



CAMPER AND PARENT HANDBOOK

What Parents and Camper Say...

“We wanted our son to be able to come to camp and feel successful, supported, understood, to have fun, for people to understand him. He has suffered such low self-esteem and now he has been able to shine. It has been such a blessing and so needed. We will be wanting to come every year and participate in other activities all year. It is a life line.”

“My son has benefited from Camp Amicus because this was the start of our ADHD/LD journey and supportive, professional and caring people, as a mother of 2 for the first time didn’t feel alone, supported and met other people going through the same journey. This camp started to change our life for the better and the 3:1 ratio is amazing.”



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Welcome!

Hey Camper and Family!

Welcome to the Camp Amicus Camper and Parent Handbook!

In this handbook, we will help you learn all about being an Amicus camper and an Amicus parent or guardian. Whether you are a long time camper, or it is your first time coming to our program, we ask that you to look through the handbook. It will answer a lot of your questions and you can always turn back to it, if you need to check what to pack, what sort of food you will be eating at overnight camp, when and where pick up are, or any other questions you have.

Whether you are coming to overnight camp, day camp, or a year round program, we are excited for you to experience the fun, friendship and growth of Camp Amicus!



Kathleen Gurski
Manager, Camp and Recreation Programs

Who to Contact, and When

Before any Amicus program begins, within 7-10 days, a “Here We Go” e-mail is sent out with all schedules, drop off pick up information, and waivers for families.

Camp Amicus and Recreation programs run all year round, with a core team of people. Here is who you should contact, for different questions, and at what time of year.

Year Round – Calgary Office

Anna Mason – Intake Coordinator – It is best to contact Anna for most things camp and recreation. She is in daily contact with camp while we are up north and is able to answer most camp questions. Anna also manages sign in/out, and drop of pick-ups, and has access to all camp schedules. If you are running late, or need to pick up your camper early from camp, have questions about what to pack, or what the schedule for a program is Anna is the best person to talk to.

Tel: 403 270 9400 ext. 252

Fax: 403 205 2754

e-mail: intake@foothillsacademy.org

Program Coordinators – Our program coordinators are the best people to reach out to if your child will be missing a recreation program, or arriving late.

e-mail: programcoord@foothillsacademy.org and mmcloughlin@foothillsacademy.org

August – Overnight Camp

Kathleen Gurski – Camp Manager – is onsite at overnight camp, and best reached by e-mail if you have any camper questions.

Kamp Kiwanis, Calgary

e-mail: kgurski@foothillsacademy.org

Tel: (587)774 -8762

General Contact Information

745 37 Street NW

Calgary, AB

www.foothillsacademy.org/camp-amicus

About Camp Amicus

History

Camp Amicus began in 1982 by a group of teachers affiliated with the Learning Disabilities Association of Alberta – Calgary Chapter (LDAA-CC) who knew that Learning Disabilities and ADHD affected more than just a child's performance in school. They saw these children struggling to make and keep friends and having difficulties attending regular camps. They decided that a camp specifically for kids and teens with LD/ADHD needed a camp focused on fun activities and social skill development. Foothills Academy took over Camp Amicus in 2014 after the LDAA-CC closed down. In 2016, Amicus programs introduced year-round recreational programs.

Philosophy

Amicus Programs are summer camps and year-round recreation programs for children and teens aged 8 to 18 with Learning Disabilities and/or ADHD and who experience challenges with their social functioning. Camp Amicus works from a strength-based, youth development approach that promotes the development of social and emotional functioning in children with LD and/or ADHD. The social skills training program is grounded in current evidence-based, best practices behavioural and social learning theories. Our programs offer a structured social skill lesson each day and social skill coaching integrated through activities. Many children with LD and/or ADHD are unable to absorb the nuances of social skills through natural socialization processes and need to have social skills broken down, taught explicitly and reinforced with opportunities to practice. The 1:3 ratio of counsellors to campers/participants supports our campers to develop social skills and improve peer relationships.

While engaging in activities that they enjoy, Amicus programs aim to increase participants' self-confidence and self-esteem, decrease their sense of social isolation, and enhance overall social competencies. Activities range from 3D printing to science and engineering, to sports like archery and rock climbing and, creative activities like art, music, and cooking. We explore different areas of interest and create meaningful and exciting social skill programs embedded within the activities.

Who will be at Camp Amicus?

