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INTRODUCTION
This Handbook is provided to give families an overview and understanding of the goals and limitations of the summer camp program. The program is recreational and intended to provide a fun experience for all children during their school summer break. It is important that children’s needs are the best fit for our program and therefore want to communicate expectations in advance of registration so we can ensure that all children’s experience is a success.

The H&R MFRC Summer Camp Program is possible with the support of summer student employment grants (provincial and federal). Students are hired to be counsellors on a yearly basis and therefore are untrained. They are provided basic information on child development, behaviour management, communication and H&R MFRC policies. As students, they do not have educational background or trained skills to work with children who demonstrate disruptive behaviours nor can they provide developmental support services, as you may expect in a school environment. Camp Counsellors are unable to support children who require one on one support or personal care needs. Other H&R MFRC staff are engaged to support the program and Camp Counsellors. More details on this are provided in the Inclusion Practice section of this handbook.

GENERAL INFORMATION
To ensure the limited number of spaces available are accessible to all families, registration is limited to a maximum of 6 weeks of summer camp. Spaces are offered on a first come, first serve basis. There is a separate registration night for each location.

LOCATION & CAPACITY
HALIFAX SITE
Windsor Park
WP38 MacDougall Street
30 spaces

SHEARWATER SITE
Hampton Grey Memorial Centre
Bldg 14 Shearwater
40 spaces

HOURS OF OPERATION
Monday to Friday (closed on Canada Day and Natal Day) from 6:30am to 4:45pm

AGES
5-12 years (must have completed grade primary)

FEES
$135/week/child

CONTACT NUMBERS
In emergency situations or to notify staff that your child will be absent please contact:
HALIFAX SITE
Front Office: 902-427-7788
Summer Camp Program room: 902-427-7787

SHEARWATER SITE
Front Office: 902-720-1885
Summer Camp Program room: 902-720-1242

The H&R MFRC Children Services Supervisor has oversight for the Summer Camp Program. To direct any program issues or concerns, please telephone: 902-720-2405.

STAFF
Camp Counsellors are students, who implement a variety of activities and engage daily with children to support active participation to promote a fun summer experience.
H&R MFRC Child & Family Program Coordinator develops program plans and provide hands on coaching and support to Camp Counsellors on a daily basis.

H&R MFRC Special Needs & Inclusion Navigator provides support to the program to ensure all children can participate; ensures adaptations or enhancements are in place for children who use ongoing strategies. She will meet with families in advance to ensure strategies used at home and school can be consistently implemented at summer camp.

PROGRAM LIMITATIONS
It is important to remember that summer camp is recreational and social in nature. Our goal is to foster positive peer relationships. When registering your child, be mindful that long days, weather and general tiredness can negatively impact children’s mood, participation, and interaction with peers and Camp Counsellors. In our experience, offering this program for 25 years, long days can lead to disruptive behaviour that negatively impacts the child, the program and the experience of other children. Therefore, the H&R MFRC reserves the right to limit hours of day or days per week; when these behaviours are observed and being consistently managed, to ensure the child gets a needed break from the daily schedule of camp. In such cases, a meeting with the parent/guardian will be arranged to discuss options. Children’s acceptance into the program is based on the H&R MFRC’s ability to meet the needs of the participant(s).

REGISTRATION INFORMATION
The H&R MFRC Summer Camp program offers active and interactive program for school aged children ages 5-12 years old. The program is available to serving military member families.

Parents/Guardians will be required to:
• Complete registration package that includes, registration form, medical/health information form, and consent for outings form; and
• Provide current phone numbers, and be accessible or have a designated emergency contact who can be reached at all times.

PARENT/GUARDIAN COMMUNICATION
Parents/guardians will receive a weekly newsletter which will outline the weekly schedule and any additional reminders or requirements for the week. Parents/guardians are encouraged to bring their comments and/or concerns to the H&R MFRC Children Services Supervisor: 902-720-2405.

PHILOSOPHY/OBJECTIVES
The H&R MFRC’s Summer Day Camp Program values children and is committed to making sure that the program is designed and delivered in a way that respects and nurtures each and every child. Through a variety of activities, the Summer Camp Program strives to create an encouraging atmosphere helping children to grow and be the best they can be.

