

# 2019 SUMMER CAMPS PARENT HANDBOOK

hop! skip! jump! Indoor Play Space  
Moncton Branch



Space Manager  
Kimberly Pullen

# Registration

## Registration

- The Early Bird Registration will run from April 1st, 2019 – May 12th, 2019. The cost for early bird registration will be \$159.99 + HST.
- After May 12th, 2019 the cost will be \$179.99 + HST.
- Additional weeks (second, third, fourth – not a sibling discount) will be 15% off of the regular price.
- The payment will include a \$50 non-refundable, non-transferable administration fee.
- You must pay in full at time of registration.
- There will be 60 spots available each week for children ages 5 – 10.
- Campers will be sorted into groups of 10 (with one counsellor responsible for each group). Groups may be smaller based on registration, or ages, but groups will NEVER exceed 10. Groups will do some activities together (visits to the park, field trips, play structure) and some activities with just their group (arcade, crafts, climbing walls). Groups will be primarily based on age. Requests for siblings, cousins, or friends to be in the same group will be considered, but are not guaranteed.
- All children who are attending camp must be potty trained.

## Registration Form

- Please find the registration forms linked to the camps page at [hopskipjump.ca](http://hopskipjump.ca) or at our front desk.
- Please note the following:
  - o Siblings must have individually completed forms
  - o You may use a single registration form for all weeks of camp, provided that the information given is accurate for the dates of the program
  - o You are responsible for informing staff if this information changes from the time of registration
  - o Registration Forms can only be completed by parents or legal guardians of children attending camps.
  - o Please indicate if you would like your child to be included in photos. Photos may be shared to social media (including but not limited to hop! skip! jump! website; Facebook; Instagram; twitter).

## Medication Form

- Please ensure you complete the attached medication form if required.
- You are responsible for informing staff of any changes to current medical needs.

## Walking Form

- Please ensure you indicate how your child will be leaving the facility each day (walking self/pick-up by parent). Please review the walking policy below if you are choosing to have your child walk themselves home.

## Out-trip Form

- The attached out-trip form is for our daily trips to the park. All other outings will have a new out-trip form which will outline the date and time for the field trip, the intended destination and the method of transportation.

## Contact Information:

- Camp Coordinator
  - o Email: [camps\\_mon@hopskipjump.ca](mailto:camps_mon@hopskipjump.ca)
  - o Front Desk: 506-859-4406

## Program Location

- hop! skip! jump! Day Camp will take place on-site at hop! skip! jump! Indoor Play Space Moncton Branch. Camps will either take place out of the blue room or orange room. Campers will have use of the play structure everyday. The climbing walls and arcade will be scheduled throughout the week. Campers may not do these everyday. Campers will be given the option of arcade/climbing wall or play structure.
- Out-trips to the local park will occur on Monday, Tuesday, Thursday and Fridays. There will be **NO** alternative activities available for children who cannot go on out trips.
- Store Information
  - o Front Desk Phone: 506-859-4406
  - o Address: 117 Trinity Dr, Moncton, NB E1G 5J2
- Canadian Heights Park: 35 Chelsea Rd, Moncton, NB E1G 1H8

## Social Media

- Facebook: [hopskipjumpmon](https://www.facebook.com/hopskipjumpmon)
- Twitter: [hopskipjump\\_mon](https://twitter.com/hopskipjump_mon)
- Instagram: [hopskipjump\\_mon](https://www.instagram.com/hopskipjump_mon)
- Website: [hopskipjump.ca](http://hopskipjump.ca)

## Items to Bring:

- Each day children should bring a backpack that contains the following items:
  - o Sunscreen
  - o Bug Repellant
  - o Healthy Lunch and 2 Healthy Snacks
  - o Change of Clothing
  - o Hat
  - o Socks for in the Play Structure
  - o Water bottle
  - o Bathing Suit
  - o Swim Shirt/Extra T-shirt
- Please ensure all your child's belongings are properly labelled with his/her first & last name.
- If children forget socks they will be provided socks at the cost of \$2 plus HST as no one can play in the structure without socks.

# Absence and Sign-out Procedures

## Absence

- If your child will be absent from camp we require that you notify hop! skip! jump! staff before 9:30am.

## Signing Out

### Walkers

- Only children ages 8 – 10 are eligible to walk home on their own. Parents must fill out the supplied walker's permission slip.
- Once children are signed out at the appropriate time by staff, hop! skip! jump! no longer hold's liability for the child.
- Staff are required to provide written record of the time of child's departure and program staff initials.