Campers

Each camp consists of children or teens within a three or four year age grouping (like 8 – 12 year olds). All of the campers have an immediate common bond because everyone has either a Learning Disability or ADHD diagnosis or both. Our campers are mainly from the Calgary area but some come from across Alberta and beyond.

Each overnight and day camp has between 25 – 35 campers. Our POLARIS teen leadership programs have 4-10 participants.

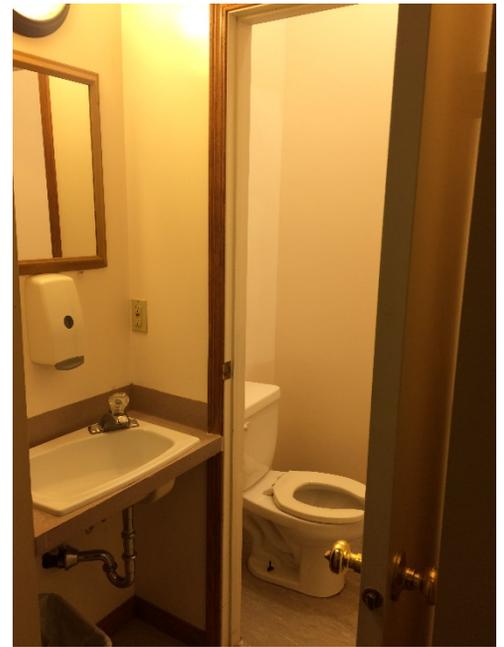
Staff

Amicus employs one year-round, full time manager, Kathleen Gurski (Quack, Quack) and a part-time coordinator. Around 20 people a year work for Amicus as counsellors, coordinators, a health coordinator (summer only) and a photographer (summer only).



Overnight Accommodations

Our overnight camp takes place at Kamp Kiwanis, in Calgary, Alberta. Our campers stay in dorm style rooms with their counsellors. They sleep in bunks with comfy foam mattresses. Some rooms have showers and bathrooms in them, others have them closely accessible.



Food Service

We have 3 meals a day as well as three snack times. A fresh fruit bowl is available all of the time. This may seem like a lot of food, but we know that our campers appetites can change pretty quickly and we can always get something healthy and yummy as a snack.

Breakfast	Lunch	Dinner
<ul style="list-style-type: none"> • Pancakes with strawberries and blueberries • Scrambled eggs with sausage patties and hash browns • Buttermilk waffles with pork sausages • Egg Sandwiches with cheese and bacon on English muffins • French toast and bacon <p>Always available: Cereal and milk, toast, fruit and juice</p>	<ul style="list-style-type: none"> • Grilled cheese, tomato soup and French fries • Pizza (cheese, pepperoni and veggie) and veggies with dip • Beef tacos with lettuce, tomato, sour cream, cheese and salsa • Chicken fingers, assorted dips and French fries. • Macaroni and cheese, and hot dogs with all the fixin's <p>Always available: Soup, veggies and dip, fruit and juice</p>	<ul style="list-style-type: none"> • Oven roasted chicken, potato wedges, and veggies • Four cheese lasagna, Caesar salad and garlic bread • Chicken stir-fry, spring rolls, chicken balls, and ginger beef • Sheppard's pie, bread rolls and salad • Pork chops and apple sauce, veggies and bread rolls <p>Always available: Salad, bread rolls, fruit and juice</p>

Snacks

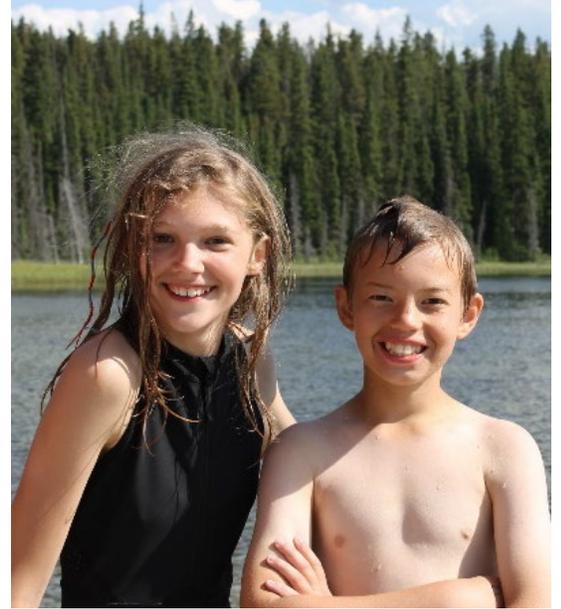
We have a lot of snacks available every day at camp but some of our campers' favorites are:

Welches fruit snacks, Quakers chocolate chip granola bars, Goldfish crackers, Ritz cheese sandwiches, Fruit To-Go's, Pretzels, Veggie Sticks, Rice Crispy Squares, Fruit Cups, Cookies, Smartfood (cheesy popcorn), bears paws, s'mores and more!



