

## CAMP CONTRACT

This contract pertains to the care of the child(ren) listed below:

|            |           |                |            |
|------------|-----------|----------------|------------|
| CHILD      |           |                |            |
|            |           | Date of Birth: |            |
| FIRST NAME | LAST NAME |                | (MM/DD/YY) |
| CHILD      |           |                |            |
|            |           | Date of Birth: |            |
| FIRST NAME | LAST NAME |                | (MM/DD/YY) |
| CHILD      |           |                |            |
|            |           | Date of Birth: |            |
| FIRST NAME | LAST NAME |                | (MM/DD/YY) |
| CHILD      |           |                |            |
|            |           | Date of Birth: |            |
| FIRST NAME | LAST NAME |                | (MM/DD/YY) |

The conditions of this agreement protect Upper Canada Child Care and its clients. In order to maintain service, this contract must be upheld.

### **Part 1-REGISTRATION**

#### **Required Documents**

- 1.1 Children will be considered registered in the camp program when this contract, along with the following documents, are completed and signed by the parent(s)/guardian(s), and submitted to and signed by the centre supervisor:
- *Personal Information Form (Camp)*
  - *Pre-Authorized Payment Plan (Camp)*
- 1.2 Changes to the above documents must be communicated in writing by the parent(s)/guardian(s) to the centre supervisor, to ensure that information on file is current.

#### **Custody Information**

- 1.3 If a child is the subject of a custody dispute/agreement, the centre supervisor must be informed in writing of the dispute/agreement and provided with any final or temporary custody order, domestic contract, or separation agreement, which detail custodial or visitation arrangements.

### **Part 2-CODE OF CONDUCT**

#### **Client Conduct**

- 2.1 To promote a safe, comfortable, and inclusive atmosphere, each child and parent/guardian is at all times expected to:
- 2.1.1 Be respectful of self, others, the environment (both indoor and outdoor), equipment, materials, and property.
  - 2.1.2 Communicate through listening and speaking in ways that attempt to resolve conflict in a peaceful manner. Aggression, physical violence, and profane or threatening language are not tolerated.

#### **Employee/Volunteer Conduct**

- 2.2 To promote a safe, comfortable, and inclusive atmosphere, each employee and volunteer of Upper Canada Child Care is at all times expected to:
- 2.2.1 Uphold the core values of Upper Canada Child Care: Safety, Respect, Support, Trust, and Professionalism.
  - 2.2.2 Follow approaches to child guidance that are outlined in Upper Canada Child Care's *Program Statement*. All staff, students, and volunteers are regularly mentored and monitored to ensure that approaches, and strategies, are implemented in a manner which reflects the organization's core values.
  - 2.2.3 Encourage children to act in a respectful manner, appropriate to their developmental age and stage. Self-regulation is promoted and children are allowed to experience the logical consequences of their behaviour within safe limits.

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### **Code of Conduct Contravention/Termination of Service**

- 2.3 Upper Canada Child Care is committed to achieving the successful participation of all campers. Any camper's behaviour that contravenes the Code of Conduct or that compromises the safe provision of care to all individuals will be addressed promptly.
- 2.4 The centre supervisor in conjunction with the director will review and determine whether the frequency and severity of a camper's behaviour warrants the termination of service. The centre supervisor will notify the Children's Services consultant of the review if applicable.
- 2.5 Upper Canada Child Care is committed to working in partnership with all parents/guardians. Any parent/guardian's behaviour that violates the terms or conditions of the *Camp Contract* will be addressed promptly.
- 2.6 The centre supervisor in conjunction with the director will review and determine whether a parent/guardian's behaviour warrants the termination of service. The centre supervisor will notify the Children's Services consultant of the review if applicable.

### **Part 3-OPERATIONS**

#### **Hours of Operation**

- 3.1 The hours of operation are posted in the child care centre. During the camp season, Upper Canada Child Care is closed on the following statutory holidays: Canada Day and Civic Holiday.

#### **Closures**

- 3.2 Should a closure be mandated by a board of education (e.g. for repairs and maintenance), the centre will advise families of any changes and options for alternate care as soon as possible.
- 3.3 Unexpected closures due to circumstances beyond the control of Upper Canada Child Care may result in the inability to provide services within regular hours of operation.

#### **Arrival and Departure**

- 3.4 Daily, the parent/guardian must sign their child(ren) in upon arrival and out upon departure by initialing the classroom attendance log, and make direct contact with camp staff in the room.

#### **Release of Children**

- 3.5 Children will be released to the care of authorized persons **who are a minimum of 16 years of age** and are listed on the *Personal Information Form (Camp)*. The parent(s)/guardian(s) must inform staff in writing, of any changes in the pickup arrangement for their child(ren), and advise the authorized person that they will be required to show photo identification in order to assume responsibility for the child.
- 3.6 Children will **not** be permitted to arrive at or leave the child care program unless accompanied by a parent/guardian or authorized person.

