

# ORTON SUMMER CAMP

## PROGRAM POLICIES

**Camp Hours:** Each week has been designed with scheduled activities between the hours of 9:00 am and 4:00 pm. *Extended hours are available upon request to take the stress off your workday. Arrangements MUST be made in advance when completing your registration.*

**Extended Hours:** Time slots are 8:00 am to 9:00 am and/or 4:00 pm to 5:00 pm. These rates are per family (up to 3 children):

- \$40 for 8:00 am to 9:00/week
- \$40 for 4:00 pm to 5:00 pm/week
- \$70 for AM and PM/week

These fees are a flat rate and not adjusted to the amount of time required in a time slot or the number days required in that time slot throughout the week. **Fees must be paid with your registration for each week.**

*\*If supervision precedes or exceeds the designated hour, you will be charged an additional \$10.*

*\*\*Please contact us if you require supervision outside of the extended hours and we can try our best to accommodate you and your children.*

**Drop Off:** Feel free to arrive anytime between 8:50 and 9:00am. Programs start at **9:00 am**. Please park in the parking lot or along John Street. For safety reasons, you must sign in your child(ren) each day.

**Pick Up:** Campers are ready for pick up at 4:00 pm following their fun-filled day. For security purposes, you must sign out your child(ren) each day. To accommodate those of you who need to leave before 4:00 pm, please let your child and Director know the morning-of what time you will be coming. This ensures that we will have your child ready to go!

**Lunches, Snacks & Water:** All campers **must supply their own food and drink**, (see Campers' Packing List). Please adhere to the following three initiatives when preparing lunches.

- *Safe and Caring Environment* - absolutely no nuts!! Please ensure that the Camp Directors are aware of food allergies prior to the camp week. We will gladly prohibit other food items as required if reasonable.
- *Healthy Active Living* - we will do our job to give our camper loads of activity, fresh air and clean water - please send them with nutritious lunch and snacks, along with a refillable water bottle.
- *Environment Awareness* - all activities will emphasize an appreciation for the environment. Please try to send litterless lunches.

**Outdoor Policy:** This camp will take place strictly outdoors! We want children to truly connect with nature through our engaging and safe programs. The new pavilion, tents, and trees will provide adequate coverage during hot days and/or rainy moments.

**Inclement Weather:** All camp days will continue rain or shine. Campers should be prepared to enjoy playing in all elements; thus, a change of clothes, layers, rain coats and rubber boots will be needed (see Campers' Packing List). Of course, for safety reasons, no outdoor activities will take place during electrical storms. During these times, we will bunker down in pavilion to work on our crafts, complete our nature studies and play board games. Regular programs will not take place - early pick up is perfectly fine.

**More About Clothing:** Because of our outdoor policy, we want to emphasize the need for appropriate clothing and safety accessories for all campers:

- Dress for all weather - dress in layers, hiking/running shoes, rubber boots, rain coat etc.
- Please send your child to camp with a full extra set of clothing (in case they get wet/too dirty)
- Closed-toed shoes are mandatory!
- Hat
- Sunscreen (must be applied before arriving to camp)
- Bug spray
- A reusable water bottle, filled daily with fresh water

*\*\*Please label all clothing and accessories*

**Washrooms:** Because of our strict outdoor policy, we will have clean and safe portable toilets for campers to use. We will also have a handwashing station located conveniently outside the washrooms.

**Health & Medical Form:** Complete one per camper. Campers will not be permitted on site without this completed and signed form. Email or Mail forms prior to camp start date.

**Bikes:**

Feel free to bring a bike and helmet to our camp sessions. If you want to leave the bike overnight, Orton Summer Camp is not responsible for any lost, stolen or damaged items. A lock is recommended.

**Make-up (due to child illness):** Camp days cannot be made up due to camper absences, unless they are unable to attend or participate for an entire camp week for medical reasons. At this point you may apply to choose an alternate date or request a cancellation.

**Cancellation with a medical certificate:** If a camper becomes ill and unable to attend or participate in camp for the entire week for medical reasons, parents may apply for a full cancellation. A medical certificate will be required and either an alternate week will be provided, space permitting or a full refund issued. Every attempt should be made to inform the Camp Directors as soon as possible and a medical certificate must be provided prior to the start of the camp.

**Cancellation without a medical certificate** will be partially refunded 1 month prior to the camp start dates. This is due to the large investment in supplies, staff and preparation required. No refunds will be issued following this time without a medication certificate.

**Change of week requests** will be made only upon availability of space. A \$25.00 administration fee will be applied.

**NSF cheques** will be charged a fee of \$25.00 to \$50.00 depending on bank charges. Replacement should be made prior to the beginning of the camp week.

**Camp session cancellations:** For a camp session to run, a minimum of *8 campers* is required. You will be notified in advance if a camp session will be cancelled, and you will be fully reimbursed.