

PARENT HANDBOOK 2025



Welcome to Camrose Summer Camps!

This guide will provide you with information about camps, including staff, what to bring to camp and policies and procedures. Please read through this guide carefully so that you and your child are well prepared for a safe and fun camp experience.

If you have any questions or would like to speak with a member of our team, you can contact us:

- Recreation Program Coordinator: 780.781.9303
- Email: recreation@camrose.ca

OUR COMMITMENT TO QUALITY

The City of Camrose is committed to ensuring every child has a positive recreation experience that promotes healthy child development. Parents need to feel confident that their children are in good hands and children need to feel protected, safe and secure while in the care of leaders. The Camrose Summer Camps are a recreation-based program, where we use both indoor and outdoor space for programming. Camp staff supervise children appropriately at all times and are aware of the physical play environments.

PROGRAM GOALS

The City of Camrose is committed to providing a positive, recreation experience for all participants in a safe and inclusive environment. To achieve this goal, we expect participants to:

- Show respect and consideration for staff and fellow campers;
- Be cooperative and participate in camp activities;
- Respect camp rules, the facility and program equipment.

While the City strives to ensure each eligible individual's participation in all registered and drop-in recreation opportunities, it reserves the right for our staff to assess and evaluate an individual's

participation in regard to a shared, positive and safe experience for all participants.

PARENT/GUARDIAN RESPONSIBILITIES

Parents must follow all established policies and procedures outlined in the City Guide & Camrose Summer Camps Parent Handbook. Parents are responsible for reading all booking confirmations, detailed calendars, flyers, and handouts regarding camp and all other materials available to stay informed about the program and its operations.

CAMPS WE OFFER

We offer a variety of camps for children ages 6-12 throughout the summer. Each camp has 15 spots open for both ages groups 6-8 and 9-12, making it a total of 30 campers per week. Below is a brief breakdown of the options available. Visit our detailed calendars for more information on camps. All camps are from 8:30am drop off and 3:30pm pick up.

- Lights, Camera, Action! Camp - Jul 07, 2025 - Jul 11, 2025
- Sci-Fun! Camp - Jul 14, 2025 - Jul 18, 2025
- Time Traveler Camp - Jul 28, 2025 - Aug 01, 2025
- Nature Navigator Camp - Aug 11, 2025 - Aug 15, 2025
- Art-Venture Camp - Aug 18, 2025 - Aug 22, 2025

Note: All campers must be completely potty-trained. Campers aged 6 attending any day camps (not preschool) must have completed Grade 1.

There is no before or after care provided as we build free play into the start and end of our days.

CANCELLATIONS & WITHDRAWALS

A program will be cancelled or combined due to low registration 1 week prior to program's start date. All withdrawals must be completed in person or by calling the Recreation Program Coordinator at 780.672.9949.

City Cancelled Programs

- 100% refund or credit on account

Withdrawals 5 days or more before course start date

- 30% of course price

Withdrawals within 14 days before course start date

- 20% of course price

Withdrawals after course start date

- No refund

Medical/Relocation Withdrawals

- Medical withdrawals must be accompanied by a Doctor's Certificate and the refund will be prorated on remaining classes as dated by certificate
- Relocation withdrawals must have proof of new address