Overnight Camp Activities

We do a ton of activities at overnight camp and we always have a few options for campers to choose from. If an activity doesn't match with a camper's energy level, there is always another activity with other campers and counsellors for them to try out that is just as fun.



OVERNIGHT CAMP

Swimming
Canoeing
Archery
Hiking
Fire Building
Giant Swing
Screen Printing
Tie Dye
Art
Music
Sports
and More



Day Camp Activities

At day camp, we offer a variety of activities that campers enjoy and we go on field trips all over Calgary! While we are at camp, we visit and work at the near-by Community garden where we look after and try to eat some new foods. We set up water play days (our favourite is slip and slide bowling), do 3D printing, play sport and more.



DAY CAMP

Field Trips
(Trampoline Park,
Southland Leisure
Center, Cobbs
Family Fun Park,
Calaway Park)
Water Play Days
Gardening
Baking
Screen Printing
Tie Dye
Art
Music
Sports
and More

A Typical Day at Camp – Overnight Camp

Rise and Shine!

7:30 Polar Bear Dip

What better way to start your day than jumping in the lake! If you go every day, you can earn your Polar Bear Dip Award!

8:00 Wake Up and Get Ready

If you didn't head to Polar Bear Dip it is time to wake up and get ready for the day. Our Polar Bear Dippers can have a warm shower to get ready for the day.

8:30 Breakfast

Head to the dining hall for some great warm and cold options for breakfast.

Morning

9:15 Zones Check in and Schedule for the Day

Your counsellor will lead a group check in and let you know what to expect for the day.

9:30 Camp Wide Game

A chance to start your day running, playing, laughing and more. Or try out an activity on the side lines, if you are still a bit tired.

10:20 Goals and Snack

What goals do you want to set today? Have a snack with your group and decide.

10:45 Social Skills

Work on some fun, exciting team activities with your group.

11:45 Free Time

Kick back and relax, go play sports or have a shower. It's FREE TIME!

Afternoon

12:30 Lunch

Time to refuel for an afternoon full of fun!

1:30 Afternoon Program

Archery, rock climbing, the giant swing, fire building, horseback riding and more.

3:45 Snack

4:00 Choice Activities

Our counsellors will plan different, fun and sometimes outrageous activities for you to try out. You will get to choose 2 activities that are offered.

6:00 Free Time

6:30 Dinner

Evening

7:30 Evening Program

It's time for the whole camp to come together, whether it's capture the flag, a camp fire or a camp dance and board game café, it's always a great time.

8:30 Shower House

Get ready for bed with a shower, and brushing your teeth.

9:00 Story and Bedtime

Recap the day with your cabin mates, then your counsellors will read you a story before bed.

9:30 Lights Out

A Typical Day at Camp – Day Camp

Morning

9:00 Arrive at Camp

9:15 Zones Check In and Schedule for the Day

Your counsellor will lead a group check in, and let you know what to expect for the day.

9:30 Camp Wide Game

A chance to start your day running, playing, laughing and more. Or try out an activity on the side lines, if you are still a bit tired.

10:00 Goals and Snack

What goals do you want to set today? Have a snack with your group and decide.

10:15 Social Skills

Work on some fun, exciting team activities with your group.

11:15 Clubs

Sign up for a club - sports, art, music, board games and more. Explore something you are interested in while at camp

12:00 Free Time

Before we sit down to eat, it's time to do whatever works for you. Have some quiet time, or go play.

Afternoon

12:30 Lunch

An uninterrupted lunch, after we already had free time. Take your time and enjoy!

1:00 Afternoon Program

Maybe it's time for a field trip, or we will stay at camp for a choice activities. Our counsellors will plan different, fun and sometimes outrageous activities for you to try out. You will get to choose 2 activities that are offered.

