

Master's Summer Camps Parent Handbook 2022

Camp Introduction

We are a faith-based camp dedicated to growing, discovering, and nurturing the passions and talents of your children in an interactive environment. We provide unique camp themes throughout the summer to cater to your child's interests. Our program is filled with excitement, joy, and developmentally appropriate learning. Our staff is dedicated to helping your children expand upon their skills and knowledge, and experience a safe place to stay engaged throughout the summer.

Camp Philosophy

It is our philosophy that every child is special and unique. Children are at the centre of everything that we do. We are committed to an environment that is positive, respectful, inclusive, safe, and caring. We are dedicated to fostering each child's self-esteem and self-worth through positive caregiving that promotes a sense of belonging, engagement, and self-expression. Our program includes age and developmentally appropriate activities, which focus on supporting the child's social, emotional, intellectual, creative, and physical needs. Our program is committed to empowering children to strive for excellence in all facets of life, and building leadership skills to allow them to empower others. Our philosophy is supported by our dedicated staff who value the importance of maintaining the highest standard of care and education for children.

Social & Emotional

Staff are committed to modeling respect, kindness, compassion, and understanding. It is our goal to encourage the development of confidence, self-esteem, self-worth, self-discipline, and self-expression in each child. Children will be encouraged to share their thoughts, feelings, experiences, and imagination with their friends and staff. Opportunities exist for children to practice skills in sharing, cooperating, taking turns, and following directions. Staff will support children as they learn to cooperate, communicate, compromise, and problem solve.

Intellectual

Children will be given the opportunity to explore, observe, and learn while participating in a wide variety of developmentally appropriate educational and recreational activities.

Creative

Our program is designed to encourage a child's creativity, self-expression, and imagination. Many of our activities are child-centered and offer a wide variety of materials and supplies necessary to create, manipulate, explore, and discover.

Physical

Our program will emphasize healthy active lifestyles and will encourage physical activity. Access to our school gymnasiums and outdoor playground area, will offer daily opportunities for children to be active and build confidence while developing physical skills. Children will move, play, and learn through structured and unstructured games and activities both indoors and outdoors.

Inclusion & Diversity

Inclusion incorporates basic values that promote and advance participation, friendship, and the celebration of diversity. A child's uniqueness and diversity are valued in our program and represented in our programming.

Operational Information

Justin Keys, Camp Director

Email: Academycamps@masters.ab.ca

Cell Phone: 403-888-3167 (Camp Hours – Monday – Friday 9:00 a.m. – 4:00 p.m.)

Operational Dates

- See Registration Form for detailed information on dates.

Operational Days, Hours & Camp Fees

- **Camp Hours** Monday – Friday 9:00 a.m. – 4:00 p.m. \$270 weekly/child
- **Extended Hours** Tuesday – Friday 8:15 a.m. – 9:00 a.m. \$15 weekly/child

Registration Fee

- There is a one time non-refundable registration fee of \$75/family/camp. This fee will be paid upon completion of your registration forms. The registration fee will be used towards your total camp registration cost. 50% payment due at registration, \$75 of the payment is for registration and is non refundable. Non refundable registration is for each camp week.

Camp Fees & Invoicing Policy

Camp fees cover actual care; when a child is in attendance and a child's guaranteed space in the camp; when a child is not in attendance. Camp fees are invoiced based on a child's registered weeks in the camps and for the entire duration of normal camp hours regardless of a child's attendance or whether he or she is signed in late to the camp or signed out early from the camp. No refunds will be issued.

- All fees are due June 17th., 2022
- If fees are not paid, for any reason, the spot will open to the first person on the waitlist. Registration fee will not be refunded.
- Invoices will be sent via email upon completion and confirmation of registration.

Withdraw/Reduce Fees & Invoicing - Parent Requested

If you need to cancel camp for your child, refunds can be issued prior to June 17th written notice of withdrawal. Registration fee is non-refundable. (per camp) Parents are required to email the notice to the Camp Coordinator who will reply with confirmation that the notice has been received.

- Master's Summer Camp is not required to issue any refunds for reasons outside of the stated circumstances.

