

2023 Glenbow Ranch Park Foundation



Summer Camp Policies

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Commitment to Children

Policy Statement:

Glenbow Ranch Park Foundation (GRPF) upholds the High Five Commitment to Children policy by enhancing healthy child development within sport and recreation programs. The following commitment statement implants goals to create high quality programs and care for children and their families.

Policy Procedure:

Environments for children aim to be:

- Secure, safe, and stable
- Caring
- Stimulating
- Accessible
- Challenging
- Considerate of personal space needs and special needs
- Welcoming of diverse races, cultures and abilities

Activities for children:

- Provide age appropriate, engaging educational interaction with Glenbow Ranch Provincial Park (GRPP).
- Allow for a combination of self-directed and leader-directed activities.
- Provide children with opportunities for input, involvement, and choice.
- Reflect both assessed and expressed needs.
- Provide opportunities for active participation and reflection.
- Encourage cooperation and friendship.
- Incorporate varied learning styles and developmental stages.
- Recognize uniqueness and encourage mastery.
- Value and incorporate cultural and racial diversity.

Leaders:

- Ensure all children are treated with respect, honesty, and trust.
- Recognize and accept children's individual needs and circumstances.
- Employ positive behavior-management methods.
- Help children value and celebrate diversity in the community.
- Model appropriate behavior.
- Evaluate the program and leadership to ensure improvement and reflect changing needs.

Cancellation Policy

Policy Statement:

- 100% refund minus \$30 admin fee for cancellation with more than 30 days notice.
- 50% refund minus \$30 admin fee for cancellation with more than 15 days notice.
- 100% credit minus \$30 admin fee for cancellation with less than 15 days notice.

Policy Procedure:

Cancellations will be handled through our booking software Amelia/ Smart Rec. Cancellations can be made right on your account. For help with making a cancellation please see the article below and scroll down to cancellations or call our Visitor Information Centre at 403-851-9053: <https://www.amilia.com/store/en/glenbowranch/shop/programs/84642>

Policy Goal:

To make bookings and cancellations easy for all people.

Inclusivity

Policy Statement:

We welcome opportunities for campers of different abilities to have a support person with them during summer camp. GRPF staff do not have the resources to provide specialized care for individual campers.

Policy Procedure:

- If your child needs an Educational Assistant or extra behavioral support in school, you must provide this for them at camp. Please ensure this is communicated and planned with GRPF before starting summer camp.
- Staff are trained on how to modify activities to be inclusive.

Policy Goal:

To create successful programming for campers of many abilities.

Camper Safety:

Medical

Policy Statement:

The safety of GRPF campers is our first priority and medications should be handled with expertise.

Policy Procedure:

- GRPF camp counselors and volunteers are not to give or apply any medication to a child.

- If a child needs medication, in extreme cases where Epi-pens and puffers are needed for allergies or asthma, please use linked [“Medical Authorization Form”](#) or see the form at the end of these policies with written instructions. This should be filled out and signed by a parent and referring physician / pharmacist and reviewed with GRPF prior to camp.

Policy Goal:

To be aware of all life-threatening medical conditions and prepared to support campers as needed.

Food Allergies

Policy Statement:

Though GRPF summer camp encourages all participants to refrain from bringing nut products to our programs, we are in a Provincial Park with many other guests and therefore, cannot guarantee there will be no exposure to nut products while attending a youth program. Those participants with peanut or other allergies (for example, dairy) are strongly encouraged to bring any lifesaving support with them.

Policy Procedure:

- Guardians will be requested to bring nut-free snacks and food.
- Staff will also bring nut-free foods.
- Campers with severe allergies will be given a yellow sticker on their name tag to increase safety precautions

Policy Goal:

To create a safe and healthy camp experience for all campers.

Bug Repellent/Sunscreen

Policy Statement:

The safety of GRPF campers is our priority including safe physical touch. GRPF staff may help to re-apply sunscreen and/or bug spray throughout the day to your child when needed.

