

Carleton Place & District Youth Centre



LEADERSHIP SUMMER CAMP 2021

Available Between: July 5th to August 28th 2021

AGES: 13-18

Camp Hours: 10:30-3:30 PM

Drop Off 10:30 PM - Pick Up/ Walk Home 3:30 PM

\$75 for the week (\$60 August 4-7)

Participants should attend every day for best learning experience, and will be tested at the end of the program to receive a certificate! Participants are welcome to volunteer after completing the program, pending gathering limitations.

Registration forms can be downloaded from our website at www.cpyouthcentre.org

REGISTER BY EMAIL: Coordinator@cpyouthcentre.org

Forms and payment must be completed before or onsite at sign in of your/ child(ren)'s first day. We currently only take cash or cheque at this time.

FIRST COME FIRST SERVE | PLEASE COMPLETE FORMS IN ADVANCE TO RESERVE SPOT

Address: 360 Edmund St. (back entrance of Carambeck Community Centre)

For more information please contact 613-257-8901

Please carefully read all pages of this form prior to registering.

COVID-19 NOTICE - NEW CAMP FORMAT INFO Page 3

Leaders Today. Leaders Tomorrow. Leaders for Life.

CPYouthCentre Leadership Summer Camp

Available Between: July 5th to August 28th 2021

AGES: 13-18

Camp Description: This 1 week, half day program for 13-18-year old's focuses on having fun while providing participants with knowledge, skills, resources and tools to be a prepared, responsible and engaging leader for camp counselor or child care like roles. Participants will get experience preparing and/or facilitating activities for a variety of ages. Participants will be in one small group, size pending gathering limits, for camp which also includes fun and creative physically distant sports, games, and crafts. Activities will be held outside whenever possible and enhanced safety measures will be in place.

****Important Notice:** There may be no day trips/excursions this year that require transportation. Should gathering limits allow, leadership camp may participate in day trips/excursion such as beach swims or park visits.*

WHAT TO BRING TO SUMMER CAMP: Lunch and one or more snacks. Personal reusable water bottle. Towel, change of clothing, running shoes, swim wear, sun screen, bug spray, sun glasses, hat, flip flops/sandals, and a jacket for inclement weather. Put on sunscreen before camp, campers are expected to reapply during the day.

Please arrive on time for the optimal learning experience!

WEEKS TO REGISTER FOR!

Camps may be cancelled/merged if low registration. More spots may become available should gathering limits increase.

July 5 to 9 - \$75 for the week - 10:30 AM - 3:30 PM

July 12 to 16 - \$75 for the week - 10:30 AM - 3:30 PM

July 19 to 23 - \$75 for the week - 10:30 AM - 3:30 PM

July 26 to 30 - \$75 for the week - 10:30 AM - 3:30 PM

Aug 3 to 6 - \$60 for the week - 10:30 AM - 3:30 PM

Aug 9 to 13 - \$75 for the week - 10:30 AM - 3:30 PM

Aug 16 to 20 - \$75 for the week - 10:30 AM - 3:30 PM

Aug 23 to 27 - \$75 for the week - 10:30 AM - 3:30 PM

*HST included in all prices.

CPYC LEADERSHIP SUMMER CAMP 2020 – COVID19 MEASURES AND STRATEGIES (MAY BE UPDATED FOR 2021)

CPYC has designed camps in accordance with Provincial guidelines and advice from Public Health that support preventative measures and mitigation strategies, including physical distancing measures and group sizes. Some of the enhanced and strict public health measures that will be in place include:

- *Smaller group size*
- *Maintaining physical distancing requirements*
- *Frequent sanitization and cleaning in high use areas*
- *Screening protocols for campers and staff*
- *Partitions installed to act as sneeze guards where appropriate*
- *Floors marked and pylons used to mark physical distancing measurements of two metres*
- *Staff will wear Personal Protective Equipment, including cloth face masks, when physical distancing can't be maintained*
- *Camp participants are encouraged to wear cloth face masks during activities where it may be difficult to maintain a distance of two metres*

The camp will not include field trips requiring group transportation, indoor swimming, skating, guest speakers and entertainers, or specialty summer camp programming. Instead the camp will focus on fun and creative physically-distanced sports, games, and crafts this summer with activities held outside whenever possible. The Camp may make local trips such as Nature Walks, Scavenger Hunts, or Orienteering, while maintaining preventative measures and mitigation strategies.

Camp participants will be split into smaller groups, with members of the same household can be in the same group if desired.

