



Summer Camp Handbook

Summer 2019

Please ensure that you take the time to read this handbook to avoid any unnecessary confusion. We look forward to providing the children within our region with a safe, fun and memorable Summer Camp Program. See you soon!

Camp Will be held at the **Bay Bulls Regional Lifestyle Center**

Bay Bull-Bauline Athletic Association

P.O. Box 66

Bay Bulls, NL A0A 1C0

Ph: 334-2300 (Carla)

**Check our Facebook Page for regular updates.*

Bay Bulls-Bauline Athletic Association Summer Camp 2019

This handbook has been created to provide you with key information regarding your child's upcoming summer experience in the BBBA Summer Camp Program. We are very pleased that you have chosen our program and we want to assure you that our goal is to provide your child with a fun, exciting & safe summer. Our enthusiastic counselors will be trained to make your child's summer memorable and rewarding. The BBBA Summer Camp Program is a fun and enjoyable way for children to spend their summer holidays. All BBBA Summer Programs will run out of the Bay Bulls Regional Lifestyle Center (BBRLC).

The program will run from Tuesday, July 2nd to Wednesday, August 23rd.

This summer we have organized activities that are fun as well as educational and social for all children. On Wednesday of each week there will be a full day outing, other days will be theme days with games, crafts, presentations and much, much more! This year's amazing program will make it a summer your child will never forget.

Ages

Children that participate in our Summer Camp Programs must be attending kindergarten (meaning they are or are turning 5 by December 31st, 2019) and be going to no higher than grade 7 (Turning 12 by December 31st, 2019).

Refund Policy

The BBBA is a non-profit sport organization. The Association strives to maintain the lowest possible fees & ensuring that our members receive the highest level of programming possible.

The association incurs an administrative cost for each child during registration including but not limited to staffing, credit card & debit fees, equipment, facility rental and It is because of these costs that the BBBA has adopted a refund policy going forward for all programs.

A full refund will be granted if made aware to the Recreation Director (Carla @ 334-2300) by no later than the Thursday before the week starts.

A 50% refund will be granted if let know up until the Friday after the registered week.

Refunds requested 15 days after the start of a registered week will not be permitted without a required doctors note minus a \$15 administrative fee.

PLEASE NOTE: A \$40.00 fee will apply to any NSF cheques received by the BBAA.

Costs

Week 1: July 2-5	(\$120)
Week 2: July 8-12	(\$150)
Week 3: July 15-19	(\$150)
Week 4: July 22-26	(\$150)
Week 5: July 29-August 2	(\$150)
Week 6: August 5-9	(\$150)
Week 7: August 12-16	(\$150)
Week 8: August 19-23	(\$150)

*Payments will be in 4 even Instalments or you can pay in full at the checkout
* 25% of your total payment will be due at the checkout (if choosing the instalment option)

* Your 2nd payment will be taken off your credit card July 2nd & the other payments are taken every 2 weeks thereafter.

*******IF YOU REGISTER AFTER THE PAYMENT DATES, YOUR INSTALLMENTS MAY BE HIGHER BECAUSE DATES HAVE PASSED*******

(For example: If your child will be in weeks 1,3 & 5 your total amount will be \$390. On date of registration you will have to pay \$97.50, on July 2nd you will pay \$97.50, on July 16th you will pay \$97.50 and on July 30th you will pay \$97.50 and you are all paid up for the summer).

Hours

Summer Camps starts at 8:30am to 5:00pm, Monday-Friday. Early drop off (7:45am) and late pick up (5:30pm). All children MUST be picked up before 5:30pm every day, NO EXCEPTIONS. Every 15 minutes after 5:30pm you will be charged \$10 for having our staff stay later than their scheduled shift.

Staff & Training

Qualified Summer Camp staff have been hired to take care of our participants. Our goal is to make the program as enjoyable and safe as possible. Our staff will be certified in emergency first aid, along with attending our in house, full 2-day staff training sessions, which will include topics such as Epilepsy, Autism, allergy/epi-pen, bullying, mental health, child development, and dispute resolution. They all have also provided RCMP code of conducts/vulnerable sector checks.

Health Concerns/Special Needs

Summer Camp Staff **will not** administer any medication to participants. Any medication should either be self-administered or be given to your child before or after program hours.

Upon registration, parents/guardians should identify any special conditions that BBAA and Summer Camp Staff should be aware of. All information will be treated in a professional and confidential manner. This information is important for us so that our staff can be properly prepared to ensure your child has a safe summer.

- If your child has a Yellow Allergy Form please provide us with a copy.

