

4-6yrs Summer Camp Parent Package

Summer 2023



Camp... Imagine the best
possible experience for your
child this summer!



NEW BRIGHTON
RESIDENTS ASSOCIATION

2 New Brighton Drive S.E.
Calgary, AB T2Z4B2

Welcome to the New Brighton Residents Association Summer Camps!

The New Brighton Residents Association (NBRA) camp program strives to provide a safe, fun and friendly environment that empowers children to develop new skills, explore their creativity, meet new friends, and enjoy the summer! Attendees will take part in activities that further enable the development of social skills, creativity and teamwork! Each week includes cooperative games, sports, water games, arts/crafts, experiments and learning related to the weekly theme!

This package includes forms that will provide us with contact/medical information, a check-list of all items that should be packed with your child daily, and other important information about camps. Please ensure you complete the forms and return it to the NBRA by **June 19th, 2023**.

What should I pack with my child daily?

- Spray on sunscreen
- Water bottle
- 2 peanut free snacks (AM & PM)
- Lunch
- Appropriate indoor/outdoor clothing (hat, shorts, jacket, swimsuit, water shoes and a towel)
- All medication your child may require (Please ensure you complete the Medical Form on **Page 7** if your child needs medication)

New Brighton Summer Camps are designed to give your child engaging social interaction with other children. Therefore, it is asked that you **DO NOT** send your child to camp with any personal electronics or gaming devices (cell phones, tablet, Nintendo Switch, etc.). The electronic/gaming device will be confiscated until the end of the camp day.

Inside this Parent Package is important information regarding the rules and regulations around Summer Camps. Please review this package carefully and if you have further questions please feel free to contact the Summer Camp Leader Isaac Mehr or the Recreation Leader Jen Godziuk.

**Summer Camp Leader
Isaac Mehr**

**403-781-6613 ext 1 (NBRA Main Office)
camps@nbra.ca**

**Recreation Leader
Jen Godziuk**

**403 781 6613 ext 3
recreation@nbra.ca**

GENERAL INFORMATION

- Camps run from 9:00am to 4:00pm on a weekly basis. Children should arrive on time to avoid missing out on activities and disrupting other campers..

BEFORE AND AFTER CARE

- If your child attends the NBRA camps you receive complimentary before (7:30am-9:00am) and after (4:00pm-5:30pm) care on camp days. ***Please note children cannot be dropped off any earlier than 7:30am and picked up no later than 5:30pm.*** If you would like to take advantage of this complimentary service, please fill out the Before & After Care Sheet on [page 9](#).

LUNCH/SNACKS

- Children must bring their own nutritious lunch, snacks and drinks each day. It is highly encouraged to send a water bottle daily with your child. Please note many of our lunches will be eaten outside, therefore please be mindful when preparing your child's lunch.
****Please refrain from sending your child with products containing peanuts and tree nuts due to allergy concerns. ****

PHOTOGRAPHS

- Throughout the week, photos or videos may be taken of the campers and used for future publishing strictly by the NBRA. If you do not object please sign the Photograph Waiver on [page 3](#) to allow photos be taken of your child. If you do not want photos or videos taken of your child please leave the Photograph Waiver blank.

INCLUSION POLICY

- The NBRA is unable to provide aids or one on one care for high needs children, and therefore this additional care must be provided by the parent if required. The aid must be present for the full duration of the camp. This is necessary due to Alberta regulations in regards to supervision ratio laws.
- New Brighton Residents Association reserves the right to request an aid for high needs children if one on one attention is required.
- Aide/Support Worker must be 17 years of age or older and provide a cleared security clearance (through the Calgary Police Service).
- Failure to provide an aid will result in the child being unable to attend the camps without a refund.

PARENT PACKAGE

- All campers are required to have this Parent Package returned, no later than **June 19th, 2023**, in order to participate in the NBRA Summer Camps. Please send forms to camps@nbra.ca, fax to 403-781-6611 or drop it off in-person to the New Brighton Clubhouse Monday-Sunday 9am-9pm.

