

# 2022 ULTIMATE PARENT GUIDE

# MSVU SUMMER DAY CAMPS

REGISTRATION BEGINS: MARCH 29, 2022



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# REGISTRATION INFORMATION:

## HOW TO REGISTER:

- **STEP #1:** Carefully review the 2022 Ultimate Parent Guide in it's entirety.
- **STEP #2:** Complete Registration Form on page 6 & 7.
- **STEP #3:** Register
  - Email completed form to [camps@msvu.ca](mailto:camps@msvu.ca)
  - Phone: 902-457-6420

*Email is the preferred method of registration.*

### COVID-19 UPDATE:

As COVID-19 continues to evolve we will provide any COVID-19 related protocol updates one week prior to start of your registered week of camp, if required.

## Does MSVU day camps have dedicated spaces for children who may require additional support to participate?

All registration applications are treated equally. Registrations are processed based on the date and time the registration form is received. When completing the registration form, you will need to provide details of any medical conditions, allergies, disabilities and any other related needs your child may have in order to actively participate.

MSVU Day Camps may deem it necessary to meet with the child and parent/guardian(s) to work collaboratively to develop a potential accommodation plan, if appropriate. Your position in the registration queue will not be impacted during this process.

If it is determined that a child's needs can be reasonably accommodated in the MSVU Day Camp by increasing the staff to child ratio (current ratio: 1 leader to less than 10 children), acceptance into the program will be dependent on recruitment of qualified staff.

If, after acceptance to MSVU Day Camps, it is determined that a child has needs beyond those that can be supported within a 1 leader to 10 children ratio, the child's participation may be suspended until such a time as it can be determined if reasonable accommodations can be made and when they can be put in place.

If your child requires one-on-one support we offer inclusive programming for campers requiring extra support due to a physical, medical, behavioral and/or developmental exceptionality. [Please see more details about the MSVU Summer Day Camp Inclusive Programming on pg. 5.](#)

# THEMED CAMPS for children entering Grade 1-6 in September 2022.

Our themed camps include structured recreational programming, based on a weekly theme, that allows our campers to have fun and be kids! Our activities include a variety of games, crafts, outdoor adventure, etc. Campers will enhance their imagination, learn through movement and play, and be physically active.

Week # 1 June 29 & 30\* Fee: \$80.00

**School's Out!** It's that time of year again... SUMMER! We want to know all about your school year, so you can teach us some of your favourite schoolyard games. Come skip your way through hop scotch and create a chalk masterpiece during these two days of fun.

\*No camp Friday, July 1

Week # 2 July 4-8 Fee: \$175.00

**Animal Planet.** Lions and Tigers and Bears... oh my! You'll have a roaring good time with *Hibernation or Migration, Jungle Safari* and make your very own animal mask!

Week # 3 July 11-15 Fee: \$175.00

**To Infinity... and Beyond!** Three, two, one, blast-off! This space-tacular week will make your imagination soar with *Moonwalk Freeze, Grab a Planet* and *Star Catchers*!

Week # 4 July 18-22 Fee: \$175.00

**Superstar Extravanza.** Lights, Camera, ACTION! Join our star search for the Annual Mount Variety Show, dance the afternoon away at our glow dance party and attend the RECademy Awards. This week will definitely keep you movin' and groovin'!

Week # 5 July 25-29 Fee: \$175.00

**Water Works.** Splish splash into our camp for a week of water play! Try your best not to get wet during *Lucky Liquid* and *Smooth Seas*. Practice your water soaking skills as you might even get the chance to soak your camp leaders at the end of the week!

Week # 6 August 2-5\* Fee: \$140.00

**Minute Madness.** What can you do in a minute? Can you keep a balloon in the air? Can you hop on one foot? Test your skills during this week of foolish fun!

\*No camp August 1.

Week # 7 August 8-12 Fee: \$175.00

**A Bug's Life.** It's your turn to live the bug's life. Learn about your bug friends with *Insect Trivia*, create an ecosystem at the Meadows, and work together in *Army Ants*.

Week # 8 August 15-19 Fee: \$175.00

**World Tour.** Pack your bags for this whirlwind adventure MSVU style. Each day discover a new and amazing place, from the chilly winds of the Arctic to the hot deserts in Africa. We'll be sure to fill our camp passports as we dart through the jungle relay and set sail on a sea adventure.

Week # 9 August 22-26 Fee: \$175.00

**Mount Carnival.** It is time for our annual Carnival Week! Get ready for all the fun we have in store with lots of classic carnival games including *Bean Bag Toss*, *Pin-the-Tail on the Donkey*, and *Target Shot*. We can't forget about *Carnival Day* where there will be face painting, games, carnival snacks, and lots of prizes to win!