### Sign-out

- You must sign the written record at pick-up. You will be required to recorded the time of child's departure and initials of person authorized to pick-up the child.
- Staff will ensure that those picking up a child are authorized to do so as indicated on the Registration Form or through another form of written consent. To ensure identity, staff will request valid ID from the person picking up the child (Driver's License; Passport; etc). Children will not to be released to unauthorized persons. If necessary, telephone calls to parents or legal guardians will be made to confirm authorization.

## Lost and Found

- hop! skip! jump! holds no responsibility for items lost or stolen during camps.
- Found items of particular value such as personalized earplugs and medicines, are held onto at the front desk for up to 3 months.
- Any other lost and found items will be held until the end of the month, at which point any remaining items will be donated to the Salvation Army.

## Personal Belongings

### Electronics

- Electronics (including but not limited to: cell phones; gameboys; tablets, laptops, iPad) are not permitted in camp. If children arrive with electronics they will promptly returned to parents. If electronics are discovered later in the day they will be locked away until they can be directly returned to parents at the end of the day.

### Other Belongings

- Children should not bring toys, balls, or jewelry to camp. Any items brought to camp will promptly be returned to parents.

- hop! skip! jump! assumes no responsibility for items that are lost, stolen or damaged under ANY circumstances.

## Sun-Safety

### SunScreen

- You must provide sunscreen labeled with your child's name. Sunscreen CANNOT be shared.
- We require sunscreen that is water resistant, with broad spectrum protection, and an SPF of 25 or higher
- Registration implies permission for staff to assist with sunscreen. Staff will assist with the application of sunscreen (and reapply as needed) to the camper's skin that is not covered by clothing 20 minutes prior to outdoor time.
- You are asked to send your child to camp with sunscreen already applied on days where the UV Index is planned to be 3 or higher.

### Hats/Sunglasses

- You are required to send a hat each day. The hat provided should protect the face, neck and ears. Baseball hats are not recommended because they do not protect the neck or ears.
- We strongly recommended sending sunglasses on days where the UV index is planned to be 3 or higher.

### Clothing

- Children should wear clothing that is tightly woven and covers as much of their skin as possible.
- You are required to provide a t-shirt or swim shirt to be worn over your children's bathing suit.

## Inclement Weather

### Heat

- If the temperature outside is expected to reach about 30C the daily schedule may be shifted to allow outdoor time in the morning.
- Once temperatures reach above 30C, camps will remain indoors and participate in groups activities planned by their counsellors or will spend time in the play structure.
- Your child will continuously be reminded to drink water by staff.

### Rain

- Camps will still attempt to go out even on rainy days. The plan for outside time may be adjusted to avoid the rainiest time, or the group may change plans to go on a short walk. You should plan accordingly and provide rain boots and a rain coat.
- Please do not send umbrellas to camp.

# Behaviour

We want your child(ren) to have the best experience possible in our camps. If your child is having a negative experience in our program, please contact the camp coordinator, so we may address the problem early on. The following rules are set out with the purpose of setting limits for children which in turn will ensure a safe and secure environment.

## Bullying

- Defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
- Our staff will ensure a bully-free environment. hop! skip! jump! has a zero-tolerance policy for any and all forms of bullying. This also extends to any cyber-bullying that is brought to the attention of staff.
- The parents of campers who are engaging in bullying will be informed. In extreme situations, the camp coordinator may make arrangements for the camper to be sent home for the day or dismissed from the program without a refund.

## Language

- Swearing and the use of distasteful words in speech or songs is unacceptable at camp. The use of obscenities and swearing is not allowed by anyone visiting hop! skip! jump!
- The parents of campers repeatedly using bad language will be informed if requests for restraint are ignored. In extreme situations, the camp coordinator may make arrangements for the camper to be sent home for the day or dismissed from the program without a refund.

## Violence

- Campers must be aware that physical violence is never the solution to any problem.
- Parents will be informed of a child who uses physical violence against a staff member or fellow camper. Violent behaviour, or threats of violence can result in a camper being sent home for the day or dismissed from the program without a refund.

## Insubordination

- Staff should ensure campers are aware of and respectful of the camp rules. As well, staff should ensure campers are following the instructions of their counsellors and other staff employed at hop! skip! jump!
- Behaviour contrary to camp or hop! skip! jump! rules can be harmful to staff and dangerous to campers. Serious disregard may result in parents being informed and, if necessary, the camper being sent home for the day or dismissed from camp without a refund.

