



Summer Children and Youth Programs CAREGIVER HANDBOOK 2022

Welcome!

This handbook will outline the information that is important to share about the Town of Banff summer Children and Youth Programs.

Please read through this package prior to participation in our programs- including the COVID-19 section at the end, specific to *this year's* programs. If you have any questions or concerns, please do not hesitate to contact us at 403-762-1927.

General Program Overview

Program Philosophy:

Children and Youth Programs are a responsive and necessary part of our community. The purpose of our summer programs are to provide a variety of opportunities for the social, physical, creative and emotional needs of all participants.

We plan to meet the needs and interests of participants through a variety of creative arts, gross motor activities and sports, outdoors and nature and other program content. Qualified staff will lead various diverse activities, encouraging exploration, experimentation and teamwork.

Program goals:

- To promote overall development of participants through balanced programs
- To ensure the well-being and safety of participants at all times
- To enhance the learning processes of each participant; nurturing their curiosity about the world around them
- To develop a positive self- image each in participant
- To foster an appreciation and consideration for others and their differences
- To promote knowledge, respect and appreciation for the environment and the National Park in which we live
- To maintain open lines of communication between staff, children, youth and caregivers

- To provide inclusive programs which reflect our community's sense of belonging

Program Objectives:

- Program plans will focus on all areas of child & youth development
- Policies, procedures and guidelines will be observed on a daily basis to ensure participant safety at all times
- Staff will actively participate in the program so that they may extend and expand the learning experiences of each participant
- Staff will plan and organize activities where the participant can feel successful
- Staff will promote responsible leadership within the National Park to all participants; all program activities will promote minimal impact practices and will uphold and adhere to all National Park rules and regulations

Registration & Fees

For up-to-date information on registration process, please visit www.banff.ca/kids. Registration must be fully completed **prior** to attending the program. This includes waivers and additional consent forms, as well as any updates to registration information. Registrations are accepted on a first come first serve basis commencing May 4th for Banff residents and May 11th for non-residents.

Summer Fun Day-Camp Fees (8:30am-5:30pm)

- Resident fee: \$47/day
- Non-resident fee: \$67/day

Specialty Camp Fees

- Please visit Banff.ca/kids for up to date information on Specialty Camp fees

Absenteeism and Late Fees

We ask that all absences be communicated via Client Services at Town Hall at:

403.762.1251

Absence notifications can be left at any time, including after hours on voice mail. Ensuring the safe arrival of all expected children is a priority and we appreciate your diligence in reporting any absences.

Late fees of \$2.00 per minute apply to parents who fail to pick children up by 5:30pm. Please review our Children and Youth Program registration policy at www.banff.ca/kids for cancellation and refund details.

Operational Info

The Summer Fun program runs Monday to Friday, July 4th - August 26th. Programs do not run on weekends or statutory holidays.

A sample daily Summer Fun program routine is as follows:

8:30-9:00am	Program arrival and attendance Indoor, child-led play
9:00-11:55am	Planned indoor/outdoor activities
12:00-12:30pm	Lunch
12:30-12:55pm	Indoor/outdoor, child-led play
1:00-3:45pm	Planned indoor/outdoor activities
3:45pm	Wrap-up & prepare for end of day
4:00pm-5:30pm	Pick-up of participants Indoor or outdoor, child-led play

Specialty Camp program routines may differ depending on program activities. Program schedules for Specialty Camps will be available prior to camp commencement and can be found at Banff.ca/kids.

Main Facility

For the 2022 summer program season, Summer Fun will operate out of the Banff Elementary School at 325 Squirrel Street. Please note, from August 22nd – 26th the Hoodoos, Summits and Sundogs will operate out of the Fenlands Recreation Centre at 100 Mount Norquay Road. The Dragonflies and Fireweeds will remain at the Elementary School for the entirety of the summer.

Staffing

Summer programs are offered by the Town of Banff Community Services Division. One full-time Family Connections Coordinator, and one full-time Children’s Program Supervisor oversee staff, programmatic, budgetary and administrative functions.

Fourteen on-site, seasonal program leaders and a number of casual staff, oversee the daily details of their respected groups- working in pairs for the duration of the summer. The Client Services team at Town Hall oversees all program registrations and refunds.

All parents/guardians must complete a program waiver form for their child.

Before your child’s first day of camp:

- A new waiver must be completed
- If applicable, a Medication Administration Form must be completed

Nutrition /Snacks

Children attending camp will be required to bring two snacks, one lunch and a water bottle to the program each day. Please pack foods which do not require a microwave or refrigerator.

Please note, our programs are **nut-free**. Please refrain from sending any products which contain, or may contain nuts. Products which contain or may contain nuts will be kept with staff until pick up time and will be substituted with an alternative snack.

What to Bring

As you prepare for camp, please label your child's belongings and help your child pack their belongings - this will ensure they know what they have and where it is packed.