Safety

It is extremely important that participants follow the rules and regulations that are established for this program. The rules will be explained at the beginning of each day. We ask that the parent/guardians stress to their children the importance of not going anywhere without at least notifying a Summer Camp Staff.

Summer Camp Checklist/Guidelines

- Participants should label all personal items
- All participants should be dressed according to the weather & activities planned for the day
- Participants should have a hat and sunscreen and fly spray at all times. Participants must wear sunscreen (**NO spray sunscreen**).

- Participants should have running shoes (non-marking soles).
- Please Bring a refillable Water Bottle, as we do not provide cups
- **PLEASE BRING A CHANGE OF CLOTHES EVERYDAY**

Camp Rules & Guidelines

Child Pick-up

Getting to and from the camp is the responsibility of the participant. Camp staff will only let your child leave with those who are on the pick-up list on the registration form. If someone other than those listed is to pick up your child, please email rrd@nf.aibn.com or call Carla at 334-2300.

Lunches/Snacks/Drinks

Campers will need to have enough lunch, snacks and drinks to get them through each day. We do not provide refrigeration but have a microwave on site with supervised use. We suggest at least 6 snacks in addition to their lunch. We do not have additional snacks on hand at the building and the children work up a big appetite with all of our activities. Please make sure that your child brings a water bottle with their name on it every day! On hot days, campers will need lots of water to stay hydrated.

Note: Campers are required to sit for 10 minutes during snack time, and 20 minutes for lunch before starting free time activities.

The BBBA focuses on healthy eating and physically activity, please pack healthy snacks!

Allergies

Due to staff and camper allergies we request you not pack these types of food into your campers lunches.

- **Peanuts/peanut products/nuts**
- **Fish products/seafood/shellfish**

***Some of these allergies do require epi-pens. Please be respectful of all campers and staff in our programs.**

Supervision

Supervision will only be provided between 7:45am-5:30pm, no earlier or later. We ask that all parent/guardians respect this time.

Daily Schedule:

- 7:45 – Early Drop Off
- 9:00 – Camp Activities Begin
- 10:30 – Snack
- 12:00 – Lunch
- 2:30 – Snack
- 5:30 – Late Pick Up

Rules:

- Once participants are broken down into smaller groups they are expected to stay with the leader of that group unless otherwise authorized.
- Children are not permitted to use the vending machine.
- If a child is sick a staff member can refer to the emergency contact sheets to call a parent.
- The equipment room is off limits to all participants unless authorized by a staff member.
- Participants have to ask for permission to use the bathroom. To prevent multiple people in the bathroom at one time, we use the medal system. There are 4 medals, 2 for boys (younger/older) and 2 for girls (younger/older). A medal will be given to a child when they ask to go to the bathroom.
- Children must walk in the hallways and use their inside voice!
- Hands off feet off

- Parents have to sign out their child; if this does not happen a child is not allowed to leave the program. **A child is not allowed to leave the program with anyone who is not indicated on their pickup list.**

Behavior Expectations

- Participants will be encouraged by program staff to display the following expectations:
 - Respect for others
 - Respect for property
 - Responsibility for their belongings
 - Safe and fair play
 - Cooperation with leaders and participants
 - Listen to others
 - Being honest
 - Following the program rules
 - Appropriate voice tone and language
 - Abiding by the rules of the program

- The following behaviors will **not be tolerated**:
 - Aggressive behavior such as hitting, kicking, biting, or pushing
 - Excessive use of obscene language or gestures
 - Teasing, bullying, name calling or other verbally aggressive behavior
 - Possessing dangerous or sharp objects
 - Running away from program site (indoor or outdoor locations)

These guidelines will be discussed with the participants on a regular basis. If a participant exhibits any of the non-tolerated behaviors, the following actions will be taken on an individual basis:

1. The non-tolerated behavior will be brought to the participant's attention with an explanation as to why the behavior is unacceptable. Guardians will be notified of the participant's inappropriate behavior. Staff and guardians will work together to identify solutions to assist the participant in displaying desirable behavior.

2. If the identified solutions are unsuccessful, the Recreation Supervisor may request a reduction in the frequency of attendance by the participant.
3. **If at any time a behavior is of danger to the participant, other participants or staff, the participant will be removed from the program immediately.**

Special Notes

- Children are not permitted to bring in money (unless specified) or any toys/electronics from home.
- We are not responsible for any lost, stolen or broken items.

If you have any additional questions
Please contact Carla at 334-2300 or email rrd@nf.aibn.com