



Town of Minto Adventure Camp

**Parent's Guide
March Break 2012**

VISION & MISSION STATEMENT

Believing that municipal recreation is an essential component of a quality community, and that recreation is understood to include passive, active, sport, culture, and parks activities, the Town of Minto Recreation Department has the following vision:

To create a community that provides the best possible recreational opportunities for all citizens.

In support of this, we are committed to the following mission statements:

- a) To interact with the general public, community groups, agencies and all internal departments
- b) To provide quality programs, facilities, and customer service to serve community needs, and stimulate participation by everyone
- c) To investigate the future demographics, anticipate the needs and plan for the future with innovative approaches and new and creative thoughts
- d) To provide, maintain and protect open space
- e) To promote the personal, social, economic and environmental benefits of recreation participation

PROGRAM OBJECTIVES

To provide program participants with:

- a) A safe and clean place to play
- b) A quality program which involves a balance of age appropriate activities (i.e. songs, crafts, games, etc.) promoting fun, enjoyment and participation
- c) An opportunity to acquire new skills, improve existing skills/ abilities and make new friends
- d) A constructive outlet for energy and self expression in order to grow and learn about oneself
- e) A chance to socialize

PROGRAM POLICIES

Ages: Birth years 2000-2007 are permitted to register for camp.

Registration: Registration forms and medical card must be completed before or on a child's first visit to any program. All participants must be pre-registered. Any questions about registration at the start of camp must be directed to the Supervisor.

Payment: Payment must be made before or on a child's first visit to any program. Payment can be made directly to the camp Supervisor, by mail, or by a visit to the Town of Minto Recreation Department located in the municipal office.

Refunds: A refund or credit will be granted and calculated as follows:

- a) Program cancellation by Recreation Department – full registration fee
- b) Last minute cancellations – registration fee, less \$10.00 administration fee
- c) Cancellations due to medical reasons with doctors note – full registration fee

Late Pick-up Fee: If a child is not registered for the Extended Care program and has not been picked up by 4:30pm a fee of \$2.00 will be charged and a fee of \$1.00 will be added for every additional 10 minutes (the additional \$1.00 only applies if there was originally no children registered for Extended Care).

Lunches and Snacks: All staff will be required to supervise lunches on a rotating schedule. All children should eat in the same location and begin lunch at the same time. The children should be made responsible for free play time during the lunch hour.

All snacks provided by the Recreation Department will not contain peanut products. Please advise the Adventure Camp Supervisor of any food allergies. Please be careful when deciding what to pack for your child's lunch. Please do not pack any peanut based products.

Skating: Skating will take place daily during public skating hours at the arena (12:30pm-2:00pm). Leaders will supervise each skate. All staff will be available to assist with tying skates.

Out of Town Trips: Permission forms will be available on the first day of camp to be completed. There will be two bus trips:

- a) Tuesday March 13th - Wingham - Swimming - 9:00am-noon - \$15
- b) Thursday March 15th - Norgan Theatre - Movie - 9:00am-noon - \$5

Please make sure these forms are completely filled out. When children have boarded the bus, the attendance sheet will be read and checked off to insure all children are present. This will also be done when boarding the bus to return home. Trip details should be outlined on the permission form, on the newsletter and posted on the Program Bulletin Boards.

Off Site Trips (Walking): There are no planned local off site trips planned for March Break.

Support Workers: If your child receives the support of an educational assistant in school, one-on one care is required at camp and is the responsibility of the parent/guardian to organize this support.

GENERAL CAMP INFORMATION

Date & Times: Adventure Camp takes place March 12th-16th, 2012. The camp runs from Monday to Friday from 9:00am-4:00pm. Extended care is available from 8:00am-9:00am and 4:00pm-5:30pm and is \$2.00 per hour.

Drop-off, Pick-up, Absenteeism: A sign-in and sign-out procedure has been established for all camps. It is very important that as a parent and/or caregivers to follow the established procedures. Please advise the Camp Supervisor or leaders with a signed note each day if anyone else will be picking up your child or if your child will be walking home after camp is over. If you know ahead of time that your child will miss a day of camp, be sure to inform our Camp Supervisor. If your child is absent due to unforeseen circumstances, please call 519-338-2511 ext. 221 and we will notify your child's camp leader.

Safety: Our camp rules and regulations are designed for your child's safety. Leaders will explain the rules of the day at camp. No child will be allowed to wander off unsupervised or to leave the group at any time without permission. Please be sure that your child understands these rules. We reserve the right to dismiss a camper who refuses to abide by these policies, or who does not adjust to the group situation.

Dressing for Camp: Campers are encouraged to wear old comfortable clothing and to dress according to the weather. Please send appropriate winter wear as there may be some activities that take place outdoors. Please label your child's clothing, hats and other articles brought to camp. If a child has a knap-sack, it will keep their belongings together.

Lost and Found: We recommend that your child not bring expensive or valuable items to camp. Please be sure that your child understands that they are responsible for their belongings. We cannot take responsibility for money that is brought to camp. Please remember to label everything. The Town of Minto is not responsible for any lost, stolen or damaged personal belongings.

Fees: The cost per participant is \$27.00 per day plus the cost of bus trips if applicable. The weekly rate is \$130.00 and the cost of the bus trips is included in this price. If you have more than one child it is \$120.00 per week, per child with the cost of the bus trips included in this price.

DISCIPLINE POLICY

Each site will be provided a set of standard rules the first day of the. All participants should be aware of these rules and the consequences of breaking the rules.

Minor Offence:

- a) Verbal Warning. The leader will explain what was done wrong and the appropriate behaviour.
- b) Time out or a special privilege is taken away (skating, craft, game). Leader will explain appropriate behaviour to the child. An incident form will be completed.
- c) Phone call to parents by Recreation Services Manager or Adventure Camp Supervisor.

Major Offense: (i.e. fighting, constant swearing, running away)

- a) Verbal Warning. Explaining what was done wrong and the rules and consequences. An incident form will be completed.
- b) Phone call to parents by the Recreation Services Manager or Adventure Camp Supervisor

PARTICIPANT RULES

- a) **DO NOT LEAVE THE GROUP:** Kids must not leave the group at any time or under any circumstances. Any child who leaves the group will have parents called for pick-up. Leaving is a zero tolerance policy.
- b) **RESPECT:** Kids must respect others, and understand that any bullying, racism, teasing or otherwise mean behavior will not be tolerated. Disrespect of Summer Adventures Camp property or that of our host sites will not be tolerated.
- c) **NO TOUCHING:** Hands and feet remain to themselves at all times
- d) **HAVE FUN**

CONTACT INFORMATION

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