## Discipline

### Procedure for Discipline:

- o Staff will redirect the camper to more appropriate behaviour
- o If inappropriate behaviour continues, the camper will be reminded of the rules and expectations and the camper will be asked to decide on action steps to correct

his/her behaviour (if they cannot decide on steps on their own a staff member will assist)

- If a child's behaviour still does not meet expectations, he/she will be directed to the camp coordinator
- If inappropriate behaviour continues, the parents/guardian of the camper will be contacted and notified of the behaviour incident. Depending on the behaviour parents may be asked to pick their child up from camp. You will be asked to provide strategies for controlling the behaviour.
- If strategies do not help in the matter as a final action step the camper may be dismissed from camp.

## Lunch/Snack

### Snacks

- You are responsible for providing 2 healthy snacks each day. Please do not send any candy; popcorn; gum or pop.
- If your child forgets their snack they will be provided snacks from the café. These snacks will be charged back to you at the end of the day. Your child will be provided the following options with the cost to parents.
  - Choice of one fresh fruit (ex: apple; orange; banana)
  - Choice of one of the following:
    - Harvest Snaps
    - Raisins
    - Granola Bar
    - Fig Bar
    - Fruit to Go

### Lunch

- You are responsible for providing a healthy lunch for their child(ren) each day. Please do not send any candy; popcorn; gum; or pop.
- If you child forgets their lunch they will be provided a lunch from the café. This lunch will be charged back to you at the end of the day. Your child will be provided the following options:
  - Choice of Milk or Juice Box
  - Choice of Veggie Cup or Fruit Cup
  - Choice of one of the following:
    - Grilled Cheese
    - Soy Butter and Jam Sandwich
    - Turkey Wrap
- On Friday's campers will be able to make a 6" pizza using the ingredients from the café. Please alert staff if your child has any known allergies. Please remember to still send snacks and a drink on Friday as these will not be provided.
  - Parent's may also want to send fruit or vegetables to be eaten with the pizza.
  - Fruit cups and Veggie Cups can also be purchased in the morning from hop! skip! jump!'s café and staff will provide these to children at lunch.

- Drinks may also be purchased from the café in the morning and provided to children at lunch hour.

### Nuts:

- Camps are to be nut free; including all tree nuts and peanuts. If parents have questions about this policy they should be directed to camp coordinator.

## Health Guidelines:

### General Rules

- If your child cannot participate in all of the daily activities, then he/she is not well enough to come to camp that day.
- If your child contracts a communicable condition, you must inform the camp so families can be notified.
- If your child becomes ill while in the care of hop! skip! jump! you will be contacted so that you can make arrangements for their child. Your child should not be left in the care of hop! skip! jump! for more than 2 hours when ill.
- The director and staff have the right to refuse care if a child is obviously too ill to attend.
- For specific illness you should follow the public health exclusion policies.

### Lice

- Your child will be excluded from camp until first treatment is complete and there is no evidence of live lice.

### Vomiting/Diarrhea

- Your child will be excluded until vomiting and diarrhea free for a minimum of 24 hours.

### Fever

- If your child has a fever below 100F and is still active and participating and does not show any other signs of illness they may attend camp.
- If your child has a fever below 100F and is not participating or is showing other signs/symptoms of illness they will be excluded.
- If your child is exhibiting a fever of 100F or greater; they will be excluded from camp until fever has been below 100F for a minimum of 24 hours.

### Medication Policy

- All medications must be provided by the parent or guardian in the original container with the original label. They must have child proof-capping and be identified with the dosage and the name of the child for whom the medication is intended.
- Prescription medications must have (in addition to the above) the name of the physician or doctor; instructions; and the time period of use.
- You must provide written consent for all medications.



- hop! skip! jump! will refuse to care for a camper that requires the use of emergency medication (i.e. Nitroglycerin, inhaler, EpiPen) that arrives to the program without their medication.

## Refunds/Late Fees

### Refunds

- You can receive a refund for the cost of camp (minus the administration fee – applicable to each child and each week registered) up to one week prior to the commencement of the first day of camp. If you wish to withdraw your child from camps past this date, no refund will be offered.

### Cancellations

- We will do our best to avoid program cancellations however, hop! skip! jump! reserves the right to do so if necessary. In this circumstance, your child will be accommodated in an alternate camp or alternative week or you will be provided a full refund including the administration fee.

### Late Pick-up Fees

- You must inform staff if you will be late to pick-up.
- For every 5 minutes you are past the pick time (5:45pm) you will be charged \$2 + HST. This charge must be paid day of.
- If you are frequently late for drop off times, the camp coordinator will attempt to resolve the problem with you. If the situation does not improve, and the matter is not remedied, your child may be dismissed from the program without a refund.