

DALHOUSIE & DAL TIGERS MARCH BREAK CAMPS
2017 PARENT SURVIVAL GUIDE



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OUR MISSION

Our mission is to provide high quality recreational and sport development day camps. We strive to provide developmentally appropriate activities that promote life-long learning of recreational and sport skills. These skills are learned in recreational and/or competitive settings to encourage each child to explore fun and diverse activities.

FORMS

Included you will find the following forms:

- Guardian Waiver and Release of Liability Form – Appendix A – Page 5
- Camp Code of Conduct – Appendix A – Page 5
- Supplemental Information and Medical – Appendix B – Page 6
- Climbing Waiver – Appendix C – Page 7
- Check-out Authorization Form – Appendix D – Page 8

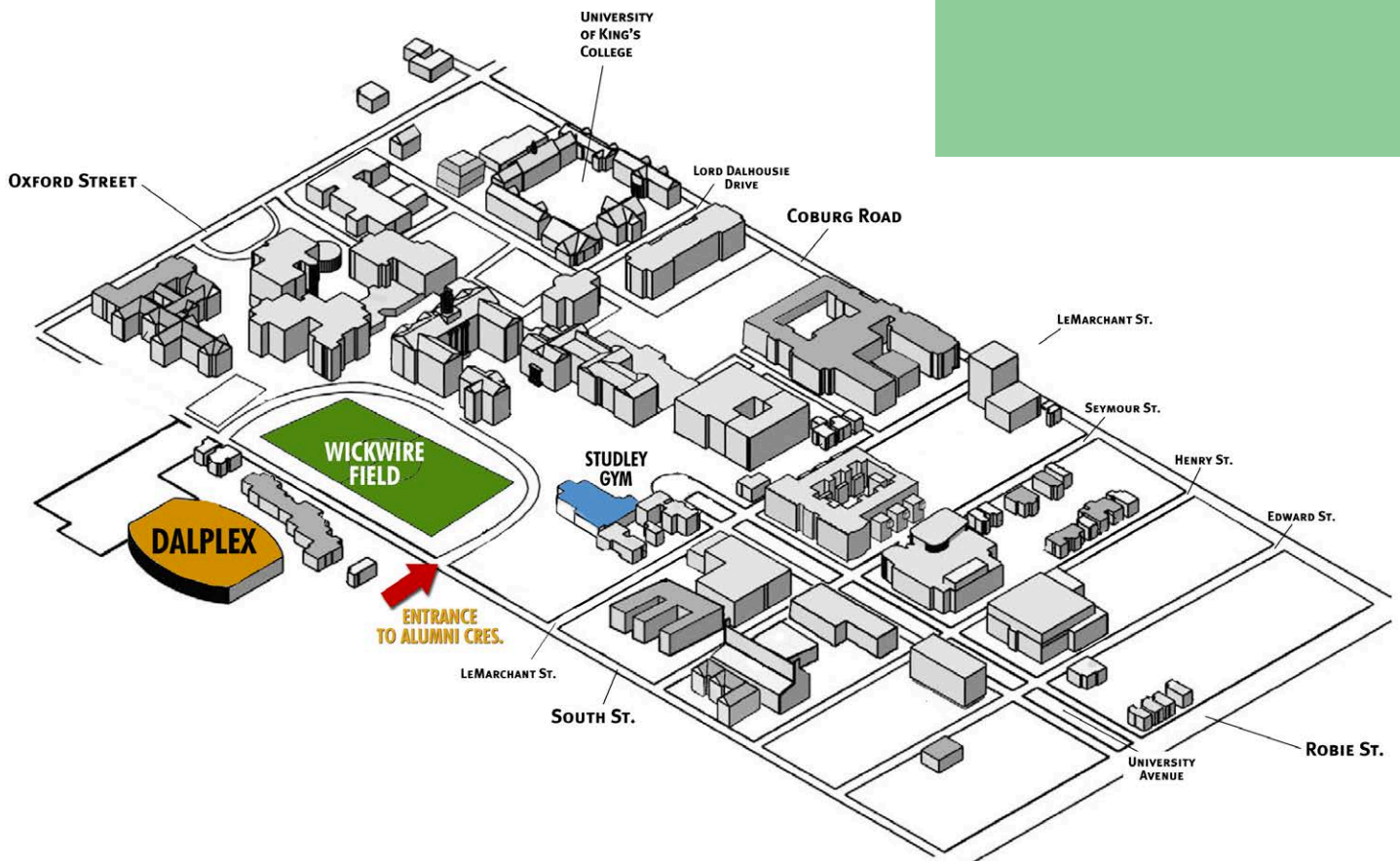
All forms must be submitted prior to the camp start date in order for campers to participate in camp activities.