#### **Responsibility for Children**

- 3.7 While on centre premises, prior to transfer of care to centre staff (sign-in) and after transfer of care from centre staff (sign-out), the parent/guardian/authorized person is considered solely responsible for the well-being of the child(ren). Any injury sustained by a child on centre premises while in the care of the parent/guardian/authorized person is not the responsibility of Upper Canada Child Care.

#### **Communication**

- 3.8 Information such as staff names, planned activities, menus, and community resources is accessible to families within the centre. Daily contact between parents/guardians and educators/staff may be supplemented by emails, calendars, and newsletters.
- 3.9 Families are invited to complete a camp survey at the end of the season to assist Upper Canada Child Care in evaluating its staff and programs. Parent/guardian concerns should be addressed to the centre supervisor at any time. (*Parent Issues and Concerns* policy posted on the Upper Canada Child Care website).

#### **Students and Volunteers**

- 3.10 Prior to interacting with children, all students and volunteers are required to provide confirmation of a clear *Police Vulnerable Sector Check* (individuals 18 years of age and older), verification of up-to-date immunization, and a recent

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TB skin test (if required by the region). Students and volunteers are directly supervised by staff at all times and will not be left alone with the children at any time.

- 3.11 Any parent/guardian wishing to participate in a volunteer capacity will be required to meet the stipulated volunteer criteria (3.10).

### Late Pick Up Fees and Procedures

- 3.12 A late pick up fee will be charged for time that staff is required to stay with a child after centre closing, and must be paid immediately to the staff present at the time. Late fees are posted in the centre.
- 3.13 If staff are unable to reach the parent(s)/guardian(s) or the emergency contact(s) by 7:00 p.m., the police and Children's Aid Society may be contacted.

### Electronics and Valuables

- 3.14 As per Upper Canada Child Care's *Technology and Interactive Media Use Policy*, personal electronic devices (e.g., cell phones, iPads, video games etc.) are restricted at camp, as they hinder social interactions and programs. Valuables should not be brought to camp. The centre is not responsible for loss of, or damage to, any valuables.

## Part 4-HEALTH AND WELLBEING

### Clothing and Personal Items

- 4.1 Children should be dressed in clothing suitable for physical activity and appropriate for the weather. Parents/guardians are asked to provide a second set of labeled clothes for each child. All personal items should be labelled with the child's name. The centre is not responsible for lost items.

### Illness

- 4.2 Regional public health services establish the regulations which Upper Canada Child Care centres follow regarding the exclusion of ill children from the program.
- 4.3 Children exhibiting signs and symptoms of illness should remain at home until they are well enough to fully participate in the camp program.
- 4.4 Should a child become ill during the day, the parent(s)/guardian(s) will be contacted to pick up their child. Staff will provide the parent(s)/guardian(s) with information regarding when their child may return to camp, according to guidelines established by local public health authorities (*Recommended Exclusion Guidelines for Common Communicable Illnesses* posted on the Upper Canada Child Care website.)
- 4.5 Parents/guardians are asked to report to staff any child's absence.

### Administration of Medication

- 4.6 If necessary, qualified staff will administer prescription medication to children, in accordance with provincial legislation. This requires that the parent/guardian:
- 4.6.1 Provide written medical authorization including the dosage and times/circumstances any medication is to be given.
- 4.6.2 Provide medication in the original container/packaging, clearly labelled with the child's name, name of the medication, dosage, the dates of purchase and expiry, and instructions for storage and administration of the medication. (A pharmacist can be asked to divide the dosage into two containers).
- 4.6.3 Ensure that non-prescription medications are accompanied by a doctor's note along with the above information.
- 4.6.4 Directly hand medication to a staff member. Medication (including inhalers) is not to be left in child's bag.
- 4.7 Centre staff will **not** administer expired medication. It will be returned to the parent/guardian.

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### Outdoor Activity

- 4.8 Parents/guardians are expected to prepare their children for the weather by sending them to camp with appropriate clothing, sunscreen, and a refillable water bottle. All staff and supervisors are expected to take precautions to protect children from extreme weather conditions in accordance with Upper Canada Child Care's *Outdoor Play - Inclement Weather* policy.

### Individualized Plans

- 4.9 If the parent(s)/guardian(s) identify that their child requires an individualized plan to support their participation in the camp program, the parent(s)/guardian(s) will be provided with a form to complete. Forms must be completed and submitted to the centre supervisor **at least two weeks prior to camp** to allow for adequate planning.

