector Search. Leaders are placed in camps based on their skill and knowledge of the camp topic / theme. Most camps will have at least two adults (one leader and one assistant leader), leading the camp.

Campers are supervised at all times.

Please ensure that campers wear or bring appropriate clothing and footwear for recreational activities. Campers are encouraged to wear closed-toed shoes (preferably running shoes) and clothes in which they can move freely.

FIRST DAY OF CAMP

The first day of camp can be quite busy; we encourage you and your child to arrive early (between 8:00-8:15am) on the first day. Camp staff will greet you and your child at the Information Desk in the entrance of the Forum (map can be found at the end of this document), where they will confirm your child's registration information, review daily drop-off & pick-up locations and times, how to access before/after care and location, and any additional information specific to the camp (equipment, clothing, lunches, etc).

DAY 2+ SIGN IN

Camp Staff will meet campers in the Quad. In case of rain, pick-ups will occur at the Information Desk in the entrance of the Forum. Parents/guardians (or anyone given permission to do so on the camper's registration form) must sign their child into camp.

If the parent/guardian has given them permission to do so on their registration form, campers in Grade 6+ can sign themselves in and out of camp. The parent/guardian must still be present to sign-in campers on Day 1.

DAILY SIGN OUT

Camp staff & campers will meet parents/guardians in the Quad. In case of rain, pick-ups will occur at the Information Desk in the entrance of the Forum. Parents/guardians (or anyone given permission to do so on the camper's registration form) must sign their child out of camp with camp staff. For security reasons, photo ID will be required.

CAMPER CHECKLIST*:
Please ensure your child brings the following to camp each day:

- ☐ Healthy Snacks
- ☐ Healthy Lunch
- ☐ Water bottle
- ☐ Appropriate clothing. A change of clothing may also be brought to camp (such as shorts and t-shirt).
- ☐ Sunscreen
- ☐ Sun hat
- ☐ Any doctor prescribed medication, including any required doctor's notes

PARENT CHECKLIST:
Please ensure the following prior to the first day of camp:

- ☐ Camper is registered in camp by 4:00pm the Friday before camp begins.
- ☐ Any changes to the camper information registration form has been forwarded to the summer camp admin team.
- ☐ All payment for camp has been submitted.
- ☐ Have a read through the Parent/Guardian Handbook.

***ADVENTURERS*, *WILD TECH* AND *TINY TREKKERS* CAMPS**: Parents/guardians will receive a parent/guardian package via email prior to the first day of camp. Please be sure to read through this information as specific information about the camp will be outlined, including clothing requirements, equipment requirements, and reminders about camp details.

BEFORE AND AFTER CARE

DiscoverE Science Camps offer early drop-off from 8:00-8:30 AM and late pick-up from 4:00–5:00 PM for DiscoverE campers free of charge.

You must pre-register if taking advantage of DiscoverE early drop-off and late pick-up.

*Please note that there is no early drop off on the first day of camp due to First Day Sign-In.

**Please be aware that if you are later than 5:00pm when picking up your child, a $25 late charge will apply.

LATE ARRIVALS AND PICK-UPS

Please respect our camp start and end times and keep them in mind when bringing your child to camp or when picking them up:

DiscoverE Science Camps run from 8:30 AM to 4:00 PM
Outdoor Education Camps (Adventurers, Tiny Trekkers, Wild Tech) run from 8:30 AM to 5:00 PM

If you arrive late for camp and there is no one at your regular drop off location, please go to the Information Desk in the Forum (the same place that you signed your child in on Day 1). There is a phone at the Information Desk. Please dial '0' and ask to be transferred to the External Relations Office. External Relations will contact a camp staff member to pick up your child and bring them to their camp activity. Note: You must remain with your child at the Information Desk until your child has been picked up by a camp staff member

PARKING

We have arranged for free parking in the parking lot in front of the Faith and Life building for ease of dropping off and picking up your child (the parking lot to the left as you drive up to Augustana Campus). Please use 'Student' or 'Visitor' parking, but avoid parking in 'Staff[or 'Faculty' labelled spaces.

MEDICATIONS / ALLERGIES

Please make leaders aware of any medication that your child requires and where it is in their daypacks during check-in. Bags with medication may be flagged to make it easier for leaders to locate the bag when it is needed. Please be aware that staff members are not permitted to administer medication.

Please be sensitive to common allergies that could be present in the group when packing your child's snacks and lunch. This is not a peanut-free campus, but please be respectful of these allergies.

WITHDRAWAL OR TRANSFER

Day camps allow for a withdrawal or transfer up to five (5) business days prior to the start of the camp. A full refund minus a 25% administration fee is provided prior to that time. Withdrawals after this deadline are subject to 75% of the registration fee.