The H&R MFRC Summer Camp:
• Fosters positive peer relationships;
• Fosters positive child and Camp Counsellor relationships;
• Provides for the health and social well-being of children;
• Respects and treats all children with dignity and integrity;
• Provides a safe, nurturing and stimulating environment with the opportunities for learning and fun;
• Provides opportunities for children to build friendships, self-esteem and confidence;
• Provides opportunities for children input into camp activities; and
• Provides a variety of activities in skill building, art, and physical activity.

INCLUSION PRACTICE
The full “H&R MFRC Inclusion Statement of Practice” is posted in the Summer Camp program room or is available on our website at www.halifaxmfrc.ca

Excerpt: The H&R MFRC is committed to fostering a sense of belonging to military families of all abilities by providing an environment and experiences that promote positive social relationships, development and learning. Inclusion means children are able to access programs in meaningful ways that will create positive experiences. We view families as partners, who lead the decision making process, meaning that families know what their needs are and what works best and therefore must influence the approaches developed by service providers.

HOW INCLUSION SUPPORT IS PROVIDED
Parents/guardians are required to disclose any diagnosed or complex needs, behaviour challenges as well as medical conditions that may require specific strategies, adoptions and/or accommodations to allow camp children to fully participate in the program.

The H&R MFRC Special Needs & Inclusion Navigator will meet with families prior to camp to ensure that strategies used at home or school are consistently implemented at summer camp (i.e. behaviours, social cues, flight risk). Sharing of information prior to camp has led to increased success for the participant. It assists Camp Counsellors in making camp a positive experience for all children. Further, weekly check-ins will be offered as an opportunity to work with families to proactively address successes and challenges.

A meeting prior to the start of camp will be required, where parents/guardians can expect to:
• Share the participant’s story, strengths, areas of interest, and areas of required support, discuss camp schedules, expected outings, expectations, any assistive materials, accommodations and/or adoptions that could be put into place;
• Discuss any previous successes and challenges at Summer Camp;
• Share a copy of the participant’s current IEP would be very beneficial to bring as we are able to modify and use some of the strategies from school/home;
• Review the camp behaviour management policy;
• Document the plan and expectations; a copy will be provided to the family and one kept on file; and
• Discuss other programs, services and resources available at the H&R MFRC or community agencies that may be of assistance.

We will work with families on a case-by-case basis to the best of our ability to ensure each child can actively participate in all aspects of the program, and that it is a good fit and meets the needs of the child as well as taking into consideration limitations of the program.

Please note: Children who have a tendency to run away (flight risk) may be required to have a family member accompany them on outings and field trips, so as to provide one-on-one support.

Non-disclosure of information negatively impacts the staff’s ability to adequately prepare and be responsive to challenges, behaviours and needs, therefore failure to disclose could result in loss of space in summer camp.
PROGRAM INFORMATION AND POLICIES

WHAT CHILDREN NEED TO BRING EACH DAY
All items must be labelled:

- Backpack that child can carry
- Hat
- Indoor sneakers for rainy days; sandals with straps
- Change of clothes
- Healthy peanut/nut-free lunch and snacks
- Refillable water bottle
- Non-spray sunscreen
- Insect repellent (at parents'/guardians’ discretion)
- Bathing suit and towel
- Rain gear (when necessary)

The H&R MFRC is not responsible for lost or damaged items. A lost and found bin is set up during camp. Any items not claimed by September 1st will be donated.

DROP-OFF/PICK-UP
Children must be dropped off no later than 8:30am, late arrivals are disruptive to the camp schedule. Late arrivals may miss out on activities or departures to offsite activities. Should your child miss the departure for an outing it is the responsibility of the parent/guardian to drop them off at the scheduled activity venue.

ATTENDANCE
All children must be signed in/out by a parent/guardian. Parents/guardians must ensure that a staff member is aware that their child has been picked up at the end of the day, so staff can ensure their child has been signed out.

- Pick-up must be no later than 4:45pm;
- Parents/guardians are asked to notify staff in case of lateness (see payment policies reference late fees);
- Children will be released to authorized persons only. Parents/guardians must provide written permission (in advance) when their child will be picked up by someone else;
- If the staff member is not familiar with the person, they will be required to show photo identification before taking the child; and
- If pick-up is done by different people on different days, families must submit a calendar to indicate who will be picking up their children.

