

Camp 2018 Registration Request Form

FAMILY NAME: _____	CAMP LOCATION: _____
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Please check (✓) the weeks for which you wish to register each child:

* indicates short week containing statutory holiday

Child 1 Name:								
1*	2	3	4	5	6*	7	8	9
Jul 3- Jul 6	Jul 9- Jul 13	Jul 16- Jul 20	Jul 23- Jul 27	Jul 30- Aug 3	Aug 7- Aug 10	Aug 13- Aug 17	Aug 20- Aug 24	Aug 27- Aug 31

Child 2 Name:								
1*	2	3	4	5	6*	7	8	9
Jul 3- Jul 6	Jul 9- Jul 13	Jul 16- Jul 20	Jul 23- Jul 27	Jul 30- Aug 3	Aug 7- Aug 10	Aug 13- Aug 17	Aug 20- Aug 24	Aug 27- Aug 31

Child 3 Name:								
1*	2	3	4	5	6*	7	8	9
Jul 3- Jul 6	Jul 9- Jul 13	Jul 16- Jul 20	Jul 23- Jul 27	Jul 30- Aug 3	Aug 7- Aug 10	Aug 13- Aug 17	Aug 20- Aug 24	Aug 27- Aug 31

Child 4 Name:								
1*	2	3	4	5	6*	7	8	9
Jul 3- Jul 6	Jul 9- Jul 13	Jul 16- Jul 20	Jul 23- Jul 27	Jul 30- Aug 3	Aug 7- Aug 10	Aug 13- Aug 17	Aug 20- Aug 24	Aug 27- Aug 31

Please Note:

Your child(ren) will not be considered registered until this form is received along with:

- A completed and signed *Camp Contract* (one per family)
- A completed and signed *Personal Information Form* (one per child)
- A completed and signed *Camp 2018 Pre-authorized Payment (PAP) Plan* (one per family)
- A deposit in the amount of total of one week's fees (per child) made payable immediately by cheque or PAP (to be applied to the last week of camp for which each child is registered)

A copy of all signed forms should be provided to applicants. Upon confirmation of space, a *Welcome to Camp Package* will be distributed to all registered families.

Personal Information Form

Any changes to the information on this form must be communicated to the centre in writing. Attach additional pages as required.

CHILD

First Name: _____
Last Name: _____ Date of Birth (DD/MM/YY): _____
Home Address: _____ Phone: _____

FIRST PARENT/GUARDIAN

Relationship to Child: _____

First Name: _____ Last Name: _____
Home Address: _____ Email: _____
Home Phone: _____ Cell Phone: _____ Business Phone: _____
Business Name & Address: _____

SECOND PARENT/GUARDIAN

Relationship to Child: _____

First Name: _____ Last Name: _____
Home Address: _____ Email: _____
Home Phone: _____ Cell Phone: _____ Business Phone: _____
Business Name & Address: _____

CUSTODY

Special Arrangements: Yes No Custody Order Provided: Yes No

Details: _____

FIRST EMERGENCY CONTACT (AUTHORIZED TO PICK UP CHILD)

Relationship to Child: _____

First Name: _____ Last Name: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____ Business Phone: _____

SECOND EMERGENCY CONTACT (AUTHORIZED TO PICK UP CHILD)

Relationship to Child: _____

First Name: _____ Last Name: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____ Business Phone: _____

MEDICAL

Doctor's Name: _____ Phone: _____

Address: _____

Child's Allergies: _____

OFFICE USE ONLY:

Individualized Medical Plan
Individualized Support Plan

Requires EpiPen: Y N

Other Conditions: _____ Please (✓) if your child has had any of the following communicable diseases:
 Measles Mumps Rubella Chicken Pox Whooping Cough Hepatitis B

Emergency Care Authorization (✓): In the event that I am unable to be reached, I grant permission for staff to seek emergency medical services for my child.