CAMP REGISTRATION

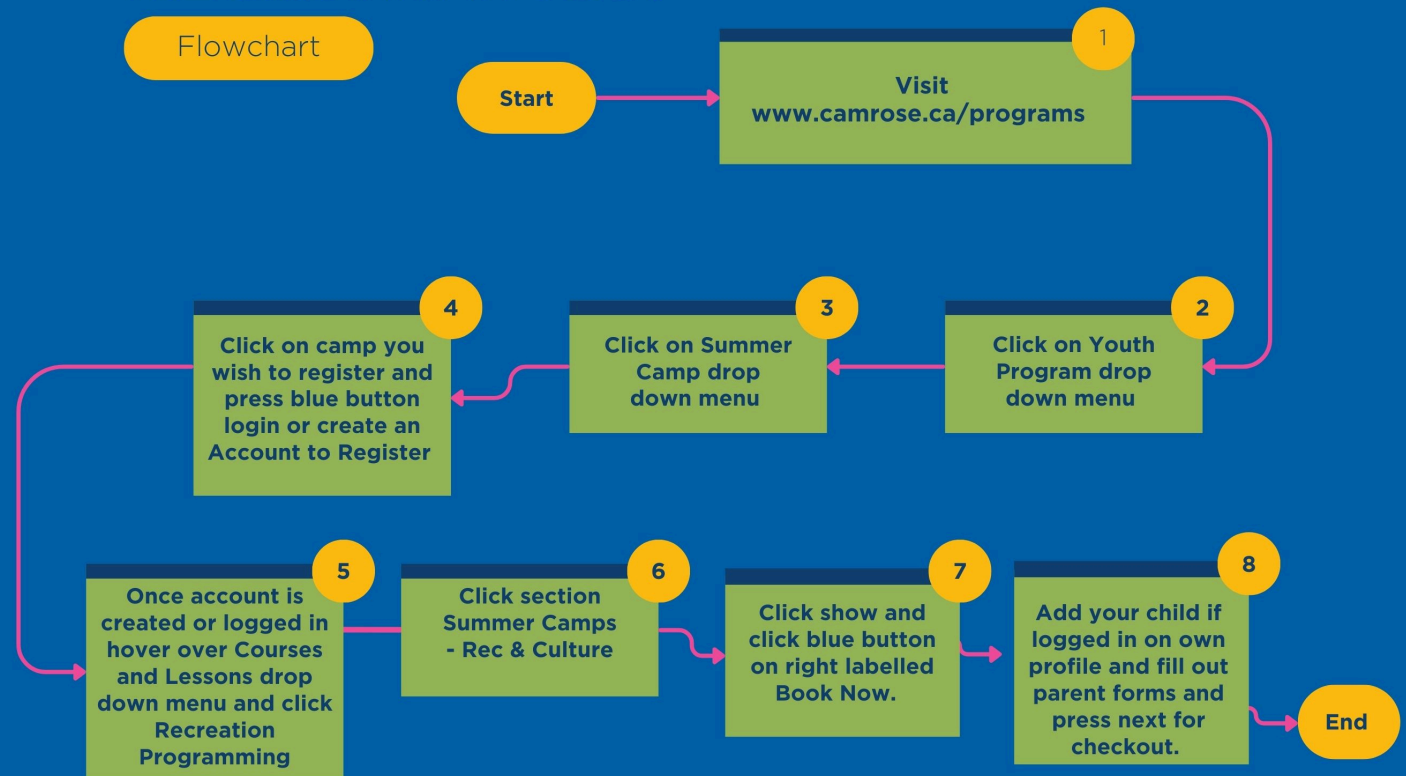
All program fees must be paid in full at the time of registration. Waiting lists will be taken for all programs.

We offer 3 different ways for you to register:

- Online (Recommended as there are online forms) at www.camrose.ca/programs
- In-Person
 - Stop by the Chuck MacLean Arts Centre (4809 52 St, Camrose AB T4V 1T9)
 - Forms must be filled at time of registration
- By Phone
 - Call us at 780.672.9949
 - Form package will be sent after registration and must be returned 5 days before camp start date.

ONLINE REGISTRATION

Flowchart



CAMP AGES

Unless otherwise stated, campers must be of age (minimum/maximum) identified for the camp at the first camp date. With registration being much earlier than camp, take note of your child's age for the camp you want to register in to avoid disappointment.

Campers attending day camps must have completed Grade 1. We are on the "road" with our camps, so we wanted to ensure that everyone had a positive experience at camp so by completing Grade 1 we know the campers have been to school for a similar length of time as camp.

During Grade 1 there is a lot of growing, experiences and maturing done in regards to being self-sufficient, following instructions, understanding sidewalk & crosswalk safety. We need to know that everyone at camp no matter their age has fun and is safe.

CAMP HOURS

All Camps are 8:30am drop-off and 3:30pm pick-up

We do not offer before or after care at any of our camps. Our doors open & close at the time of camp listed above. Parents/guardians are to arrive ahead of camp end times to ensure sufficient time for campers to pack their items and check out.