### Child Abuse Policy (Duty to Report)

- 4.10 In accordance with the *Child & Family Services Act*, it is the responsibility of every person in Ontario to immediately report to the Children's Aid Society if a person suspects that child abuse has occurred, or if a child is at risk of abuse. (This includes any person who performs professional duties with respect to children, any child care operator, or any parent/guardian). An individual's responsibility to report cannot be delegated to anyone else. Individuals must report their concerns directly to the Children's Aid Society, and follow their directions. If a parent/guardian, staff, or other accuses a staff member of abuse, it is the duty of the individual making the allegation **and** the centre to report the accusation to the Children's Aid Society and follow the direction given.

### Allergy Awareness

- 4.11 Peanuts and tree nuts are not allowed at camp. Upper Canada Child Care is an allergy aware environment. While Upper Canada Child Care strives to protect children with allergies, it cannot guarantee a nut-free environment. Parents/guardians should read labels to avoid bringing in any product containing nuts or known allergens.

## Part 5–FINANCIAL RESPONSIBILITIES

### Commitment

- 5.1 In order to provide services, it is essential that the organization be financially stable. By signing this contract, the parent(s)/guardian(s) commit(s) to the agreed upon payment schedule detailed in the *Pre-Authorized Payment Plan*. Failure to meet this financial commitment will result in termination of child care services (5.6).

### Fee Payment

- 5.2 A security deposit of \$50 per week for each child is required to register. **All security deposits are non-refundable after June 1<sup>st</sup>.**
- 5.3 Fees are processed exclusively through a pre-authorized payment system, according to a set schedule as outlined on the *Pre-Authorized Payment Plan*. Cash, credit cards, or cheques will not be accepted.
- 5.4 A receipt of payment will be issued to the account holder(s) noted on the *Pre-authorized Payment Plan* after the year end for income tax purposes.

### Failure to Pay

- 5.5 Should pre-authorized payment fail to process, an NSF fee of \$40.00 will be levied. The client has **five business days** to pay all outstanding fees including the NSF charges.
- 5.6 Failure to resolve any unpaid or overdue balance **within five business days** will ultimately result in termination of service. The security deposit will then be applied to any outstanding balance. Camp spaces will not be held for accounts in arrears. Service can be reinstated (if space is available), once all charges are cleared and the security deposit is replaced via money order, bank draft, or certified cheque.

### Refunds

- 5.7 No refunds will be made for any absent days (e.g. vacation, sick days, scheduling conflicts), or days the centre was unable to open/was required to close early due to circumstances beyond the control of Upper Canada Child Care (including, but not limited to, natural disasters, emergency situations, inclement weather, denial of access to the school by the school board, and/or other health and safety concerns).

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### Withdrawal

- 5.8 Parents/guardians must provide the centre supervisor with written and signed notice of withdrawal **at least one week in advance**. If notice is not received within the required timeframe, the full week fee will be charged per child. Those receiving fee assistance will be subject to the notice period outlined in subsidy agreements.
- 5.9 **If withdrawal occurs after June 1<sup>st</sup>, the security deposit of \$50 per child for each week registered will be forfeited.**

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### **PARENT/GUARDIAN AUTHORIZATIONS and ACKNOWLEDGEMENTS** (Please review each section and **initial**).

#### **COLLECTION OF PERSONAL INFORMATION (required)**

Initials:  I/we hereby consent to the collection, use, and disclosure of information I/we provided to Upper Canada Child Care and its affiliated child care centres and programs, as well as external agencies responsible for quality assurance/inspection (e.g. Children's Services consultants) for the purposes of providing child care services. I/we understand that Upper Canada Child Care protects the privacy of all personal information in its possession in compliance with its *Confidentiality and Non-Disclosure Policy* and prevailing privacy legislation. By providing my/our email address(es) on this form, I/we authorize email communication from Upper Canada Child Care and its affiliated child care centres and programs.

#### **PARTICIPATION IN CHILD CARE ACTIVITIES (required)**

Initials:  I/we hereby authorize my/our child(ren) to participate in all camp activities (indoor and outdoor, on and off centre property) under supervision of staff, and to travel by school bus on field trips. I/we understand that exact trip locations and other relevant information will be communicated in advance, and that inclement weather or other unforeseen circumstances may prompt the cancellation/redirection of a scheduled trip/outing. I/we understand that, for safety and identification purposes, prior to field trips, my/our child(ren)'s photo(s) **will** be taken. **Should I/we not authorize my/our child(ren) to participate in specific excursions, I/we understand that I/we are responsible for providing alternate care for my/our child(ren) for the duration of those excursions.**

