



MSVU SUMMER

DAY CAMPS 2020

The Ultimate Parent Guide



NEW ONLINE REGISTRATION PROCESS!



camps@msvu.ca

msvu.ca/camps

Registration begins February 19, 2020

REGISTRATION INFORMATION

Registration begins **February 19, 2020 at 10:00am**

Online registration is available 24 hour per day . In person registration is only available Monday Thursday 8:30am 5:30pm & Friday 8:30am 4:30pm

WHAT'S NEW!

Please review this section **BEFORE** registering. A number of things have changed regarding our registration process but the quality of our camp that your family has come to depend on has not! We strive to create a positive environment for all campers while promoting creativity, imagination, and physical activity through play.

- We have moved to a new registration software system.
- We now offer **ONLINE REGISTRATION!** It is safe, secure and convenient.
 - It is available for both daily and weekly registration.
 - **Registration will open at 10:00am on February 19, 2020** and is available 24 hours per day.
 - Please note: In person registration will only be available Monday through Friday, 8:30am - 7:00pm.
- **Second child discount is no longer an option:**
 - Unfortunately, the new system does not have the functionality to produce this discount.
 - To help offset the fee difference, we have decreased our rates and cancellation fees:
 - Weekly rate** is decreased from \$170 to \$165 per week.
 - Daily rate** is decreased from \$40 to \$39 per day.
- **Payment Plans are only available on Weekly Registrations**
 - Unfortunately, the new software system does not have the functionality to provide payment plans for the daily registrations.
 - **Daily Registration:** Pay in full at time of registration.
 - **Weekly Registration:** Payment Options:
 - Option #1: Pay in full at time of registration.
 - Option #2: Payment Plans:
 - 10% deposit required at the time of registration.
 - 90% due one week prior to the start of camp.
- **Withdrawal/Cancellation requests now must be received in writing:**
 - Please email camps@msvu.ca or drop off your written request to the Mount Fitness Centre.
 - Withdrawal fees are now called "Cancellation Fees"
 - Cancellation fees used to be \$5.00 per day. They are now 10% of the daily or weekly rate.

Does MSVU Day Camps have dedicated spaces for children who may require additional support to participate?

All registration applications are treated equally. When completing the registration process, 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 a time as it can be determined if reasonable accommodations can be made and when they can be put in place.

If you have any questions about our Day Camp registration process:

Call 902-457-6420

Shalan, Brittany or Tara would be happy to assist you!

Registration Information

Complete details on page 5

MOUNT
Fitness Centre

Welcome to Summer Camp at the Mount!

2020 SUMMER CAMP GUIDELINES

DROP OFF PROCEDURE:

- Parents/Guardians are required to escort their child to the Gymnasium, Rosaria Centre Main Floor. Parents/Guardians must sign in their child at the gym entrance. **DO NOT** drop your child off at the front doors. If another person is picking up your child, please inform staff upon sign-in.
- Doors open at 7:30am with supervised free play until 9:00am. Structured programming will begin at 9:00am.
- **DO NOT LEAVE MEDICATIONS WITH YOUR CHILD.** If your child needs to take medication, please give it to the Day Camp staff member at the sign-in table.
- Please ensure that your camper arrives with outdoor clothing as we will be spending time outdoors, weather permitting.

PICK UP PROCEDURE:

- Children must be signed out by a parent/guardian.
- Structured camp activities will end at 4:00pm. Supervised free play continues until 5:30pm in the gymnasium.
- There is a late fee of \$5 for each additional 15 minutes a child remains after 5:30pm.
- If you are picking up your child during the programmed 9-4pm camp time, it is advised that you inquire at the Mount Fitness Centre #902-457-6420, as the camp may be in a different room or outside.

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 at the sign-in table.
- Medications must be prescribed to the camper by a physician and be in 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
We will do lunch checks every morning at drop off. All lunches and snacks must be **100% NUT FREE**
- ◇ WATER BOTTLE
- ◇ COMPLETE CHANGE OF CLOTHES (all labelled)
- ◇ OUTDOOR CLOTHING: Hat, sunglasses, raincoat, etc.
- ◇ EXTRA FOOTWEAR: We play water games on a regular basis, be prepared to get wet!

✓ WHAT TO BRING ON TRIP:

- ◇ BATHING SUIT
- ◇ TOWEL
- ◇ PLASTIC BAG (to put wet bathing suit and towel in)

✗ WHAT NOT TO BRING:

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

THEMED CAMPS for children ages 5 years up to 12 years old.

Our *themed camps* include structured Recreational Programming, based on the weekly theme, that allows our campers to be kids! Our activities include a variety of games, crafts, outdoor adventure, swim trips, etc. Campers will enhance their imagination, learn through movement/play and be physically active!