Camp Information - General

Snacks & Drinks

Parents are responsible for providing a healthy peanut and nut free snack and drink for their child attending the camp. There will be lunch provided each Wednesday of camp. This will be included in your camp fees. Please see our website for further information and to make your selections.

Shoes & Clothing

Weather permitting regular outdoor play is scheduled. We ask parents to send their children with weather appropriate clothing for use at the camp, e.g., rain coat, hats, and sun protection.

Cell Phones, Electronics, & Toys

Children are not permitted to use cell phones or to take photos while attending the camp. We ask that children keep cell phones, electronics, and toys in their backpacks. Master's Academy & College and Master's Summer Camps are not responsible for lost, stolen or damaged personal items.

Photography

From time to time children may be included in photographs taken by staff. Photos may be displayed in camp spaces, on the camp bulletin board, and/or the camp's private Instagram page. Parents will give or decline permission for the camp to take and display photos of their children on an Acknowledgment & Consent Form (Online Registration Package).

Off-Site Field Trips (included in camp price)

Children registered in camps will be participating in field trips each week. A Permission/Informed Consent Form has been provided with your registration package. Parents are required to fill out and submit the form in order for their child to participate. The first aid kit, emergency medications, i.e. inhalers, epi auto-injectors and the portable record will be taken off-site.

- There is no supervision or childcare at the school when a field trip is scheduled.
- Children without a signed Permission/Informed Consent Form will not be permitted to participate in the field trips. ▪ Parents are responsible for finding alternate care for children not participating in a field trip.

Attendance Policy

Parents are required to notify the Camp Coordinator if their child will be absent from the camp.

Attendance & Illness Policy

Children will not be permitted to attend the camp if they are exhibiting signs and symptoms of illness, including but not limited to symptoms of Covid-19 or variants, or require greater care and attention than can be provided without compromising the care of other children. If staff believe or have reason to believe that a child's signs and symptoms pose a health risk to others, they will follow the First Aid Response Plan - Illness. Signs and symptoms of illness include, but are not limited to: vomiting, fever, diarrhea, a new or unexplained rash or cough, swollen glands, earache, discharge from the eyes or ears. Parents are required to notify the Camp Coordinator if their child has a communicable disease, e.g., chicken pox, measles or a contagious infection, e.g., pink eye. Children who leave the camp due to illness are required to be symptom free for 24 hours before returning to the program, or as directed by Alberta Health Guidelines.

Sign In & Sign Out Policy

Camp Sign In

The camp will officially begin at 9:00 a.m. Monday morning . The designated drop off zone will be located in the south side of the Master's Academy Parking lot. We will have our staff ready and available to bring your children into the school, as we are following the school policy of having no parents in the school throughout the summer. Our staff will be in the parking lot, collecting children, until 9:15 a.m. If you are going to be later than this time, please contact the Camp Director to arrange for the collection of your child. For the remainder of the week we ask that you bring your children directly to the college entrance, located on the south side of the building. Extended care is available, in the morning, Tuesday-Friday for an additional fee.

Camp Sign Out

Parents are required to **sign out** their child from the camp. Only those persons listed on a child's registration form: parents, emergency contacts, or designated alternates are authorized to sign out a child from the camp. Children will not be released to any person not listed on his or her registration form unless a parent notifies the Camp Director in advance of sign out. If staff is unfamiliar with any person signing out a child they will ask for photo identification before the child is released into their care. Children will not be released to a minor, persons less than 18 years of age, including older siblings. **Please note** that if a parent has a legal order, i.e. custody, protective or restraining they are required to provide a copy of the order to the Camp Director. Staff will abide by what is outlined in a legal order.

Late Pick Up Fees & Invoicing

Sign out from the Camp must be completed by 4:10 P.M. Parents are required to call the Camp Director if they are going to be late picking up their child. Although we appreciate the call, a late pick up fee of \$1 for every minute thereafter will be incurred. This must be paid by the end of the week the fee was incurred.

