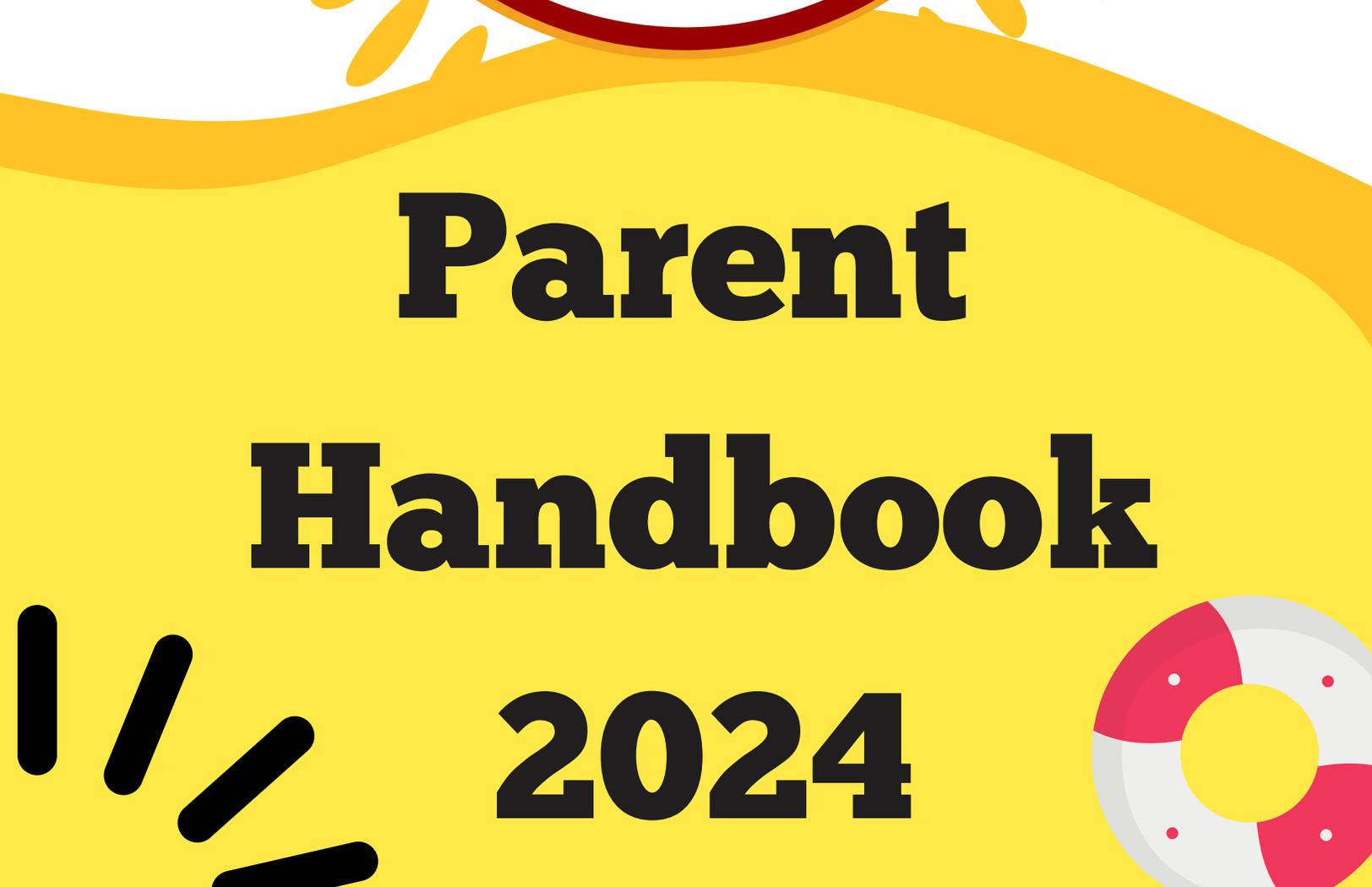




Sizzlin'
Summer

**Parent
Handbook**



2024

Description of Program

Town of Vegreville, Vegreville & District Family & Community Support Services (FCSS) department delivers the “Sizzlin’ Summer” day camp program to offer a wide variety of activities to keep your child both engaged and excited during the summer.

Sizzlin Summer is designed based off the “**Developmental Assets Framework**” and our goals are to develop the following:

1. Positive values
2. Social skills
3. Self-esteem
4. Children feel valued by adults in the community.
5. In addition, FCSS has created the “Junior Leader Program” that prepares youth for the world of work and volunteering within the community. This program includes submitting a cover letter and resume, completing an interview, and if selected completing training. Jr. Leaders are then given the opportunity to transfer their knowledge to a work setting with the Sizzlin’ Summer Day Camp, or with other FCSS programs and events throughout the year.

Community Engagement

Community engagement is important to the Town of Vegreville & District FCSS. To ensure that a variety of perspectives and knowledge are applied to this program the following organizations and agencies are involved with brainstorming, planning, and/or delivery of the program.

