



**FCSS**  
**2026**  
**SUMMER**  
**PROGRAM**

[www.countygp.ab.ca/fcss](http://www.countygp.ab.ca/fcss)

Revised: April 1, 2026



**County of Grande Prairie No.1  
Family and Community Support Services**

# Summer Program Handbook



**FCSS Office 780-532-9727 Ext. 2400  
Monday - Friday 8:30 a.m. - 4:30 p.m.**

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# Summer Program

We are thrilled to welcome your children back for another exciting summer programming for ages 6-12! This summer, kids will have the opportunity to engage in a variety of fun and enriching activities at our various locations. Weather permitting, they will enjoy indoor and outdoor play, encouraging movement, creativity, and teamwork. Our program is designed to help children build positive relationships, strengthen their social and emotional skills, and, most importantly, have a fantastic time making memories with new and old friends. We look forward to an amazing summer together and hope your family has a wonderful season ahead!

## Program Enrollment and Payment Information

**Step one:** Registration requires a completed registration form to be submitted; the form can be found on the County of Grande Prairie website in “Summer Programs”.

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

Payment can be made by:

- Online payment at the Summer Program website at the time of registration
- Over-the-phone payment (Credit Cards only) by calling the FCSS office at 780-532-9727 Ext. 2400
- In-person payment (Debit, Credit, & Cheques) at the FCSS office located at #401, 9915 102 Ave, Clairmont, AB T8X 5B2

The program's maximum capacity is 25 children. If the program is full, you will be notified regarding being placed on a waitlist.

## Program Refunds

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

## Programming Schedule

Programs vary in length. Please ensure you are noting the length and program you are planning to attend. Programs run from 9:30 a.m. to 3:30 p.m. Doors open at 9:00 a.m. for drop-off, and pick-up is at 3:30 to 4:00 p.m.

## Pick up and Drop off 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.

## What to bring to the program

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

Please apply sunscreen to your child before arrival to allow it time to work. Staff will reapply as needed. This program includes messy activities, clothing may get stained, and items could be lost. Please avoid sending your child invaluable or sentimental clothing or jewelry. Electronics such as cell phones, Game Boys, and iPods should stay at home. A landline or program coordinator's cell phone will be available if needed. To minimize lost items, please limit what your child brings. Any unnecessary items will be sent home at sign-in.

**Please label everything.** It is easier for our staff to return lost and found articles when they are labeled with first and last names.

## **Nutrition**

A healthy morning and afternoon snack will be provided. Please provide lunch for your child(ren) attending. The coordinator will compile a list of allergy restrictions based on information provided by parents/guardians on the program registration forms, you will be emailed before the start date with this information. Parents/guardians must communicate to the coordinator if their child has allergies that may be affected by other children's snack choices.

## **Program Attendee Expectations**

All children are expected to be able to feed, dress, and use the toilet themselves, as well as arrive on time. We also expect that all children will follow the behavioral expectations set out in the program. Behaviors that are causing harm to other participants or the facility will not be tolerated. If behavior 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 programs. Please make us aware of any prompts and 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 staff 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 the program. If you have questions before registration, please feel free to contact our program coordinator, information listed below.

## **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 the 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) to not be photographed, please indicate so on the consent form so we can have it for our records.

# Supervision Policy and Practices

Summer program staff are committed to providing a safe, caring, and well-supervised environment. To ensure this, staff will:

- Maintain clear sight and sound supervision of children in all play areas.
- Follow proper staff-to-child ratios for safe monitoring and injury prevention.
- Greet families warmly and ensure proper sign-in/out procedures.
- Conduct routine headcounts, especially during transitions.
- Stay active, alert, and engaged to support children's well-being.
- Closely monitor higher-risk activities, such as transitions and large group gatherings.
- Remove any potential safety hazards immediately.
- Guide and promote safe interactions, anticipating and preventing risks.
- Monitor children's health for signs of illness or unusual behavior.
- Establish and reinforce safety rules with children.

## Parent Responsibility:

Parents/guardians must supervise their child until sign-in and at pick-up. Children will only be released to an approved adult upon sign-out. Attendance records will track drop-off and pick-up details.

# Emergency Procedures

In the case of an Emergency Evacuation or drill, the children will be expected to stop what they are doing and listen to instructions as to which exit to go to and line up. All program participants will be informed of the emergency procedures at the beginning of each program.

- The coordinator is responsible for gathering the attendance book.
- The program assistant is responsible for doing a room sweep to ensure that all the children are out of the building.
- All parents/guardians are informed of this procedure.

## Accident or Illness

If an accident or serious illness were to occur during the program time, the following procedures would be followed:

- In the case of an accident or serious illness involving a child, the program coordinator or assistant must immediately ensure that the child receives medical attention as necessary.
- The parent/guardian will be notified immediately via telephone. If unable to reach the parent/guardian, the emergency contact person will be notified.
- The program coordinator or assistant witnessing an accident or serious illness will fill out an accident/illness report form and forward it to the Child, Youth & Family Supervisor.
- The Parent/guardian will be informed by the coordinator of any incidents upon their arrival at pick-up time in the event of a minor incident that does not require medical attention.
- The program tracks and analyzes accidents and illnesses to identify any trends and/or issues by filling in the accident report forms.

## Guiding Positive Behavior

Both program staff and parents/guardians share a common goal: guiding children's behavior positively and effectively. The approach used may vary based on group dynamics, and individual needs, but the focus remains on fostering a supportive and respectful environment. The following approaches are based on knowledge of child development and learning theories and will encourage self-control, self-direction, self-esteem, and cooperation. These methods will be used in the programs.

Program staff are committed to fostering a supportive and respectful environment. They will:

- Model appropriate behaviors for children.
- Allow transition time between activities.
- Redirect children to suitable activities to prevent potential issues.
- Encourage positive behavior through words and gestures.
- Address inappropriate behavior, not the child.

- Ensure all disciplinary actions are fair and appropriate.

Prohibited Actions:

- No physical punishment, verbal, or emotional harm.
- No denial or threats to deny basic needs.
- No physical restraint, confinement, or isolation.

If a child’s behavior is consistently disruptive or harmful to themselves or others, staff will meet with parents to determine the best course of action.

## FOIP Statement and Disclaimer

Protection of Privacy - Personal information is collected in accordance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of FCSS Summer Programs for which the information is collected. Should you require further information about collection, use and disclosure of personal information, please contact the FOIP Coordinator at [foip@countygp.ab.ca](mailto:foip@countygp.ab.ca) or call 780-532-9722.

## Contact Details

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

<b>Address</b>	FCSS Office #401, 9915 102 Ave Clairmont, AB, T8X 5B2
<b>Phone</b>	780-532-9727 Ext. 2400
<b>Coordinators</b>	Hannah Pattison, Summer Youth Program Coordinator Rosie LeBlanc, Summer Youth Program Assistant 780-532-9727 Ext. 2400
<b>Supervisor</b>	Amy Easterbrook Supervisor, Child Youth and Family Program 780-532-9727 Ext.2409
<b>Email</b>	<a href="mailto:fcssreg@countygp.ab.ca">fcssreg@countygp.ab.ca</a>
<b>Website</b>	<a href="http://www.countygp.ab.ca/fcss">www.countygp.ab.ca/fcss</a>