



# Welcome to the Creations Summer Program 2024!

At Creations we will have weekly themes for our daily camp schedule. We will offer endless activities that are sure to keep children engaged, happy and excited. Each week we will be participating in activities and field trips related to that week's theme. These themes have been based on the children's interests and our Grade 4-6 leaders will lead these activities. Our diverse and dynamic ranges of activities are specific to all the needs, interests and abilities that are unique to every child. We will have a large range of activities, games, crafts, etc for your children to become Little Creators.

Creations Summer Program will be open to school aged children (Grades K-6) and will be operating out of the Willow Ridge Community Center! We look forward to exploring the wonderful amenities that our community will provide! We will be in operation for the 8 weeks in the summer, July 2<sup>nd</sup>- August 23<sup>rd</sup>. We will be closed for Canada Day Monday July 1<sup>st</sup> and Heritage Day on Monday August 5<sup>th</sup>. Our last day of camp operation will be August 23<sup>rd</sup>. Our hours of operation will be 7:00am until 5:45pm.

## Summer Plan

The weekly summer schedule is based around the different themes the children have been interested in this year.

Week 1: S.T.E.M Week

Week 2: Stampede Week

Week 3: Spy/Detective Week

Week 4: Nature/Adventure Week

Week 5: Space Week

Week 6: Sports Gamer Week

Week 7: Around the World Week

Week 8: Relaxation Week

\*Subject to change without notice.



## Daily Camp Items

1. Sneakers or shoes with backs and indoor shoes (no crocs or flipflops).
2. Healthy lunch and snacks (no nuts).
3. A bag or backpack to place all items needed for camp.
4. Weather appropriate clothing & hat.
5. Bathing suit & beach towel (water play shoes).
6. Sunscreen (SPF 40+) and bug spray.
7. Minimum 1 water bottle.

## Field Trip Policies

- Field trips are mandatory for all children that are in attendance that day. The children can choose not to participate in the activity but must attend the trip if they are present in the program.
- Parents will sign the off-site consent form at the start of the Summer Program for all field trips.
- All field trips are non-refundable.
- Child must bring a full packed lunch and drink on all field trips, unless otherwise indicated. Children may be required to eat lunch early or late due to scheduling set by field trip locations. Please do not pack food that requires heating up. Children will also need to bring a small backpack with a hat, sweater, and sunscreen in it. **DONT FORGET A WATER BOTTLE OR TWO.**
- The First Student Canada or Southland Transportation Charter Buses provides all field trip transportation. Children who do not adhere to bus safety rules will be given a written warning and parents will be notified. If inappropriate behavior continues, the child's transportation privileges may be suspended temporarily or permanently.
- Parents **CANNOT** transport children to/from field trip locations or visit them while on field trips.
- Children **MUST** be onsite at least 30min **BEFORE** trip departure time!
- Children demonstrating unacceptable behavior are not allowed on future trips. No refunds. If behavior persists after a verbal or written communication, disciplinary action may be taken at the discretion of the director.

\*All field trips and special guests will be subject to availability and health restrictions. To ensure the safety of our staff, children, and guests; our planned field trips may need to be adjusted closer to the date of trip. We have worked hard to plan activities with vendors who will allow us to rent out the facility so that we will be the only group using the facility to reduce contact with those outside of our cohorts.

## Payment and Registration

- The program fee is \$2,000 per child for the full 8-week program. The weekly program will be \$275 per week per child.
- The families registering the children for the full program will get priority placement on a first come first serve basis. The families registering for the weekly care will then be placed into any available spots. Once parents have completely filled in the registration form and submitted that to the program with 50% of the program fee they will receive confirmation of their child's (ren's) placement in the program. The remaining 50% fee is due no later than July 1<sup>st</sup> 2024. The preferred method of payment is post-dated cheques. If some families cannot do cheques they will need to make alternative payment plans with Jane Winter.
- A \$30 service charge will be charged on all NSF cheques.
- A \$30 late payment fee will be added to your program fee if all payments are not made by July 1<sup>st</sup> 2024. If all fees, including the \$30 late fee, are not paid by July 4<sup>th</sup>, then care will be terminated until all fees are paid.
- If Creations is unable to fill the minimum spots of 40 children for the summer program to operate, we will be forced to cancel our program. Parents will be contacted ASAP if we have to cancel our program and will receive a full refund for their fees paid.
- Once your child(ren) has a confirmed spot in the program there are **NO** refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Any cancellations required for medical illnesses or for any other compassionate reason please email or call Jane Winter for a potential credit. This credit can be used within your family towards any future program payments.
- If Alberta Health Services mandates a closure of our program or cohorts due to illness, we will notify all families ASAP. If we are unable to provide program care due to staff shortage for more than 72 hours, a credit will be applied to your account in the amount of 50% of your payment for the time closed. This discount has no cash value, will not be refunded, and is only available to those families returning to care following the closure.



## Policies and Procedures

Our regular policies and procedures from the parent handbooks will be enforced during the Creations Summer program. Some of the key points from our policies and procedures that will be evident throughout the summer have been pointed below:

- Creations hours of operation are 7:00am to 5:45pm. There is no supervision before or after these times. Children are not permitted to remain unattended outside waiting for parents. A late fee of \$1 per family, per minute is charged to parents arriving later than 5:45pm. The parent will be issued an invoice for the extra time that needs to be paid to Creations within 24 hours.
- Creations are not responsible for lost money/belongings or any damaged items. Please mark all belongings with your child's first and last name.
- All adults and child in the building must abide by the policies and procedures of the program.
- Parents are required to phone the program if their child will not be attending that day. If a parent is consistently not reporting their child's absence then this could result in the termination of their child's care.
- Children will be required to bring in their own lunch and snacks. Creations are a nut free environment and we ask that your child does not bring in any nut products.
- In the case of a minor accident occurring at the program the child will be given first aid treatment by a staff member. The parent will be notified when they pick up their child and will be asked to sign the accident report form, that they are aware of the minor accident.
- In a medical emergency, an ambulance will be called to transport the child to the nearest hospital. Parents will be contacted immediately. A member of staff will accompany the child and wait with them until a parent arrives.
- The parent must sign an authorization form if medication needs to be administered to a child including over the counter medications. Medication will be administered according to the labeled directions. All medication must be in its original container. Emergency medication, for example Epi Pens, will be in a place decided by the parent and Program Operator.
- In the event of any children exhibiting behavior deemed unacceptable to the program, the following disciplinary actions will be taken. **First Offense:** Parents will receive a warning letter documenting the child's behavior. **Second Offense:** The child will receive an immediate three-day suspension documented in a letter from the Program Director. **Third Offense:** Care for the child will be terminated and documented in a letter from the Program Director.
- Creations have a zero-tolerance policy for bullying and violence. Anyone engaging in such behavior will have their care terminated immediately.