#### **PARTICIPATION IN SWIMMING ACTIVITIES (AGES 6-12 YEARS ONLY)**

Initials:  I/we authorize my/our child(ren) to enter the water at beaches or parks where lifeguards may or may not be present, under the supervision of child care centre staff who will carry out Upper Canada Child Care water safety procedures. I/we understand that centre staff reserve the right to restrict non-swimmer participation in swimming activities, and that a range of activities will be available to all children, regardless of swimming ability. I/we understand that **it is strongly recommended that all beginners/non-swimmers wear a lifejacket while in the water.** (Upper Canada Child Care defines beginners/non-swimmers as those who may demonstrate paddling and kicking coordination but use assistance when swimming and may demonstrate fear of the water). I/we understand that Upper Canada Child Care will **not** provide life jackets. If I/we determine that my/our child(ren) require(s) a life jacket, I/we will provide a certified life vest appropriate for each child's weight **and** with tags indicating approval from government agencies such as Transport Canada, Canadian Coast Guard, or Fisheries and Oceans Canada.

#### **PROVISION OF EMERGENCY MEDICAL ATTENTION (required)**

Initials:  I/we hereby authorize staff to take any steps necessary to obtain medical care for my/our child(ren), if required. These steps may include, but are not limited to, any of the following in no particular order:

- Administering reasonable First Aid measures
- Contacting parent(s)/guardian(s)
- Contacting emergency contact(s)
- Calling 911
- Accompanying child to hospital

#### **RECOMMENDED EXCLUSION GUIDELINES FOR COMMON COMMUNICABLE ILLNESSES (required)**

Initials:  I/we acknowledge that I/we have been advised how to access a copy of the *Recommended Exclusion Guidelines for Common Communicable Illnesses* and agree to abide by these guidelines.

#### **USE OF IMAGES** (please initial **one** for each statement):

Initials:  I/we authorize: **OR** Initials:  I/we do **not** authorize:  
the use of photo/video images and/or sound recordings of my/our child for bulletin boards, displays, presentations, and videos **within the centre my/our child attends.**

Initials:  I/we authorize: **OR** Initials:  I/we do **not** authorize:  
the use of photo/video images and/or sound recordings of my/our child for promotional and/or educational purposes on bulletin boards, displays, presentations, informational/training videos, and webinars **outside of the centre my/our child attends** (e.g. at open houses, career fairs, mentoring programs).

Initials:  I/we authorize: **OR** Initials:  I/we do **not** authorize:  
the use of photo/video images and/or sound recordings of my/our child for promotional and/or educational purposes **on Upper Canada Child Care social media platforms.**

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### APPLICATION OF SKIN CARE PRODUCTS (required)

Initials:  I/we agree to provide the skin care products listed below. I/we understand that the products must be in the original container, clearly labeled with the child's full name, appropriate for the child's age, free of nut ingredients, and within the expiration date. I/we authorize application of skin care products as follows: (please initial **one** for each line)

|   |  |   |
|---|--|---|
| <b>Sunscreen</b> (with both UVA and UVB protection, SPF 15 or higher) | Carried and applied by my/our child under staff supervision<br>Initials: <input type="checkbox"/> <input type="checkbox"/> | Applied by centre staff*<br>Initials: <input type="checkbox"/> <input type="checkbox"/> |
| <b>Insect repellent</b> (containing 30% DEET or less)                 | Carried and applied by my/our child under staff supervision<br>Initials: <input type="checkbox"/> <input type="checkbox"/> | Applied by centre staff*<br>Initials: <input type="checkbox"/> <input type="checkbox"/> |
| <b>Other products</b>   | Carried and applied by my/our child under staff supervision<br>Initials: <input type="checkbox"/> <input type="checkbox"/> | Applied by centre staff*<br>Initials: <input type="checkbox"/> <input type="checkbox"/> |
| <b>Hand sanitizer</b> (centre-provided)                               | Carried and applied by my/our child under staff supervision<br>Initials: <input type="checkbox"/> <input type="checkbox"/> | Applied by centre staff*<br>Initials: <input type="checkbox"/> <input type="checkbox"/> |

**\*Applicable to kindergarten program only**

In the event that products I/we provided are unusable/inaccessible, I/we authorize the use of a suitable substitute.

Initials:

### I/WE HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE TERMS.

|                 |           |             |
|-----------------|-----------|-------------|
| PARENT/GUARDIAN |           |             |
|                 |           | DATE: _____ |
| PRINTED NAME    | SIGNATURE | (MM/DD/YY)  |
| PARENT/GUARDIAN |           |             |
|                 |           | DATE: _____ |
| PRINTED NAME    | SIGNATURE | (MM/DD/YY)  |
| SUPERVISOR      |           |             |
|                 |           | DATE: _____ |
| PRINTED NAME    | SIGNATURE | (MM/DD/YY)  |