PARTICIPATION
The H&R MFRC Summer Camp provide active and stimulating experiences for all children. Weekly programming includes swimming, free play, gym time, outdoor activities, theme days, art experiences, special guests and field trips. It is understood that children who are attending summer camp will participate in all scheduled events and activities.

Our goal is for all children to have fun, try new experiences, and to develop positive peer relationships. Anxious or shy children will be encouraged, persuaded and supported to try new activities and experiences. We create opportunities for the children to share ideas about activities they would like to engage in.

We recognize that children have structured days during school and therefore balance summer camp with activities and free play to ensure “down time” for children to select activities of their choice, own interest and with interaction with others.
Positive peer relationships are fostered by encouraging different partners or teams for group games, activities and transitions. As an H&R MFRC summer camp, we recognize this is a time for newly posted/relocated children to meet new friends and we facilitate this with children.

Due to the highly active nature of the program, and the need to maintain staff to child ratio requirements, summer camp is unable to provide alternate arrangements for non-participating children. Parents/guardians must provide a medical reason in order for children to be excused from a scheduled activity.

**ACTIVE PROGRAMMING**

Children’s days are action packed with a range of experiences and activities including indoors, outdoors and off site.
- Swimming is scheduled once a week at either a lifeguarded pool or beach;
- Programming is varied; keeping in mind that some children attend multiple weeks;
- Field trips and/or special guests are planned throughout the weeks. Field trips are subject to change due to facility availability and weather and will be rescheduled whenever possible; and
- Parents/guardians must sign a field trip consent form which is included in the registration package.

**BEHAVIOUR MANAGEMENT**

In a full day program, typical behaviours are expected. Children are engaged in a high level of activity, in addition to summer heat or rainy days that can keep them inside. All of these elements can make any child tired and irritable on some days. It is important to recognize that like adults, children need a break from daily routine too, so when we observe mood, lack of engagement we may suggest a break from camp as a tool to help your child avoid behaviour challenges.

Behaviour management techniques will be implemented as a method of reinforcing positive behaviours rather than reinforcing negative behaviours. Consideration is given to the child’s age and developmental level. Camp Counsellors and H&R MFRC staff will demonstrate a positive attitude and will assist children to learn appropriate behaviour by modelling respect and consistently setting limits and boundaries.

Every effort will be made to positively re-direct children to an alternative activity when they are exhibiting inappropriate behaviour. This may include removing a child from one activity in which they are being disruptive and introducing them to a new activity. Some behaviours stem from overstimulation or tiredness, and in these instances effort will be made to offer the child a quiet area. Our goal is to assist the child to successfully re-engage in the program.

The following forms of discipline will not be used:
- Corporal punishment, including but not limited to the following: striking a child directly or with any physical object; shaking, shoving, spanking of other forms of aggressive physical contact; or requiring a child to repeat physical movements;
- Harsh, humiliating, belittling or degrading responses of any form, including verbal, emotional or physical;
- Confinement of/or isolation of children; and
- Deprivation of a child of basic needs including food, shelter, clothing.

We teach camp children to:
- Take responsibility for their words and actions;
- Respect each other and the environment;
- Follow directions, and the importance of respect for authority of Camp Counsellors; and
- Be caring and honest in their interactions and relationships with others.

Camp Counsellors are committed to:
- Setting limits that are enforced consistently and fairly;
• Redirecting children to another activity when they observe potential conflict;
• Redirecting the child and positively reinforcing appropriate behaviour; and
• Requesting assistance from H&R MFRC staff when behaviours are beyond their ability to manage.

DISRUPTIVE BEHAVIOURS
Disruptive behaviours are defined as behaviours that impact negatively the day to day camp and experiences of other children. Some examples include: consistent refusal to follow camp rules and requests from camp staff; consistently leaving the program without permission; consistently using inappropriate language or profanity; temper tantrums that are beyond what would be considered developmentally appropriate; destruction of property; inappropriate physical contact with other children and staff; endangering the health and safety of themselves or others; aggression or violence.