Call **902-494-3372** to register or for more information please use the contact information below for each camp.

CAMP - CONTACT

Climbing Camps - 902-494-1605

Co-ed Basketball Camp - 902-494-2738
or 902-494-4502



WHAT TO BRING EVERY DAY VALUABLES

During your child's camp experience there will be many entertaining and active games and activities. We strongly encourage you and your child to leave collector cards, handheld games, etc., at home where there is no chance of them being forgotten or misplaced. This also applies to any items that have special meaning, as well as cash or debit cards. Given the nature of activity in our camps and the value of a cell phone, we encourage your child to leave their cell phone at home where it cannot be misplaced or damaged. Should you need to contact your child during camp, please refer to the contact information provided. Your child is welcome to use our courtesy phone should they need to contact you.

CLOTHING AND SHOES

Our camps will involve a great deal of movement. Sneakers, shorts or long pants, t-shirt and jacket/sweater will provide the best clothing options for your child during the day. Our staff conducts a check with campers at the end of each day, but you can also help us spot missing items!

BACKPACK/GYM BAG

Getting all this gear here can be a challenge. For ease of transport, we recommend your child carries a backpack to keep things together. Labelling your child's belongings also makes it easier for our staff to identify items that belong to your child and return them promptly.

WATER BOTTLE

Water is a vital component when physically active. Parents are asked to send a water bottle each day, labelled with your child's name. Please encourage your child to drink water while they are attending camp. There are water fountains on site where bottles can be re-filled.

ARRIVING AT CAMP

Your child's day will begin and end at Dalplex, Wickwire Field or Studley Gym. Please refer to your camp itinerary (sent out 1-2 weeks prior to camp start date) for the specific location. Activities will take place at various indoor and outdoor locations on campus, as well as in the Halifax community. Regularly scheduled swimming will be held at Dalplex. Please refer to the campus map on page 2 of this document for directions.

PARKING

If you are uncertain of parking regulations, please see the signs posted in the area and in our front lobby. If you are parking on campus for an extended period of time, please use the metered parking.

CHECK-IN PROCEDURES

Children will be checked in at the location designated on your camp itinerary. Please refer to the campus map on page 2 of this document for directions.

Check-in will begin 45 minutes prior to the stated camp start time. For example, if a camp starts at 9:00am, check in will commence at 8:15am. If you need an earlier drop-off time, contact the supervisor of your specific camp to see if we can facilitate your request. A fee may apply.

LATE ARRIVALS

ALL late arrivals (after 8:50am) should proceed to the Dalplex Customer Service Desk.

If you are unsure of where to go, or in the event of inclement weather please go to the Dalplex Customer Service Desk. Children will be escorted to activity sites by the Dalhousie Athletics and Recreational Services camp staff.

CHECK-OUT PROCEDURES

Parents may choose from two check-out authorization plans. Please select the option that best works for you on the **Check Out Authorization Form (Appendix D)**.

CHECK-OUT AUTHORIZATION OPTION 1:

Personally checking out your child is a great way to maintain communication with our camp staff regarding your

child's camp experience. Please inform the camp staff of who will be picking up your child at the end of the day by filling out the **Check Out Authorization Form (Appendix D)**. Check out will take place from the stated camp end time, for a period of 45 minutes. For example, check out is available until 5:15pm for a camp that ends at 4:30pm.

PHOTO ID & SIGNATURE

Photo ID and signature **will be required at daily check out** before children can be dismissed from camp.

CHECK-OUT AUTHORIZATION OPTION 2:

This plan authorizes your child to leave camp on his/her own at the end of the day.

DEPARTING FROM CAMP EARLY DEPARTURES

Please complete the **Check-out Authorization Form (Appendix D)** and submit it to the Camp Coordinator one day prior to the early departure. This will facilitate a smooth check-out process.

FEES FOR LATE CHECK OUT

If you are unable to pick-up your child during the check-out period, we do allow them to remain with us; however there is a \$5.00 fee for the first 15 minutes, and a continued additional fee of \$1.00 per minute after this initial 15 minutes.

PAYMENT INFORMATION

Current Dalplex family membership holders are eligible for our reduced member price for camp registrations. Memberships must carry through or be renewed before the camp dates in order to be eligible.

