



Christopher Robin's Summer Camp 2018

Parent Summer Camp Information Sheet

Please note that this document only possesses some of the critical information needed during the summer months, and that Parents are also required to read a copy of the Program's Parent Handbook (March 2018 Edition) for a full review of our Policies and Procedures. All Policies and Procedures outlined in both the Parent Handbook and Parent Information Sheet 2018 are applicable. Summer Information Sheet guidelines are changes from the Handbook when relevant for our Summer Programed Activities.

Child/Staff Ratios:

| | |
|-------------------|--|
| Kindergarten | 1:10 |
| Grades 1 - 6 | 1:15 |
| Off-Site Ratio | 1:10 |
| Max Group Size | 25 children |
| Licensed Capacity | 77 children (Max 25 children taken for camp) |



Who We Are:

• Christopher Robin's Playhouse & Childcare Centre is a fully Licensed and Accredited Waldorf Inspired Before & After School Care Program. (Please read our FAQ Sheet for more information regarding Waldorf Programming) Subsidy is available for all of our school-aged Programs for those parents who qualify.

General Information:

- Christopher Robin's camps run from 9:00am - 4:00pm daily. Before & After Camp care as well as an extended Early morning (6:30am drop off) is also available for additional fees.
- All Christopher Robin's school-aged camps are run out of the Cochrane Arena located at 609 4th Avenue North, beside Elizabeth Barrett Elementary School.

Admission and Registration:

- Children **MUST BE TURNING 6 BEFORE MARCH 1ST, 2019** or have already completed Kindergarten to participate in the camps.
- A Christopher Robin's **Child Profile** and a **Camp Registration Form** as well as **fees** must be given before a child's spot can be held in the Camp.
- A copy of the Program's Parent Handbook must be read, and all parent agreements and waivers must be signed by the parent/guardian. (**Please see Parent Checklist at the end of this handout**).
- Camp registrations are taken on a first-come, first-serve basis and are processed within 24 hours of receiving. **Your spot is secured unless you receive a phone call within 24 hours stating otherwise.** Email confirmations will be sent the weekend before each camp begins that your child is registered for.

Extended Morning Care:

- Extended Morning Care is from 6:30am - 7:00am and intended for those parents that require a 6:30am drop-off.
- This component is taken on a first-come, first serve basis and is non-refundable. Due to licensing rules and regulations, the maximum number of children will be 6:1. Please advise staff of all allergies and or dietary restrictions.

- Breakfast is served beginning at 6:45am and will include a choice of 2 different child-friendly organic/GMO free cereals with milk and fresh organic fruit.
- Cost is \$20/week, \$10/any additional sibling or \$5.00/drop-in/day. (\$15/week August 7th-10th)
- Fees are due in full at time of registration and days/weeks booked are non-transferable.

Before & After Camp Care:

- Before & After Camp Care runs from 7:00am - 9:00am in the morning and 4:00pm - 6:00pm in the afternoon. **You MUST sign-up for this service at time of registration** so that we can staff the Program accordingly.
- Before or After camp care each are \$25.00/week. (\$20/week August 7th-10th)
- Any child not picked up by 4:00pm and not registered in After Care will automatically be charged a late fee of \$20.00, which must be paid immediately at time of pick-up. Failure to do so can result in loss of your child's camp for the duration of the week.

Complimentary Breakfast *NEW:

- Any child registered in the Extended Morning or Before Camp Care Components will be offered Breakfast.
- Complimentary breakfast is served from 6:45am-8:30am ONLY. Breakfast will include a choice of 2 different child-friendly organic/GMO free cereals with milk and fresh organic fruit. Please advise staff of all allergies and or dietary restrictions. If your child is arriving after 8:30am, please ensure your child has had breakfast, as we will begin clean up promptly at 8:30am to ensure time to get ready with our regular daily programming.