Summer Camp staff are not trained or equipped to work with children that display disruptive behaviours beyond those that are developmentally appropriate. The impact on day to day Summer Camp program can be significant and affects all children.

If the child requires a behaviour plan at school or there were concerns in previous years at the H&R MFRC Summer Camp to manage behaviour, a meeting before camp starts will be required with the Children Services Supervisor and the Special Needs & Inclusion Navigator to ensure the child is successful for a new camp year. It may be necessary to develop a Positive Behaviour Support Plan with the family and child before camp starts. This plan will outline behaviours of concern, and consequences that will be implemented, which could include but not limited to: strategies (implemented at home/school) and how/when to use them, removal from the activity for a “cool down period”; parent/guardian contacted to pick child up; reduced hours/days of attendance; dismissal from the program.

We will make every effort of accommodate the needs of all children while respecting the limits of the program. As a last resort, should a child’s behaviours cause continual disruption, it may be cause of dismissal from the program.

Failure to disclose previous or current behaviour issues could result in loss of space in Summer Camp.

NUTRITION
Lunch breaks are part of the program. Parents/guardians are required to provide a healthy peanut/nut-free lunch daily and two snacks for their child (ren).
• Allergies must be documented on the registration form;
• Parents/guardians may provide a healthy, peanut/nut-free breakfast for their child (ren) any time prior to 8am. Food brought in after 8am will be stored in the child’s lunch bag;
• Children are asked to eat their own lunch, no trading of food is permitted; and
• Children must have a water bottle or two as it is important to re-hydrate throughout the day.

NUT POLICY
The H&R MFRC Summer Camp is “peanut reduced”. Please DO NOT bring nuts or products containing nuts into camp. We encourage parents/guardians not to feed children peanut butter at breakfast as residue can stay on hands and clothing. We do not permit nuts or nut containing products in camp but as a public facility (H&R MFRC) we cannot guarantee the building (i.e. hallways) is nut-free.

TOYS FROM HOME
The H&R MFRC Summer Camp is well equipped with materials and toys; we request that children do not bring toys from home unless specified. Summer camp is intended to be social and recreational so all electronic devices
such as iPod, handheld computer games, MP3 players and cell phones, must be left at home. Toys will be stored and returned at the end of the day. The H&R MFRC is not responsible for lost or damaged toys.

**CUSTODY & ACCESS**

H&R MFRC Summer Camp requires a signed and legal Court Agreement to be submitted and kept on file that outlines specific access or restrictions to the child in order for Summer Camp staff to enforce or deny access to a parent/guardian. Without a signed court agreement we recognize both parents/guardians having equal access. In cases where a court agreement is on file and a parent/guardian with restricted access attempts to take the child, the Military Police will be contacted.

**ACCESS TO INFORMATION**

Information provided on registration forms is the property of the H&R MFRC and will be held confidential. Access to any information, including providing copies of documents, contained in child’s files will not be granted.

In cases where families are separated, any additions or deletions to children’s files must be approved by both parents/guardians, such as persons authorized to pick up children. In cases where families are separated, all Summer Camp information such as parent/guardian letters will be disseminated to the parent/guardian (or designate) picking the child up from the program; it is the responsibility of both parents/guardians to communicate the information to each other. Summer Camp will not provide double correspondence.

**ILLNESS**

- Sick children should not be brought to Summer Camp; this includes but is not limited to high fever (101°F or 38.3°C), vomiting, diarrhea, and other communicable diseases.
- Parents/guardians are required to notify Summer Camp if their child has, or has come in contact with a communicable disease.
- If a child becomes ill while at Summer Camp, including but not limited to fever (101°F or 38.3°C), vomiting, diarrhea and other communicable diseases, the parents/guardians will be contacted immediately for arrangements to be made for pick up.
- Children cannot return to the program for 24 hours should they be sent home with these symptoms.
- H&R MFRC Summer Camp reserves the right to exclude children from the program if they are generally unwell and unable to participate in the general camp routine (i.e., field trips, outdoor activities, etc.).

**MEDICATION**

Having medication in a classroom environment can pose a risk to others, so help us mitigate and prevent accidents.

