



## Parent Handbook for in person Summer Programs

We are looking forward to having your children join us for another season of summer programming for youth 6-12 years old. We know it's been an ever-changing year for programming for our kids, and as the Covid 19 pandemic continues, we continue to plan for a diversity of scenarios to provide your children with access to summer programs. We are hoping programming will be in person vs virtual however we are also preparing for both scenarios as we await Alberta Health Services announcements.

Once the format for programs is confirmed we will reach out via email to anyone who filled out the registration form. Please note that changes to format delivery and number of spots available will be informed by the provincial health guidelines.

Thank you for your patience during this process, we hope to have a wonderful year of summer programs whether it is virtual or in person.

### Program enrollment

Step one: Registration requires a completed registration form to be submitted, the form can be found on the County of Grande Prairie website.

Step two: Payment must be received by the FCSS office no later than the Friday prior to the scheduled date of program.

### Covid 19 Protocols

All summer youth programs will follow all Covid 19 protocols as per AHS (Alberta Health Services) guidelines, please make sure you have reviewed the up-to-date Covid 19 guidelines on the Alberta Health Services website:

**<https://albertahealthservices.ca/>**

If any member of your household has travelled outside of Canada in the past 14 days, has tested positive for COVID-19, has been in close contact with a person who tested positive for COVID-19, or has any of the following symptoms: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell, your child(ren) will not be permitted to attend the program. If you have experienced any of these conditions, please contact **Alberta Health Services' Health Link at 811** for support.



Please note that we will be doing daily health checks, including temperature checks. Should a child have any of the symptoms noted within the AHS guidelines they will not be permitted to attend the program.

### Program refunds:

If the summer youth programs become virtual, and you wish for your child to not participate, a refund can and will be issued when requested.

If your child becomes ill prior to attending the summer program with any of the following symptoms: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell, you will be expected to not bring your child(ren) to the summer program and can receive a refund if requested.

All other refund requests must be made 5 days prior to the program start date. If you request a refund within the 5-day period, no refund will be issued except for program closure due to illness, virtual program format, medical reasons or any situation related to Covid 19.

All payment options (Credit card, debit, cash, or cheque) will be refunded in the form of a cheque.

### All the information below is for in person programs only:

#### Program Schedule

Programs will be three days in length starting on a Tuesday and concluding on a Thursday. Drop off time will be at 9am and pick up time will be 3:30pm. To know which week, we will be in your community please contact 780-532-9727 Ext. 2400. If the drop off or pick up time does not work for you, please contact us to make other arrangements.

#### Sign In / Sign Out Procedures

To provide a safe environment for your child(ren), we ask you to please cooperate with us regarding the following steps:

Sign In: Please sign in your child(ren) with the program coordinator.

Sign Out: Please sign out your child(ren) with the program coordinator. On the registration form, there is a spot where you can indicate who is authorized to pick up your child. Please make sure to fill it out. Your child(ren) will not be released until you or the authorized person signs them out.

#### Payments

There is a registration fee of \$30 per child. Subsidies are available for low-income earners, please inform us at the office or call 780-532-9727 ext. 2400.

Payments can be made with credit card or debit card at the FCSS office in Clairmont, or cash and cheque no later than the Friday before the programs starts to secure your spot.



## Lunch

A healthy morning and afternoon snack will be provided. Please provide lunch for your child(ren) attending. Please make sure to fill out the allergy section of the registration form.

## Parent Notification

Parents will be notified in the event of illness or injury, as necessary. Should the program coordinator request a child to be picked up from program; parents are expected to do so as soon as possible.

Due to Covid 19, if your child shows any sign of runny nose, fever, coughing or sneezing, parents will be contacted immediately to pick up their child as soon as possible. While your child(ren) waits to be picked up, one of the program coordinators will await with your child in a quarantined area to ensure the safety of the rest of the children.

If your child becomes ill and tests positive for Covid 19 during the summer programs or two weeks after attending, please notify the program coordinator or the FCSS office as soon as possible so that we can follow up with contact tracing as required.

Should a child attending camp test positive while attending camp we will follow all AHS guidelines in response to a positive case, this could include program closures.

## Photographs

There will be a consent to photograph form in the program registration. If you wish that your child(ren) not be photographed, please indicate so on the consent form so we can have it for our records.

## What to bring to the program:

- Lunch
- Water Bottles
- Change of clothes (weather appropriate)
- Bathing suit gear
- Sunscreen
- Extra Face Masks
- Small bottle(s) of hand sanitizer

Please have sunscreen applied to your child(ren) before attending as sunscreen needs time to work. The program staff will re-apply as needed.

Remember this is a program and things could get lost. We ask you not to send your child in clothing, jewelry, etc. that has sentimental or high monetary value. We request that cellular phones, Game boys, iPods and other electronic devices remain at home. There will be a land line phone and program coordinator cellphone on the premises.



Also, due to Covid 19, it is asked that your child limits the number of outside objects being brought into the program facility. All items that are not required and are not in the list above will be asked to go home with the parents after sign in.

### Label Everything

Please label all belongings brought to program. It is easier for our staff to return lost and found articles when they are clearly labeled with first and last names.

### Program attendee's Expectations

All children are expected to be able to feed, cloth, and use the toilet themselves, as well as arrive on time.

All children are also expected to be able to wear a face mask to attend the program if needed.

### Contact Us

Please feel free to contact our office or program coordinator if there are any questions.

FCSS Office Phone: 780-532-9727 ext. 2400

Program coordinator office phone: 780-532-9727 ext. 2428

Program coordinator cellphone: 780-814-2661