Programming:

- Each week is delivered in a fun, educational way to bring the children a new theme of planned and unplanned (free play) & plenty of outdoor activities.
- Our Daily Rhythms Schedule is created to meet the needs of the children and ages in the group. These activities may include but are not limited to free play, outside/nature play, walks, hikes, science activities, crafts, music, baking, sewing and creative movement or any other special activity pertaining to the specific week.
- Outdoor play and nature experiences are incorporated daily and we try to be outside as much as possible, rain or shine! Weeks are typically planned as follows to ensure a wide range of activities and experiences are available:

Monday - Off-Site Adventure or specialty person brought into the Program
 Tuesday - Bees Wax Modeling and Baking/Cooking (rotation switch with Thursday)
 Wednesday - Painting and afternoon Swimming
 Thursday - Forest Play & Handwork Crafts (rotation switch with Tuesday)
 Friday - Off-Site Adventure

Outdoor Play, Hats & Sunscreen:

- We believe that off-site activities and outdoor activities enhance the quality of the Program giving the children a wide variety of exposure to new and exciting experiences.
- Plenty of time outdoors walking, playing and exploring, is implemented throughout each day. This can include walks, hikes and exploring on the path system and forested area leading to Cochrane Ranch. We spend lots of time outdoors walking and discovering, so your child can count on plenty of free play and lots of time outdoors, rain or shine!
- If you are coming for camp only (9am), please ensure your child comes to camp with sunscreen applied. For those children arriving earlier, we begin applying sunscreen at 8:45am and re-apply after prolonged sun exposure, swimming activities or whenever required. Also, please ensure your child has a hat that can be worn in and out of the water on splash park/outdoor swimming days.

Weather:

• Children must be dressed for the weather; **this includes rain gear**. We try our best to ensure all planned activities and off-site trips are implemented, however, if the weather is going to affect the fun of the trip, then Christopher Robin's has the right to cancel and remain at the Centre where we will provide the children with alternate play activities. We like to play rain or shine so remember your gear! ☺ There are no refunds for cancelled trips.

Fees:

- All fees include transportation and any activities associated with the Summer Program and the itineraries.
- A completed **Registration Form & Child Profile** (page 3 only for current clients) must accompany a non-refundable registration fee of \$25/camp/child and one of the payment options stated below. \$50.00/camp will be charged for any withdrawals.
- Payment options are only available for weekly rates. Daily rates of \$60/day/child (camp only) or \$75/day/child (camp with before/after care) must be paid in full and there are no refunds or exchanges for daily rates. Please note that daily rates are only available if space permits **AND CAN ONLY BE BOOKED ON THE THURSDAY PRIOR TO THE CAMP START DATE**. If you wish to register ahead of time, you may do so, however confirmation will not be made until 6pm on the Thursday prior as to whether space is available or not.
- Sibling rates only apply when the sibling(s) are registered for the same camp as the first child. **No exceptions**.
- No refunds will be issued for withdrawals once the camp your child is registered in has commenced, unless two weeks notice has been given, at which point, \$50.00/camp will be deducted from the refund.
- Receipts will be sent via mail. (Christopher Robin's usually issues tax receipts at the end of each year). If you need a receipt before this time, please contact the director at: program.director@crchildcare.com.
- Payments may be made by cash, money order or cheque. **Please make cheques/money orders payable to Christopher Robin's.**

Option A - Pay in full at time of registration for the camps you wish to register for. (Please note this is the only option for daily rates).

Option B - Provide a non-refundable \$25 deposit for all camps you wish to register for and a post-dated cheque for all remaining fees. Cheques must be dated for June 20th for all July Camps and by July 20th, for all August Camps. Non-payment by these dates will result in the loss of your child's registration in the Summer Camp Program.

Subsidy

• Child care subsidy is available to those parents/guardians that qualify and information can be found on their website at www.child.gov.ab.ca/childcaresubsidy. Please note that it is parents' full responsibility to ensure that subsidy claims has all appropriate documents and that your child's minimum hour requirements are met. **Any fees not covered by subsidy for ANY reason will be the full responsibility of the parent/guardian**. If fees are declined or late, the full payment owing must be received immediately and will be credited back to the parent when the subsidy amount is received by the Program. Failure to do so will result in termination for non-payment. Please note that \$25.00/camp deposit is still required for those that qualify for subsidy.

Staff:

- All of Christopher Robin's staff are qualified and trained in working with children.
- Staff members and volunteers have completed First Aid/CPR in Childcare and hold a Current Police Security Clearance Check.