- Summer Camp staff are only permitted to give prescription medication if the medical information form is completed and signed by a parent/guardian.
- All prescription medication must be labelled with the child’s name; in the original container with the prescribed dosage, and doctor’s name.
- All medications must be given directly to a staff member for proper storage. Medication is never to be stored in your child’s backpack or cubby.
- Staff are NOT permitted to administer a non-prescription drug such as Tylenol.
- If your child requires a prescription inhaler, this must be indicated on the medical information form and signed by a parent/guardian. Written instructions and explanation of symptoms from a doctor must accompany prescription inhalers and communicated directly to the summer camp staff.
- If your child requires an EpiPen, it must accompany your child each day in order for them to attend the program and must be worn on their person. In times of swimming or water games, the EpiPen will be on the pool deck or on a staff member. Parents/guardians are responsible to check the EpiPen regularly to ensure it has not expired. Should it be expired, the child will not be accepted into the program.
EMERGENCY PROCEDURES

Emergency protocols are in place for a range of situations, fire drills, lockdown, power outages etc. Staff are aware of protocols and receive training.

In the event of a power/water outage where the H&R MFRC cannot ensure the safety and health of children, the program may delay opening (not accept children at drop-off) or close. When children are already present parent/guardian/emergency contacts may be contacted for early pick-up.

When the H&R MFRC must evacuate, secondary locations for pick up are:
- Shearwater: PSP Sports and Fitness Centre
- Halifax: Halifax site, H&R MFRC (6393 Homefire Crescent. Windsor Park Building 106)

PARKING LOT

The H&R MFRC discourages parents/guardians from leaving children unattended in vehicles in the parking lot. The H&R MFRC cannot be held responsible/liable for accidents/incidents resulting from children being left unsupervised in vehicles.

CHILD ABUSE PROTOCOL

All persons are required to report suspected child abuse. The duty to report suspected child abuse and neglect overrides the confidentiality of all professional relationships and includes information considered to be privileged. Every person in Nova Scotia is required by law under the Children and Family Services Act to report child abuse and neglect. As per protocol, parents/guardians will not be informed, if the H&R MFRC Summer Camp has reported suspected child abuse. Reports are made to Child Welfare, the Department of Community Services.

CAREGIVERS UNDER THE INFLUENCE

- A parent/guardian who appears to be under the influence of alcohol/drugs and intends to drive will be asked to make alternate transportation arrangements i.e. Call the other parent/guardian, call a friend, or a taxi;
- If the parent/guardian rejects this request, it will be necessary for the staff to call the Military Police immediately; and
- In the case where a parent/guardian is intoxicated to the point that staff may have concerns about the participant’s safety, regardless of the method of transportation, the above procedure will be followed.

HIRING STAFF AS AFTERHOURS BABYSITTERS

Due to conflict of interest, code of ethics, confidentiality and professional parent/guardian and staff boundaries. Parents/guardians are strongly discouraged from asking our Summer Camp staff to provide babysitting services. Our staff have a professional relationship with you, please help us all respect boundaries. Should you require babysitting services after hours we have resources available within the H&R MFRC that could assist you.

PAYMENT POLICIES

- Maximum registration for summer camp is 6 weeks;
- Payment must accompany registration in order to secure a space for your child (ren);
- Your space in camp cannot be guaranteed without payment;
- Registration for camp will be processed on a first come, first served basis;
- Registration nights in Halifax can accept payment in the form of post-dated cheques, pre-authorized credit card forms, cash or debit (cash and debit are only options if you are paying for all sessions at the time of registration);
- Post-dated cheques are to be dated for the Monday of each week your child is attending, payable to the H&R MFRC;
- Non-Sufficient Funds (NSF) cheques will result in a NSF charge (as determined by your financial institution) and an administrative fee of $15.
• One NSF cheque will result in the Summer Camp no longer accepting post-dated cheques and all future payments must be made by money order or cash; and
• Non-payment for services will result in immediate loss of space.