Supervision Practices

Effective supervision reduces the risk of harm to children by helping to prevent incidents that could lead to injuries. A positive and responsive learning environment is created when children are free to learn, play, and explore safely. Effective supervision requires focused attention and intentional observation of children at all times. Staff will adhere to the following supervision practices:

- Be familiar with and follow camp policies and practices.
- Be familiar with and follow camp behaviour and safety guidelines.
- Be familiar with the children in their care, e.g., developmental needs, medical information.
- Be familiar with the people authorized to sign out the children in their care.
- Observe and monitor children's play and behaviour to ensure they are playing in a safe manner at all times. ▪ Take regular head counts, e.g., during transitions, leaving or returning to the camp space, on field trips. ▪ Guide children's behaviour by setting clear limits and giving age appropriate explanations.
- Take an active approach to supervision in order to anticipate, identify, and redirect inappropriate or potentially unsafe behaviour before it begins or escalates.
- Be attentive and aware of each child while remaining engaged with the entire group.
- Listen closely to children including those not in their direct line of sight, e.g., when outdoors.
- Position themselves, camp equipment, and supplies so that they are able to view the camp space while remaining alert and aware of the children in their care.
- Avoid actions that may draw their attention away from effective supervision.

Behaviour Guidance Practices

Staff will help guide a child's behaviour; while positive behaviour is occurring, before, during, and after inappropriate behaviour is displayed. Children will know that staff is there to protect, guide, and help them. Staff will adhere to the following behaviour guidance practices:

- Discuss behaviour guidelines and be consistent with reinforcing them.
- Explain possible consequences of inappropriate behaviour. All explanations will be fair, firm, objective, and consistent. ▪ Set a good example by consistently modelling good manners and using appropriate language and tone of voice. ▪ Set clear limits and be consistent with enforcing them.
- Give clear simple choices where choices are appropriate in the circumstances.
- Focus on what to do rather than what not to do.
- Recognize and praise positive behaviour.
- Encourage self-discipline and self-control.
- Assist with problem solving ideas that lead to more acceptable behaviours and outcomes.
- Redirect behaviour. Often, small or incidental situations can be moved past quickly by a simple redirection, e.g., changing the circumstance that is contributing to inappropriate behaviour. Engaging a child in another activity may quickly resolve a problem or conflict.
 - Respond quickly to inappropriate and unsafe behaviour: including bullying, violence, or physically aggressive behaviour.

Behaviour Policy

Children are required to follow the Master's Academy & College Student Code of Conduct and the Camps Program Behaviour Guidelines. The program's behaviour guidelines are age and developmentally appropriate and based on respect for self, peers, staff, technology, and property. Staff will discuss behaviour guidelines with children and provide simple, clear explanations for why the guidelines are important in maintaining a positive, respectful, inclusive, safe, and caring learning environment. If child's behaviour is inappropriate, staff will note the behaviour: the child's name, the behaviour issue, and the results of problem solving. If a child's inappropriate behaviour is incidental and easily resolved, staff will not contact parents.

If a child's inappropriate behaviour is not resolved or if a child has repeated or recurring incidents of inappropriate behaviour, staff will adhere to the following procedures:

- The Camp Director will request a meeting with parents, the child, and the staff member. All parties will work together to

develop an action plan that will assist the child in achieving more acceptable behaviours and outcomes. • If a child's inappropriate behaviour remains unresolved, the Camp Director will determine if the camp is able to meet the needs of the child.

- **Please note** that if behavior intervention is required, methods will be age and developmentally appropriate, reasonable in the circumstances, have natural and logical consequences, and be reflective of the incident and the strategies used to this point.

Behaviour Policy - Bullying

All children attending the camp have the right to a positive, respectful, inclusive, safe, and caring environment that is free from all forms of bullying. Staff will work collaboratively with children to establish an environment where he or she feels comfortable to speak about concerns. Staff will always listen to and respond to children, including if an incident of bullying is reported or observed. Bullying, violence or physically aggressive behaviour will be dealt with immediately. Staff will notify the Camp Director, who will immediately request a meeting with parents and the child to determine next steps. The child may be removed from the program until a complete evaluation of the incident has been completed.