Swim trips take place from Week #2 to Week #9. Each child will swim once per week. We travel on Metro Transit to our swim location. There are no additional fees for Swim Trip.

Week # 1 June 29 - July 3* Oh Canada! This week we'll celebrate all the joys of Canada! Get your game-face on for the Great Hockey Shootout and mastering building Lego Inuksuit. It will be red and white the whole week through! *No camp Wednesday, July 1

Week #1: Weekly Code: 059 **Daily code:** MON: 083 TUE: 084 WED: No camp THU: 085 FRI: 086

Week # 2 July 6 - 10 Shipwrecked. Arrrr... you have been shipwrecked on Mystic Island. Spend the week navigating your way through Stormy Seas, the Jungle Jam and Mountain of Mayhem. Can you get a Ship to Shore to save you?

Week #2: Weekly Code: 061 **Daily code:** MON: 087 TUE: 088 WED: 089 THU: 090 FRI: 091

Week # 3 July 13 - 17 Imagination Station. This week is about you and your IMAGINATION, so let's think outside the box! We'll kick off the camp with the Ultimate Craft Buffet, and then we'll explore the Camper Creators Obstacle Course. The potential is endless so let your imagination run wild!

Week #3: Weekly Code: 063 **Daily code:** MON: 093 TUE: 095 WED: 096 THU: 094 FRI: 092

Week # 4 July 20 - 24 Superhero Academy. We will decorate your cape and mask so your superhero costume is ready for ACTION and a week engulfed with superhero excitement! We will test your skills with the Hulk Smash, use our Spidey Senses and much more!

Week #4: Weekly Code: 065 **Daily code:** MON: 098 TUE: 100 WED: 101 THU: 099 FRI: 097

Week # 5 July 27 - 31 Mount Olympics. To celebrate the 2020 Olympics, we're bringing Toyko to you with our very own Olympic Games—Mount style! Join us as we run the torch relay and leap through our Wacky World of Games.

Week #5: Weekly Code: 067 **Daily code:** MON: 103 TUE: 105 WED: 106 THU: 104 FRI: 102

Week # 6 Aug 4 - 7 Let's Make a MESS! It's wild, it's funny and silly as putty! This camp is a mess and it's completely the best! The slime, the grime, the goo galore—there is fun to be had behind every door.

Week #6: Weekly Code: 069 **Daily code:** MON: No Camp TUE: 109 WED: 110 THU: 108 FRI: 107

Week # 7 Aug 10 - 14 Ice Age. For this week of summer, we are predicting snow! We'll have a THAW-some good time playing Freezing Frenzy and the Shiver Shuffle. This flurry of fun wouldn't be complete without some frosty treats!

Week #7 Weekly Code: 071 **Daily code:** MON: 112 TUE: 114 WED: 115 THU: 113 FRI: 111

Week # 8 Aug 17 - 21 Ready, Set, Get Wet! We will splash our way through this week of camp because summer wouldn't be complete without all the water fun a kid can stand! Join us for classic wet activities like sponge races, Drip Drip Drop and much, much more!

Week #8 Weekly Code: 073 **Daily code:** MON: 117 TUE: 119 WED: 120 THU: 118 FRI: 116

Week # 9 Aug 24 - 28 Campers Choice. This week is all about the camper's favourites. Bring your favourite games, songs and activities! This week you will also get to be a part of all summer classics such as: pie a leader and the Annual Camp Carnival.

Week #9 Weekly Code: 075 **Daily code:** MON: 122 TUE: 124 WED: 125 THU: 123 FRI: 121

Week # 10 Aug 31 - Sept 4 Final Summer Fiesta . We're not done with summer yet! There is still plenty of good ol' summer fun to squeeze into our last couple of days! Wet n' Wild water games, hikes around our awesome campus and races up in the field. See you there!

Week #10 Weekly Code: 077 **Daily code:** MON: 127 TUE: 129 WED: 130 THU: 128 FRI: 126

REFUND POLICY

To cancel your camp registration and receive a refund (minus the CANCELLATION FEE - see details below) 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.

Exception: Medical reason with supporting documentation.

Refunds will be processed within 2 - 3 weeks of initial request.

Reminder: Payment Plans are not available for daily registrations. If you request to cancel a weekly registration (set up on a payment plan) and replace that with daily registrations, we will require those registrations to be paid in full.

CANCELLATION FEE

Each camp registration is subject to a Cancellation Fee for EACH withdrawal request.

Daily Cancellation Fee:
10% of the daily fee:
\$3.90 per day.

Weekly Cancellation Fee:
10% of the weekly fee:
\$16.50 per day.

