



**Mid-Sun Community Association  
Summer Day Camp 2017 Policies  
Last Revised: January 2017**

**By registering your child in any of Mid-Sun Summer Day Camp programs, you hereby agree to the following:**

**Hours of Operation:**

Pre-Care: 7AM to 9AM      Camp: 9AM to 4PM      Post-Care: 4PM to 6PM

Please note: Because the campers go on off-site trips to the lake, field trips, or even just for nature walks, it is imperative that the camper arrive by 9AM. If your camper will be late, or will be picked up ahead of the 4PM pick-up time, please notify the Daycamp Director at your earliest convenience. This way we can see that arrangements can be made to accommodate the scheduling. With 120 children a day, the office staff will not know where your child is, without a heads up.

**Refund Policy:**

From March 1 – May 14 a full refund will be granted, minus a \$25 admin fee per camp, to a maximum of \$100. From May 15 – June 25, a 50% refund will be offered only if the camper's spot can be filled. After June 26, no refund will be offered unless a doctor's note is provided, or if the camper's spot can be filled; if either of these requirements is met then a 50% refund will be granted. Transfers between weeks are at the Day Camp Director's discretion.

**Activity Change Policy:**

All programs undertaken by participants of Mid-Sun Summer Day Camps are solely at the discretion of the Day Camp Directors. Due to this, Mid-Sun reserves the right to alter, change or eliminate any activities as needed. If a program activity is changed or eliminated, depending on the severity of the alteration the Directors are responsible for relaying information about the change to parents of each camper. This can be done in the form of email or formal letter if severe, or verbally by the leaders responsible for sign-out at the end of the day if the issue is mild.

**Tax Receipt/Registration Confirmation:**

The registration confirmation receipt that is emailed immediately after registering in any summer day camp program is to be used for tax purposes. Parents/guardians must keep the original registration confirmation as any receipts that need to be re-issued, whether emailed or printed, will be charged at the rate of \$5.00 per receipt.

**Sign-In Policy:**

Parents/Guardians must come into the building to sign in their child every morning. After arriving at the sign-in desk, the parent must write down the time of drop off and initial to signify that Mid-Sun Summer Day Camps is now supervising their child. This to ensure children arrive into our care safely, and so that emergency cards can be updated daily as needed.

**Sign-Out Policy:**

**All parents/guardians picking up their child must have photo identification with them each day.** This identification will be matched using the name on the child's emergency contact card. There is no limit to the number of emergency contacts listed for each child. **If you do not have photo identification, you will not be allowed to pick up your child.**

To allow your child to sign themselves out during post-care (4:00PM-6:00PM), there will be a form available in the morning for 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 kept for our records for the entire summer.

**Late Pick-up Policy:**

Parents have until 6:00PM to pick up their child(ren). Any parent who arrives at Mid-Sun later than 6:00PM to pick up their child will be charged the rate of \$1.00 per minute. This is due to staff having to unexpectedly stay later than originally scheduled. Only cash payments are accepted and can be made directly to the Day Camp Director by the next morning. Failure to comply with this policy may result in removal of child(ren) from current or succeeding camps.

**Incident Log Policy:**

To ensure parents/guardians are informed about incidents that involve their child while at Mid-Sun Summer Day Camps, an incident log is completed by staff immediately after any occurrence that requires parent acknowledgement. This log report will then explained to parents/guardians at the time of child pick up and must be signed. The signing of an incident log indicates that the parent/guardian has been **informed** of an incident that occurred during camp hours. If parents/guardians have any questions or concerns after signing the incident log, please contact the Day Camp Directors to discuss the incident in further detail.

**Personal Loss or Injury Policy:**

Mid-Sun Community Association is not liable for any loss or damage of personal items or injury resulting from participation of activities.

**Lost & Found Policy:**

There is an extremely large amount of lost and found items left at the facility during day camps. Mid-Sun Summer Day Camps takes no responsibility for campers lost or stolen items while inside of Mid-Sun Community Association. Inside of the main sliding doors at Mid-Sun is a wooden box, which all lost and found items are placed inside of. At the end of each month, remaining items are donated to charity.

**Nut Policy:**

Mid-Sun Community Association is a **nut-free** facility; this includes any nut and almond products. If a child brings any food item that contains nuts inside of wrapping, staff will store the item inside the main office to be picked up by the child's parent/guardian at the end of the day. If the item is not in factory wrapping, the item will be confiscated and the Day Camp Directors will attempt to replace the food item with a nut-free alternative. If using nut-free peanut butter, please inform staff on the morning of dropping your child off as to eliminate confusion. Mid-Sun Summer Day Camps has a very strict Nut Policy as many of our campers have extreme nut allergies, and we would like to thank all parents for their understanding and corporation regarding the issue.

**Safe-Sun Policy:** Due to the nature of our Summer Day Camp Programs, and the time spent outside, it is imperative that campers are well-equipped to be in the sun during the day. Please ensure that campers bring sunscreen, water-bottles and hats so that they can enjoy their time outside.

**Technology Policy:**

Technology use is permitted for campers throughout pre- and post-care hours. Electronics are not allowed during actual camp hours (9am-4pm) unless parents/guardians inform staff that their child is allowed to use the device. If a camper is using their electronics during regular camp hours, then the group leaders have authority to confiscate electronics until the end of camp.

**Photograph Policy:**

The Summer Day Camp Directors may take photographs of camp activities which can include my child, to be used for internal or external business purposes. If parents/guardians do not want their child to be included in any pictures taken during Mid-Sun Summer Day Camps, please contact the Summer Day Camp Directors.

**Lice Policy:**

Mid-Sun Community Association follows the lice policy as set by the Calgary Board of Education (CBE). As of 2015, the CBE altered its policy to state that immediately after treatment, children who have been found to have head lice can return to school. This is the policy that Mid-Sun follows and therefore any child who has been treated for head lice is allowed to return to summer camps the following day. For more information, please reference the CBE's policy at [http://schools.cbe.ab.ca/b364/pdfs/Head\\_Lice\\_Facts\\_and\\_Treatments\\_School.pdf](http://schools.cbe.ab.ca/b364/pdfs/Head_Lice_Facts_and_Treatments_School.pdf).

**Toilet Trained Policy:**

Children registered in Mid-Sun Summer Day Camps programs must be able to go to the bathroom without assistance.

*To inquire about any of Mid-Sun Summer Day Camp's policies, please contact Sabrina Scott & Nicola Campbell, Summer Day Camp Directors, at [daycamp.director@midsun.org](mailto:daycamp.director@midsun.org).*