If you arrive late or want to pick up early, please give our camp staff a heads up so we can discuss our daily plans. If we are not at our home site, we do leave a note on the door to where we have gone. Come and find us or wait for our return.

AUTHORIZED SIGN-IN SIGN-OUT POLICY

Pick up is at 3:30 pm at the Chuck MacLean Arts Centre. ID must be present and approved prior to a camper being picked up.

Although we understand that parents may wish to have their children bike or walk to and from camp, we recommend that a parent/guardian sign their children in and out every day.

We are committed to providing a safe camp environment for your child. Authorized Sign-In and Sign-Out procedure has been implemented to ensure that participants are picked up by their responsible party or that they are safely checked in and out on their own. If you are having someone other than a parent/guardian we see at check in pick up your child, please let the camp staff know so we can make note. Children ages 8 or older can check themselves in (after all necessary paperwork has been signed by the parent) and out after a parent/guardian has signed the camp waiver and provided written notice of the days, times and who to contact if the camper does not show.

PLEASE BRING IN VALID ID TO SIGN OUT

CAMP RATIOS & SUPERVISION

At our camp, we prioritize the safety and well-being of every child. To ensure proper supervision and a fun, engaging experience, we follow Alberta's recommended staff-to-child ratios. For children aged 6 to 8, the standard ratio is **1 staff member for every 8 children**, allowing for close supervision and personalized attention. For children aged 9 to 12, the ratio is **1 staff member for every 10 children**, fostering independence while maintaining a safe environment. Our dedicated staff members are trained to provide age-appropriate support, ensuring your child has a memorable and enjoyable camp experience. If you have any questions or concerns about supervision, please don't hesitate to reach out.

Swimming ratios are slightly lower to ensure water safety for ages 6-8 it is 1 camp staff: 4 campers (ages 6-7). Campers aged 8 and over will be swimming independently at the pool unless otherwise instructed by parents. Please note they will have to pass a swim test to swim in the deep end.

CAMP DAY AT A GLANCE

Every day at camp has a schedule of activities no matter the theme or camp. Each camp may include games, activities, crafts and special outings all entwined to the theme of the day. We do try to keep our schedule on time and moving but we are flexible and put safety first. If you have further question you may contact the Recreation Coordinator at recreation@camrose.ca for more details.

What a day of Camp looks like:

8:30 - Drop off - We recommend all children be signed in

9:00 - Themed Activity Sheets/Name tags/ Name Games

9:15 - Morning Assembly (rules, theme, day plan)

10:00 - Programmed Activities (Games, Crafts, Theme Activities)

10:15 - Snack

10:00 - Programmed Activities (Games, Crafts, Theme Activities)

12:00 - Lunch Hour with Themed Show/ Free Play

1:00 - Programmed Activities (Games, Crafts, Theme Activities)

2:30 - Snack

2:40 - Programmed Activities (Games, Crafts, Theme Activities)

3pm - Clean Up/Free Play

3:30 - Pick Up

Camp Specific Schedules

- Lights, Camera, Action! Camp - Jul 07, 2025 - Jul 11, 2025

JULY 7	JULY 8	JULY 9	JULY 10	JULY 11
Stir Up Some Scripts	Construct Creative Costumes	Filming our Feature Films	Producing Posters and Premiere Prep	Film Premiere *All Family are Welcome to the Premiere!

*Schedule times are a sample and may change

- Sci-Fun! Camp - Jul 14, 2025 - Jul 18, 2025

JULY 14	JULY 15	JULY 16	JULY 17	JULY 18
All Things Automobiles	Crazy Chemistry	Biology with the Battle River Water Shed	Field Day to Miquelon Lake	Seeking Through Space

*Schedule times are a sample and may change

- Time Traveler Camp - Jul 28, 2025 - Aug 01, 2025

JULY 28	JULY 29	JULY 30	JULY 31	August 1
All Things Ancient History	Race to Reynolds Museum in Wetaskiwin	Pioneers in the Past	Throwback Thursday: 60's 70's 80's	Futuristic Fun