3:15 Steps in the Right Direction

A very special time of day at camp, where we get to celebrate all of the awesome things our camper have done.

3:30 Zones Check In and Schedule for Tomorrow

Finish off your day with your group, talking about how awesome today was, and how great tomorrow will be.

4:00 Head Home

We have before and aftercare for free daily from 8:30 am - 9:00 am, and 4:00 pm - 4:30 pm. **Please ensure that the office is aware if your child is staying for before and after care, to ensure proper staff ratios.**

A Typical Day at Rec Programs

Evening Program

6:00 Arrive at Program

6:15 Goals, Schedule for the Day and Opening Activity

What goals do you want to set today? Your counsellor will lead a group check in, help you write a goal and let you know what to expect for the day. You will also do a super fun activity that is linked to the skill of the day!

6:45 Activity Time

Whether it's cooking, art, sports, dance, engineering, science or teen leadership, there is always something fun in store.

7:00 Snack and Body Break

It's time to run, or take a break from running (depending on your program) and have a snack. Then back to the fun stuff!

7:30 Steps in the Right Direction

A very special time of day at Amicus, where we get to celebrate all of the awesome things our camper have done.

7:45 Head home

We hope you had a great time with us. High five your friends and head home.

Saturday Programs

10:00 Arrive at Program

10:15 Goals, Schedule for the Day and Opening Activity

What goals do you want to set today? Your counsellor will lead a group check in, help you write a goal and let you know what to expect for the day. You will also do a super fun activity that is linked to the skill of the day!

10:40 Activity Time

Whether its cooking, art, sports, dance, engineering, science or teen leadership, there is always something fun in store.

11:05 Snack and Body Break

It's time to run, or take a break from running (depending on your program) and have a snack. Then back to the fun stuff!

11:45 Steps in the Right Direction

A very special time of day at Amicus, where we get to celebrate all of the awesome things our camper have done.

12:00 Head home

We hope you had a great time with us. High five your friends and head home.

Communicating with Your Family While at Overnight Camp

While you are at overnight camp, we are happy to support our campers and their families to stay in touch. We know that you may want to know what is happening at camp while your camper is there. We have a few different ways for you to stay in touch with your camper while they are at camp.

The Daily Blog

Camp families can check out our daily blog from camp at (<http://foothillscampamicus.blogspot.com/>). The blog is updated daily, when our internet permits (sometimes difficult at overnight camp). It is a great way to keep in the know about what is happening every day at camp.

Camper Letters

Parents are encouraged to pre-write letters for their camper while at camp. These are collected by the Camp Health Care Provider at drop off. Please ensure that your camper's name and what evening you would like the letter dropped off with your camper. You are welcome to send puzzles, cards, and small items for your camper. We just ask that you do not send food or snacks. We have TONS of snacks at camp and campers are always welcome to grab something extra if they need it.

Campers are encouraged to write letters home and we have daily outgoing digital mail. We take photos of the letter and e-mail them home during the day. You are welcome to e-mail your camper a letter which will be printed off and delivered to campers at bed time.

Cell Phones at Camp

Cell phones are not permitted at Camp. Camp provides an excellent opportunity for your child to gain independence and build friendships. Cell phones take away from this. Cell phones cannot be used as cameras during camp. We have a camp photographer who is here to capture and share the amazing camp activities. Thank you in advance for supporting the benefits of the camp experience by keeping your child's cell phone at home.

Calling Home

Campers are welcome to call home, up to once a day, from the camp phone. We understand that some of our campers can really struggle with changes to their routine, anxiety and being away from home. We do not keep campers at camp against their will. One of the steps that we use to support campers through homesickness is checking in with their parents and guardians.

Calls home will start with a call from the Camp Manager, ensuring that the camper's family is available. The Manager will give an update as to some of the positives the camper has had at camp as well as any challenges. Then the camper will be given the phone and time to chat with their family.

Missing Home While at Overnight Camp

Missing home is okay and is not something that campers should feel bad about. Talking about being homesick as a family before Camp, and parents sharing their positive experiences will help campers prepare for camp. Asking questions like, “How do you feel about being away for the week?” and “What’s something you can do if you miss home?” are great conversations to have.

It is helpful to encourage your camper to think of strategies they can use if they feel homesick at camp. Writing letters, doing a craft, or talking with a counsellor are all great strategies.