- All primary staff members hold a Childcare Development Assistant Certificate (formally Level I ECE) or are registered in the program.
- All supervisor staff members hold a Childcare Worker/Supervisor Certificate (formally Level II or III ECE)
- All staff volunteers 16 years or older are welcomed into the Program as helper or LIT (leaders in training) however, they are never left to attend a group of or individual children at any time nor are they considered to be part of our Program's staff to child ratio.

Ratios & Outdoor Supervision:

- Christopher Robin's takes supervision and safety very seriously; therefore the licensed ratio requirements are not only followed but also surpassed a great deal. We take a maximum of 25 children for camp unless stated otherwise and a second group is staffed accordingly.
- We believe outdoor experiences give children the opportunity to enhance their imaginations, critical thinking skills, fine and gross motor skills, and to nourish and integrate their senses. The children develop socially and emotionally through interactions, as well as learning about themselves and their surroundings.
- We typically run between a 1:7 to 1:10 ratio for all outdoor & swimming activities exceeding the provincial ratios which are 1:15 for school-age children grades 1 and up and 1:10 for kindergarten children.

Participation & Itineraries:

- All children are required to participate in all activities throughout the day. If a child is unable to participate, they must be picked up during that time by a parent or guardian for supervision.
- Parents will receive a complete weekly itinerary via email the weekend before camp begins outlining all of the daily activities. On the first day of camp, there will be a waiver available at drop-off, which must be signed. **This must be signed each week, before your child can participate in the off-site activities.** As stated, itineraries are emailed out the weekend before camp, along with a welcome email. **Even if you have been to camp more than one week, please read through these emails and all attachments carefully to ensure your child is prepared for the day.**

Camp Checklist:

- Children should bring the following clearly labeled items each day: (These items may remain in your child's cubby for the week if you desire, but please check daily to ensure all items are present)
 - Backpack (big enough to fit all personal belongings inside but that your child can carry)
 - Clean Indoor Shoes
 - Hat (with a brim)
 - Light jacket (lined wind breaker that folds small is ideal)
 - Sun screen & Bug spray (both labeled in a zip lock bag that is also labeled please)
 - Lunch, and 2 Snacks (healthy and in sufficient quantity to your child's needs)
 - Water Bottle
 - Extra change of clothes (we tend to get wet & dirty a lot!)
 - Rain Gear (rain boots, splash pants, jacket, warm hat and umbrella) we play outside rain or shine! ☺

Personal Belongings:

- Only items that are requested on your registration/itinerary sheet are required for the program.
- Please remember that we are a Fully Licensed, Accredited and Waldorf Inspired Program in which **GAMING DEVICES, CELL PHONES, TOYS, TRADING CARDS, GAME BOYS, MP3 PLAYERS, ETC., ARE**

NOT ALLOWED. THESE ITEMS IF FOUND WILL BE TAKEN AWAY AND STORED UNTIL THE END OF THE DAY.

- Any personal belongings, i.e.: water bottles, shoes, etc. must be clearly labeled with your child's name. (If you are sharing sunscreen/bug spray between siblings, please label and put with the eldest child)
- Although staff work hard to check for items before leaving venues, parks, etc., Christopher Robin's is not responsible for lost, damaged or stolen articles.
- Lost and found baskets are located inside the classroom area.

Camp T-Shirts and Rash Guards

• Each child will be required to wear a **Christopher's Kidz Camp T-shirt** on all off-site trips and a **Program Rash Guard Swim Shirt** for all swimming activities. Specific days in which they must be worn will be requested on the itinerary. T-Shirts can be purchased for \$10.00 and Rash Guards for \$25.00 (g.s.t. included). We understand the costs associated with these items can sometimes be daunting, but we have kept our fees relatively lower than our competitors and these shirts are designed as a safety precaution for the well being of all the children in our care. Please note that the shirts are the same from the school year field trips (even if the logo has changed), so if you have already purchased one or both you do not need to re-purchase.

Rash Guards

• Each shirt not only protects children with UPF50/ SPF 150 coverage that will last all day long - even if they play in the water, but it also keeps them in the bright yellow color that helps for better supervision. These boys and girls rash shirts are youth sized and are designed to fit skin tight so **THEY RUN SMALL**. Please check the size chart below to be sure you're getting the size you require. (Samples will be available at the center as well) Like a bathing suit, these can simply be rinsed with lukewarm water in mild detergent and hung to dry to be used the next day if required.