Immunizations: I confirm that my child is immunized, and that I have provided my child's school and/or the local public health department with a current record of my child's immunizations.

My child is NOT immunized and I have provided my child's school and/or the local public health department with the required documents that outline medical exemption, or objections on the basis of conscience or religious beliefs.

Personal Information: I hereby consent to the collection, use, and disclosure of my child's information by the centre for the purposes of providing child care services to my child. I understand that the centre protects the privacy of all personal information in its possession in compliance with prevailing privacy legislation. By providing my email address on this form I authorize communication via email for purposes such as centre announcements and invitations, newsletters, organizational information, as well as the distribution of any other communications or documentation relevant to my relationship with Upper Canada Child Care and its affiliated child care centres and programs. I have read and understood this form.

PARENT/GUARDIAN SIGNATURE

(DD/MM/YY)

CAMP CONTRACT

CHILD 1								
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D	D	M	M	Y	Y			
(FIRST NAME)	(LAST NAME)	(DATE OF BIRTH)						
CHILD 2								
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CHILD 3								
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D	D	M	M	Y	Y			
(FIRST NAME)	(LAST NAME)	(DATE OF BIRTH)						

REGISTRATION

Forms
The above-named child(ren) will be considered registered in the camp program when this contract, along with the following forms, are completed and signed by the parent(s)/guardian(s), and then submitted to and signed by the centre supervisor:

- *Personal Information Form*
- *Camp Registration Request Form*
- *Camp Pre-authorized Payment Form*

Custody Information
If a child is the subject of a custody dispute, the supervisor must be informed of the dispute in writing and provided with any final or temporary custody order, domestic contract, or separation agreement, which contemplate custodial arrangements or visitation.

Camp Groupings
Children are registered in either Jr Camp or Sr Camp at the discretion of the supervisor, and based on the child's age:

- Jr Camp (3.8 to 5 years)
- Sr Camp (6 to 12 years)

CODE OF CONDUCT

Client Conduct
To promote a safe, comfortable, and happy atmosphere, each child and parent/guardian are at all times expected to:

- Be respectful of self, others, the environment (both indoor and outdoor), equipment, materials, and property.
- Communicate through listening and speaking in ways that attempt to resolve conflict in a peaceful manner.

Abuse of any kind (verbal, physical, emotional etc.) is not tolerated.

Employee/Volunteer Conduct
Guided by Upper Canada Child Care's core values of *Safety, Respect, Support, Trust, and Professionalism*, our employees are expected to maintain the highest standards. Approaches to child guidance are outlined in Upper Canada Child Care's *Program Statement*. All staff, students, and volunteers are mentored and monitored on an on-going basis to ensure that these approaches, and their accompanying strategies, are being implemented in a manner consistent with our core values. Our educators encourage children to act in a respectful manner, appropriate to their developmental age and stage. Self-regulation is promoted and logical consequences is the preferred method of encouraging appropriate behaviour.

OPERATIONS AND PROCEDURES

Hours of Operation
The hours of operation are posted in the child care centre. During the summer, Upper Canada Child Care is closed on the following statutory holidays: Canada Day and Civic Holiday.

Arrival and Departure
Parent(s)/guardian(s) must make direct contact with room staff, as well as sign their child(ren) in upon arrival and out upon departure by initialing the classroom attendance log.

CAMP CONTRACT

Release of Children

Child(ren) will be released to the care of authorized persons listed on the *Personal Information Form*. Parent(s)/guardian(s) must inform staff of any changes in the pickup arrangement for their child(ren), and advise the authorized person that they will be required to show photo identification when picking up the child(ren).

Responsibility for Children

While on centre premises, until transfer of care from parent/guardian/authorized person to centre staff has taken place (i.e. child(ren) signed in), and after transfer of care from centre staff to parent/guardian/authorized person has taken place (i.e. child(ren) signed out), the child(ren)'s wellbeing is the responsibility of the parent/guardian/authorized person. If a child is injured on centre premises while in the care of the parent/guardian/authorized person, the parent/guardian/authorized person is responsible.