Week # 10 August 29-September 2 Fee: \$175.00

**See Ya Next Summer!** Summer is over for now, but that doesn't mean the fun has to stop! We'll play some camp classics and even get our hands messy in some back in some back-to-school crafts! Good thing we still have lots of energy for this fun-filled camp!

## CANCELLATION FEE:

Each day camp registration will be subject to a CANCELLATION FEE for EACH withdrawal request.

Cancellation Fee:  
\$25.00 per 5-day week requested.

The cancellation fee will be prorated for based on the number of days in the camp week.

## 2022 REFUND POLICY:

To cancel your registration and receive a refund (minus the CANCELLATION FEE-see details above) you must:

- request to withdraw in writing, by emailing [camps@msvu.ca](mailto:camps@msvu.ca)
- submit request THREE WEEKS prior to the day or week of camp that you are requesting to withdraw from.
- If requesting within the three week period, a refund will only be issued if a replacement can be found.

Exception: Pro-rated refunds will be provided for any days that a child cannot attend camp due to illness.



# Summer Day Camp Guidelines

## GENERAL INFORMATION :

- **Hours of operation:** 7:30am-5:30pm
  - Supervised free play: 7:30am-9:00am
  - Structured activities: 9:00am-4:00pm
  - Supervised free play: 4:00pm-5:30pm
- **Drop off and Pick up:**
  - All parents/guardians must escort their camper to the drop-off table outside the Mount Fitness Centre.
  - **Drop off:** 7:30am-9:00am
  - **Pick up:** 4:00pm-5:30pm
  - If dropping off or picking up between 9am-4pm, please call 902-457-6420.
  - Late fee: \$5.00 for every 15 minutes a child remains after 5:30pm.
- **Lunch:**
  - Please provide nut free lunch and snack items.
  - Our campers are very active throughout the day and will watch a G-rated movie during lunch.

## ALLERGIES & MEDICATIONS:

- **DO NOT LEAVE MEDICATIONS WITH YOUR CHILD.**
- Please inform the MSVU Day Camp Staff of all allergies and/or medications.
- If your child needs to take medication, please give it to the day camp staff member upon sign in.
- Medications must be prescribed to the camper by a physician and be in the original packaging. Proof of prescription and written authorization are required.
- Over the counter medications will not be administered.

## DISCIPLINARY CODE:

- The Mount's Day Camp Program has established a three-step disciplinary code to assist the staff in dealing with behavioral problems, if and when necessary. These procedures are designed
- to provide a fun and safe atmosphere for all participants.
  - Step one includes speaking to child and parent/guardian.
  - Step two includes speaking to child and parent/guardian, in addition to disciplinary action of some form that day (ex. sitting out of a camp activity).
  - Step three includes speaking to child and parent/guardian, disciplinary action, and the possible dismissal of the child from camp if proper behavior is not forthcoming.
- The Mount's Day Camp Program aims to prevent bullying, hitting, swearing and/or name calling within our camp through positive reinforcement and peer reconciliation.
- Should you wish to discuss this policy, please contact the Recreation Coordinator by calling 902-457-6420 prior to an incident.



### WHAT TO BRING:

- SNEAKERS
- SUNSCREEN
- SNACK & LUNCH
  - All lunches and snacks must be 100% NUT FREE!
- WATER BOTTLE
- COMPLETE CHANGE OF CLOTHES (All labelled)



### WHAT NOT TO BRING:

- NO FOOD THAT MAY CONTAIN NUTS
- NO GAMES
- NO TOYS
- NO ELECTRONICS
- NO MONEY

# Summer Day Camp Inclusive Programming

We welcome children of all abilities in our summer camp programs. We offer inclusive programming for campers requiring extra support due to a physical, medical, behavioral and/or developmental exceptionality. Campers will receive one-on-one support from an Inclusion Leader who is charged with meeting the camper's personal and developmental needs, making every effort to include campers in adapted activities, and ensuring their overall safety and happiness while in our care. While we are happy to try our best to accommodate all participants' needs, please understand that some needs may be beyond our scope of accommodation. Please note that by not disclosing the needs of a participant prior to registration we may be required to withdraw the participant from the program until appropriate supports can be put into place or become available.

## **When assessing whether a One-to-One Inclusion Support Person is required, please consider the following:**

- Is extra support required at school and/or in the community?
- Is extra help required at home for basic care?
- Is there an existing physical, medical, behavioral and/or developmental disability that could affect the safety and enjoyment of the participant and/or other participants?