*Schedule times are a sample and may change

- Nature Navigator Camp - Aug 11, 2025 - Aug 15, 2025

August 11	August 12	August 13	August 14	August 15
Wacky Wonderful Water	All Things Animals	Commute to K3 Corn Maze	Hike in the Valley	Plenty of Plants & Pals

*Schedule times are a sample and may change

- Art-Venture Camp - Aug 18, 2025 - Aug 22, 2025

August 18	August 19	August 20	August 21	August 22
Discover Drawing	Shaping Sculpture	All Things Arts & Crafts	Painting & Play	Mural Magic & More

*Schedule times are a sample and may change

A DAY AT CAMP

First Day of Camp

Parents are required to complete a camp intake form and waiver form for the first day of camp. Before registering your child online you will be asked to fill out the forms before registration. We require:

- Consent Form
- Self-Sign In/Out (Only ages 9+ are allowed this option, ages 8 and under must be signed in/out by guardian unless with older sibling)
- Approved Pick-Up Authorization Form
- Allergy Form
- Emergency Contact
- Photo/Video Consent (Please note in Lights, Camera, Action! Camp photo/video permission must be granted)
- Prescribed/Non-Prescribed Medication Form
- Sunscreen/Bug Spray Authorization
- Discloser Form

On the first day of camp, please allow more time at drop off as there are additional forms and waivers that need to be filled out.

WHAT TO WEAR

We actively engage children in a number of different activities including arts, crafts and sports. We encourage children to dress in comfortable clothing and closed-toe shoes for safety. We also encourage children to dress in layers to be prepared for the changing weather throughout the day. Some days we do get messy so check the detailed calendar for those days and wear clothes that can get messy.

WHAT TO BRING

- A 2-strap backpack that is comfortable and not too heavy to carry. It should be clearly labeled.
- Nut free food for two snack breaks and lunch daily – campers may get to taste a treat if we make something at camp so, please be sure to write your child’s allergies down in the forms.
- A labeled refillable water bottle.
- Closed toed running or athletic shoes that are comfortable to walk, play and wear all day are mandatory. Footwear must attach to feet (no flip flops, sandals, crocs or rainboots). Both a set of indoor and outdoor shoes would be ideal.
- Hat (recommended) & Sunglasses (optional).
- Sunscreen & Bug Spray in a plastic bag to prevent spilling (camp staff will not apply so please practice with your child).
- **Please label everything you bring to camp** (including but not limited to clothing, containers, coats, sunscreen).
- Pack swimsuit & towel in a separate bag on swimming and field trip days.

WHAT **NOT** TO BRING

- Peanut butter, nuts and all foods containing nut by-products are not permitted.
- Microwavable or food needing to be refrigerated because there is no access to a refrigerator or microwave.
- Pop/Soda or Chewing Gum.
- Please limit the amount of candy, treats and junk food being sent to camp.
- Money. The use of snack vending machines or concession stands is not permitted during camp.
- Any toys, trading cards or electronics from home are not permitted at camp.
- Valuable items – jewelry, pocketknives, portable music devices, cell phones, etc.
- Alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp.

The City of Camrose is not responsible for any lost, stolen, damaged or left behind items.

ENJOYING TIME OUTDOORS

- Sunscreen & bug spray should be applied in the morning before camp and brought daily in a plastic bag so that it can be reapplied throughout the day.
- Staff will provide the time to apply sunscreen & bug spray but will not apply these items to any participant due to safety concerns. To assist staff, please ensure that your child knows how to properly apply both sunscreen and bug spray.
- Due to possible allergic reactions, we will not provide sunscreen to children and sharing of sunscreen amongst children will not be permitted.
- Wearing a hat to camp is also recommended.
- While outdoors, multiple hydration breaks will be encouraged and monitored to ensure the safety of all campers. We do not provide water bottles but access to refill water bottles is available.

- Dress your child accordingly for outdoor activities. Provide protective clothing (hat, jacket) in layers to ensure a positive experience.

