

# Mid-Sun Summer Day Camp FAQ Sheet



**Q:** Do I have to live in Midnapore or Sundance to enroll my child in day camps?

**A:** No! Our summer day camp program is open to all children, regardless of their home address.

**Q:** What should I pack to ensure my child has a great day at camp?

**A:** Your camper should come to camp every day with a snack for the morning, a lunch, a water bottle, sunscreen, bug spray, appropriate footwear and clothing, and a hat!

**Q:** How are the groups of children in each camp organized?

**A:** For 2021, we will be accepting 90 campers ages 5 – 12 (3 groups of 30 cohorts). We will be organizing cohorts, as best we can, based on age ranges.

**Q:** Who do you hire as Day Camp Leaders?

**A:** Our Leaders are friendly, outgoing, and love working with children! They are generally 15 – 25 years old. Those that are currently in high school have volunteered previously with our program for several years. Those that have completed high school are pursuing a career that involves working with children. In addition to these great qualities, all our Leaders have a Vulnerable Sector Police Clearance, and current Standard First Aid: Level C.

**Q:** How do I volunteer with the Mid-Sun Summer Day Camps?

**A:** For 2021, the Alberta Government guidelines surrounding Day Camp operations do not allow for volunteers. We will be keeping a close eye on these guidelines and will open our doors to volunteers if that becomes allowed.

**Q:** What changes have been made to Summer Day Camps due to Covid-19?

**A:** For 2021, we have had to make some changes to our operations. There will be no field trips this year, but campers will have the opportunity to explore our communities with day trips to Fish Creek Park, playgrounds, and potentially Midnapore Lake. Our Day Camp Coordinators have been coming up with creative activities and games to keep our campers entertained all day long!

If you have any further questions, please email [daycamps@midsun.org](mailto:daycamps@midsun.org).



**Community Association  
Summer Day Camp 2021 Policies**

**Last Revised: March 2021**

**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, day trips around the community, etc. 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 Day Camp Coordinator at your earliest convenience. This way we can see that arrangements can be made to accommodate the scheduling. With so many children a day, the office staff will not know where your child is, without a heads up.

**Refund Policy:**

Refunds and cancellations can be requested up to two (2) weeks prior to the camp start date with a non-refundable administration fee of \$25.00. All requests must be made in writing, by contacting the Day Camp Coordinator at [daycamps@midsun.org](mailto:daycamps@midsun.org). No refunds will be issued for programs cancelled less than two (2) weeks prior to the camp start date unless for medical reasons and documentation is provided. If there are changes or cancellations put in place by Mid-Sun Community Association, due to Government of Alberta COVID-19 restrictions, all registrants will receive a full refund.

**Activity Change Policy:**

All programs undertaken by participants of Mid-Sun Summer Day Camps are solely at the discretion of the Day Camp Coordinators. 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 Coordinators 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:**

You can view all receipts and registration through your Mid-Sun Online Account. To register for any program, you must have an online account with Mid-Sun. Within your online account, you can: view and print your tax receipts, payment information, registrations, edit and add family members on your account, and more. Mid-Sun Community Association will not be responsible for printing receipts for customers. For questions regarding your online account, please contact our administration office by emailing [info@midsun.org](mailto:info@midsun.org).

**Sign-In Policy:**

Parents/Guardians must 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 at 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 be 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 for the first ten minutes, then \$10.00 per minute afterwards. This is due to staff having to unexpectedly stay later than originally scheduled. Cash and credit payments are accepted and can be made directly to the Day Camp Coordinator 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 be 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 Coordinators 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:**

Covid-19 guidelines do not allow for Lost and Found items to be kept on site any longer than 24 hours. Any items that are left at the end of the day will be donated to charity. Mid-Sun Summer Day Camps takes no responsibility for campers lost or stolen items while inside of Mid-Sun Community Association.

**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 Coordinators 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 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. Also note that the Mid-Sun Summer Day Camp staff have a strict hands-off policy. We prefer campers bring aerosol sunscreen for easy hands-off application. Lotion sunscreen is acceptable so long as campers can properly apply the sunscreen themselves.

**Technology Policy:**

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

**Photograph Policy:**

The Summer Day Camp Coordinators may take photographs of camp activities which can include my child, which may 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 Coordinators.

**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.

**Bullying and Harassment Policy:**

Bullying and Harassment will NOT be tolerated at Mid-Sun Summer Day Camps.

1. Bullying is a conscious, willful, deliberate, repeated, and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression.

Bullying can be verbal (name-calling, put-downs, threats), homophobic bullying, transphobic bullying, social (exclusion, gossip, ganging up), physical (hitting, damaging property) or cyberbullying (using the computer to harass or threaten). Bullying can occur within a peer group or between groups. It can occur at home, at school, at work and in sports.

(Definition provided by [albertahumanrights.ab.ca](http://albertahumanrights.ab.ca))

2. Harassment is a form of discrimination. It involves any unwanted physical or verbal behavior that offends or humiliates you. Generally, harassment is a behavior that persists over time.

Serious one-time incidents can also sometimes be considered harassment.

Harassment occurs when someone:

- makes unwelcome remarks or jokes about your race, religion, sex, age, disability or any other of the 11 grounds of discrimination.
- threatens or intimidates you.
- makes unwelcome physical contact with you, such as touching, patting, pinching or punching, which can also be considered assault.

(Definition provided by Canadian Human Rights Commission)

• Those people who are on the giving end of the bullying or harassment, will be provided a letter on their first offense, noting a warning of continued action will result in their being asked to leave camp. If the bullying situation continues to elevate, authorities may be contacted.

**Hands-Off Policy:**

Staff are required to be hands off, at all times (i.e. children cannot sit in a staff members lap, no hugs, no hands-on application of sunscreen/lotions, etc.).

**Covid-19 Policy:**

All Mid-Sun Summer Day Camp staff will be aware of all Covid-19 policies associated with running Summer Camps and will follow all guidelines put forth by the Alberta Government and Alberta Health Services. For details on those guidelines, please view the resources below.

<https://open.alberta.ca/publications/covid-19-information-guidance-for-day-camps>

**All policies are subject to change at the Day Camp Coordinator's discretion. If major changes occur, they will be communicated to those registered within the Summer Day Camp program.**

*To inquire about any of Mid-Sun Summer Day Camp's policies, please contact the Summer Day Camp Coordinator, at [daycamps@midsun.org](mailto:daycamps@midsun.org).*