Please note that the Camp Director has the right to dismiss a child from the program if they believe that the camp is unable to meet the needs of a child, i.e. unresolved inappropriate behaviour, bullying, violence or physically aggressive behaviour. Parents will be given notice of the decision in writing and in person. The decision will take effect immediately. Parents are responsible for finding alternate care for their child.

Withdrawal Fees & Invoicing - Program Requested

If a child is dismissed from the camp, by request of the camp, no refunds will be issued for fees already paid.

Anaphylaxis Policy

The Anaphylaxis Policy was developed to ensure that children with serious, potentially life-threatening allergies are identified, that strategies are in place to minimize their exposure to allergens, and that staff is trained to respond in the event of an emergency. Staff will receive training on the signs, symptoms, and treatment of serious, potentially life-threatening allergic reactions.

Asthma & Anaphylaxis Emergency Plans

Parents are required to complete a Medical Information Form for each child attending the camp. If a child is at risk of an asthma emergency or a serious, potentially life-threatening allergic reaction, parents are required to complete an Asthma and /or Anaphylaxis Emergency Plan. By signing their child's Emergency Plan, parents give **permission** to the camp to share their child's medical information with staff and give their **permission and informed consent** to the camp to administer their child's emergency medication in the event of an emergency.

First Aid Response Plan

The First Aid Response Plan is a step-by-step plan for providing first aid, obtaining medical attention, and/or calling EMS/911 for children attending the camp. Staff will follow the First Aid Response Plan for injuries, illnesses, medical emergencies including asthma and anaphylaxis, and when administering emergency medication, i.e. inhaler, epi auto-injector.

First Aid Response Plan - Injury

If it is determined that an **injury requires first aid only**, e.g., a scraped knee, staff will provide first aid and will notify parents at sign out.

If it is determined that an **injury may require medical attention beyond first aid**, e.g., a possible fracture, staff will immediately call parents to pick up their child. If staff is unable to reach parents, they will take the necessary steps to obtain medical attention for the child.

If it is determined that an **injury may be serious or life threatening**, staff will immediately call EMS/911 and parents. **Please note** that staff will call parents for any known injury to a child's head.

First Aid Response Plan - Illness

If a child becomes ill while attending the camp, staff will separate the child from the group, as far as is reasonably practicable from other children, and supervise the child. Staff will immediately call parents to pick up their child. If parents cannot be reached or if they are unable to arrive in a timely manner, emergency contacts will be called to immediately pick up the child. Until the parent or emergency contact arrives, the child will remain separated from the group and supervised.

If it is determined that an **illness may require medical attention beyond first aid**, staff will immediately call parents to pick up their child. If staff is unable to reach parents, they will take the necessary steps to obtain medical attention for the child.

If it is determined that an **illness may be serious or life threatening**, staff will immediately call EMS/911 and parents.

First Aid Response Plan - Asthma & Anaphylaxis

If it is determined that a child is **experiencing an asthma emergency or a serious, potentially life-threatening allergic reaction**, staff will immediately administer his or her emergency medication, an inhaler, epi auto-injector according to the labelled directions and will immediately call EMS/911 and parents.

Please note that although an antihistamine may be administered as a first-line treatment for some symptoms of an allergic reaction, it is considered a best practice to immediately administer an epi auto-injector at the first sign of a known or suspected anaphylactic reaction. **If a child's Anaphylaxis Emergency Plan indicates administering an antihistamine as a first-line treatment, parents are required to provide a doctor's letter** with instructions detailing when to administer an antihistamine and when to administer an epi auto-injector. Without a doctor's letter, staff will immediately administer an epi auto-injector at the first sign of a known or suspected anaphylactic reaction.

First Aid Response Plan - Reporting

Staff will complete a First Aid Report Form for injuries, illnesses, and medical emergencies that occur while a child is attending the camp. Parents are required to sign a report form for any incident where staff immediately calls EMS/911 and/or parents.