WEATHER

Activities will run regardless of most weather. In the event of inclement weather, program plans will be adjusted to ensure the safety and comfort of all campers. We will modify activities to the best of our abilities or provide alternatives. Please ensure that appropriate clothing and outdoor gear is sent with your child(ren). Children not equipped with rain gear may not be able to participate in outdoor activities if it is raining.

In the event of extreme heat, smoke or rain, activities may be modified if possible if not they will be cancelled.

CAMP SWIMS

Some of our camps include a recreational swim as part of the week's programming. All of the pools are supervised by qualified lifeguards. Children 8 years and older who complete the required swim test will be able to swim in the deep end. Children over 8 years who do not complete the required swim test will either be required to remain in the shallow area of the pools or wear a PFD while in the deep water.

Children under 8 years of age are required to stay within an arm's reach of a camp counsellor while children ages 8 and over will swim independently. The counsellor to participant ratio is 1:4 for children aged under 8.

Children under the age of 8 are required to wear a PFD while swimming unless written parent consent is given. A child under 8 years of age, with written parent consent, will wear a PFD if they cannot successfully complete the swim test or is deemed unsafe to swim without a PFD by the lifeguards.

Campers must/can wear a PFD if they are uncomfortable in the water or if they are deemed to be at risk.

All campers wanting to access deep water will be required to complete a swim test and receive a mark that will identify what they successfully completed on their swim test for the day.

A PFD may be used to complete the test, but the swimmer must then wear the PFD while swimming in all deep water.

CAMP FIELD TRIPS

When possible, we will be walking to the activities but some of our camps have field trip excursions that enhance our theme and inspire fun! The trip happens within camp hours, usually leaving by 9am and returning for 3pm as we will do our best to be back on time, but things like traffic may impact our timing, please be patient with us.

We ensure that all locations are vetted for safety prior to booking, we cover field trip specific safety protocols with our staff. These trips require us to take a school bus to and from location. Apart of registering and signing the waiver for City of Camrose Camps you understand and take responsibility for any and all safety concerns involved in an offsite trip.

INCLUSION (CHILDREN WITH DISABILITIES, BEHAVIOUR ISSUES OR MEDICAL CONDITIONS)

City of Camrose camps are inclusive and welcome participants of all abilities. If your child has a disability, behavioral issues, or medical conditions, please contact the Recreation Program Coordinator **PRIOR** to registration and fill out disclosure form section.

Our department is committed to offering safe, inclusive and quality programs for individuals with physical and developmental disabilities. We understand that modifications, adjustments and expectations may vary to have a positive experience at camp. If you have any additional questions regarding inclusion programs or the inclusion process for summer camps, please contact the Recreation Program Coordinator **PRIOR** to registration.

Please note if your child has an aide or support at school, we expect them to attend camps with an aide.

While the City of Camrose strives to ensure each eligible individual's participation in all registered recreation opportunities, it reserves the right for our staff to assess and evaluate an individual's participation in regard to a shared, positive and safe experience for all participants.

CAMP RULES

Campers attending City of Camrose Camps will try new activities, be creative, develop new skills and make new friends all while having fun and making memories. These are common rules to ensure the safety of all participants. Each camp may add additional rules based around activities and campers.

- Campers must treat everyone (other campers, staff, public) with respect
- Campers must listen to and follow instructions and directions given to them by all camp staff and volunteers. Camp staff are ensuring safety and fairness to all campers

- Campers will keep their hands, feet and objects to themselves
- Campers will act as positive and inspirational role models to other campers
- Campers should not intentionally cause or attempt to cause harm to anyone. This includes but not limited to name calling, arguing, fighting, gossip, swearing or rude behavior
- Campers should not touch any other camper's belongings
- Campers will make good decisions and obey the rules & consequences
- Campers must treat all camp supplies, equipment and facilities with respect and care
- Campers must remain with their group and camp staff at all times to ensure everyone is safe
- Campers must ask permission to take bathroom breaks or leave the area, so staff know where they are
- Campers must leave all electronics, weapons and/or illegal substances at home.