Policy Procedure:

- GRPF requests that children come with sunscreen and/or bug spray on and with them in their backpacks.
- Counselors will help with the back of the neck, ears, etc. Campers will be responsible for arms and legs.
- Campers are required to bring their own sunscreen and bug spray.

Policy Goal:

To create a safe and healthy camp experience for all campers.

Illness

Policy Statement:

Parents and guardians are responsible for bringing their children to camp when they are well and keeping them home when they are showing signs of illness.

Policy Procedure:

- If campers have symptoms of illness, other than a runny nose, please keep them at home until they are well enough to come to camp.
- Please stay home for 24 hours after a fever or throwing up.
- Campers are encouraged to wash their hands or use hand sanitizer regularly.

Policy Goal:

GRPF summer camps intend to provide a safe and healthy environment for all campers and reduce the risk of infectious transmission.

Staff and Volunteer Training

Policy Statement:

Camper safety is our top priority at GRPF. All staff come trained or are trained with the best standards for our campers.

Policy Procedure:

All GRPF Staff and Volunteers:

- Completed Robust GRPF facilitator training
- Are 18 years of age or older
- Have completed a Vulnerable Sector Search

All GRPF Staff are:

- Thoroughly screened during hiring
- Certified in Standard First Aid/CPR-C
- Trained using [“High Five Principles of Healthy Child Development”](#)
- Trained on GRPF safety policies and procedures

Policy Goal:

To create a safe and healthy camp experience for all campers.

Inclement Weather

Policy Statement:

GRPF staff will use safety guidelines and their discretion when making decisions in inclement weather. Glenbow Ranch Park Foundation has indoor space and staff have activities prepared when the program plan changes due to inclement weather.

Policy Procedure:

- **Lightning:** If GRPF staff sees Lightning, they must count the time until thunder is heard. If that is 30 Seconds or Less, a storm is close enough to be dangerous and campers will head up to our learning center for indoor activities. Staff and campers will wait 30 minutes from the last lightning strike before returning outside.
- **Rain:** Shelter from rain will be up to the discretion of the camp counselors. Extra clothing is recommended for campers, as some outdoor activities may be executed in rainy weather.
- **Heat:** Regular breaks will be given at all temperatures. If the temperature is higher than 27 degrees Celsius, programming will be moved inside or into the shade to avoid heat exhaustion.
- **Air Quality:** Programming will be moved inside if air quality rises above a moderate level (7+).

Policy Goal:

To stay safe even when the weather changes quickly.

Camper Sign in and Sign out

Policy Statement:

Glenbow Ranch Park Foundation has a system implemented for monitoring the safe arrival and departure of children for all full-day summer camps. Having this policy minimizes the potential risk of injury and danger to children attending programming with Glenbow Ranch Park Foundation. Leaders will take attendance as children arrive and follow up on absent children shortly after the program's start time. The child's safety is put first by all GRPF staff. Parents, care givers, and legal guardians need to be informed if their child is unaccounted for so that they can take immediate action to locate and ensure the safety of their child.

Policy Purpose:

To help protect the safety of children by ensuring that leaders, supervisors and parents, caregivers and legal guardians know the location of absent children. This policy does not release the parent/caregiver or legal guardian from their responsibility for their child's safety. This policy can be modified considering unusual conditions such as inclement weather or known transportation delays.

Parents are encouraged to phone the facility in advance to advise leaders if their child will be late or absent from the program.

Procedure:

- Leaders arrive with an attendance sheet; guardians must check the child in and out.
- Staff have phone numbers of where parents can be reached
- Staff have Emergency contacts in case the parent/legal guardians are inaccessible
- All leaders and supervisors are trained on attendance-taking and safe-arrival procedures

During program operation:

- Leaders have printed roster sheets which state the registrant's names and personal information. This sign in sheet will stay present with the leader during the program. Leaders bring a charged radio from the front desk to the location of program and connect with the Visitor Information Centre, ensuring the radios are in working condition.
- When parents and legal guardians drop off children, the adult must physically bring them to the program location. Guardians will create a 4-digit code of their choice on the first day of camp. This will be your "code" for pickup. If someone else is picking up your child, they must know this 4-digit code.
- The leaders check attendance 10 minutes into the program start time. By 15 minutes if there are absent children once checks are complete, the leader follows the following process:
 - Have a support staff call the guardian to check on the child's attendance and report back to the counselor.