Late Pick Up Fees and Procedures

A late fee will be charged for time that staff is required to stay with a child after the centre closing. The late fee rate schedule is posted in the centre. This late fee must be paid immediately to the staff present at the time. If staff are unable to reach the parent(s)/guardian(s) or the emergency contact(s) by 7:00 p.m., the Police and Children's Aid Society will be contacted.

Electronics and Valuables

As per our *Technology and Interactive Media Use Policy*, personal electronic devices (e.g., cell phones, iPods, iPads, video games etc.) are not allowed at camp as they can hinder social interactions, camp programs, and the opportunity to connect with nature. The camp is not responsible for loss of, or damage to, valuables.

HEALTH AND WELLBEING

Illness

Children exhibiting signs and symptoms of illness should remain at home until they are well enough to fully participate in the camp program. If a child becomes ill during the day, the parent(s)/guardian(s) will be contacted to pick up their child. Staff will provide the parent(s)/guardian(s) with information regarding when their child may return to care, according to guidelines established by local Public Health authorities. The parent(s)/guardian(s) are asked to report their child(ren)'s absence to staff due to illness or any other reason.

Administration of Medication

If necessary, qualified staff will administer prescription drugs to children, in accordance with provincial legislation.

This requires that the parent/guardian:

- Provide written medical authorization, including the dosage and times any drug is to be given.
- Provide medication in the original container, clearly labelled with the child's name, name of the drug, dosage, the date of purchase, and instructions for storage and administration of the drug. (A pharmacist can be asked to divide the dosage into two containers so one can be left at the centre until the dosage is finished. Non-prescription medications must be accompanied by a doctor's note).
- Transfer medication directly to a staff member. Medication is not to be left in child's bag.

Note that centre/camp staff will **not** administer expired medication. It will be returned to the parent/guardian.

Individualized Plans

Individualized plans are developed and implemented for all children with exceptional medical or inclusionary requirements. The parent/guardian is asked to identify whether individualized plans are required upon registration. Staff will work with families to establish strategies to support inclusion and wellness.

Child Abuse Policy

In accordance with the *Child & Family Services Act*, it is the responsibility of every person in Ontario to immediately report to a Children's Aid Society (CAS) if she/he suspects that child abuse has occurred or if a child is at risk of abuse. An individual's responsibility to report cannot be delegated to anyone else. The centre does not investigate or lay blame; it simply reports and follows CAS directions. If a parent/guardian, staff, or other accuses a staff member of abuse, it is the duty of the individual making the allegation, and the centre, to report the accusation to the CAS and follow the direction given.

Students & Volunteers

Many of our programs accept students and volunteers. Prior to interacting with children, all students and volunteers are required to provide confirmation of a clear *Police Vulnerable Sector Check* (individuals 18 years and older), verification of up-to-date immunization, and a recent TB skin test. Students and volunteers are directly supervised by staff at all times.

CAMP CONTRACT

FINANCIAL RESPONSIBILITIES

Commitment

The conditions of this agreement provide protection for our clients, as well as our program. In order to provide services, it is essential that the program be financially stable. Salaries and overhead expenses cannot be reduced because of absentee losses. This contract is a commitment that the parent/guardian will financially support the enrolment space guaranteed for their child. Failure to meet this financial commitment may result in termination of child care services.

Fee Payment

Fees are processed through a pre-authorized payment system, according to a set schedule as outlined on the *Camp Pre-authorized Payment* form. A non-refundable deposit equivalent to one week's fee is due upon enrolment, and will be applied to the final week of camp. Deposits can be paid through pre-authorized payment or by personal cheque. Refunds will not be issued for any days absent (including those due to vacations or illness).