Campers will be screened for symptoms upon arrival, which will be recorded on the sign-in sheet. The sign-in and screen process will take place outside and physical distancing will be enforced.

Staff will be keeping daily records of anyone (e.g., camp participants, staff and essential visitors) entering the program setting who stays for 15 minutes or longer. Records, including their name, contact information, time of arrival and departure, and screening completion will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Staff will be wearing Personal Protective Equipment (PPE) when appropriate. Visitors and the general public will not be allowed at the Youth Centre. Physical distancing of 2 metres will be emphasized and enforced, with the exception of staff interventions for behaviour management and issuing first aid.

Protocols will be in place if a camp participant begins to show symptoms of COVID-19 while in camp, including immediate notification to the parent/guardian and the need for immediate pick-up. The camp participant will await in an isolation area, with an employee, until pick-up.

There is the possibility of increasing the number of participants in camp as the Province increases gathering limits, but total numbers will consider facility size and available space. Day camps may be cancelled without prior notice during heat waves, in the event of a staff shortage, or if there is a spike in COVID-19 cases. Last-minute cancellations will be communicated out to parents by telephone.

We reserve the right to discharge any participant from camp who is not adhering to any safety guidelines. For more Information on Ontario Ministry of Health Summer Camp Requirements visit cpsyouthcentre.org/summer-camp

2021 CPYC Leadership Summer Camp Registration Form

Participant's Name: _____ Today's Date: _____

Mailing Address: _____

Name of Parent/Guardian: _____

Email Address: _____

Telephone #: (H) _____ (C) _____ (W) _____

Ontario Health Card #: _____ Date of Birth: _____

Medical Conditions/Allergies: _____

Photo Release

I give consent for my child, or if 18 give consent, to have photos taken and published by the Carleton Place and District Youth Centre. Please Sign next to yes or no: Yes _____ No _____

Walk or Bike Home Consent

I give consent for my child, or if 18 give consent, to sign themselves out at end of camp and to walk or bike home off of the property. Please Sign next to yes or no: Yes _____ No _____

EMERGENCY CONTACTS & AUTHORIZED PICK UPS

Name: _____ Relationship: _____

Phone #: _____

Name: _____ Relationship: _____

Phone #: _____

Additional Authorized Pick Ups (Full Names): _____

Please indicate with a checkmark which weeks you/your child will attend:

Weeks of	Monday	Tuesday	Wednesday	Thursday	Friday	Cost
July 5 – July 9						\$
July 12 – July 16						\$
July 19 – July 23						\$
July 26 – July 30						\$
Aug 3 – Aug 6	CLOSED					\$
Aug 9 – Aug 13						\$
Aug 16 – Aug 20						\$
Aug 23 – Aug 27						\$
					Total	\$

I confirm that I have been provided with the Registration Form for this program, and agree with the conditions on the form.

Signature: _____ Date: _____

CP Youth Centre Summer Camp

Excursions Consent Form

Over the course of the summer, CP Youth Centre Summer Camp participants may be involved a variety of excursions walking to the location of activity or providing an activity while walking. We would like to receive consent from parents/guardians for your child to participate, or your consent if 18, in CP Youth Centre Summer Camp activities that take place off-site.

Name of Participant: _____

Birthday (dd/mm/yy): _____

Health Card #: _____

Medical Conditions/Allergies: _____

Name of Parent/Guardian: _____

Home Phone #: _____ Cell Phone #: _____

Email: _____

A. I, the parent/guardian of the above-mentioned child, agree that my child is voluntarily participating in these excursions, or if 18, agree I am voluntarily participating in these excursions.

B. I hereby acknowledge that there are inherent risks, including mishaps or accidents that may occur while travelling to or from the locations.

C. I am aware that there are inherent risks in participating on the excursion whether the activity occurs indoors or outdoors.

D. I hereby absolve and release Carleton Place & District Youth Centre, its employees, agents, and Board of Directors from any and all liability for any injury or loss whatsoever, no matter I, or my child suffered it, while travelling to, participating, or returning from excursions.

E. I confirm that I am the parent/guardian, or if 18 as a legal adult, am aware of the effect of signing this release.

Parent/Guardian/Adult Signature: _____

Date Signed: _____

Carleton Place Youth Centre Summer Camp Program Policies

2021 Registration Policy

Registration can be done at CP Youth Centre or via email. Forms can be found on our website and dropped off at our location or returned through email. A locked mail box is located at our front door for form and/or payment drop off after your registration has been confirmed. **Registration must be received at least one week in advance of participant start date** to ensure the appropriate number of staffs are available. Ongoing registration is possible provided space is still available.