OUTSTANDING FEES
• In the case when an account is in arrears, the H&R MFRC Business Manager will give notification to either parent/guardian. In cases of family separation both parents/guardians will be given notification;
• Payment arrangements for delinquent accounts are to be made with the H&R MFRC Business Manager;
• If necessary, a final notice for payment will be issued, in writing. If full payment is not received, it will result in dismissal from the program;
• All outstanding balances must be paid in full prior to withdrawal from Summer Camp.
• If a child no longer attends and there is an outstanding balance, families will be contacted in writing to discuss payment arrangements;
• The H&R MFRC Executive Director will be notified of all delinquent accounts; and
• Failure to respond and in absence of payment, your account will be turned over to a collection agency.

LATE FEES
• Summer Camp closes at 4:45pm. In the case where a parent/guardian arrives to pick up a child after the program is scheduled to close, there will be a fee charged. The late fee is $10 per 15 minutes or part thereof. The H&R MFRC Business Manager will provide an invoice to the responsible parent/guardian; and
• Habitual lateness may result in loss of space.

WITHDRAWAL
To ensure fair access to limited spaces:
• We will not normally provide reimbursement for unneeded/unused space or withdrawals from the program;
• We will provide reimbursement only in cases of a service related reason (i.e. posting);
• Requests for reimbursement must be made in writing two weeks in advance; and
• In cases when a child has been dismissed from the program, reimbursement will be provided.

PRIVACY CODE
The H&R MFRC adheres to the Military Family Service Program (MFSP) Privacy Code. Personal information about CAF members and their families is protected and used only for the purpose for which the information is collected. For more information on the MFSP Privacy Code, please visit: www.halifaxmfrc.ca.

If you have any questions or inquiries or would like to set up a meeting, please do not hesitate to contact the Children Services Supervisor: 902-720-2405.

Thank you for your cooperation, as we work together to support all children to have a positive, memorable and fun summer camp experience!
H&R MFRC SUMMER CAMP REGISTRATION FORM

Please indicate which site you are registering for:
Halifax site Summer Camp ☐ Shearwater site Summer Camp ☐

CHILD’S INFORMATION

<table>
<thead>
<tr>
<th>Child’s first name:</th>
<th>Child’s last name:</th>
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<tr>
<th>Male / Female:</th>
<th>Date of Birth: (YY/MM/DD)</th>
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<td>(must be entering grade 1-6 in September 2019)</td>
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<tr>
<th>Mailing Address: (including postal code)</th>
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PARENT/GUARDIAN INFORMATION

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<th>Name:</th>
<th>Telephone:</th>
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<th>Email address:</th>
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<tr>
<th>Name:</th>
<th>Telephone:</th>
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<tr>
<th>Email address:</th>
<th>Cell:</th>
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<tr>
<th>Military Family Member:</th>
<th>Military Member’s Unit:</th>
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**Please circle the name to be used on the 2019 tax receipt**

PRICING AND PAYMENT METHODS

Summer Camp pricing for the 2019 summer season is: $135/week (6:30am – 4:45pm)

Payment methods:
Cash, debit and credit card (Visa / MasterCard): prepayment of full fees at time of registration.
Weekly Credit Card: pre-authorized form to be completed.
Cheques: if not paying full fees, cheques must be dated for the Monday of the respective camp week and made out to: H&R Military Family Resource Centre.

** Refunds will only be offered due to service related reasons (i.e. postings).
SCHEDULE AND SELECTION

Please indicate which six weeks you would like to register below, camp options (ranked in order of preference), and payment method:

<table>
<thead>
<tr>
<th>Attendance at Summer Camp</th>
<th>Camp Option</th>
<th>Theme</th>
<th>Payment Method</th>
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<tbody>
<tr>
<td>☐ Week 1 (July 2 – 5)</td>
<td></td>
<td>We are Family!</td>
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<tr>
<td>☐ Week 2 (July 8 – 12)</td>
<td></td>
<td>Artful Antics</td>
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<td>☐ Week 3 (July 15 – 19)</td>
<td></td>
<td>Colour Wars</td>
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<td>☐ Week 4 (July 22 – 26)</td>
<td></td>
<td>Wizards &amp; Witches</td>
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<tr>
<td>☐ Week 5 (July 29 – August 2)</td>
<td></td>
<td>Game Shows</td>
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<td>☐ Week 6 (August 6 – 9)</td>
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<td>Exploration Nation</td>
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<tr>
<td>☐ Week 7 (August 12 – 16)</td>
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<td>Treasure Island</td>
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<tr>
<td>☐ Week 8 (August 19 – 23)</td>
<td></td>
<td>Summer Camp’s Got Talent</td>
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What grade and school will your child be attending for the 2019-2020 school year?