Summer Camp Weeks

Week 1: Wild Things (July 3 to July 7)	Week 5: Little Chemists (July 31 to Aug 4)
Week 2: Kids to the Rescue (July 10 to July 14)	Week 6: All Stars (Aug 8 to Aug 11)
Week 3: Art Explosion (July 17 to July 21)	Week 7: Time Travelers (Aug 14 to Aug 18)
Week 4: To Infinity & Beyond (July 24 to July 28)	Week 8: Up, Up and Away (Aug 21 to Aug 25)



WEATHER SENSE/CLOTHING

- Children should dress appropriately for the weather and camp activities.
- The NBRA asks that your child wear sunscreen on arrival to camps. Sunscreen should also be brought each day so children can reapply. Please only send your child with **spray on sunscreen!** Leaders are unable to apply sunscreen directly to your child's skin.
- Please provide a hat and water bottle each day for your child.
- Closed-toed shoes are a **requirement** to ensure the safety and comfort of your child during physical activity.
- Swimwear, a towel, and a form of waterproof footwear (sandals, water shoes, crocs, etc.) **are required** each day in order to participate in the daily splash park games and/or sports.
- Lost and found items will be held for one week. Unclaimed items may be donated after this time.

*** Don't forget to label your belongings with a name and phone number, so the NBRA staff members can ensure your child returns with all of their belongings***

SAFETY AND SECURITY

- For safety reasons, a parent or guardian must sign their child in and out each day. Children under the age of 8 years-old are not permitted to leave the day camp on their own. Please fill out the Authorization of Release located on PAGE 4 if someone else will be picking up your child and remind them to bring a piece of identification. It is also asked that you let us know in advance if someone other than a parent or guardian will be signing your child out.
- These policies & procedures are to be followed by all instructors, employees and volunteers at the NBRA during the Summer Camps, to ensure all participants are safe and protected during program instruction.

AIR QUALITY PROCEDURE

- The NBRA will be taking all precautions when it comes to the air quality warnings that may be in effect for Calgary this summer.
- The NBRA will be following the Air Quality Index Calgary guidelines from the Government of Canada when it comes to the amount of activity and time campers can safely spend outside.

WASHROOM PROCEDURES

- **Changing for the Splash Park:** In order for a child to use the Splash Park, the child must be able to fully change into their swim gear without assistance. If your child needs assistance changing in or out of their swim gear please sign the Washroom Assistance Waiver on Page 9
- **Washroom Procedure:** When a child requests a washroom break a spotter system will take place to ensure proper procedure is being followed. This allows the leaders to assist the child while under the vision of a second adult. There will be stepstools to ensure the child can comfortably get onto the toilet and wash their hands. **Please note:** we will encourage wiping but the child will not be physically touched due to Government of Alberta regulations. Any major accidents will result in the parent being contacted to do the changing process.

EPIPENS/MEDICATION

- If your child needs an EpiPen or any medication while at camp, please indicate so on page 7 under the medical fill information portion
- All EpiPen's/medications should be packed with your child each day of camp in a clear Ziploc bag with your child's name clearly labeled on it. The EpiPen/medication should be kept in the instructor's possession for the duration of the camp. This prevents the instructor from searching the child's belongings if an emergency occurs.

CANCELATION/ REFUND POLICY

A refund can be made in the form of a cheque, EFT, or a credit can be put on your NBRA account. All cheque refunds are subject to a \$15.75 administration fee. A credit can be placed on your NBRA account (valid for 1 year). All cancellations must be done in writing/email to the Recreation Leader at recreation@nbra.ca.

PLEASE NOTE: A \$60.00 non-refundable deposit is applied to each week of camps, when withdrawing from camps you will not receive this deposit back.

More than 2 weeks notice prior to camp start date	Full Refund (minus non-refundable deposit)
Less than 2 weeks prior to camp start date	No Refund

In certain circumstances, we will be forced to withdraw children from camp. Depending on the severity of the circumstances, notice may be waived. The following circumstances may warrant termination:

- Assault or threat of assault by parent/guardian will result in immediate termination.
- Non-payment of fees.
- Non-compliance with the policies and procedures of the site.
- Parents' use of abusive language or any inappropriate behavior towards others.
- Any destructive, violent behavior by a child that is harmful to the child, staff, property or other children.
- Consistent lateness in picking up a child *Please note that depending on the situation your child may be temporarily suspended from the program and parents will be required to find alternate arrangements.