BEHAVIOUR MANAGEMENT & CHILD DISCIPLINE POLICY

While we respect and recognize the individual differences in each child, we expect them to take direction and get along in a cooperative manner. We have a three-strike policy at camp that we discuss with the campers. Any bullying or physical violence is an automatic third strike and will be sent home. We reserve the right to withdraw a child when the safety of the child, other children or our staff is considered to be threatened, at the discretion of the Camp and Recreation Coordinator.

3 Strike

Policy



Strike

1

WARNING GIVEN

If a child misbehaves, we take the time to explain what the problem is with his/her behaviour and guide them verbally through what we expect from them and give them the opportunity to express their thoughts and feelings.

In most cases, minor problems can be solved with this talk and combined effort of a solution.



Strike

2

SIT OUT

If their behaviour does not improve, they may be separated from the group to calm feelings, to think about their actions, and figure out a solution. They are once again given our expectations and are encouraged to express their feelings with an instructor.

They are reminded that this is their second strike and if the behaviour continues they may be sent home.



Strike

3

GO HOME

The behaviour continues after two interventions. We contact the parent and remove the child from the group.

Any bullying or physical violence is an automatic third strike and will be sent home.

No credits or refunds will be given to any camper who has been removed from camp due to inappropriate, dangerous or Strike 3 behaviors.

Siblings attending camp are considered individual campers and as such will be treated as such. Each will be treated as their own person and be held to the same standard of behavior as any other camper. Siblings will not be given allowances to physically touch others, play fight or act as they would at home. At camp all campers are campers and have the same rules and expectations.

UNABLE TO ATTEND

If your child will not be attending camp for any reason, please inform the staff as far in advance as possible by calling 780.672.9949 and giving your child's name and camp. This ensures staff is prepared for the number of children attending each activity. Parents may be contacted in the event of an unexplained absence for those children checking themselves in and out.

CHILD CARE EXPECTATIONS

All children who participate in the City of Camrose Summer Camps are treated in a positive manner that supports healthy development.

All staff are obligated to:

- Treat children with respect, acceptance and honesty
 - Interact with all children in a patient, interested, understanding and caring manner
 - Promote feelings of competency and self-esteem
 - Make children feel physically and emotionally safe and secure
 - Encourage responsible, safe and mutually respectful behavior through positive methods, such as role modelling, setting reasonable limits, providing choices and recognizing appropriate behavior
 - Guide inappropriate conduct by using positive child guidance and behavior-management practices
 - Accommodate individual differences and make all children feel equally welcome regardless of gender, race, culture, economic status or ability
 - Ensure that any child disciplinary action taken is reasonable in the circumstances with respect to a child in the program, staff must not:
 - Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
 - Deny or threaten to deny any basic necessity
 - Use or permit the use of any form of physical restraint, confinement or isolation
- All children will be treated respectfully, in ways that protect their well-being, individuality, self-worth and self-esteem.

MEDICATIONS AT CAMP

If your child requires prescription medication during camp, you need to provide the medication in its original container, containing only one day's required dosage, and the camper must be able to open the container. Camp staff are not allowed to give any medication to a camper. We can remind them to take it and watch them take it but due to legal reasons we cannot assist them.

EPI-PENS AND INHALERS

If your child carries an epi-pen or inhaler, you need to make camp staff aware. Epi-pens and/or inhalers must be brought in a separate pack that children can wear at all times if allergy is severe. Camp staff are not responsible for any lost, misplaced or stolen items.

Please ensure to also fill out the prescribed/non-prescribed medication form accordingly.

ILLNESS AT CAMP

When individuals contract certain communicable illnesses or conditions, their health may affect the health and well-being of others. In consideration of all program participants, staff and volunteers, an ill child should be kept home until his/her condition is no longer deemed contagious. It is also in the best interest of the ill children that he/she remains at home.

If a staff member knows or has reason to believe that a child is ill, we must ensure that the child is immediately removed from the program by a parent and the child does not return to the program until the Camp and Recreation Coordinator is satisfied that the child no longer poses a health risk. Every effort will be made by camp staff to keep your child comfortable until you arrive.

A sick child is defined as a child who is unable to participate in the childcare program because he/she is:

- Vomiting, has a fever, diarrhea, or a new or unexplained rash or cough
- Requiring greater care and attention than can be provided without compromising the care of other children in the program; or
- Having or displaying any other illness or symptoms that a staff member knows or believes may indicate the child poses a health risk to persons on the program premises.