- Alberta Health Services
- Country 106.5
- Kalyna Family Resource Network – Vegreville & Area
- Mental Health Capacity Building Project Vegreville (MHCB)
- Town of Vegreville-Visitor Information Centre
- Vegreville Aquatic & Fitness Centre
- Vegreville Centennial Library
- Vegreville Fire Department
- Vegreville RCMP

Sizzlin Summer Contact Information

FCSS Cellphone: 780-603-1707

- Please note that this cell phone will be the primary number for inquiries during direct program starting July 2nd 2024. For all inquiries until then, and about registration please contact FCSS directly at the following number.

FCSS Office: 780-632-3966

Kalyna Family Resource Network: 780-632-2912

Sizzlin' Summer Team

Vegreville & District FCSS Department: With direction from the FCSS Management Team, the Community Programmer oversees the paid and volunteer positions needed to deliver this program.

Summer Program Coordinator: Post-secondary student who develops and implements programming.

Summer Program Leaders: High school students who assist with the delivery of the program throughout the summer.

Junior Leaders, Trained Volunteers: Junior high students who volunteer after completing the training program.

Sizzlin' Summer Training

Employees are interviewed, reference checks are required, and both a criminal record and child intervention record checks are required for all staff.

The following training topics are covered and provided to all staff:

- Town of Vegreville & FCSS: Teambuilding, goal setting, time management, organization, communication, personality differences, being a leader of volunteers, conflict resolution, vulnerable sector protection, and occupational health and safety.
- Town of Vegreville Safety Training
- Mental Health Capacity Building (MHCB) Vegreville: Mental health

- Kalyna Family Resource Network: Best practices with early child development and behaviour management
- The Aquatic Centre: Pool safety

What to bring everyday

Checklist:

- Lunch (no nut products please)
- 3 snacks (or more depending on your child!)
- Hat
- Sunscreen
- Water bottle
- Bug spray
- Running shoes and socks - participants walk everywhere
- Rain gear
- Jacket or a sweater
- Swimsuit

Frequently Asked Questions

How old does my child have to be?

- 6-12 years old (must be completed kindergarten of this year 2024)

Where is the program located?

- The Kalyna Family Resource Network 5106 48th Ave

What are the program dates?

Week 1	July 2-4
Week 2	July 8-11
Week 3	July 15-18
Week 4	July 22-25
Week 5	July 29-August 1
Week 6	August 6-8

Days:	Drop-Off	Pick-Up
Monday to Thursday	8:30-9:00 am	3:30-4:00 pm

How do I register my child?

- Registration opens June 3rd 2024. Until this date no registration will be taken/accepted.
- Come to the FCSS Office (4829 50 Ave, Vegreville AB, T9C 1R7)
- Regular office hours are 9:00am-12:00pm, closed 12:00pm-1:00pm, and opened 1:00pm-4:30pm.

What are the fees?

- This year, children will sign up for individual days of camp
- Registration fees are \$20 per day/ child
- Registration is confirmed once we have received complete registration forms and we have received payment in full.
- Jumpstart Funding may be available for qualifying families. Contact us to find out more or visit the Jumpstart website <https://jumpstart.canadianfire.ca/pages/individual-child-grants>



Refund Policy

- All payments are final. Refunds will only be permitted if camp is cancelled. No refunds will be given if a parent cancels, if the child is sick prior to camp, becomes sick during camp, or leaves the camp for other reasons that are not related to health.
- If your child becomes sick during or prior to camp, if available, another day can be offered.

Electronics/Valuables Policy

- The use of cell phones and electronics is not permitted during program hours. It is recommended that all valuables/electronics to be left at home.
- Staff will not be held responsible for any lost/damaged valuables.

Do I have to sign up for the whole summer?

You can sign up for:

- The whole summer
- A week at a time
- Selective days

Do I have to sign up before the start of summer?

- It is recommended to sign up for the program before the start of summer to ensure that your child can attend.
- If days fill up, you will be placed on a waiting list and contacted when spots become available.

*** If payment and registration are not received by the FCSS office **before 4:30pm prior to the day the child is supposed to attend**, the child will **NOT** be allowed to attend the program that day. No registrations will be accepted at the drop-off zone. This is not only for programming concerns, but also for the safety of your child. ***

Weather

Sizzlin' Summer participants spend a lot of time outdoors. Please remember to dress for the weather.

Parents or guardians:

- Please check the weather at the start of each day.
- Dress and pack the items they may need.

Staff will:

- Assess the weather at the start of the day and modify the day's plan accordingly.
- These safety practices will allow all campers to enjoy a fun and safe camp experience, even on the hottest or stormiest of days.

What happens if it is too hot?

Staff will include the following precautions to ensure campers enjoy a fun and safe camp experience, even on the hottest of days.

- Frequent water breaks.
- Addition of fun water games and activities.
- Remove activities that will increase body temperature.
- Use shaded and cooler areas including going indoors.

What happens if the air quality index is high?