CANCELLATIONS & REFUNDS

CAMP REFUND POLICY

If for some unexpected reason we must cancel or re-schedule a camp, a full refund of the camp registration fee will be issued. Participants registered for a camp may transfer or withdraw up to 21 days prior to the camp start date. All camp withdrawals/refunds are subject to a \$25 administrative charge (fee is applied to each camp refunded). There is no charge for a camp transfer. Within 21 days of the camp start date, fees will only be refunded in the event of a certified medical condition (a letter from

your doctor must be provided). Refunds will be prorated if you have attended part of the camp. The camp coordinator for your child's camp will be happy to approve this process for you. Please call 902-494-2002 for details.

ACCIDENTS & EMERGENCIES

Accidents can happen and in the event they do, our camp staff are certified in adult & child CPR, AED and first aid, and are trained in emergency procedures. We will assess the situation, take appropriate medical action and inform you as quickly as possible using the contact information you have provided. Please complete the **Guardian Waiver and Release of Liability Form (Appendix A)** to ensure we can provide the best care of your child in the event of an emergency.

MEDICATION

If medication of any type (over the counter or prescription) is required, it must be administered by the March Break camp staff. The **Supplemental Information and Medical Form (Appendix B)** must be completed by the parent/guardian to ensure we are able to do so as required. All medication must be in original containers.

ILLNESS

If your child becomes ill while at camp, you will be notified. We do not have a registered nurse on staff, therefore we will ask you to make the decision whether to remove your child from the program for the day. We ask for your discretion on bringing your child to camp if he/she is ill. If your child becomes ill during the day and you come to pick him/her up early, they will be located at the morning drop-off location unless otherwise stated by camp staff when the call is made.

FOOD

Any and all food allergies need to be articulated on the **Supplemental Information and Medical Form (Appendix B)**. We ask that you make every effort to ensure your child's snacks and lunches are free from peanuts to help us keep everyone safe.

LUNCHES

We recommend you pack your child's lunch in a small cooler, lunch box or lunch bag. Refrigeration is not available. When packing your child's lunch please put his/her name on the cooler/bag. Please help us ensure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have a substantial lunch packed. Please make sure you list any food allergies on the Supplemental Information and Medical Form (Appendix B).

VENDING MACHINES

Kids love vending machines – it must be the buttons! Unfortunately, due to the nature of peanut and other food allergies, we refrain from the use of these machines during the camps. We also encourage your children to leave money and other valuables at home.

SNACKS

Parents should provide a small snack for their children as most camps include a snack/break time in their itineraries.

ACTIVITIES

DAL TIGERS CAMPS

One of our goals at Dalhousie Athletics and Recreational Services is to promote individual growth. We feel that exposure to other children and to new experiences is one way to achieve this goal. Hence, specific small group requests cannot always be honoured. Our campers are grouped according to age and skill level.

DALPLEX CAMPS

Activities will vary each session based on available facilities and weather. Our goal is to provide a supportive and enjoyable environment where learning and fun can go hand in hand.

CODE OF CONDUCT DISCIPLINE

Our goal is to create a fun learning environment for children and youth that will promote personal growth. We bring youth together for skill development, recreational activities and play. We encourage opportunities for new friendships, performance mastery, self-awareness and growth for each participant. These opportunities present campers with many challenges, and in some circumstances, it may result in un-welcome behaviour. Campers are given an opportunity to re-group and re-assess how best to meet the challenges they may face. Should unwanted behaviour continue, parents will be encouraged to support their child in finding a workable solution.

COMMUNICATIONS

ELECTRONIC MAIL

If you would like to email our March Break camp Coordinator, feel free to do so at **camps@dal.ca**. Email is a great way to receive pertinent, up-to-date camp information, so you are encouraged to provide email contact information on the camp registration form.

WEBSITE

Dalhousie Athletics and Recreational Services will post information on our website at **www.dalplex.ca**.

CONTACTING YOUR CHILD DURING CAMP

If you have an emergency and need to contact your child during the camp, please call a camps supervisor at **902-494-4502**. You can also contact the front desk at **902-494-3372**.

To report daily camp absences, messages and general information, please call **902-494-3372**.

Thank you for your part in making camps at Dalhousie a fun and rewarding experience!

GUARDIAN WAIVER AND RELEASE OF LIABILITY FORM

DISCLAIMER

The participant and the parent/guardian understand, appreciate and accept the inherent physical risks of these activities. As a condition of registration, the participant and parent/guardian agree to be solely responsible for any personal property loss or damage, and/or any personal injury sustained by the participant unless such loss damage or injury was caused by sole negligence of Dalhousie University, its employees or agents.

