



**OPPORTUNITY
CHANGES
EVERYTHING**

SUMMER CAMP HANDBOOK

ABOUT US

BGC Fort McMurray is a non-profit, or social-profit agency, and registered charity. We are a member of BGC Canada and have been serving the children and youth of Fort McMurray and Wood Buffalo Region since 1981 by providing a safe and fun place to learn, play, and grow.

Our expert staff provide challenging activities that encourage healthy living, personal growth, learning, and community involvement. We build self-esteem through supportive adult mentors and engaging activities that challenge and enrich the mind, body and spirit. We are an inclusive space and pride ourselves on offering safe and affordable childcare that is accessible to everyone.



SUMMER CAMP HANDBOOK

This handbook includes everything you need to know about BGC's Summer Camp program! Take a look before you send your camper on their exciting camp adventure!

OUR MISSION

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

At ZAP Summer Camp, we've got something for everyone!

Youth ages 5-12 will enjoy a variety of weekly themes, games, activities, physical education, arts & crafts, STEM, sports, and exciting weekly field trips! Nutritious snacks will also be provided.



CAMP HOURS & FEES

AGES
5-12 YEARS

HOW DO I REGISTER?

BGC Summer Camps are first-come, first served. In order to register, please complete the online registration form on our website at fmbgc.ca

Upon review of your application, our Operations Director will reach out to confirm your registration and provide payment details. Space is not guaranteed until payment is made.

CANCELLATIONS

Cancellations and date change requests must be provided in writing, at least one week prior to your child's start date by emailing hannie.maraan@fmbgc.ca. There will be a \$25 administration fee for cancellations or changes.

Cancellations given verbally will not be accepted. Failure to provide one week's notice will result in you forfeiting that week's fees.

If your child is registered for a week of camp but does not attend the full week, no refunds will be given for the days they did not attend unless a week's notice was given.

CAMP HOURS

Monday-Friday
7:00am-5:30pm

CAMP FEES

\$250/week per child

WAITLIST PROCESS

If a camp week you wish to register for is full, you can be added to our waitlist! If we receive at least 5 business days notice that we have an opening, we will contact participants in order of the waitlist.

However, if we receive less than 5 business days notice, we will send an email to ALL waitlist contacts and the space will be filled on a first come, first served basis.





WHAT TO BRING

VALUABLES

We recommend that all valuables should be left at home. Children will be not allowed to use any electronic devices during the camp unless an emergency situation occurs. We will not be responsible for any lost or stolen items.

LABELING ITEMS

We strongly recommend labeling your child's belonging. Many children have the same/similar items and can easily be mixed up.



CLOTHING & SHOES

Children should come to camp prepared for a full day of activities. For each day, children should have:

- Clean, indoor, athletic footwear
- Active wear clothing that you don't mind getting dirty
- Extra pair of clothing recommended
- Be prepared for outdoor play based on current weather conditions

WATER BOTTLE

A reusable water bottle is ideal for camp. Our Club has many water bottle filling stations to ensure campers stay hydrated!

SUNSCREEN

We will be heading outdoors many times throughout the day! Please send your child with a bottle of sunscreen to ensure sun protection. Non-aerosol sunscreen is preferred.

LUNCH & SNACKS

We provide an afternoon snack, but you are required to pack morning snacks and lunch.

Please ensure that any food sent with your child does not contain peanuts or nut products. Some great examples of healthy snacks are fruit or veggies, granola bars, crackers & cheese, yogurt, etc.

BACKPACK

A backpack is recommended for your child's belongings, especially since we head out on field trips often. Please place all your child's belongings in the bag (snacks, clothing, etc.)



DAILY SCHEDULE

- 7:00-8:30am** Camp Arrival and Snack
- 9:00-10:00am** Free Play
- 10:00-11:30am** Structured Activities
- 11:30-12:00pm** Low Energy/Quiet Activities
- 12:00-1:00pm** Lunch Time
- 1:00-3:00pm** Structured Activities
- 3:00-4:00pm** Structured Activities
- 4:00-4:30pm** Snack & clean up
- 4:30-5:30pm** Free Play & Pick Up

Structured activities include both indoor/outdoor organized games, sports, crafts, STEM, rock climbing, and MORE!

DROP OFF & PICK UP

When arriving or departing, children must be accompanied by their parent/guardian where they will meet their camp leaders to be signed in or out.

Anyone picking up a child may be asked to provide photo ID if staff are not familiar with the individual (this may include Parents).

Only authorized individuals listed on the registration form will be allowed to sign a child out.

TRIP DAYS!

Each week, campers will participate in a planned trip day! Planned trips happen on the Thursday of each week.

Campers will also walk or take public transportation to local parks such as the Snye, Borealis Park, etc. throughout the week.

Parent packages with permission forms will be given out on the first day of each camp week.

Permission forms **MUST** be signed in order for your child to attend field trips. Your child may need to be dropped off early on field trip days.





