



Summer Day Camp Policies

Last Revised: February 2025

By registering in this program, I have voluntarily enrolled my child in a Summer Day Camp program offered through the Mid-Sun Community Association:

- I recognize that the Mid-Sun Community Association is not liable for any loss or damage of personal items or injury resulting from participation in activities.
- I allow the Summer Day Camp Directors to take photographs of camp activities which may include my child, to be used for internal or external business purposes only.
- I will notify the Day Camp Coordinator prior to the first day of camp if my child has any allergies, injuries or limitations which may affect their participation with camp activities.
- I recognize that the Mid-Sun Summer Day Camp is a nut-free program. This includes any nut and almonds.

By registering your child in any of Mid-Sun Summer Day Camp programs, you hereby agree to the following:

Refund Policy:

From March 1 – May 20, 2025, a full refund will be granted, minus a \$25 admin fee per camp, to a maximum of \$100. From May 21 – June 30, 2025, a 50% refund will be offered. After June 30, 2025 no refund will be issued unless a doctor's note is provided, or if the camper's spot can be filled; if either of these requirements are met then a 50% refund will be granted. Transfers between weeks are at the Day Camp Director's discretion.

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 will be done in the form of email and/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, find 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.

Sign-In Policy:

Parents/Guardians **must** physically 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 the time to signify that Mid-Sun Summer Day Camps are now supervising their child. This is required to ensure children arrive in our care safely, and to ensure that emergency cards can be updated 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 pick up people listed for each child. **If you do not have photo identification, you will be asked to retrieve it before we can release your child. This is to ensure that the child is sent home with the right people. With over 100 kids in our care, we do our best to ensure their safety.**

To allow your child to sign themselves out during post-care (4:00PM-6:00PM), there will be a form available by request (and must be requested by the week prior to your child coming to camp) 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, debit and credit payments are accepted and must be made directly to the front office within 24 hours. Repeat instances or failure to pay the fee within 24 hours, may result in removal of child(ren) from current or future camps.

Incident Log Policy:

To ensure parents/guardians are informed about incidents (ie. major injury, behavioural instances, mental health matters etc.) 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 Coordinator 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:

We maintain a lost and found on-premises. Any items that are left at the end of each month will be donated to charity. To increase the chances of lost items being returned to the rightful owner, please ensure that all of your campers items are clearly labelled with their full names.

Nut Policy:

Mid-Sun Summer Day Camps are a **nut-free** program; 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 Coordinator will attempt to replace the food item with a nut-free alternative (if available). If using nut-free peanut butter, please inform staff in the morning of dropping your child off as to eliminate confusion, and label it as such. 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 cooperation 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 aerosol/spray-on sunscreen*, refillable water bottles, and hats so that they can enjoy their time outside.

*Note that the Mid-Sun Summer Day Camp has a strict hands-off policy (see next policy below). We require campers to bring aerosol/spray on sunscreen for easy hands-off application. Lotion sunscreen is only acceptable so long as campers can properly apply the sunscreen themselves.

Hands-Off Policy:

In order to protect our staff and the children, Mid-Sun Community Associations Staff are required to be hands off at all times. i.e. children cannot sit in a staff member's lap, no hugs, no hands-on application of sunscreen/lotions, etc.

Injury & Illness Policy:

At Mid-Sun, the health and safety of our campers are our top priorities. We have protocols in place to handle injuries and illnesses to ensure a safe and healthy camp environment.

Illness Policy:

1. **Health Screening:** Parents are responsible for monitoring their child's health before sending them to camp each day.
2. **Symptoms Requiring Absence:** Campers should stay home if they have:
 - Fever of 100.4°F (38°C) or higher
 - Vomiting or diarrhea within the past 24 hours
 - Persistent cough or difficulty breathing
 - Unexplained rash or contagious illness (e.g., pink eye, strep throat, COVID-19, flu, etc.)
 - Any other symptoms that suggest a communicable disease
3. **Notification & Pick-Up:** If a camper becomes ill during the day, parents/guardians will be contacted immediately and must pick up their child as soon as possible.
4. **Returning to Camp:** A camper must be **fever-free for at least 24 hours without medication** and show no symptoms of contagious illness before returning. A doctor's note may be required in certain cases.

Injury Policy:

1. **Minor Injuries:**
 - Camp staff are trained in basic first aid and will treat minor injuries such as scrapes, cuts, or bruises with bandages, ice packs, or antiseptic.
 - Parents will be informed of minor injuries at pick-up unless additional follow-up is needed.
2. **Serious Injuries:**
 - If a camper sustains a more serious injury (e.g., deep cuts, suspected sprains or fractures, head injuries), parents/guardians will be contacted immediately.
 - If necessary, **911 will be called, and emergency medical services (EMS) will transport the child to the nearest hospital.** A staff member will accompany the child until a parent/guardian arrives.
3. **Allergies & Medical Conditions:**
 - Parents must provide any necessary medications (e.g., EpiPens, inhalers) along with a **completed medical authorization form.**
 - Staff will follow emergency protocols for allergic reactions, asthma attacks, or other medical conditions as outlined in the camper's medical authorization form.

Medication Policy:

- Camp staff are **not permitted to administer medications** unless a completed medical authorization form is on file.
- Prescription medications must be in their **original packaging** with dosage instructions clearly labeled in a clear plastic bag with the campers full name clearly visible.
- Medications will be stored securely in our locked Front Office and administered according to parental and physician instructions.

Toilet Trained Policy:

Children registered in Mid-Sun Summer Day Camps programs **must be able to go to the bathroom without assistance.** Please ensure you pack an extra set of clothes if your child may have troubles. Without a change of clothes, parents will be required to pick up their child immediately. Depending on the nature of the accident, and if it is a repeated issue, Mid-Sun reserves the right to remove your child from care.

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 the day. If the device is used inappropriately, it will be confiscated immediately and the parents will be notified. Allowing your child to have electronics at camp is at your own risk. Mid-Sun is not responsible for any lost or stolen items.

Photograph Policy:

The Mid-Sun CA staff 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 Coordinator.

Bullying and Harassment Policy:

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

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)

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.

All policies are subject to change at the Mid-Sun Community Association Board of Directors 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 Mid-Sun CA General Manager at manager@midsun.org.