There is a 'no show, no refund" policy in effect. No refunds will be issued for cancellations once a camp is in progress, except in the case of illness or injury, in which case a doctor's note will be required. In cases of illness or injury, a refund will be paid, less the 25% administrative fee and a prorated fee for camp days attended, when accompanied by a doctor's note.

If the camp is cancelled by our office, a full refund will be issued.

BEHAVIOURAL EXPECTATIONS

Campers are expected to behave in a way that makes the whole group feel comfortable and safe. Inappropriate behaviour includes:

- Preventing or interfering with another camper's experience
- Threats, bullying, harassment, intimidation, abuse, or fighting
- Being under the influence or in possession of drugs or alcohol
- Vandalizing or abusing camp equipment
- Possession or use of tobacco or tobacco products
- Disregarding Augustana rules and policies
- Possession or use of weapons or harmful objects (knives, lighters, matches, etc).

Please contact your camp coordinator, whose number can be found at the end of this document, if a child attending a Jr. U Summer Camp reports an experience of any form of harassment or discrimination during the course of the camp. Behaviour that is deemed unacceptable will result in expulsion from camp.

No refund will be given to any camper who has been removed from camp due to inappropriate behavior.

Our leaders seek to provide an excellent experience for your child during their time at camp. If you have an issue that needs to be addressed, feel free to discuss this with the leaders in a manner that is appropriate and respectful. If you would rather discuss the issue with your camp coordinator, whose number can be found at the end of this document, please do so. Our aim is to exceed your expectations with the programs and instruction that we offer. If you have any concerns, please feel free to contact the coordinator for your child's camp.

VANDALISM AND THEFT

The parent of campers involved in any theft, loss of, or damage to Augustana, or third-party property will be held financially responsible. All instances of vandalism to, or theft of Augustana property will be reported by Augustana to the police. Jr. U Summer Camps strongly recommend valuables (tablets, phones, gaming devices, jewelry, etc.) are left at home. Campers who bring these items to camps do so at their own risk. Augustana is not responsible for any damage, loss or theft of personal items brought to camp.

BULLYING

Bullying of any sort will not be tolerated. Bullying includes, but is not limited to, actual or threat of physical, emotional and / or psychological abuse, stalking/e-stalking and deliberatively excluding others from participating in any activity or inciting hatred towards others in any form.

PROHIBITED ITEMS

Items that are deemed hazardous must not be brought to camp. Such items include, but are not limited to, matches, knives, lighters, drugs, alcohol, cigarettes, illegal substances, and weapons. If any of the above items are found, the item will be confiscated and the 'three strike policy' will come into effect. In certain circumstances, campus security may be contacted.

'THREE STRIKE' POLICY

It is important that all campers have a safe, fun, and positive camp experience. Camp leaders adhere to the "Three Strike" policy.

STRIKE ONE: The Camp Leader will talk to the child and also inform you about the incident.

STRIKE TWO: The Camp Coordinator will talk to the child, and will also discuss the matter with you.

STRIKE THREE: The Camp Coordinator will phone the parent/guardian who must pick up their camper. The camper will not be allowed to return for the duration of the camp week. No reimbursement will be given in this situation.

We understand that from time to time, all children will have a bad day, and this will be taken into consideration. Strikes will be given at the Leader's and the Camp Coordinator's discretion.

INCLUSION

Jr. U Summer Camps strive to be an inclusive environment for all campers. If your child requires any accommodations or special considerations, or if you have any questions or concerns about their medical or behavioural needs, please contact your Camp Coordinator, whose number can be found at the end of this document. We welcome the opportunity for parents/guardians to send a support person to accompany their child if required. Please note that this individual must obtain and present a valid Criminal Record Check with Vulnerable Sector Search prior to the first day of camp.

LOST AND FOUND

Please label all your child's possessions. Avoid bringing electronics like cell phones and iPods. The camp will not be held responsible for any lost or damaged items. It is the child's responsibility to look after their own items.

If an item is lost, please speak to the Camp Leaders who will check the lost and found for your child's item.

ABSENT NOTIFICATION

If you know in advance that your child will not be attending camp on certain days, please call your Camp Coordinator, whose number can be found at the end of this document. Additionally, please inform the camp leaders on the first day if your child will not be attending camp on certain days.

SICKNESS

If your child is sick please do not send them to camp that day.

If your child is sick during camp, we will call you to come and pick them up. If you are not available we will call your emergency contact. Any camper displaying flu-like symptoms including headache, chills, cough, followed by fever, loss of appetite, nausea, diarrhea, muscle aches and fatigue, runny nose, watery eyes and sore throat may be asked to leave camp. When symptoms are first noticed, the Leaders will notify the parent/guardian so that they can arrange for pick-up. If the camper returns to camp the following day and continues to display symptoms of a contagious flu virus, we will phone the parent/guardian and ask them to remove the camper and withdraw from camp for the remainder of the week.