How would you like to be contacted if staff have a concern about your child?

Will a loved one be deployed during the summer? [ ] Yes [ ] No

Does your child attend other H&R MFRC programs (Casual Care, before/after school care, etc.)? [ ] Yes [ ] No

If so, which programs:
<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
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<td>Telephone:</td>
<td>Cell:</td>
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**PERSONS AUTHORIZED TO PICK-UP CHILD:**

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<thead>
<tr>
<th>Name:</th>
<th>Telephone:</th>
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<tr>
<td>Name:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Name:</td>
<td>Telephone:</td>
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**BACKGROUND INFORMATION & MEDICAL/HEALTH HISTORY**

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<thead>
<tr>
<th>Provincial Health Card Number:</th>
<th>Expiry: (MM/YY)</th>
</tr>
</thead>
</table>

Parents’/guardians are required to disclose any diagnosed or complex needs, behavior challenges as well as medical conditions that may require specific strategies, adaptions and/or accommodations to allow camp participants to fully participate in the program. **Non-disclosure of information could result in loss of space in summer camp.**

A meeting will be required before camp starts with the Special Needs & Inclusion Navigator and the Children Services Supervisor to provide families an opportunity to share their child’s story, strengths, and areas of interest to discuss areas of potential support that could include but not limited to implementation of strategies, adaptions and accommodations. **Please refer to the Summer Camp Parent Handbook for more detailed information.**

Does your child have any diagnosed or complex needs, behavioral challenges or medical conditions? This could include, but not limited to: Autism; ADHD; ADD; ODD; OCD; Anxiety; Developmental Delays, Cognitive Delays, medical conditions, behavior challenges, requires an EPA (Educational Program Assistant) or has an IEP (Individual Educational Plan)? 

Yes ☐ No ☐

If yes, please explain:
Is your child taking any medication?  
If yes, please explain and list any side effects:

Will there be any changes to your child’s medication during the summer months?  
If yes, please explain:

Does your child require the use of a prescription inhaler?  
If yes, are they able to administer it themselves?  
Please list symptoms below:

Does your child have any allergies? (This includes, but is not limited to foods, medications, or contact allergies)  
If yes, please explain:

Is the allergy severe enough to require medication or emergency treatment?  
Does your child carry an EpiPen? (If so, the child is required to have it with them every day to be accepted into camp).

Will your child be residing with their primary parent/guardian this summer?  
If no, please explain: (e.g. visiting relatives or parent during the summer):  
*If pick-up of your child will be by several different caregivers, a calendar designating days and persons will be required and provided to camp staff the first day of camp for that month.*
Please tell us about your child’s swimming abilities.

Please select the most accurate:

☐ Non-swimmer    ☐ Beginner    ☐ Average    ☐ Excellent

While swimming, my child:

☐ Cannot swim    ☐ Requires a life jacket    ☐ Requires a floatation device
☐ Does not require the aid of a floatation device

What else can you tell us about your child to help us provide quality care? (E.g. is your child shy, easily frustrated, do they run off if upset, etc.)?

Please provide any additional information that may be helpful for the Camp Staff to know about your child’s life. This could include, but is not limited to: cultural and/or religious practices, currently deployed family members, siblings and their ages, family members that are of significance to them. Also include any loss (family, pets) that may be impactful to your child. Languages spoken at home or within the child’s family.

We encourage you to update the camp staff as this information changes.

PARENT HANDBOOK

I have read and agree to abide by program policies as stated in the H&R MFRC Summer Camp Parent’s Handbook. I understand that failure to do so may result in loss of space.

Parent/guardian’s name: (please print): __________________________

Signature: __________________________    Date: __________________________
EMERGENCY FIRST-AID AUTHORIZATION

I give permission for my child, ________________________, to receive Emergency First-Aid/ CPR as required, to be administered by staff of the Halifax & Region Military Family Resource Centre Summer Camp. I understand that this may involve calling a physician, interpreting and carrying out instructions, and transporting my child to a hospital by ambulance. I understand that this may be done prior to contacting me and that any medical/ ambulance expenses will be my responsibility.