Administration of Medication Policy

The camp may administer or allow the administration of emergency and/or non-emergency medication to a child attending the camp only where; the written consent of the child's parent has been obtained, the medication is in the original labelled container, and the medication is administered according to the labelled directions. The label must include the child's first and last name and the following administration directions: the time the medication is to be administered, the exact dosage/amount to be administered, and the method of administration.

If a child may require his or her **emergency medication**, an inhaler or an epi auto-injector while attending the camp, parents are required to provide the program with the medication and ensure the medication has not reached its expiry date. Emergency medication can be collected and stored in a bin with the group, accessible to staff or the child can carry his or her emergency medication. Parents will meet the requirement for written consent by signing their child's Asthma and/or Anaphylaxis Emergency Plan.

If a child requires **non-emergency medication**, a prescription antibiotic or an over-the-counter medication while attending the camp, parents will meet the requirement for written consent by completing and signing a Non-Emergency Medication Consent Form. The Camp Director must receive the form prior to administering a non-emergency medication. It must be a parent who brings the medication to the camp, not the child. Parents are required to have administered the first dose of medication prior to bringing the medication to the camp. **Please note** that staff is not permitted to administer non-emergency medication on an "as needed" basis.

Peanut & Nut Guidelines

In order to reduce the risk of exposure for students with serious, potentially life-threatening allergies to peanuts and/or nuts, we respectfully ask for the cooperation of staff, workers, and our parent and student community to not bring peanuts, nuts or products that clearly state peanuts or nuts in the ingredients to Master's Academy & College, to Master's Summer Camps or on off-site activities, i.e. field trips, athletics, outdoor education. Master's Academy & College and Master's Summer Camps cannot be considered peanut or nut free because, despite best efforts, we cannot guarantee compliance to the Guidelines and because products that state "may contain" peanuts or nuts in the ingredients will be used and/or sold at the school.

Emergency Response Plan - Emergency Exit & Lockdown

The camp will follow the Emergency Exit and Lockdown Procedures posted in camp spaces at Master's Academy & College. Staff will be knowledgeable regarding emergency exits and lockdowns. Staff will help children understand the importance of listening and following directions during an emergency and will help calm anxieties that may arise around emergency responses. In the event of an emergency our priority is to ensure the immediate safety of children and staff. Parents will be notified as soon as it is reasonably practicable given the circumstances of the emergency.

In the event of an emergency exit, staff will safely evacuate children from the school and assemble at the Muster Point. A staff member will be assigned to take the portable record and the first aid kit when evacuating. Once at the Muster Point, attendance will be taken to ensure that children and staff are accounted for. Everyone will remain at the Muster Point until Emergency Services Personnel give the "all clear". In the event that an emergency does not permit re-entry into the school, children and staff will proceed to the Military Museum.

In the event of a lockdown, children and staff will shelter in classrooms, other designated locations with doors locked and take the lockdown position. Everyone will remain in lockdown until Emergency Services Personnel unlock the doors and give the "all clear".

Parent Concern Resolution

Parents, children, and staff form an integral part of the camp community. From time to time issues may arise where members of the community differ in their perspective. Parents are welcome to bring questions, comments or concerns to the attention of the Camp Director, but the director reserves the right to resolve any issue in the way that is most appropriate.

Confidentiality

Respect of confidential information is an important part of our commitment to families. Child and family information is treated as confidential and at no point discussed or disclosed. The Camp Director may share information with children's supervisors as required.

Except where disclosure is required or is authorized by law or judicial action, a child's information may not be released to another agency, organization or individual without the written and informed consent of the parent.

Please note that personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIPP) and the Personal Information Protection Act (PIPA) that set the rules that must be followed in the collection, use, and disclosure of personal information.

Child Abuse Reporting

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

Staff Qualifications & Training

Our staff is passionate, dedicated, and committed to providing the highest quality of care and education for children. All staff have completed a Police Information Check/Vulnerable Sector Search. Staff members, trained and certified in First Aid/CPR, will be on site daily.

No Smoking Policy

Master’s Academy & College and Master’s Summer Camps are smoke and vapor-free environments. There is absolutely no smoking or vaping of any product, including tobacco and cannabis, in the school or on the school property.