



Summer Program Parent Handbook

We are looking forward to having your children join us for another season of summer programming for children 6-12 years old. Children are going to be interacting with one another both inside and outside, weather permitting. We are excited to be offering a variety of fun activities at our various locations this summer. The goal of our summer programming is to create positive relationships within peers, practice social and emotional skills while having a great time.

We hope you have a wonderful summer.

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. <https://www.countygp.ab.ca/en/play-and-explore/summer-camps.aspx>

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

Payment can be made on the summer camp webpage over the phone at 780-567-5586 with a credit card or with cash, credit or debit at the FCSS office, at #408 9915 102 Ave Clairmont AB, T8X 5A4.

If a camp is full, you will be notified about being on a waiting list as soon as possible.

Program refunds

If a refund is requested within 5 days prior to the start date of the camp for any reason, there will be no refund issued. However, any cancellation 5 days prior to the start date will be fully refunded. Refunds will be processed via check.

Program schedule

Programs will be three days in length starting on a Tuesday and concluding on a Thursday. Camps run from 9:30 to 3:30, however doors will open at 9:20 for drop off.

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: At drop off in the morning please sign in your child(ren) with the program coordinator.

Sign Out: Before leaving with your child 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 households, please inquire at the office or call 780-567-5586. Payments can be made with credit card, debit card or cash at the FCSS office in Clairmont, no later than the Friday before the programs starts to secure your spot.

Lunch and snacks

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. You may be required to provide lunches which accommodate the group's allergy needs; if there are any restrictions, you will be emailed before the start date.

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.

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 Bottle
- Change of clothes (weather appropriate)
- Bathing suit and towel
- Hat
- Sunscreen

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 where we do some messy activities and things could be stained and there is potential for items to 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 or program coordinator cellphone on the premises.

We ask that your child limit the number of outside objects being brought into the program. All items that are not required and are not on the list above will be asked to go home with the parents after sign in.

Label everything

Please label all belongings brought to the 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, clothe, and use the toilet themselves, as well as arrive on time.



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Grande Prairie No. 1

We also expect that all children will follow the behavioural expectations set out at the camp. Behaviours that are causing harm to other participants or the facility will not be tolerated. If behaviour challenges persist parents will be contacted.

Inclusion and Special Requirements

The County of Grande Prairie is an inclusive environment where all children are encouraged to register in our camps. Please make us aware of any prompts and or tips that may better support your child's participation. While our goal is inclusive participation, there are times when a child requires more support than our program instructors can provide. We reserve the right to request an aide. If a certified aide is needed, the parent is responsible for arranging for their child to have an aide for the days that they attend camp. If you have questions prior to registration, please feel free to contact our program coordinator, information listed below.

Contact Us

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

FCSS Office Phone: 780-567-5586

Summer Program Coordinator: slavalley@countygp.ab.ca

Child, Youth and Families Team Lead cellphone: 780-830-8269