## **Registration:**

To apply for a space for your child in our inclusion programming, please complete and submit the MSVU Summer Day Camp Inclusion application form (pg. 8) and provide the supporting documentation required.

## **Application deadline is May 15, 2022.**

Please note that we only have a limited number of spaces available each week throughout the summer. The total number of weeks available to each participant is dependent on how many applications we receive for the program. We will attempt to distribute weeks as evenly as possible amongst applicants.

Once we have confirmed the weeks available for each applicant, we will contact parents to confirm payment and to arrange a meeting, if necessary, to help support the training needs of staff and to discuss the program modifications and behavioral strategies required to be in place to ensure a safe and enjoyable experience for the participant.

## Camper Information for children entering Grades 1 - Grade 6 in September 2022

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

Grade: \_\_\_\_\_ (must be in Grade 1-6 in Sept. 2022) Sibling of (if applicable): \_\_\_\_\_

Medical Conditions: No Yes (please clarify): \_\_\_\_\_

Allergies: No Yes (please list): \_\_\_\_\_

Medications: No Yes (please list): \_\_\_\_\_

Does the participant have any behavioural concerns of which we should be made aware of? (please list any strategies that you have found useful in dealing with this behaviour): \_\_\_\_\_

Please note: If the participant requires 1-on-1 or extra support, please register via our Inclusion Application found on pg 8 or email camps@msvu.ca for more information.

### Parent/Guardian 1 Primary Contact

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ P.C. \_\_\_\_\_

Phone #'s: Cell: (\_\_\_\_) \_\_\_\_\_

Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

### Parent/Guardian 2 (if applicable) Secondary Contact

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ P.C. \_\_\_\_\_

Phone #'s: Cell: (\_\_\_\_) \_\_\_\_\_

Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

### Alternate Emergency Contact and Person(s) authorized to pick up child

Alternate Contact: \_\_\_\_\_ Relationship to camper: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person(s) authorized to pick up child (in addition to Parent/Guardian 1 & 2 and alternate contact):

Name: \_\_\_\_\_ Relationship to camper: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to camper: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Parental/Guardian Informed Consent & Release of Liability of Mount Saint Vincent University

I, \_\_\_\_\_ (please print) the parent/guardian of the camp participant understand, appreciate and accept the inherent physical risks of these activities. As a condition of registration, the participant and parent/guardian agree to be solely responsible for any personal property loss or damage, and/or any personal injury sustained by the participant unless such loss, damage or injury was caused by sole negligence of Mount Saint Vincent University, its employees or agents.

Mount Saint Vincent University reserves the right to: assign the participant to a group most appropriate for their age or ability; to request any participant to withdraw from the camp/program if the participant is not behaving in an appropriate and reasonable manner.

I understand and agree to the above and hereby give my child permission to:

\_\_\_\_\_ (initial): take part in the MSVU Camps and hereby discharge the Day Camp employees from any injuries or mishaps which may arise from the participation of my child in the Day Camp.

\_\_\_\_\_ (initial): be photographed by MSVU Camp staff as part of MSVU Camps safety protocols. Each morning as part as our safety protocols, we take a photo of all children to be stored on a secured drive and shared with security in case of an emergency. These photos are not used for promotional materials. .

\_\_\_\_\_ (initial): be photographed by MSVU Camp staff and hereby understand that such photographs become the property of Mount Saint Vincent University and may be used for the purpose of any other promotional purposes deemed necessary and/or relevant to this Day Camp program.

\_\_\_\_\_ (initial): in the case of a health emergency, I give permission for my child to be taken to the IWK hospital.

\_\_\_\_\_ (initial): I authorize MSVU day camp staff to assist in applying sunscreen to my child. I understand that it is the parent's responsibility to provide sunscreen and to ensure that it is clearly labeled with the child's name.

\_\_\_\_\_ (initial): I have carefully reviewed and understand the information outlined in the Summer Day Camp 2022 Registration Package - The Ultimate Parent Guide.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# MSVU DAY CAMPS

## SUMMER 2022

Camper's Name: \_\_\_\_\_

### Refund & Withdrawal Policy: *Please review our policies prior to camp selection:*

#### 2022 CANCELLATION FEE:

Each day camp registration will be subject to a CANCELLATION FEE for EACH withdrawal request.

#### Cancellation Fee:

\$25.00 per 5-day week requested.

*The cancellation fee will be prorated for based on the number of days in the camp week.*

#### 2022 REFUND POLICY:

To cancel your registration and receive a refund (minus the CANCELLATION FEE- see details above) you must:

- request to withdraw in writing, by emailing camps@msvu.ca
- submit request THREE WEEKS prior to the day or week of camp that you are requesting to withdraw from.
- If requesting within the three week period, a refund will only be issued if a replacement can be found.