Dalhousie University reserves the right to: assign the participant to a group most appropriate for their age or ability; to request any participant to withdraw from the camp/program if the participant is not behaving in an appropriate and reasonable manner, and to cancel the camp with a 100% refund.

I understand that any photos or video taken may be used for promotional purposes by Dalhousie University and its affiliates.

CAMP CODE OF CONDUCT

Participation in the Dalhousie University Athletics and Recreational Services camps brings a variety of campers, parents, instructors and support staff together. The success of the camps depends on all persons taking responsibility for their experience and respecting the differences that exist between campers. It is essential campers come with a willingness to participate with enthusiasm.

We understand everyone has a challenging day once in a while. First and foremost, we want to resolve any conflicts that keep your child or other youth from participating in camp activities. On occasion it may be necessary to give a participant the opportunity to re-group away from the activity. If difficulties continue to persist, a parent or guardian will be contacted to come and provide additional support.

We ask campers to be responsible for the following actions:

- ✓ To play by the camp rules.
- ✓ To be fair to other campers and to treat them well - without them there would be no camp.
- ✓ To encourage your camp mates and help them to succeed.
- ✓ To treat your camp leaders with respect and to work with them for the betterment of the "team."
- ✓ To speak respectfully and honestly in private to your camp leader should a dispute arise.
- ✓ Zero tolerance of profanity, temper tantrums, violent behaviour, bullying, drugs or alcohol.

Parents, please support your children and our leaders with the following actions:

- ✓ Help us by setting an example for your child.
- ✓ Adhere to the policies and procedures laid out in the survival guide, to show mutual support of the mission of our camps.
- ✓ Communicate ideas, questions or problems, to ensure positive outcomes for everyone.
- ✓ Ensure that your child is behaving consistent with our Camp Code of Conduct.

Failure to comply with the Camp Code of Conduct may result in your child being suspended and/or removed from the camp program.

I understand and agree to the above.

Participant Name:

Signed: _____

Date: _____

Parent Name:

Signed: _____

Date: _____

DALHOUSIE MARCH BREAK CAMPS - APPENDIX B

SUPPLEMENTAL INFORMATION - MEDICAL FORM

Please list the camps your child is registered for:

Camp Name: _____ Date: _____

Camp Name: _____ Date: _____

Child's Name: _____ Names of Parents or Guardians: _____

Address: _____

Phone Numbers (Home): _____ (Work): _____ (Cell): _____

If parent or guardian is not available in an emergency, notify: _____

(Home): _____ (Work): _____ (Cell): _____

Relationship to Camper: _____

Does your child have any of the allergies? If so, please indicate what they are and how serious the reaction: (penicillin, insect stings, peanut butter etc.)

Allergy: _____ Reaction: _____ Medication: Yes No

Allergy: _____ Reaction: _____ Medication: Yes No

Does your child have any medical or health problems, or any chronic or recurring illness or illnesses, which would have an effect on their participation in Camp activities? Yes No

If yes, name the person and describe the problem or illnesses. _____

Condition: _____ Reaction: _____ Medication: Yes No

Condition: _____ Reaction: _____ Medication: Yes No

Please list below any medications which may need to be taken that should be known in the event of a medical emergency.

Describe procedures for administrating medication(s): _____

Other comments or suggestions we should be aware of: _____

Child's Health Card Number _____ Expiry Date (m/d/y) _____

MEDICAL TREATMENT AUTHORIZATION:

I further understand that, in the event my child requires medical or dental treatment while engaged in activities with the Camp, reasonable efforts will be made to contact a parent or guardian; however, if a parent or guardian cannot be reached, I hereby consent and give permission to the director, officer, employee, or volunteer acting on behalf of the Camp as agent for me, to consent to any X-ray examination, injections, anesthesia, medical, dental or surgical diagnosis and treatment, and hospital care and treatment advised and supervised by a physician, surgeon or dentist (as appropriate) licensed to practice under the law of the province where the services are rendered, either as an outpatient or in any hospital. To the best of my knowledge, I have listed above all of my and my children's medical allergies, medications being taken, medical problems and other pertinent information. If there are any changes, I will notify the staff and/or director of the Camp. This WAIVER OF LIABILITY AND RELEASE AND MEDICAL INFORMATION FORM is effective throughout the camp session for which my child is registered and may not be revoked, altered, amended or avoided at any time.