Policy Goal:

- The goal of this policy is to ensure that all children will always be appropriately accounted for, and their safety is GRPF's first concern.
- Parents/legal guardians feel comfortable and confident that they will be advised promptly should their child be late or not arrive for a program.

This policy can be supported by the camp lead monitoring that sign in and out sheets are being used and that leaders always know the number of children in the program.

Guidelines on late pick up

Policy Statement and Goal:

Glenbow Ranch Park Foundation clearly states during the registration process the start and finish times of all child's programs. Parents are responsible to have their children sign in on time for the program start time and have their children picked up on time of program finish.

The goal of implementing the late pick-up policy is to ensure child safety through parents/legal guardians arriving and picking up on time.

Procedure:

When a child is left unattended by a parent/legal guardian after the program finishes, the leader, staff or supervisor must keep the child in their care until the child is picked up. A ten-minute grace period is given to the parents by the program leader for late pickup. If the child is not picked up within the given time frame, the leader will have a support staff call the guardian. Once the leader calls the guardian the parent must pay a late fee of \$35.00 per 30 MINUTES. Once the parent arrives and the late fee is paid the parent can sign the child out.

Attendance During Programming

Policy Statement:

GRPF requires campers to always stay with the group. Leaders will be doing head counts before and after traveling to a new location in the park.

Policy Procedure:

GRPF staff keep attendance sheets, and camper medical and emergency information on them. Leaders will be able to check current camper numbers and will do head counts as needed, and before and after traveling to a new location in the park.

Policy Goal:

GRPF intends to always keep campers safe.

Code of Conduct Campers (Camp Rules)

Policy Statement:

GRPF is committed to a safe and caring environment based on honesty and respect in order to have safe and fun outdoor adventures.

This is how we manage to have an amazingly fun camp together:

1. BE PREPARED – make sure you are ready for an outdoor day.
2. BE SAFE - your leaders are responsible for everyone's safety, and listening respectfully keeps you safe.
3. BE KIND - Mutual respect of all people, bullying will not be tolerated.
4. BE SMART - Respect the Park, the supplies, and the space we are using. When in golf carts, campers must remain seated and keep hands and feet inside the cart until the driver says they are safe to dismount.
5. BE PRESENT - Please do not bring toys or phones from home, as they are distracting and can easily be ruined in the outdoor elements.

Procedure:

Camp Rules will be relayed by camp staff in a fun way on the first day of camp and reminders given as needed.

Goal:

Camp Rules create a safe space where all children understand the behavior expectations.

Camper Behavior Modification Strategies

A Positive and Proactive Behavior Management System supports GRPF's Commitment to Children Policy.

Policy Statement:

At Glenbow Ranch Park Foundation mistakes are welcome, learning is expected, and support is available. We work together to create a safe and healthy experience for all people in camps in accordance with quality childcare standards in Alberta.

Procedure:

Alberta standards <https://findingqualitychildcare.ca/alberta> states about Behavior Modification:

Regulations require that child discipline approaches used by the provider are communicated to staff, parents, and children. Discipline must be "appropriate in circumstances and not: "Inflict physical punishment, verbal or physical degradation or emotional deprivation, "use or permit the use of any form of physical restraint, confinement or isolation", and/or "deny or threaten to deny any basic necessity".