- Above 6 is considered a high health risk and all participants will remain indoors.

What if it is raining?

- Activities may still occur outside provided there is no presence of thunder and or lightning.
- Please pack rain gear for your child.

What if it is thundering/lightning?

- Activities will move inside if there is thunder or lightning.

- If sudden extreme weather occurs while we are somewhere other than home base, we will remain there until the weather has passed. If this overlaps with pickup times parents will be notified via phone call/text to pick their child up at the new location.

Safety

Drop-Off and Pick-Up

- Parents/guardians must walk their child into the program and initial that they have dropped them off each day.
- Parents/guardians must come in to pick up their child and initial that they have picked them up each day.
- Children 10 and older can sign themselves in and out of the program if noted on the registration form.

Does my child need sunscreen and/or bug spray?

- Yes. Your child will be responsible for applying and reapplying sunscreen/bug spray throughout the day. Staff will assist younger participants.

First Aid

- Staff will always have a fully stocked first aid kit with them, whether at home base or out in the community.
- Staff will attend to minor cuts, scrapes, and bruises. Staff will call a medical practitioner or ambulance in the event of an accident or illness of a serious nature.

Illness

- Please keep your child home if they are sick for their comfort and for the comfort of the other participants.
- Please do not send your child to camp if they are sick or exhibiting any of the symptoms listed below. If your child shows up sick to camp, they will not be allowed to stay for the program. If your child exhibits symptoms that are due to allergies, please have allergies noted in the registration form.
 - Fever (greater than 38.0c)
 - Cough
 - Fatigue
 - Aches and pains
 - Diarrhea
 - Runny or stuffy nose

- During registration, you must have a back-up contact to pick your child up if they become ill or injured and you are unable to do so.

Sanitization

- We understand the importance of a clean and safe facility. Our sanitization process is below:
 - Cleaning checklist will be created and signed off on each day.
 - High touch surfaces such as tabletops, door handles, and counters, will be cleaned once in the morning, at lunch, and once in the afternoon, while the campers are eating their snack/lunch.
 - All completed checklists will be kept in a binder to ensure accountability and will be readily available.

What if my child needs medication?

- A medical administration form must be completed.
- Medication must come in the original packaging clearly indicating the child's name and dosage requirements.
- Staff will not administer prescribed or non-prescribed medications. Sizzlin' Summer staff will, however, remind participants to take medication.

Field Trips

- Field trips that require transportation will be accompanied by a "field trip waver form" that will be sent home with parents before the field trip.
- Participants who do not have their waiver signed will be unable to attend the field trip.

Pool Rules

When program participants visit the Vegreville Aquatic Centre, they are expected to follow the facility's rules.

General rules:

- Shower before entering the pool
- No running on the pool deck
- No spitting or spouting water
- No pushing
- No chewing gum
- Follow whistle blows: **1 long whistle blow:** clear pool and put toys away. If it is an emergency please exit pool as quick as possible. **2 short whistle blows:** stop what you are doing, the lifeguard need your attention

- Swimmers with plantar warts or head lice may not swim until the conditions have cleared up.
- Bathing suits are required for hygienic and safety reasons.

Diving board rules

- Jump straight off the board
- One person at a time on the board
- One bounce only

Waterslide rules

- Exit feet first only
- 10 seconds between riders

Hot tub rules

- Head must stay above water
- No swimming or splashing
- No toys or lifejackets

To swim in the deep end:

- Children must have a level four badge or a lifejacket.

Behaviour Policy

What if a child misbehaves?

The Sizzlin' Summer Day Camp staff would like your child to have the best experience possible while at camp this summer. Thus, all participants must understand and follow the camp guidelines and rules.

These guidelines and expectations are in place to ensure the safety of your child and staff:

- Listen to staff.
- Respect Day Camp staff and other camp participants.
- Respect camp property and facility property.
- Keep hands, feet, and other objects to yourself.
- Participate in camp activities.
- Follow staff instructions when on field trips and when out in the community.
- Clean up after yourself.
- Be positive and have fun!

Sizzlin' Summer is run on a 3-tier warning system. Campers will get two warnings before a call home is made. If the behavior is deemed (by staff consensus), to be significant, the child will automatically be sent home for the rest of the day. Warnings will be documented by the staff member to present to the parent when the child is picked up. The warnings reset at the beginning of each day.

There are 3 main reasons a child could be sent home:

1. Danger to him/herself or others. This could include:
 - Hurting oneself or someone else / bullying other program participants
 - Running away / leaving camp
 - Refusing food or prescribed medication
 - Refusing to follow camp rules & staff directions
 - Destroying property
2. Requires constant one-on-one attention.
3. Engages in any illegal behavior

If your child is sent home:

- The parent or guardian is responsible for picking them up at camp.
- No refunds will be provided.
- Any charges that are incurred due to destruction of property will be the responsibility of the parent or guardian to pay.

Please review these rules with your child. The staff will review these rules with your child at the beginning of camp. Thank you in advance for your cooperation, and we hope to have a great summer!