Thank you for joining the NBRA this summer!

\$25 off your next program registration!

This coupon can be used towards children programs or adult programs.

This coupon cannot be redeemed for cash. Limit 1 coupon per-household.
Email activities@nbra.ca or Call 403-781-6613 ext 2 to register into a program today!

Excludes Summer Camps

Expiry Date: October 15, 2023

Pre-Paid Canteen Cards

Did you know that the New Brighton Clubhouse has a Canteen with lots of tasty treats to choose from? As parents I am sure you know kids sometimes forget their snack or get hungry from lots of activity. The Canteen can help with that! There are many snacks to choose from including a variety of chips, chocolate, gummies, hot rods, and lots more. This year to make things easier for parents and kids we will be offering pre-paid cards to be used at the Clubhouse Canteen while they are attending camps. More details will be released on these cards on June 15, 2023.

If you would be interested in these pre-paid cards please check the box

☐



Camper Information

Child`s First Name:	Child`s Last Name:
Date of Birth:	Age:
Home Address:	Phone Number:
AB Health Care #	Has your child completed kindergarten? Yes / No

Check all the week(s) your child is registered for:

Wild Things (Jul 3-July 7)	<input type="checkbox"/>	Little Chemists (Jul 31 - Aug 4)	<input type="checkbox"/>
Kids to the Rescue (Jul 10-July 14)	<input type="checkbox"/>	Nothing But Net (Aug 8- Aug 11) 4 Day Camp!	<input type="checkbox"/>
Art Explosion (Jul 17-Jul 21)	<input type="checkbox"/>	Time Travelers (Aug 14—Aug 18)	<input type="checkbox"/>
To Infinity & Beyond (Jul 24-Jul 28)	<input type="checkbox"/>	Up, Up & Away (Aug 22—Aug 26)	<input type="checkbox"/>

Parent/Guardian Information #1	Parent/Guardian Information #2
Name:	Name:
Relationship:	Relationship:
Contact Number:	Contact Number:
Email Address:	Email Address:

Emergency Contact Information (if different than above)

Name:	Relationship:
Contact Number 1:	Contact Number 2:

Authorization of Release

(please list anyone else who may be picking up your child for sign in/out purposes). Anyone listed here will have the child released to them without expressed permission of the parent or guardian.

Name:	Name:

Camper Medical Information Form

Does your child have any allergies and/or medications that our staff will need to be aware of?

Please provide details.

Medication Allergies:	Animal Allergies:
Food Allergies:	Insect Stings:
Asthma:	Diabetes, Epilepsy:

Medications your child will be bringing to camp with them (if any, please provide instructions):

Does your child have a behavioral, social or emotional code under the Special Education Coding Criteria? Is your child considered high needs? Please note any other emotional and behavioral characteristics that our camp leaders should be aware of:

Other medical Concerns:

Does your child have any limitations or previous injuries that will prevent them from participating in certain activities?

Do you have any questions or concerns regarding your child's enrollment in this program? (Any specific problems that need to be kept confidential can be addressed to the Summer Camp Leader).

Sign In and Sign Out Policy

Sign in:

- All parents/guardian's dropping camper off must sign them in. The sign in sheet will be located inside the classroom (Banquet Room) with the Summer Camp Leader.
- The parent/guardian must write down the time of drop off and the name of the authorized pick up for the day.

Sign out:

- Children must be signed out at the end of each day by a parent, guardian or individual stated on the authorization of release form.
- Sign out form will be located in the classroom (Banquet Room) with the camp leaders.
- Any parent, guardian or individual picking up a child from the NBRA summer camps will be required to show **photo identification** before the child is released in their care. This will be used to match their name with the names on the authorization of release from sign in (*if the person picking up is not on the approved list, we will **NOT** release the child to this person*)

To allow your child to sign themselves out (child must be 8+), there will be a form available in the parent package that parents/guardians to read and sign. If this form is not signed by a parent or guardian, the child will not be allowed to leave camp on their own. One form will be kept for our records for the entire summer.