Campers registered for the week must remain in their assigned cohort. Daily registration permitting participant has not been in, or does not enroll in, another cohort/camp during the week. If participant is withdrawn anytime during the week, as per Ministry of Health requirements, your child(ren), or if an 18 year old participant, are to not join a new camp during the week.

Cancellations / Change of Dates

Registration confirms your child, or if 18, for the days/weeks you indicated. Please ensure your desired dates reflect your personal schedule as other participants may be turned away because of limited space. Date changes or cancellations are required to be made in writing one week prior to any change. Every effort will be made to try to accommodate date changes based on Ministry of Health requirements, availability and staffing. *Payment for days/week(s) being switched can be carried over provided they are requested one week in advance. Please see our refund policy for further information on refunds.*

Payment Policy

Payment is required to be paid in full at the time of registration. This secures your child's, or your space at camp for the dates indicated. If this is not possible, the balance outstanding must be paid by post dated cheques one week prior to the Monday of the weeks of participation. *If payment is not received as set out above, you or your child will not be able to attend. Methods of payment include CASH or CHEQUES ONLY please.* If Parent is writing a cheque, please indicate your child's name on the memo line of your cheque payments. A \$30 administrative fee will be charged for any returned cheques.

Refund Policy

After registration has been completed, refunds will only be granted if written notice is received by the organization no later than one week in advance of your child being absent from camp. If this procedure is followed, a refund of 50% will be issued or you have the opportunity to reschedule to another week if space is available. In the event of a cancellation due to low registration or lockdown, refunds and prorated refunds will be provided.

2021 Sign In & Out Policy

Parents or legal guardians must notify Program Staff if the participant will be late attending the program or absent. All campers must be signed in for camp every day by a parent, guardian, emergency contact or any authorized pick up name as specified on their registration form. Staff will not release a participant to any person who is not authorized by the parent or legal guardian to do so. Participants must arrive with parent/guardian for Sign In & Screening the event they do not pass the screening. Participants are allowed to walk/bike home at the end of the day with written or emailed consent from parent or legal guardian. Parents, legal guardians, or authorized individuals are responsible for the participant before the start of the program, upon arrival when picking up the participant at the end of the program, or when your child is permitted to sign out. Sign In/Out is a time to communicate with camp staff and receive updates or information about camp activities and/or your child.

Aggressive Behaviour Policy

Carleton Place Youth Centre ensures a non-violent environment at our camp, where each participant is safe and feels a sense of security and well being. As such, violent and aggressive behaviour will not be tolerated and will be subject to a progressive action plan up to and including discharge.

Action Plan

Warning 1 - Participant will be asked to sit out or other appropriate discipline that will be implemented by the Staff. A note will also go home to the parents to inform them of the next steps to be taken.

Warning 2 - Talk to the parents to discuss solutions to the problem as well as what actions can be taken during program hours and at home.

Final Action - The participant will be removed from the program.

All warnings will be documented on a log sheet by the Program Staff and Executive Director

Photo Release Policy

Photos and videos may be taken of you, or your child while participating in programs or activities with Carleton Place Youth Centre Summer Camp. These may be used within our facility, on advertising and promotional material, printed in local print media or posted on our social media sites on the Internet. Please notify using the photo release consent if you do not wish to have you or your child appear in any photo or video used to promote our camp.

Medication Release Policy

If you, or your child requires medication while attending camp, please ensure a Medication Release form is completed. Any medication that is dropped off must be in a plastic bag and clearly labeled with your child's name and administration instructions. Staff will not administer medication without your consent.

2021 Illness/Injury Policy

If you, or your child is sick, please DO NOT send them to/ attend camp for the safety and well being of staff and other campers. We strongly encourage you/your child receive testing for COVID19 if you feel they are showing signs and symptoms of the virus. If you/your child does not have COVID19, please do not attend camp until they have been symptom free for 24 hours. If participant comes to camp sick or with an infection or becomes sick during the day, parent/guardian/authorized pick up will be called to pick them up immediately. Protocols will be in place if a camp participant begins to show symptoms of COVID-19 while in camp, including immediate notification to the parent/guardian and the need for immediate pick-up. The camp participant will await in an isolation area, with an employee, until pick-up. If participant feels sick or receives a minor injury while at camp an incident/accident form will be completed and you will be notified at pick up time. If an injury warrants further attention, the management staff will be notified and parents will be contacted if required.

Day camps may be canceled without prior notice in the event of heat waves, staff shortage, or if there is a spike in COVID-19 cases. Last-minute cancellations will be communicated out to parents by telephone.

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