

Fredericton Region Museum

PO Box 1312, Station A ~ 571 Queen Street ~ Fredericton NB E3B 5C8
(506) 455-6041 ~ info@frederictonregionmuseum.com

Fredericton Region Museum Day Camp Parent Handbook

Dear Camper Parents/Guardians,

It is a pleasure to welcome your child(ren) to the Fredericton Region Museum day camp. In their time here, campers will enjoy exploration time in the museum's exhibits and take part in fun, hands-on activities, crafts and field trips!

The policies and procedures that are outlined in this handbook are designed to provide you with pertinent information about the way our camp operates. Your cooperation in following these guidelines is appreciated. Please keep this handbook as a reference.

Registration Information

- Registration is limited and is accepted on a first come-first served basis.
- Payment must be made upon registration. We do not hold spots.
- Once registered, cancellations must be made in writing or email **seven days** prior to camp. Refunds will be given if cancelled by this deadline, but we will require an administrative fee of \$30. Refunds will not be given with less than seven days' notice. No refunds will be given for absences due to illness.
- All forms must be filled out and all registration fees paid before a space is guaranteed for your child.

Form and Fee Requirements

- Registration Form
- Consent for Outings/Excursions/ Activities Off Premises of Day Camp Facility
- Day Camp Facilities Parental Consent for Emergency Care and Transportation
- Consent for Administration of Acetaminophen
- Medication Dispensing Authorization
- Pictures and Media Consent
- Balance of fees are due at the time of registration.

We are excited about this year's programming and are looking forward to meeting each camper!

Sincerely,
Fredericton Region Museum staff

Fredericton Region Museum

PO Box 1312, Station A ~ 571 Queen Street ~ Fredericton NB E3B 5C8
(506) 455-6041 ~ info@frederictonregionmuseum.com

Day Camp Staffing

All of our day camp leaders are trained to work with children, have all had police record checks, and are all trained in First Aid. Additional day camp staff will consist of volunteers that have been screened by the museum's Executive Director.

Arrival Policy

- All campers should be dropped off at the FRM, located at 571 Queen Street (in Officers' Square), each morning between 8:30am and 9:00am and must be signed in each day at the admission desk by their parent/guardian or a person approved by their parent/guardian.
- If you arrive after check-in time, ask the admission desk personnel to contact camp staff to meet your child and take them to their group. When possible please note your late arrival in advance.
- The museum does not have any available parking. Parents and guardians can park behind the Fredericton Public Library or on Queen Street (parking metres in both locations).

Departure Policy

- Camp concludes each day at 4:00pm. All campers must be picked up between 4:00 and 5:00 and signed out each day at the admission desk.
- All campers must be signed out by a parent/guardian or a person approved by the parent/guardian.
- If you have different pickup instructions for any day, please send a note to a camp staff member that morning stating the change to time or person.

Toys, Sports Equipment

Please do not allow campers to bring toys (including electronic games, books, iPods, etc.) to camp. The Fredericton Region Museum is not responsible for lost or stolen items. If the staff request a specific item for an activity, a note will be sent home and the equipment will be kept in a safe place until needed.

Lost and Found

Lost and found for the Fredericton Region Museum is located in the main office; please ask FRM staff for assistance.

Communication

- If you need to get a message to your child or the camp staff during the day, call the FRM office (455-6041), and staff will relay the message.
- **Please do not leave the message on voice mail.**
- The use of cell phones by campers during camp time is not permitted. Special situations can be assessed on an individual circumstance basis.

Parents should inform Fredericton Region Museum staff if:

- Information on your registration form has changed
- Someone other than those listed on the registration form is picking up camper(s)
- A camper will be arriving late to camp or will not be attending camp (due to illness, etc...)
- A change occurs in your child's life that alters his/her attitude, behaviour, or causes emotional upset.

Fredericton Region Museum

PO Box 1312, Station A ~ 571 Queen Street ~ Fredericton NB E3B 5C8
(506) 455-6041 ~ info@frederictonregionmuseum.com

Parents will be contacted immediately if:

- Your child has received an injury that may require immediate medical attention.
- Your child exhibits a medical condition that may be contagious or threatening to others.
- Your child is ill and unable to participate in the daily activities.
- Your child exhibits a pattern of disruptive behaviour that interferes with the programming or other children.

Parents will be notified at pickup time if:

- Your child has a minor injury that does not require a professional in the medical field.
- Your child complains of non-emergency condition or symptom.
- Your child exhibits unusual or unacceptable behaviour.
- The FRM wants to share your child's accomplishments with you.