Rash Guard Shirt Measurements, (shirt laying flat):

| KIDS | Chest - inches | Waist - inches | Length - inches |
|------------------|----------------|----------------|-----------------|
| Small (2-4) | 25 | 21 | 16 |
| Medium (6-8) | 26 | 22 | 17.5 |
| Large (10-12) | 27 | 23 | 18.5 |
| Adult XS (14-16) | 28 | 23 | 19.5 |

Rash Guards from Previous Years:

• If your child has grown out of his/her rash guard you may use this shirt as a \$10 credit towards a new/larger sized shirt. Please note this credit only is available if the shirt is free from rips/tears and can be used by the Program as a lender shirt.

Swimming:

- All children 6 years of age and under and those children 7-12 years that **HAVE NOT PASSED THE SWIM TEST** provided by the pool staff, must wear a lifejacket during any swim portions of the camp while in water over waist deep. Please answer the swimming level prompts on the registration form.
- All children 6 and under, regardless of level, must be in a life jacket and be in a group within arms reach of a staff member and will be placed in a 1:4 ratio and will wear a **red** wristband.
- All children 7-9 years must be within 1-5 meters from a supervising adult in a 1:8 ratio and wear a **yellow** wristband.

- All children 7 years and older may take the swim test. Upon life guard's approval the child will be given a **green** wristband and will be granted permission to swim without a life jacket. Ratio of 1:10 for children 10 years and older and are able to swim 6 meters or greater from a supervising staff.
- For the safety of the children, **LIFEGUARDS & STAFF have the final say** as to whether a child can swim with a life jacket or not, regardless of swim levels they have completed. Please see the JAC Camp Policy Form for complete details.

Snacks and Lunches:

- Day camps require a bag lunch, drinks, two snacks and a water bottle.
- Please **do not send money** with your child to camp as all vending machines and concessions are off limits during camp hours.
- Unlike the school year, **Microwaves are not accessible.**
- **Please ensure your child's lunch/snacks consist of healthy choices.** Growing children need healthy, nutrient enriched foods that are found in whole grains, fruits and vegetables and Parent's are expected to comply with these rules. **Candy, gum, chocolate/candy bars, pudding/jello cups, icing cookies/cupcakes, chips, cheezies/doritos, pop, energy drinks or peanut products are not allowed.** If these items are sent with your child, they will be returned. If you feel the need to pack sweets like cookies or squares, please **limit the quantity to one after lunch desert.**
- Please note that Christopher Robin's is a **peanut free zone** due to the large amount of allergies found in small children. If you are sending wow butter or pea butter, please ensure your child's sandwich is clearing labeled, otherwise we will assume that it contains peanuts.
- Once per week the children will engage in cooking/baking where they will make and eat a fun and themed snack. We will on occasion also provide the children with a fun treat of ice cream or popsicles, which will be outlined on the itinerary.

Sign In and Out:

- All children need to be signed in and out by the legal parent/guardian or be on the child's registration form indicating they have permission to pick-up the child.
- Sign-in begins 10 minutes before camp start time. (8:50am for camp only registration)
- Please ask to change your child's Profile or write the persons name and information in the Parent Book, if you wish to allow someone else to pick up your child on a particular day.
- Please be punctual when dropping off your child. If your child is going to be late or not attending at all, please call to inform us, for we cannot be expected to wait for late children.
- Sign-out begins 5 minutes before camp end time; if you need to pick up your child early you must inform the day Camp Supervisor or Program Director before hand.
- Children that are not picked up from day camp within 5 minutes of end time will be transferred to after camp care. After camp care drop in fee of \$20 will then apply, and is due upon pick-up.
- Please Note Christopher Robin's staff reserves the right to ask for identification from any person picking up a child from camp that is not recognizable to them.

Guidance Policy:

- All staff members are taught to model supportive behaviors and interact with the children and each other with good humor, acceptance, kindness, affection and respect, ultimately promoting these behaviors in the children.
- We encourage the adults in the children's lives to be fair, firm and consistent. By the use of modeling acceptable behavior, redirection, encouragement, change of environment, and short time-a-ways, the child will learn the limits of

their social environment. We believe children feel safe and secure when limits are set and adults follow through in keeping these limits and providing rhythms.