Every day, your child will need to pack the following:

- A hat for sun protection
- A water bottle
- 2 nut-free, healthy snacks
- 1 nut-free, healthy lunch
- Appropriate outdoor clothing- we recommend layering and sending full rain gear
- Sturdy outdoor footwear- no flip flops, Crocs, or open toed shoes
- A properly fitting backpack
- Sunscreen (if you prefer your own versus what is provided)
- Bug spray (optional)

Caregiver Information

Caregiver Orientation

The Client Services team in Community Services and program staff, will provide you with the necessary forms needed to register your child. All forms and documents, including program schedules, this Caregiver Handbook and program waivers can be found online at www.banff.ca/kids.

Open Door Policy & Feedback

Questions, concerns or feedback are always welcome. Various avenues are available to provide feedback including socially distanced or virtual meetings with staff, phone calls or email as follows:

- Summer Fun on-site cell phone: 403-762-1927
- Youth Camp cell phone: 403-431-3193
- Children's Program Supervisor

- Stephanie von Neudegg summercoordinator@banff.ca
- Family Connections Coordinator
 - Jessica LaBonte 403-762-1229 or jessica.labonte@banff.ca

Communication

Open communication between caregivers and staff is what helps us serve you and your child/youth. We are happy to support you in any way we can.

Please review on-site postings, www.banff.ca/kids and read our weekly emails for important reminders and information.

Confidentiality

Personal information and that which is discussed in regard to participants and caregivers will be kept confidential. Child specific information is shared only with parental/guardian consent via our program waiver.

Program Evaluations

Formal program evaluations are emailed out at the end of the summer. All feedback is anonymous and useful in developing and improving our programs. Informal feedback is always welcome at any time.

Release of Participants & Independent Departure

Participants will be released only to those listed on their contact sheet. If another person is to pick up a participant, written or verbal permission from the parent or guardian must be received prior to scheduled pick up. Staff may ask any person for photo identification if they are unknown to them.

All participants who have consent to leave independently must sign out with staff before their departure and must be entering at least grade 2. Participant release details can be updated at Town Hall or with program staff.

Emergency Procedures

Emergency phone numbers will be posted in all program locations. Seasonal fire drills will be conducted to familiarize participants with evacuation procedures.

First aid kits will accompany each group regardless of their location.

Accident/Incident Reporting

All incidents and accidents are reported in written format. Parents or guardians are to review and sign all incident/accident report forms. Forms are then passed on to the Children's Program Supervisor for review and any necessary follow up.

Health Standards

Please note- COVID-19 specific health standards and procedures are mentioned under the "COVID-19" section of this handbook and in addition to the health standards mentioned below.

Participants who are ill are not permitted in the program. Signs or symptoms of illness exhibited by a participant include the following:

- Vomiting, having a fever, diarrhea or a new or unexplained rash or cough
- Requiring greater care and attention than can be provided without compromising the care of the other participants in the program
- Having or displaying any other illness or symptom the staff member believes may indicate that the participant poses a health risk to others

We ask that sick participants are kept home during these instances. If a participant becomes sick while in care, caregivers will be notified and asked to remove the participant from the program immediately to ensure all participants and staff remain healthy. If staff are unable to reach parents or guardians, they may call the participant's emergency contact for pick up.

Medication Self-Administration Policy:

Generally, we do not administer medication at our programs. There may be incidents that need to be dealt with on a case-by-case basis. The Children's Program Supervisor will review parent and guardian requests, make decisions in these instances and inform staff accordingly. Parents or guardians will be required to complete the necessary Medication Administration form on a seasonal basis or as needed basis.

Medications will be inventoried and stored with staff unless they require immediate accessibility. All medications must be in their original labeled container and any administration of medication will be documented. Parents or guardians and staff will review all dosage requirements and medication information.

Policies and Procedures

Our program policies and procedures are available for your viewing and feedback. Please contact the Children's Program Supervisor if you would like to request a copy of our current

policies and procedures.

COVID-19

Our Children & Youth Program team is committed to continuing to offer the best care and programming we can, while ensuring health and safety as a priority. We recognize there will be many changes to our regular programs- affecting staff and families. Let's move forward together- with flexibility, patience and the open communication between us for the season ahead.

If you require the COVID-19 information below to be available in another language, please reach out to the Program Coordinator.

Screening, Illness and Response Plan

- Staff members, parents or guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.
 - Symptoms to look for include: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell
- Anyone experiencing symptoms, should monitor them for 24 hours and return only once they are symptom free
- Staff are required to refuse entry, or request a child be picked up at any time if they have observed signs or symptoms of illness, including those which resemble a mild cold as mentioned above
- Refunds will be issued in the case where a child is unable to attend due to symptoms of illness
- If a child develops symptoms while at the program, the child will be isolated away from other children and the parent or guardian will be notified to come and pick up the child immediately
 - Staff may contact the emergency contacts on file for a child if the parent or guardian is unable to pick the child up immediately

Drop Off & Pick Up

- Please use the main entrance of Banff Elementary School for pick up and drop off, located at 325 Squirrel Street
- Children will be signed-in by staff, but must be signed-out by a caregiver or other person with permission to pick up, as seen on the child's file
- Children may leave independently if they are entering Grade 2 or older
- If a child has permission to leave independently, the child, or a staff member, will sign them out as they depart