Signature of Parent or Guardian _____ Date _____

CLIMBING WAIVER

Dalhousie University Athletics and Recreational Services ACKNOWLEDGMENT OF RISK, WAIVER OF LIABILITY, AND AGREEMENT TO INDEMNIFY

Please note: Youth under 12 must be accompanied by an adult at all times in the Rock Court, unless registered in a climbing program.

Warning: By signing this form you give up your right to bring legal action against Dalhousie for any injury to yourself or your property or for your death arising out of your use of the climbing facility and/or climbing equipment. You also agree to compensate Dalhousie University for losses it may suffer as a result of your inappropriate use of its climbing facility and/or climbing equipment.

ACKNOWLEDGMENT OF RISK

I ACKNOWLEDGE AND AGREE THAT while I am participating in activities or programs involving the Dalhousie University climbing facility and/or climbing equipment:

1. I am aware that the sport of rock climbing has inherent risks and I have full knowledge of the nature and extent to the risks associated with rock climbing particulars of which include but are not limited to: (a) all manner of injury resulting from falling and impacting against rock faces or the ground; (b) rope abrasion, entanglement and other injuries resulting from activities such as climbing, belaying, rappelling, rescue systems and any other rope techniques; (c) injuries resulting from rockfall, falling climbers or dropped items such as ropes or climbing hardware.
2. I am further aware that the use of the Dalhousie University climbing facility and/or climbing equipment has certain additional dangers and risks including but not limited to: (a) falling while using the facility, resulting in collision with the Dalplex floor and any protruding rocks, ledges, edges, railing or any other permanent or temporary fixtures; (b) cuts and abrasions resulting from skin contact with climbing panels; (c) failure of ropes, slings, harnesses, climbing hardware, anchor points or any other part of the climbing structure.
3. I am further aware that the option not to wear a helmet and/or to use non-Dalhousie equipment may expose me, as a climber, to increased risks.
4. I confirm that I am physically and mentally capable of participating in all Dalhousie Climbing Facility activities. I understand that if my mental or physical condition changes after the execution of this release such that I am not capable of participating in the activity or using the equipment, I am obligated to cease participation in the activities immediately.

WAIVER OF LIABILITY & INDEMNITY

I ACKNOWLEDGE AND AGREE THAT in consideration of my use of Dalhousie University's climbing facility and/or climbing equipment:

1. I will waive any and all claims that I have or may have in the future against Dalhousie University, its officers, employees, agents, representatives, independent contractors and assigns (the "Releasees") from any and all liability for losses, damages, expenses, demands and claims arising out of or in connection with injury (including death) or damage to property that I, or my next of kin, may suffer as a result of my use of the climbing facility and/or equipment, due to any cause whatsoever including NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE.
2. I will hold harmless and indemnify the Releasees from any and all liability for any loss, expenses, damages, demands and claims arising out of or in connection with injuries (including death) or damages to any and all persons and to all property, in any way sustained as a result of activities in which I engage which are beyond the scope of those activities approved by Dalhousie University in connection with the use of the climbing facility and/or equipment.
3. This agreement shall be effective and binding on my heirs, next of kin, executors, administrators and representatives in the event of my death or incapacity.

I HAVE READ AND UNDERSTAND THE PRECEDING STATEMENTS; AND I HAVE SIGNED THIS DOCUMENT OF MY OWN FREE ACT.

Signature	Witness
Please print climber's name clearly & provide Phone number	Please print name clearly & provide Phone number
Signature of Legal Guardian where participant is under 19 years	Relation to Minor
Please print Legal Guardian's name clearly & provide phone #	

DALHOUSIE MARCH BREAK CAMPS - APPENDIX D

CHECK-OUT AUTHORIZATION FORM

Please select one of the following options:

OPTION 1 – We will personally check our child out of camp

IMPORTANT! Photo ID and signature will be required at daily check out before children can be dismissed from camp.

Camper's Name: _____

Camp: _____ Camp Date: _____

	Date	Adult picking up camper	
Monday:	_____	_____	or _____
Tuesday:	_____	_____	or _____
Wednesday:	_____	_____	or _____
Thursday:	_____	_____	or _____
Friday:	_____	_____	or _____

Name(s) of any additional adults authorized to pick up your child: _____

NOTE: Early departures from camp must be arranged before the day of early check-out.

EARLY CHECK-OUT DETAILS:

	Date	Note
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

OPTION 2 – Our child may leave camp on his/her own at the end of the day.

Signature of Parent or Guardian _____ Date _____

If there are any custody restrictions regarding your child, please contact the Camps Coordinator: 494-2002 or camps@dal.ca