Parent/guardian’s name: (please print): _____________

Signature: ______________________

Please Note:
The only medication that the staff will administer are those medications prescribed by a doctor and in the original container with a prescription label that states child’s name, doctors name, date, medication name, amount and time of dosages. For children who have medication, parents must complete a medication form.

Children with severe allergies or asthma that require medication will not be accepted into the program without their EpiPen and prescription inhalers with them each day.

OUTINGS/FIELD TRIP PERMISSION

I give permission for my child, ________________________, to participate in the outings/ field trips as planned and implemented by the Halifax & Region Military Family Resource Centre Summer Camp. By choosing to participate in these activities you are consenting to take full responsibility for an accident or injury or illness which may occur during an outing. The H&R MFRC is not liable for any injuries received as a result of participation in activities. I have read the above and I understand that by my child participating in the H&R MFRC Summer Day Camp field trips, I assume the risk associated with doing so. Please note that we access public transportation (Metro Transit). The Halifax & Region Military Family Resource Centre Summer Camp does not provide alternate care for children not permitted to attend outings/field trips.

Parent/guardian’s name: (please print): _____________

Signature: ______________________
The H&R MFRC is committed to fostering a sense of belonging to military families of all abilities by providing an environment and experiences that promote positive social relationships, development and learning.

Inclusion supports both child and adult rights to be valued as individuals and as members of families, communities and society. Inclusion means participants are able to access programs in meaningful ways that will create positive experiences. We recognize all children and adults have unique needs; some reflecting their family’s background and culture. It is our goal to provide inclusive and diverse programs and services that meet social, cultural, and linguistic considerations by providing appropriate group experiences for all participants.

We welcome other professionals (such as early interventionists, speech therapists, occupational therapists, IWK) into our programs. We work collaboratively with other professionals and your family to ensure the programs they attend are able to meet positive outcomes. We must receive “Consent to Receive and Release Information” forms from other agencies when professionals are visiting/working in the program.

By providing your consent to receive and release information, the Special Needs & Inclusion Navigator and Inclusion Coordinators will work collaboratively with relevant staff to observe, exchange and learn information about the participant; reducing the need for you to “retell your story” across multiple programs.

Your privacy is important to us. All H&R MFRC staff must adhere to the Privacy Code for the Military Family Services Program.* The H&R MFRC is committed to respecting the privacy and maintaining confidentiality of any personal/sensitive information of the families we serve, clients, volunteers and staff. Only those staff who engage directly with the child/participant will have access to your information. All H&R MFRC staff sign an Oath of Confidentiality agreement, which outlines specific expectations to maintain confidentiality and legal/ethical obligations. All confidential information is stored in a locked filing cabinet in accordance with the H&R MFRC Security Policy. All consent forms are kept in the child/participant’s file. If you have any questions or concerns regarding the confidentiality of your information please contact the Executive Director.

Documents and files will be kept for 5 years after it is deemed they are no longer needed as per the H&R MFRC Document Retention Policy, at which time all documents are destroyed by shredding.

Personal information includes:

**Basic information:** includes but is not limited to names, dates of birth, contact information, health and medical information.

**Other Information:** includes but is not limited to request for supports, unique needs, exceptional circumstances or a diagnosed and undiagnosed need and related information such as: other professionals working with the participant, accommodations, adaptations, and strategies being implemented that would be deemed relevant to ensure consistency of care across all programs.
I have read and understand the Consent to Receive and Release Information as outlined above.

☐ I give my consent.
☐ I do NOT give my consent. Therefore, I understand that this may present challenges to consistency of care between programs.

I understand at any time I can withdraw this consent form by submitting a request in writing to be retained on file.

Name (please print): __________________________

Signature: __________________________ Date: ______________

* The Privacy Code for Military Family Services Program is a tailored version of the Canadian Standards Association Model for the Protection of Personal Information – CAN/SCA-Q830-96. The SCA Code became A National Standard of Canada in 1996. The 10 Principles contained within the SCA Code reflect universal fair information practices that combine individual privacy rights with strong obligations to protect personal information collected and used by organizations.