Withdrawal

A partial refund will be issued when signed written notice, including notice by email, is given at least two weeks in advance of withdrawal. The full deposit amount, **minus** \$50.00 per child, will be returned. The total deposit will be forfeited when signed written notice is not provided at two weeks in advance of withdrawal.

Decrease in Weeks Registered

A partial refund will be issued when a family requests a decrease in weeks registered. The full deposit amount, minus \$50.00 per child will be returned. The fee of \$50.00 applies each time changes to enrolment are made. If enrolment changes more than once, a \$50.00 fee would apply in each case.

Failure to Pay

Should pre-authorized payment fail to process, an NSF fee of \$40.00 will be levied. The client has five business days to pay all outstanding fees. Failure to resolve any unpaid or overdue balances within five business days will result in termination of service and use of the deposit to clear charges. Service can be reinstated (if space is available), once all charges are cleared and the security deposit is replaced via money order, bank draft, or certified cheque. Spaces will not be held.

Receipt of Payment

A receipt of payment will be issued after the year end for income tax purposes.

TERMINATION OF SERVICE

Compliance to the Code of Conduct

The provision of our service is conditional on the compliance of parent(s)/guardian(s) and child(ren) to the Code of Conduct.

Contraventions to the Code of Conduct

Contraventions to the Code of Conduct may result in any or all of the following actions:

- Documentation of incidents
- Meeting with appropriate parties
- Referral to an outside agency
- Consultation with outside agencies
- Removal from the program

Should the supervisor of the program, in consultation with the director, determine that a child cannot adjust to the program, or if the parent has not upheld the contract, the child will be withdrawn from the program and this agreement will be terminated. The process of termination of service for all children will include any or all of the actions detailed above.

Signed, written notice of permanent termination of service by the centre must be given two weeks in advance.

Note: behaviour that poses a safety hazard will not be accepted and may result in immediate termination of service.

PERMISSION TO ENGAGE IN CHILD CARE ACTIVITIES

I hereby grant permission for my child(ren) to leave the child care centre under the supervision of staff for camp trips. I understand that trip dates are tentative and may change.

Should it be necessary to redirect/cancel any scheduled trips due to inclement weather or unforeseen circumstances, I authorize my child to attend alternate trips. The trip destination for any day may be changed to any of the other trips on the trip permission form, as well as other community locations. In all cases, the exact location of the trip will be posted.

CAMP CONTRACT

I understand that it is my responsibility to bring my child(ren) to camp **30 minutes prior** to bus departure (times are posted in the centre), and that should my child(ren) miss the bus, my child(ren) will not be provided with child care on that day. I understand that no refunds will be provided for that day.

I authorize my child(ren) to go on spontaneous adventure walks throughout the neighbourhood, which may include walking trails through the forest, or walks to nearby community locations.

I authorize my child(ren) to swim at beaches or parks where lifeguards may or may not be present, under the supervision of camp staff. Staff will follow Upper Canada Child Care swim safety procedures.

AUTHORIZATION TO PROVIDE EMERGENCY MEDICAL ATTENTION

I hereby authorize staff to take whatever steps necessary to obtain medical care, if required. These steps may include any of the following (in no particular order):

- Contacting the parent(s)/guardian(s).
- Contacting the emergency contact(s).
- Administering reasonable First Aid measures.
- Calling 911.
- Accompanying the child to the hospital.

CONSENT TO COLLECT PERSONAL INFORMATION

I hereby consent to the collection, use, and disclosure of my information as parent/guardian and my child(ren)'s personal information by the centre for the purposes of providing programs to my child(ren) enrolled in the camp. I understand that the centre protects the privacy of all personal information in its possession in compliance with prevailing privacy legislation and in accordance with the centre's *Confidentiality and Non-Disclosure Policy*.

I acknowledge that my child's photo may appear on a bulletin board or be used in a display or presentation unless otherwise indicated on the *Publicity Consent Form*. I understand that, for safety and identification purposes, prior to field trips, my child's photo will be taken.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE TERMS.

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