

Welcome!

Summer 2019 Program Information



Getting Ready For Camp

Burnaby's camps have an excellent reputation, and our staff are chosen for their experience, abilities and dedication. Our team is committed to ensuring a safe and fun experience for all.

Forms and Packages

Every participant is required to complete a

FORMS TO SUBMIT

[Participant Package](#) two to three weeks prior to program start date.

Participants who require extra support please complete a [Program Support Package](#).

Participants with a life threatening allergy must have a completed [Accommodation Request—Life Threatening Allergy](#) on file.

Forms: burnaby.ca/forms

Please note: Children must be currently attending or have completed Kindergarten to participate in these programs.

The First Day

Please stay for a few minutes on the first day so we can verify that all of the emergency information we have for your child is complete. This is an opportunity to meet the staff and help your child make a smooth transition into the camp day.

Sign In / Sign Out

You are **required** to sign your child in to camp on the first day. For drop off / pick up points look for directional signage. There is no direct supervision available before or after camp hours as our staff are busy setting up and cleaning up. Please stay with your child until the start of camp and pick up your child promptly at the times identified. You must complete the "Pick-Up Authorization Contact" section on the Participant Profile Form to make arrangements for someone else to pick up your child, or to permit your child (6 years+) to leave on their own (select locations). If you need to pick up your child early please let us know in the morning.

Swimming

For camps with swimming, children ages 7 years and under have a one staff to three children ratio. Children 8 years and older are allowed to go in the large pool with their assigned buddy. Please let us know, in advance if you have any concerns about your child's swimming ability. If your child is not comfortable swimming independently in deep water, we strongly recommend they use a lifejacket (provided by the pool) and stay in the shallow end.

What to Bring

Pack it all in a bag and label everything! Leave money, toys, electronics and any other valuables at home.

Things To Bring Every Day

- nutritious snack and lunch (avoid nuts, including peanuts)
- water bottle (refill at the program)
- appropriate footwear for running
- hat and sunglasses
- sunscreen - please apply before the program. Children must re-apply their own throughout the day. Staff are not permitted to apply sunscreen.
- wear comfortable clothing that can get messy
- Outdoor Camps: please be prepared to participate in the rain. Long pants and jackets are recommended in the event of rain or cool weather.
- swimsuit & towel if your program includes swimming.

Weekly Schedules

Schedules are typically handed out on the first day of camp. Camps may require that your child bring special equipment each day so be sure to check the schedule. Many of our summer camps post their weekly schedules online at burnaby.ca/camps

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We Need Your Help!

Some of our participants have LIFE THREATENING allergies to a variety of foods. When we know in advance, we notify families. We request your support to help us provide a safe environment for all of our participants.

Support for Children & Youth with Life-Threatening Allergies

If your child has a life-threatening allergy please register for the program of your choice at least 2 weeks in advance.

Contact the Program Coordinator for your child's camp to discuss the emergency plan for your child should an allergic reaction occur and to ensure we have a completed **Accommodation Request—Life Threatening Allergy** on file.

Information from your child's Doctor will be required to complete this form.

Support For Children & Youth With Disabilities

We believe in providing inclusive recreational opportunities for everyone in the community. Children and youth with disabilities that require additional support in our programs are welcome to bring an attendant, caregiver or family member with them. For camps, youth programs and out-trips, one-to-one support staff **may be available** on a first-come, first serve basis. In order to provide the best service possible, please contact the access coordinator at 604-297-4576 to discuss one-on-one or one-to-two support.

[Program Support Package \(available at any Burnaby community centre or online at www.burnaby.ca/forms\)](#)

If Your Child Is Not Feeling Well

If your child is sick, please keep your camper at home. This helps prevent the spread of illness. If a child develops these symptoms while at camp, parents will be contacted and expected to make arrangements to pick up their child.

Safety

Children and youth are fully supervised during the program and facilities are checked for safety. Staff are trained in accident prevention, safety and emergency procedures. Every staff completes a Criminal Records Search and two in-depth reference checks prior to hiring. Our staff have first aid training. Staff to child ratio is 1:12 or less. Your child's safety is always our priority.

Mini Camps

Preschool children taking part in summer programs for 3 to 5 years old must be the required age within one month of the programs start date, ready to attend on their own and able to use a toilet independently. A [Participant Profile Form](#) will need to be filled out in advance of the program.

Cancellations

Programs may be cancelled if not enough people are registered up to one week before the start date. Most programs are planned to run no matter what the weather; however, occasionally we may have to cancel a program due to bad weather or unforeseen circumstances.

Refunds

A full refund is given if a class is cancelled or if you request a refund at least seven days before the class starts. If a refund is requested less than seven days before the class starts, the cost of one session is deducted. After classes have started, refunds are prorated according to the sessions remaining. Refunds requested on the day of the class or after the completion of classes cannot be granted. Exceptions to these guidelines are noted in individual program descriptions. Please check your receipt.

Substitutions

Substitutions cannot be accommodated. If your child cancels, we must offer his or her spot to the next child on the wait list.

Questions?

If you have any questions, please visit our staff before or after programs. They can also direct you to the Program Coordinator.

Summer Survey

We would like to hear from you! Take our survey at www.burnaby.ca/summersurvey