GRPF Staff and volunteers are trained to:

- Communicate clear and appropriate expectations
- Treat children with respect, acceptance, and honesty
- Interact with children in a patient, interested, understanding and caring manner
- Promote feelings of competency and self-worth
- Make children feel physically and emotionally safe and secure
- Encourage responsible, safe, and mutually respectful behavior through positive methods such as role-modeling, setting reasonable limits, providing choices, and recognizing appropriate behavior
- Guide inappropriate conduct by using positive child-guidance and behavior management practices
- Accommodate individual differences and make all children feel equally welcome regardless of gender, race, culture, economic, status or ability.

Positive Behavior Modification Steps:

Step 1: WORK IT OUT

The counselor will work with the child to find a solution together, parents will be notified, and notification will be documented. Counselors will request advice from guardians to create a successful camp environment for their children.

Step 2: GET HELP

If a camper's behavior is putting their own, other campers, the staff's physical or emotional safety, or the park environment at risk and a solution cannot be found by the camp counselors, available support staff will be called and parents will be notified immediately, and notification will be documented.

Step 3: STAY SAFE

If GRPF staff deem any camper's behavior unsafe without resolve, they may be expelled from camp **without** refund.

Policy Purpose:

To create a physically and emotionally safe camp where campers can enjoy an exciting fun-filled summer, play outside, learn about nature, and make friends.

To clearly articulate acceptable methods for positively managing child behavior and for discouraging inappropriate behaviors in children.

Code of Conduct Staff

Guidelines on How to Support Healthy Child Development**Policy Statement:**

All Glenbow Ranch Park Foundation Summer Camp staff receive training that ensures an understanding of how to support healthy child development. Glenbow Ranch is committed to reinforcing the message that healthy child development is crucial and attainable in a culture of mutual respect. Staff will be observing the same camp rules the campers observe.

Procedure:

- Leaders participate in High Five training and have a clear knowledge of what supporting high quality care is.
- Supervising staff support leaders with check-ins, tips and tricks, and breaks so leaders can choose a caring response in every situation.
- Supervising staff observe and evaluate programs regularly to support high-quality camp leadership and healthy child development.
- Leader Performance Appraisals are filed with supervisors and all feedback is kept confidential.

Policy Goal:

Children's programs are planned and led in a manner that demonstrates the leaders' understanding of how to apply the principles of healthy child development. Program observations and performance appraisals of leaders reveal that they have a strong understanding of quality care and are using a high skill level in applying them. Leaders display warmth, interest, and respect when interacting with children.

Cell Phones

Policy Statement:

GRPF Camps are cell phone-free zones for campers to ensure they are always safe and aware of their surroundings. Similarly, to ensure our camp counselors are always aware and present they have phones on them but will only use them as a programming tool, for photographs or emergencies. This policy supports our camp rule – BE PRESENT

Policy Procedure:

- GRPF requests that children leave their phones at home.
- Staff are trained in appropriate phone use during camp.

Policy Goal:

To create a safe and healthy camp experience for all. Our goal is to have a fun time outside while engaging with our surroundings.

Lost and Found

Policy Statement:

Lost items will be kept with summer camp until the end of the camp week when they will be added to the larger GRPF Lost and Found.

Policy Procedure:

A lost and found bin is available in the Glenbow Learning Centre and will be accessible to parents upon request and at pickup on the last day.

Policy Goal:

To help all campers leave with all the items they brought.



Glenbow Ranch Park Foundation Medication Authorization Form

Child's Full Name _____ Medication start date ___/___/___

Name of Medication _____ Medication End Date ___/___/___

Dosage _____ Expiry Date of Medication ___/___/___

Name of Referring Physician/Pharmacist _____

Doctor's Office/Pharmacy _____

Times of day to be administered:

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I hereby authorize the staff at Glenbow Ranch Park Foundation to administer the above-named medication/dosage/time of day indicated to the child named above.

Medication Log

Please Fill out accordingly

Date	Time	Dosage	Initials	Date	Time	Dosage	Initials

Medication Terminated on ___/___/___

GRPF Staff Signature _____

Parent Guardian Signature _____

Referring Physician/Pharmacist Signature _____