

## CPDYC WINTER BREAK CAMP ENROLMENT FORM

Camp for children/youth ages 8-12, in a group of up to 12 participants for fun and creative physically distant sports, games, and crafts. Lunch and snack included! Outdoor activities whenever possible and enhanced safety measures will be in place. Dress for indoor and outdoor activities. Structured activities are from 9 am to 4 pm. Pre-Care 8 to 9 AM, and Post Care 4 to 5 PM at no additional cost. \$15 per day!

Child's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone #: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Ontario Health Card (optional) #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_ Age: \_\_\_\_\_

### Photo Release

I give consent for my child to have photos taken and published by the Carleton Place and District Youth Centre. Please initial next to yes or no to allow or disallow consent: Yes \_\_\_\_\_ No \_\_\_\_\_

### EMERGENCY CONTACTS & AUTHORIZED PICK UPS

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Phone #: \_\_\_\_\_

Additional Authorized Pick Ups (Full Names): \_\_\_\_\_

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

Weeks of	Monday	Tuesday	Wednesday	Thursday	Cost
Dec 20 to Dec 23					\$
Dec 29 & Dec 30	Not Available	Not Available			\$
<b>TOTAL:</b>					

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

## **Carleton Place and District Youth Centre – DAY/BREAK Camp Program Policies**

### **COVID19 SAFETY SCREENING AT THE YOUTH CENTRE**

Any person accessing the facility (e.g., staff, volunteers, participants, parents, etc.) should perform a COVID-19 self-assessment every day before or when they arrive at the facility ([covid-19.ontario.ca/self-assessment/](https://covid-19.ontario.ca/self-assessment/)) Upon completion, show us in person or please send the results PDF to us via Facebook Message or [coordinator@cpyouthcentre.org](mailto:coordinator@cpyouthcentre.org) All participants, parents, volunteers, and staff are required to wear a mask, physically distance, and follow all COVID SAFETY Facility and Program Rules. Any person with a symptom(s) must not enter the facility, should self-isolate and consider getting tested at a local assessment centre.

### **2021 Registration Policy**

Registration can be done at CPYouthCentre with a staff via email. Forms can be found on our website and dropped off at our location or returned through email. A mail box is located at our front door for from and/or payment drop off after your registration has been confirmed either in person or via email. **Registration must be received at least one week in advance of your child's start date** to ensure the appropriate number of staff are available.

### **Cancellations / Change of Dates**

Registration confirms your child for this program. Cancellations are required to be made in writing one week prior to any change. **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 space at camp for the dates indicated. *If payment is not received as set out above your child will not be able to attend.*

**Methods of payment include CASH, CHEQUES, or ETRANSFER please.** 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. Cheques are to be paid to Carleton Place Youth Centre. Please contact us to receive the etransfer email.

### **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.

### **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**

CP Youth Centre ensures a non-violent environment at our camp, where each child 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      Child 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.
- Warning 3      The child 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 your child while participating in programs, activities, or events. 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 your child appear in any photo or video used to promote our camp.

### **Medication Release Policy**

If 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 labelled with your child's name and administration instructions. Staff will not administer medication without your consent.

### **2021 Illness/Injury Policy**

If your child is sick, please **DO NOT** send them to camp for the safety and well being of staff and other campers. We strongly encourage your child receive testing for **COVID19** if you feel they are showing signs and symptoms of the virus. If your child does not have COVID19, please do not send them to camp until they have been symptom free for 24 hours. If your child comes to camp sick or with an infection or becomes sick during the day, you will be called to pick them up immediately from our isolation area. 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 your child 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 cancelled without prior notice in the event of extreme weather, staff shortage, or if there is a spike in COVID-19 cases. Last-minute cancellations will be communicated out to parents by telephone.

*Providing Programs and Services in Carleton Place & Area since 1995*