

# CAMP POLICIES



## CANCELLATION POLICY

### **Prior to the arrival at camp:**

Refunds will be issued up to 30 days before your camp commences, less a \$75 administration fee.

Cancellations under 30 days require a Physician's note to receive the full refund, less a \$75 administration fee.

### **During Camp:**

If we ask the camper to go home due to illness or injury, we will give a credit for next year's camp based on how many days the camper has been at camp. (we can see if there is room in another camp in the same summer). If the camper and/or parents decide to go/take the camper home, there is no refund or credit. There is no refund/credit for homesickness even if we determine the camper should go home.

### **Illness Policy:**

Due to the concern of transmitting communicable diseases to other campers or staff, we are asking parents that if your child is ill with a fever, vomiting, or diarrhea that they do not attend camp until they have been symptom-free for at least 48 hours. If your child develops any of these symptoms while at camp, parents will be contacted and they will be sent home until symptoms clear up.

*We will make all possible efforts to move your child to a different week or refund your fees, according to our refund policy, if they are unable to attend camp due to illness. Therefore we please urge you to ensure you do not send your child to camp while ill for the safety of other campers and staff.*

## TRANSFERRING PROGRAMS

If a camper needs to transfer to a different week or program, we will be glad to move him/her at no charge as space allows

## WAITLIST PROCEDURES

When any of the camps reach their capacity, we will create a waitlist. The waitlist is created on a first-come, first-serve basis. You will be contacted when a spot becomes Camp available. If there are no remaining spots for that camp, we encourage you to look at the other sessions that are offered

## **DIETARY NEEDS**

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

Camp Evergreen endeavours to provide a safe camping experience for any children who have nut allergies, and therefore have a Nut Aware policy. No nut products are served from the Kitchen, or sold in our Moose Junction General Store. However, while at camp your child may be exposed to these products when coming into contact with other campers, and so we suggest that caution is used for parents registering campers with extreme/life threatening nut allergies.

## **BEHAVIOUR MANAGEMENT**

All cabin leaders are trained in our behaviour management and anti-bullying policy. We partner with the camper to come up with a solution that works for everyone, grace is given and consequences are enforced, if necessary.

It is our goal to provide a positive experience for all our campers. As such, we believe part of this is creating a safe environment-- physically, emotionally and spiritually--for the campers to interact in. This means Camp Evergreen has behavioural expectations for campers and staff that allow us to function safely and fairly as a camp community. To facilitate this we have what's known as a "three-level" policy that applies to both campers and staff.

The First Level is simply to talk to the camper about the problem they are creating; the camper is pulled aside by their cabin leader and there is a very caring conversation about change in behaviour. In most cases, minor problems can be solved by this talk, and the issue in question won't come up again. We often ask the Head Counsellor to help out at this level.

If the situation continues, a camper is placed on the Second Level. Here the Head Counsellor will involve the Summer Director, who will have a talk with the child regarding the recurring problem. If a second level is reached, the camper's parents may be contacted and informed of the problem the camper is creating asking for advice. In the case of the Third Level, the camper's behavioural difficulties, disturbance of other campers or refusal to cooperate with leader reaches a point where our staff cannot manage it appropriately in the camp setting. If a camper reaches the third level, the parents are contacted and asked to come pick the camper up, at which point they will not be allowed to continue their summer at camp.

*Please note that a camper sent home at the third level is not able to enrol in future camps of that summer, but is welcome to try again next year.*

# INCLUSION

We want every child who comes to camp to feel welcome. While your child is at camp, we make sure every camper is given individual attention and is included in the experience. We strive to meet the needs of every camper, whether it's physical, behavioural, dietary or medical.

If your child has special needs please detail them when prompted during registration (defined by what your child's school and teacher would consider special needs). This allows us to provide the best experience for your camper.

## **Children with Special Needs:**

We try to integrate children with mild delays into our camp setting; a child who functions well on their own in a school setting may function well at camp. We do not, however, accept applications for children functioning more than two years behind their peers emotionally or socially.

We have had positive experiences with children with ADD, ADHD, FAS/FASD and Asperger's Syndrome, but every child is unique and your child may not be suited for a camp environment.

If your child can have a greater chance of succeeding as a camper with an Aid, (ie: they currently need a full time aid in school), then we invite you to do so. Please let us know when you register your child as we do allow Aids to accompany children to our camp free of charge. We love to see children succeed as campers and it creates a safer environment for them.

We have found that even though a child may be independent at school, camp can be a much more intense environment. The days are longer, there is little opportunity for quiet or alone time, parents aren't around, it's not a familiar setting, etc. While our staff are trained to lead a cabin and to lead activities, they don't have the additional training needed to handle specific developmental challenges. So while its true just about every summer we have children with special needs come to Camp Evergreen, we do not consider ourselves a special needs camp.

Our camper/leader ratio for most cabins is 10:2. If your child requires assistance with self care, behaviour support, staying on task etc., we would ask that you provide an Aid, as the extra care needed can very quickly become over taxing on our staff and become a distraction to the other campers in the cabin. Our desire is to see all our campers succeed and enjoy their experience at camp.

As with all our campers, if your child is struggling with camp life and becomes a distraction to other campers and staff, our first step will be to give you a call to see if we could work things out. If we find that there are no great strides forward we will most likely ask you to pick your child up

# MEDICAL CARE AT SUMMER CAMP

During the summer months, we will have Designated Medical Personnel (DMP) on-site at all times. You can meet the DMP when you check in your child on their first day of summer camp. The DMP is trained in First Aid and CPR.

Major responsibilities of the Designated Medical Personnel include the storing and administering of a camper's medications (prescription or otherwise); taking care of minor injuries, dealing with safety and health concerns which may arise during the week; administering First Aid or CPR when necessary; documenting each medical incident whether small or large.

The Sundre Hospital is 15 minutes away should we need further medical assistance. All medications need to be turned in to the DMP during check-in. Please pack medications separately and label them with your child's full name. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper or kept with the cabin leader or with the DMP. A short pre-camp medical form will be required to fill out to ensure the camper is not ill.

The DMP compiles a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers will go with their leaders to the DMP to get their medication.

We contact parents/guardians when:

- a camper has significant bumps, bruises or cuts with the potential for scarring,
- especially on the face
- if there is some medication that we need to give that is not on the list completed at the time of registration
- there is something out of the ordinary (ie seizure/accident)
- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
- any other concerning medical issue staff deem necessary to communicate with parents

If there are any special conditions specific to your child's health such as allergies, food restrictions, medication instructions, please provide these in writing to the camp well in advance of his or her week here

## PAJAMA POLICY

For the safety and comfort of all our campers and staff, Camp Evergreen has implemented a Pajama Policy for our overnight campers and staff. We would ask that all campers and staff wear either pajama tops and bottoms, pajama bottoms and a T-shirt, or shorts and a T-shirt.