CAMP CONTACTS

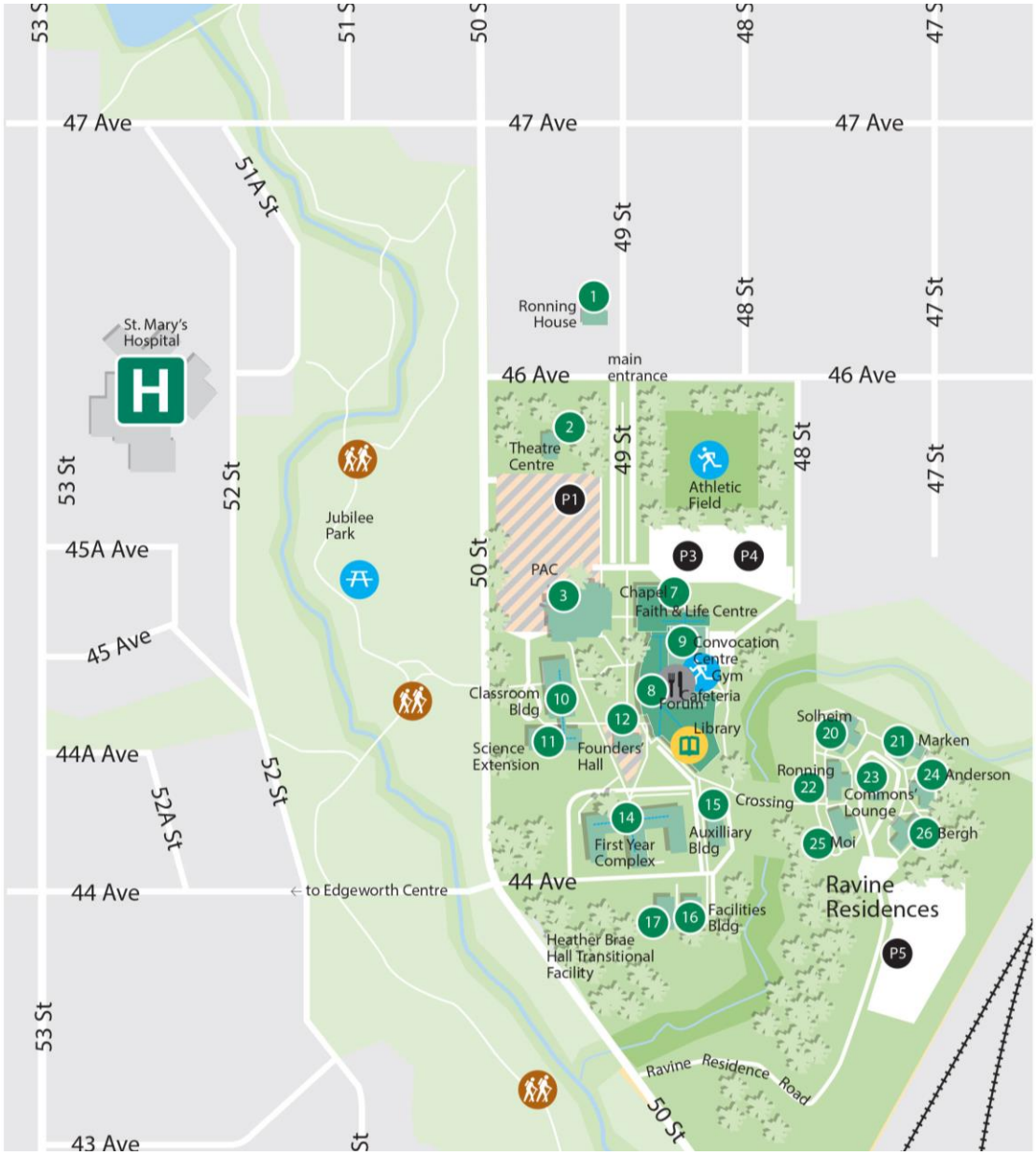
If you need to contact your child during camp hours, please contact the Camp Coordinator who will get in contact with the Leaders. Please refrain from calling your child directly. This ensures that Leaders are aware of any issues.

Camp	Contact Name	Email	Phone Number
DiscoverE Science	Kate McConnell	augustanajru@ualberta.ca	780-679-1502
Wild Tech, Explorers	Sabrina Andrews	andrews1@ualberta.ca	780-679-1645
Vikings Athletics	Jadene Mah	jadene@ualberta.ca	780-679-1195

CAMPUS MAP

AREAS TO KNOW

P4 – Visitor Parking. Please use ‘Student’ or ‘Visitor’ parking, but avoid parking in ‘Staff’ or ‘Faculty’ labelled spaces.

8 – Forum. The large glass-faced section of the building, this is where you will sign in your children on the first day of camp.

The Quad – the grassy area in the centre of buildings 3, 8, 10, and 12. This is where you’ll be picking your kids up, and where you’ll sign in your kids every day of camp except the first day.