Authorization of Release

A parent or guardian **MUST** advise the instructor if someone else will be picking up their child. The parent or guardian needs to provide this person's full name and contact phone number to the instructor and that person must bring a piece of photo ID for the child to be released to them. No child is to be released to anyone that has not been given the expressed permission of the parent or guardian.

I do hereby affirm that I have read and understood the Day Camp Sign-In/Sign-Out Policy

Parent / Guardian Signature: _____

Date: _____



PHOTOGRAPH WAIVER

I _____ give permission for my child, _____ to have photos and/or videos taken during Summer Camps and excursions for possible future publishing by the NBRA. If you do not want your child's photo and/or video taken please leave this form blank.

Parents Name: _____ **Date:** _____

Parents Signature: _____

Witness: _____ **Date:** _____

OFF PROPERTY WAIVER

I _____ give permission for my child, _____ to attend off-site activities that may take place throughout the NBRA Summer Camps. These small off property excursions include the backfield located to the west of the NBRA and the playground directly behind the NBRA. These off property excursions are all in walking distance and will be supervised by the NBRA Summer Camp Staff at all times.

Parents Signature: _____ **Date:** _____

WASHROOM/SPLASH PARK ASSISTANCE WAIVER

I _____ give permission for my child, _____ to allow any NBRA staff member to assist in dressing before and after Splash Park time as well as after washroom use (pulling up pants).

Please accept this slip as permission for them to do so.

Parents Signature: _____ **Date:** _____

BEFORE/ AFTER CARE

Please indicate below by checking the boxes if you will require before/after care while your child attends the NBRA Summer Camps. Children cannot be dropped off any earlier than 7:30am and must be pick up no later than 5:30pm.

☐ Before Care (7:30am-9am)

☐ After Care (4pm-5:30pm)

4-6yrs SUMMER CAMP CHECKLIST 2022

I, _____, the parent/legal guardian of _____ agree that I have read the reminders and guidelines for New Brighton Summer Camps as outlined in the Summer Camp Parent Package documents which were emailed to me.

To help ensure that your child has a successful week, please check off the below checklist:

- ☐ I will sign my child in/out each day of camps and will communicate to the other parent or guardian picking my child up that they will always have to show a **piece of ID** before the child is released in their care.
- ☐ That my child is fully toilet trained. This means children are able to quickly and clearly communicate when they need to use the washroom.
- ☐ That my child comes to Summer Camps wearing sunscreen and I will pack a bottle with them to reapply throughout the day.
- ☐ That my child will bring 2 snacks, a lunch and a water bottle with them, daily. All snacks and lunch's must be peanut/tree nut free.
- ☐ That my child will bring a bathing suit, towel and sandals for the splash park daily.
- ☐ My child is able to participate in any "off property" activities that may be provided as part of the Summer Camp Program, which will be supervised at all times by the NBRA Summer Camp Staff and within walking distance.

We ask that your child carries all the above required items with them, regardless if they have a sibling in another camp. This will ensure campers are not disturbed each other during their scheduled activities.

Parent/ Guardian's Signature: _____

Date: _____

CAMPER T-SHIRTS

NBRA SUMMER CAMP T-SHIRTS ARE AVAILABLE NOW. THEY WILL BE SOLD IN THE MAIN OFFICE INSIDE THE NEW BRIGHTON RESIDENTS ASSOCIATION. ONLY \$15 FOR THE CAMP T-SHIRT! COME DOWN TO GRAB ONE WHILE SUPPLIES LAST.

Sizes: kids extra small – large

Colours: Purple or Blue

This lightweight t-shirt is perfect for sunny days at the water park and distinguishes them as campers this summer! Campers won't have to worry about what to wear and parents won't have to worry about stacks of laundry. Campers can sign each other's shirts at the end of Summer Camp as a fun way to remember all the friends they've made!

These summer camp shirts will make a great souvenir and keep sake for your children to always remember the NBRA Summer Camps.