Camp staff will assess if a child is ill through observation (vomiting, rash, and cough) as well as ongoing communication from the leader to the child to understand all symptoms. The child cannot return to our programs until the Program Supervisor is satisfied that the child no longer poses a health risk to others or caregivers.

In the event that a camper reports feeling unwell, we will contact the parents/guardians for guidance. However, for the health and safety of all campers, we reserve the right to send any camper home if they are deemed unwell to ensure their well-being and prevent the spread of illness.

Should an accident happen at camp, where your child needs to be taken to the hospital, emergency transportation will be provided by call 911. In all emergency situations, the parent/guardian will be contacted and if not successful the emergency contact will be then contacted. If a child must be taken to the hospital, a camp staff will accompany the camper in the emergency vehicle and wait in the hospital until the parent/guardian arrives. At no time will the child be left alone.

CAMP LOST & FOUND

No matter how hard camp staff try to be diligent we always end up with items that have been left behind at the end of day at camp. We have a bin of lost and found items that continues to grow if items are not labeled. **Be sure to help limit our lost items by labelling your child's items with their first and last name so we can at least give you a call when we find something.** All items will be donated two weeks after the last day of camp.

CAMP FEEDBACK

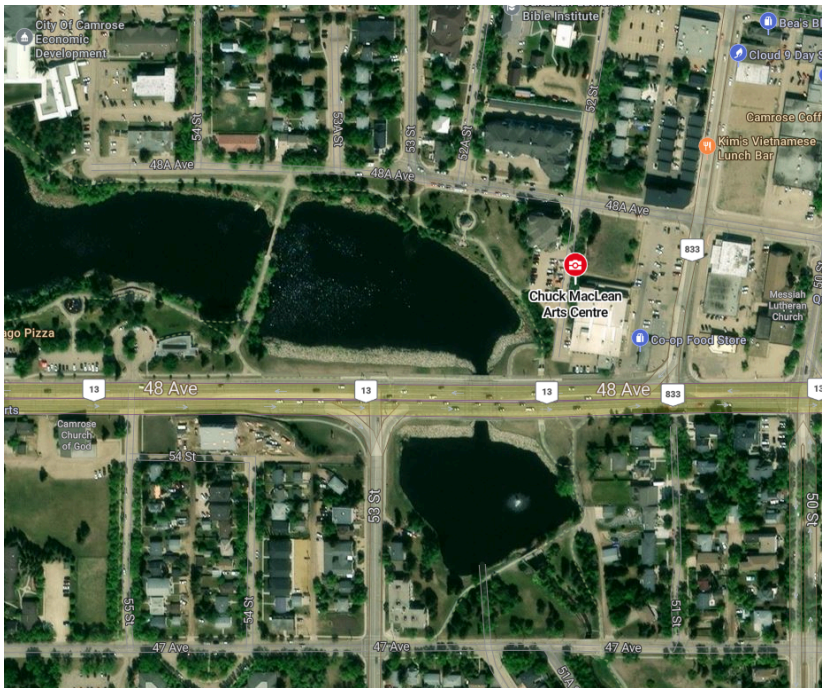
We strive to keep doing what we do best but are always looking for ways to improve. With your help we combine all the feedback throughout the summer to look at changes we can make for future years. Please email us recreation@camrose.ca if you have feedback outside the surveys.

LOCATION OF OUR CAMPS

The camp will take place at the Chuck MacLean Arts Centre.

4809 52 Street - T4V1T9

Located in the basement of the Co-op Grocery store.



Other Location for pick-up/drop-off are noted on week schedules and will communicated to you.

CONTACT

Jayda Calon | Recreation Program Coordinator

Community Services Department | City of Camrose

Chuck MacLean Arts Centre | 4809 52 Street | Camrose, AB | T4V 1T9

Office: 780.672.9949 | Cell: 780.781.9303 (Feel free to text me!) |

Email: recreation@camrose.ca

SEE YOU AT CAMP!



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The City of Camrose is a Municipality located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.