


CPYC MARCH BREAK CAMP 2023

\$200 for the whole week or \$40 per day

Camp for children/youth ages 8-12 with fun and creative sports, games, and crafts. Lunch and snack included! 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.

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: _____

How did you learn about the Camps? Please check all that apply.

Our Website

Facebook

Instagram

Twitter

A friend

School

Photo Release (Please Initial)

I give consent for my child to have photos taken and published by the CPYC: Yes _____ No _____

Sign Out Consent (Please Initial)

I give consent for my child to *sign out* at the end of the day to travel home from CPDYC: 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:

Themes:	<i>Outer Space / Superheroes</i>	<i>Travel the World</i>	<i>Carnival</i>	<i>Disney / PJ's</i>	<i>St Patrick's Day</i>	
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Total Cost
March 13-17						\$

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

Signature: _____ **Date:** _____



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CPYC Camp Excursions Consent Form

Participants may be involved a variety of excursions walking, bussing, or taxi van 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 in CPYC Camp activities that take place off-site.

Name of Child: _____

Birthday (dd/mm/yy): _____ Age: _____

Health Card # (optional): _____

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.

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 Youth Centre, its employees, agents, and Board of Directors from any and all liability for any injury or loss whatsoever, no matter my child suffered it, while travelling to, participating, or returning from excursions.

E. I confirm that I am the parent/guardian and I am aware of the effect of signing this release.

Parent/Guardian Signature: _____

Date Signed: _____



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PROGRAM POLICIES

2023 Registration Policy

Registration can be done at CPYC or via email. You must confirm with us before providing us your forms. 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 form and/or payment drop off after your registration has been confirmed. **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 EFT ONLY 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. Contact us for the proper email to transfer funds to.

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.

2023 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 and out 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. 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



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CPYC 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.
- Final Action 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 or activities with CPYC and CPYC Camps. 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.

2023 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.

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

Cpyouthcentre.org