- No form of abusive punishment may **ever** be used. This includes spanking, hitting, shaking, pinching, biting, or any rough handling. Verbal abuse and humiliation is **never** allowed, nor is any repetitive physical action to be used a form of guidance.
- Staff are made aware of our guidance policy in the initial interview, and then given a manual, which outlines all of the Programs standards and regulations. Staff members are also supervised by the Program Director to ensure compliance with the policy.
- Staff are also made aware that it is their responsibility and legal obligation to report any abuse perpetrated by another staff member. **Any staff member who deals with a child in a form of abusive punishment will be immediately terminated and could face legal charges.**

Behavior Policies and Procedures:

• The following behaviors will not be tolerated from any child, and may result in warnings, suspensions and termination from the Summer Camp Program. Please note that no refunds will be given if your child is terminated from the Program for the following behaviors:

- Striking another child or staff member.
- Derogatory and/or abusive language.
- Leaving the premises or group while off-site without permission.
- Property and/or equipment destruction.
- Theft from the Program or of other people's belongings.
- False accusations about other children, parents or staff.

Health Policies:

- Christopher Robin's is happy to accommodate children with special needs but in order for us to be able to help your child have an enjoyable experience at camp, we ask that you fill in the Medical Conditions portion of your Child's Profile Form to better help us understand his/her needs.
- In the best interest of your child, as well as the other children and the staff, please do not send your child to the Program when he/she is ill.
- If your child should become ill while at camp, you will be notified to come and pick up your child.
- If your child has any medication that does or may need to be used during camp a medication form must be completed in order for it to be given to the child. The medication form and medication must be given to the supervisor to be put in a locked box. If your child requires an epi-pen or inhaler, they must be kept with the child in a portable labeled bag, which will be taken with them for the entire day.
- If a child needs emergency attention, all efforts to notify the parent about the circumstances will be made. In the event the parent cannot be reached, EMS will be contacted and we will continue to contact the parent until they can be reached.

Frequently Asked Camp Questions:

I checked the availability of the camp & there were still 5 spots left & today there are none. Why?

- Registrations for camp are closed on the previous Thursday or Friday in order to schedule our staff.

What happens when I put my name on the waitlist?

- Wait lists are processed in order of sign up. If another participant withdraws, you will get a phone call and have 24 hours to register or the vacant spot will be offered to the next person on the list.

I only want 1 or 2 days a week. How do I register for daily camps days?

- Daily rates are \$60/child/day (camp only) or \$75/child/day (before and after care included) and must be in paid in full and upfront. Daily registration is only available if space permits and spots can only be reserved starting on the **Thursday prior to that particular camp**. Please use the Daily Registration Form to sign up for your required camps/days. Emailing the director at program.director@crchildcare.com is the fastest way to reserve daily drop in days.

If I need Before or After Camp care at the last minute, what do I do?

- You can contact the staff by phoning (403) 851-5010 or in-person to register. Please note spots may not be available.

Your Program offers childcare during the school year, how do I register?

- You can contact the Director by email at program.director@crchildcare.com or by phoning (403) 851-5010 and speaking to one of the staff members or calling the Director's office at (403) 932-7870

Who can I contact during the day if I need to leave an **emergency message** concerning my child?

- If you know that your child is on an off-site activity, you can contact the Program Director at (403) 462-7870 (emergencies only), and your message will be forwarded.

Parent Checklist:

- Please ensure the following documents are read and completed to process your child's application:
 - Read Parent Handbook (March 2018 edition) and this Parent Information Sheet
 - Registration Form (one per child) for regular weekly/monthly rates and family discounts
 - Child Summer Profile (one per child)
 - Daily Registration Form (one per child) if your want daily camps not weekly or monthly options (fees paid in full only)
 - Medication Sheets (if applicable)
 - Deposit and Post-Dated Cheques (or fees paid in full)
 - Copy of Subsidy Approval (if applicable)

Parents are responsible for keeping us up-to-date with any changes to days of camp, hours, address and telephone numbers, emergency contact person, and any other changes that might affect your child's care. We welcome you and your child to our Program, and hope you will find Christopher Robin's to be a very fun and enjoyable summer experience.