Lunch/Food

- Campers must bring their own **peanut-free** lunches and snacks that require no refrigeration.
- Please ensure that your child(ren) have enough food for two healthy snacks and a lunch.

Photos

The Fredericton Region Museum staff may take photographs of campers throughout the day camp session to be used in presentations, on the FRM's website, social media, and in publicity pieces produced for the FRM. Please ensure you have signed the Pictures and Media Consent form.

Clothing/Camp Supplies

- Appropriate attire, comfortable shoes, sunscreen and a reusable water bottle.
- A change of clothes if your child is prone to accidents.
- Please label all clothing and belongings with the camper's name.
- Swim wear and a towel for swim day (weather permitting).
- Camp Leaders will make every effort to be sure campers do not lose items; however, the FRM does not assume responsibility for anything lost.

Illness/Injury

- If your child is ill, please do not send him/her to camp. The FRM does not have provisions for giving nursing care, other than immediate First Aid. Should a child come to camp and become ill, parents will be notified and asked to pick up their child.
- In case of emergency, the FRM will call an ambulance to transport your child to the nearest hospital for treatment.
- In case of contagious disease, please notify camp staff immediately. All parents will be notified as soon as possible.
- The FRM will not give refunds for any camp time missed due to illness.

Medications/Special Needs

- Camp staff should be made aware, in writing, of any special needs or limitations a child may have.

Fredericton Region Museum

PO Box 1312, Station A ~ 571 Queen Street ~ Fredericton NB E3B 5C8
 (506) 455-6041 ~ info@frederictonregionmuseum.com

• **If your child takes medicine during camp hours, the *Authorization for Administering Medication* section of the registration form must be filled out and signed at the time of registration.**

- Medication must be in the original bottle with the child’s name on it.
- All medications must be given to staff. Campers are not allowed to keep any medications (prescribed or over-the-counter) in his/her personal belongings.
- The Fredericton Region Museum day camps include children with special needs. It is recommended that a community support worker accompany children with special needs. In some instances, a community worker or parent/guardian will be required. If you have any questions, it is important that you contact the Fredericton Region Museum for further guidance.

Behaviour

- The FRM offers a safe environment for its campers. Therefore, a zero tolerance policy for violence is in effect, including bullying and inappropriate language. A *Camper Behaviour Report* will be completed for any disruptive behaviour and parents will be notified.
- The FRM reserves the right to send anyone home or dismiss anyone from camp whose behaviour becomes unmanageable, disruptive or endangers the safety and welfare of others. Refunds will not be given for any campers asked to leave.
- Please ensure your child is aware of the FRM’s behaviour expectations.

Suspected Abuse or Neglect

Any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected shall immediately report the matter to their supervisor. Family Services may be notified.

There are three basic rules for camp

1. Listen and follow directions from the leaders
2. Respect yourself and others
3. Have fun

Sample 5 Day Camp Schedule:

	Mon	Tue	Wed	Thu	Fri
8:30-9am	Pre-Camp Supervision / Free Play				
9-10am	Orientation	Outdoor Activity*	Behind the Scenes	Activity	Activity
10-10:30am	Snack				
10:30-12pm	Outdoor Activity*	Activity	Activity	Fieldtrip	Fieldtrip
12-1pm	Lunch / Free Play				
1-2pm	Activity	Tea on Balcony*	Fieldtrip	Activity	Craft
2-3:30pm	Fieldtrip	Fieldtrip	Outdoor Activity*	Fieldtrip	Activity
3:30-4pm	Snack				
4-5pm	After-Camp Supervision / Free Play				

* Weather Permitting

Fredericton Region Museum

PO Box 1312, Station A ~ 571 Queen Street ~ Fredericton NB E3B 5C8
(506) 455-6041 ~ info@frederictonregionmuseum.com

Quick Notes

**Fredericton Region Museum
Day Camp Quick Note**

Date: _____ From: _____

Camper's Name: _____

Please check and complete

- is going home with _____
- will be picked up by _____
- is leaving early today at _____
- other _____

Parent/Guardian Signature: _____

**Fredericton Region Museum
Day Camp Quick Note**

Date: _____ From: _____

Camper's Name: _____

Please check and complete

- is going home with _____
- will be picked up by _____
- is leaving early today at _____
- other _____

Parent/Guardian Signature: _____