ONLINE REGISTRATION

msvu.ca/camps

Step #1: Review the Participation Terms and Refund Policy at msvu.ca/camps.

Step #2: Create an account. Click the "Member Login Button" at msvu.ca/camps and complete the process.

Step #3: Search for your camp. For a quick search, use the Course Code assigned to each camp.

Step #4: Make a payment. Pay in full or set up a Payment Plan.

**Payment plans are only available on weekly registration selections. Daily registrations must be paid in full upon registration.*

Step #5: Log out of your account.

Step #6: We require that you complete page 4 of this registration package and return it to us in person or via email at camps@msvu.ca BEFORE you arrive at camp for the first time.

Want to register in person?

This is still an option but please be advised of the following:

- In person registration will only be available Monday through Friday, 8:30am - 7:00pm.
- Now that we have online registration, a registration that is submitted in person or via email, will go into a queue for processing.
- While your registration sits in the queue, others can be online, registering for available spaces.
- Even if you have dropped off or emailed the form, we will not be able to guarantee a spot until your request has been fully entered into the system, and this will take time.

In person options:

- Email your registration form to: camps@msvu.ca
- Drop off in person to the Mount Fitness Centre: MSVU Rosaria Student Centre, Room 221.

To register in person you must complete the following chart:

	DATE	M	T	W	Th	F	\$39.00 per day	\$165.00 per week
o	Week #1: June 29 - July 3						\$39 x ____	\$136/W
o	Week #2: July 6 - 10						\$39 x ____	\$165/W
o	Week #3: July 13 - 17						\$39 x ____	\$165/W
o	Week #4: July 20 - 24						\$39 x ____	\$165/W
o	Week #5: July 27 - 31						\$39 x ____	\$165/W
o	Week #6: Aug. 4 - 7						\$39 x ____	\$136/W
o	Week #7: Aug. 10 - 14						\$39 x ____	\$165/W
o	Week #8: Aug 17 - 21						\$39 x ____	\$165/W
o	Week #9: Aug 24 - 28						\$39 x ____	\$165/W
o	Week #10: Aug 31 - Sept. 4						\$39 x ____	\$165/W

Privacy Statement:

The Mount is committed to ensuring the protection of your personal information; any personal information you provide will be collected, disclosed, retained, and made secure in accordance with the conditions stated on this form, and in compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and the Freedom of Information and Protection of Privacy (FOIPOP) Act. For further information, please refer to the University Academic Calendars.

The information you provide will be stored in the Legend Recreation Management Software Suite hosted within Canada on a server owned and maintained by Legend Recreation Software Inc. ("Legend"). This arrangement is facilitated through a binding contract between the Mount and Legend.

We require that you complete this page and return it to us in person or via email at camps@msvu.ca BEFORE you arrive at camp for the first time.

Camper Information for children entering Grades 1-6 in September

Child's Name: _____

Age: _____ Date of Birth: _____

Gender: _____

Medical Conditions: No Yes Please clarify below:

Allergies: No Yes Please clarify below:

Medications: No Yes Please clarify below:

Additional information you may want us to know (is your camper shy, easily frustrated, do they run off if upset, etc.): _____

Parent/Guardian 1 Primary Contact

Parent/Guardian: _____

Address: _____

City: _____ P.C. _____

Phone: (cell) (____) _____

(w) (____) _____ (h) (____) _____

E-mail: _____

Parent/Guardian 2 (if applicable) Secondary Contact

Parent/Guardian: _____

Address: _____

City: _____ P.C. _____

Phone: (cell) (____) _____

(w) (____) _____ (h) (____) _____

E-mail: _____

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

Alternate Emergency Contact: _____ Relationship to camper: _____ Ph#: _____

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

Name: _____ Relationship to camper: _____ Ph#: _____

PARTICIPATION TERMS: 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 parent/guardian of the camp participant agree to accept full responsibility for any personal property loss or damage and/or any personal injury sustained by the camp participant and on behalf of the camp participant release Mount Saint Vincent University, its employees, agents or volunteers from any loss, damage or injury that may be suffered by the camp participant in connection with participation in the camp.

Mount Saint Vincent University reserves the right to: assign the participant to a group most appropriate for their age or ability and 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.

_____ (initial): be photographed by MSVU 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.

Off Campus, Trip permissions:

_____ (initial): travel by Metro Transit, when participating in day trips, and hereby discharge the MSVU Day Camp employees from any injuries or mishaps which may arise from the participation of my child during the day trips.

_____ (initial): **Please select one option: Swim Level:** Non-Swimmer Beginner Average Excellent

_____ (initial): **While swimming my child:** cannot swim, do NOT send my child on the swim trip requires a life jacket
 requires a flotation belt does NOT require the aid of a flotation device

Date: _____

Signature: _____