CODE OF ETHICS

GUIDANCE POLICY

We are committed to providing a caring, friendly and safe environment for all members. Bullying of any kind is unacceptable at our Club. All incidents of bullying will be dealt with promptly and effectively.

Guidance and discipline will always be developmentally appropriate and based on an understanding of the individual needs of each child. Whenever possible children are encouraged to settle conflicts and find solutions themselves. Staff members will only get involved when necessary.

When these interventions are ineffective and the behaviour puts any child or staff at risk, staff will seek the assistance of the Program Manager or Director.

When a child demonstrates inappropriate behaviour or action, our goal is to remain as consistent as possible and prescribe a consequence that is appropriate for the action:

- Verbal Warning
- Written Warning
- Parent Conference and Possible Suspension; and
- Dismissal from the Program.

Staff, volunteers and students of BGC Fort McMurray will understand and practice ethical conduct when dealing with clients, colleagues, and the community at large.

Abusive Behaviour

At no time will staff participate in, or permit to occur, any willful behaviour intended to degrade, humiliate, intimidate or terrify any program participant, volunteer or other staff.

Complaints Against Staff

Complaints against the behaviour of staff by program participants or members of the public are resolved as openly, courteously, and quickly as possible.

Gender and Sexuality

Staff are expected to demonstrate a high level of professional and personal maturity, comfort, and awareness toward anyone identifying as opposite gender or sexuality. Discrimination is not tolerated.

BGC FORT MCMURRAY STAFF WILL:

- Conduct themselves professionally and in a positive manner while interacting with program participants, parents, and other members of the staff team.
- Promote inclusion, fairness, fun and equal treatment of all program participants.
- Adhere to BGC Fort McMurray's mission, vision, values, policies, and procedures at all times.



FREQUENTLY ASKED QUESTIONS

WHAT IF MY CHILD NEEDS MEDICATION?

Staff will only administer emergency medication such as puffers or epi-pens. "Emergency Med forms" must be signed and completed by the parent upon registration and before any staff member can administer the medication. All medication must be in the original container labelled with the child's name, what the medication is, and the permissible dosage.

WHAT IF MY CHILD IS SICK AND IS UNABLE TO ATTEND CAMP?

Each absence will be addressed on a case-by-case basis. During our school year, we do not offer refunds for missed days due to illness. The same policy will be applied to summer camp.

WHAT IF WE HAVE AN EMERGENCY AND MY CHILD IS UNABLE TO ATTEND CAMP?

These situations will be reviewed on a case-by-case basis. If you are experiencing an emergency, please contact our Administrative Director, Corinne Hope, as soon as possible.

CAN I REGISTER FOR CAMP WITHOUT PAYING AHEAD OF TIME?

To secure your spot, camp fees need to be paid for all weeks you are registering for. You can choose not to register until closer to the date you need care for, however we cannot guarantee that a space will still be available.

WHAT IF I'M LATE PICKING UP MY CHILD?

The program closes at 5:30pm. A late fee of \$ 1.00 per minute is charged for any late pick ups. Advising Staff that pick-up will be late is certainly appreciated, but it does not exclude surcharges. Three late pick-ups will result in additional surcharges and/or dismissal from the program.

WHAT IF I NEED TO PICK UP EARLY ON A FIELD TRIP DAY?

You will receive notice of field trip departure and arrival times on the first day of camp. If you need to drop off late or pick up early on a field trip day, you will be required to drop them off or pick them up from the designated field trip location. Please notify staff members ASAP to arrange for pick-up or drop off at the field trip location.

HOW DOES THE WAITLIST WORK?

If we receive at least 5 business days that we have an opening, we will contact participants in order of the waitlist. However, if it is less than 5 business days, we will send an email to ALL waitlist contacts and the space will be filled on a first come, first served basis.

ARE YOU A LICENSED CHILDCARE CENTRE?

Yes, we are a licensed childcare centre and maintain our licensing requirements throughout the summer months. This means that any staff counting as ratio must have an Alberta Childcare Certification!

HOW MANY CHILDREN ATTEND CAMP EACH WEEK?

Our maximum licensed capacity is 65 children! Our ratio is 1:15 (1 staff to every 15 children), however, during the summer months we hire many additional staff for safety purposes.

CAN I CANCEL OR CHANGE CAMP WEEKS THAT I REGISTERED FOR?

You can cancel or change weeks, however a \$25 administration charge will be applied. If less than one weeks notice of cancellation is given, you will forfeit that weeks fees.

We look forward to welcoming you to BGC Fort McMurray! Going to summer camp is a very exciting experience for campers and parents.

However, it's natural for everyone to be a little anxious for the first day of camp. BGC Fort McMurray has well-trained staff that are focused on making participants comfortable and meeting the individual needs of each camper!



We hope the information in this handbook helps you know what to expect on your first day of camp! However, if you have any questions, please contact us at the information below.

CONTACT US

Our relationships are important to us! Feel free to reach out to us to discuss any questions you may have.



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Programs Supervisor:
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