*Exception: Pro-rated refunds will be provided for any days that a child cannot attend camp due to illness.*

			OFFICE USE ONLY		
	DATE	FEE	WL Waitlist & Date	WD Date Requested & Staff Initial	Withdrawal Fee
	Week #1: June 29 - 30 (No camp July 1)	\$80/W	0 _____	0 _____	0 \$10.00
	Week #2: July 4 - 8	\$175/W	0 _____	0 _____	0 \$25.00
	Week #3: July 11 - 15	\$175/W	0 _____	0 _____	0 \$25.00
	Week #4: July 18 - 22	\$175/W	0 _____	0 _____	0 \$25.00
	Week #5: July 25 - 29	\$175/W	0 _____	0 _____	0 \$25.00
	Week #6: Aug. 2 - 5 (No camp August 1)	\$140/W	0 _____	0 _____	0 \$20.00
	Week #7: Aug 8 - 12	\$175/W	0 _____	0 _____	0 \$25.00
	Week #8: Aug 15 - 19	\$175/W	0 _____	0 _____	0 \$25.00
	Week #9: Aug 22 - 26	\$175/W	0 _____	0 _____	0 \$25.00
	Week #10: Aug 29 - Sept 2	\$175/W	0 _____	0 _____	0 \$25.00
		<b>Total Registration:</b>	\$ _____		

### Payment Options:

- **Option #1: Pay in full at registration.** We accept Visa, Master Card, American Express
- **Option #2: Postdated payments.** We accept Visa, Mastercard, American Express - If selecting the Post Dated Payment Option, payments will be processed ONE WEEK PRIOR to the selected camp. **Example:** July 4 camp payment date is June 27, 2022

#### Payment Method

Pay in Full OR Post-Dated Option – processed *one week PRIOR to the registered camp:*

Payment Method: Visa MC AMEX Other: \_\_\_\_\_

Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_

#### OFFICE USE ONLY

Registered by: \_\_\_\_\_

Date: \_\_\_\_\_

APPR #: \_\_\_\_\_

# MSVU DAY CAMPS INCLUSION APPLICATION

Please submit the completed application and supporting documents in person to Mount Fitness Centre or email to camps@msvu.ca. Additional details on our inclusion program can be found on page 5.

## Parent/Guardian 1 - Primary Contact

Parent/Guardian: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ P.C. \_\_\_\_\_  
 Phone #'s: Cell: (\_\_\_\_) \_\_\_\_\_  
 Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## Parent/Guardian 2 (if applicable)- Secondary Contact

Parent/Guardian: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ P.C. \_\_\_\_\_  
 Phone #'s: Cell: (\_\_\_\_) \_\_\_\_\_  
 Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## Camper Information - for children entering Grades 1 - Grade 6 in September 2022

Child's Name: \_\_\_\_\_ Age: \_\_\_\_ Birthday: \_\_\_\_\_  
 Grade: \_\_\_\_ (must be in Grade 1-6 in Sept. 2022) Sibling of (if applicable): \_\_\_\_\_

## Camp Selection and Supporting Documentation

Please list the total number of camp weeks you are hoping to receive throughout the summer. The number of weeks available to each participant is dependent on how many applications we receive for the program.

\_\_\_\_\_ weeks.

Please identify your preferred camps should support be available. We will make every effort to accommodate participant's requests based on available resources.

Please rank in order of preference (i.e. 1, first choice):	DATE:	FEE:
	Week #1: June 29 - 30 (No camp July 1)	\$80/W
	Week #2: July 4 - 8	\$175/W
	Week #3: July 11 - 15	\$175/W
	Week #4: July 18 - 22	\$175/W
	Week #5: July 25 - 29	\$175/W
	Week #6: Aug. 2 - 5 (No camp August 1)	\$140/W
	Week #7: Aug 8 - 12	\$175/W
	Week #8: Aug 15 - 19	\$175/W
	Week #9: Aug 22 - 26	\$175/W
	Week #10: Aug 29 - Sept 2	\$175/W

## SUPPORTING DOCUMENTATION:

Each application must be accompanied by a letter from a professional that works with your child (e.g., health care professional, teacher education program assistant). This letter should outline your child's specific needs and limitations as related to attending summer day camp. Please be as detailed as possible as we want to do our best to include your child in as many activities as possible. If no supporting documentation is provided the application will be considered incomplete. All information received will be kept strictly confidential.

Please contact our Recreation Coordinator if you have any additional questions or concerns: 902-457-6369 or camps@msvu.ca.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_