Coming up with a plan for our campers is important and we always have a plan at camp! Here is what to expect for your camper, if they feel homesick while at camp.

- Checking what routines work well at home - Our counsellors will check in with your camper to see if we can do anything to make camp feel more like home. Maybe it’s a specific bedtime story or routine or a game they love to play.
- Remind that camper what they were excited about - Reminding our campers of what things they like about camp, the food, the activities, their new friends, and helping them connect to those things.
- Writing letters home - We encourage campers to write letters home that we can email so that parents can write back the same day!
- Calling home - We allow campers to call home once a day if nothing else has worked. This allows them to check in with parents. We do not keep campers at camp against their will and do not withhold camper communication from their families.

A great article you can read about Homesickness as a parent can be found at <https://www.todaysparent.com/kids/school-age/help-for-homesick-campers/>



Packing Guidelines - Overnight Camp

Camp Amicus is a dry and non-smoking camp. Campers found using tobacco products, smoking, drinking, using weapons/illegal drugs will be asked to leave. Parents/Guardians will be responsible for picking their children up and taking them home. Any camper cellphones found by counsellors will be taken away from campers for the duration of camp and returned to their parents at pick up.

Labels

Please label ALL items coming to Camp. A permanent laundry marker works well. Each year we have many items that are left behind. Many campers do not recognize their own things (especially towels and socks) – so please help us send everything home with your camper by clearly labeling everything. Camp Amicus is not responsible for any lost or stolen items.

Lost and Found

If you find that your camper has forgotten something, please call the camp office as soon as possible to arrange to pick it up. We hold lost and found items for two weeks at the end of summer before the items are donated to charity.

Food

Please DO NOT bring any non-medical food, candy or drink. We will have plenty of food and snacks available. If you require a specialized diet please note this on your medical form.

For the Bus Ride

Campers can bring a bag or knapsack on the bus if they like and can pack some books or games for the bus ride. We will be showing a movie, and having lunch on the bus.

Bedding

Campers need to bring a sleeping bag or bedding for a single bed to Overnight Camp.

Laundry

Camp Amicus does not provide laundry services for camper's clothing. We ask that all campers have enough clothing to get through one active, outdoor week. The nights and mornings can be chilly so please pack some warm clothing including long sleeved shirts and long pants. Please read the packing list carefully.

Packing List - Overnight Camp



What to Pack for Camp Amicus!

Clothing

- Underwear (7)
- Socks (7)
- Pyjamas
- Shorts (2-3)
- Long pants (2)
- T-shirts (7)
- Sweatshirts (2-3)
- Warm Jacket (1)
- Rain/Wind Jacket (1)
- Hat and or/ toque
- Horseback riding outfit (only worn once due to camper allergies, long pants required)

Footwear

- Running shoes (2, **closed toes**)
- Rubber boots (optional)
- Sandals (optional)
- Water shoes/flip flops (optional)

Toiletries

- Bath towel & Face cloth
- Shampoo & Conditioner
- Soap
- Tooth brush & Tooth paste
- Brush or comb
- Sunscreen
- Bug Spray

Please label everything you send to camp with your child

While we try to ensure your child's belonging go home with them, we are not responsible for any lost or broken items

Bedding

- Sleeping Bag
- Pillow w/ pillow case
- Blanket (Optional for extra warmth)
- Twin fitted sheet to cover mattress (optional)

Swim

- Bathing suit (2)
- Swimming towel
- Water shoes/flip flops (Optional)

Other

- Prescription Medication***(Check in with nurse at sign in)**
- Water bottle
- Day pack
- Sun glasses
- Flashlight
- Plastic bag (for dirty/wet items etc.)
- Camera (optional)
- Favourite stuffed animal (1 max. optional)
- Books (3 max. optional)

What not to bring...

- Money
- Cell phones/electronics
- Knives/violent toys
- Alcohol or non-prescription drugs
- Curling irons/hair dryers etc.

If possible, have all of your campers items packed in a duffel bag. Large hard-shell suitcases are harder to store in the cabins.

Transportation to/from Overnight Camp

Drop Off/Pick up info Calgary:

Calgary drop off at Foothills Academy - 745 37 Street NW

Drop off is on Sunday promptly at 2:00 PM. The bus will depart at 2:30 PM.

(There will be no early sign in. If you are early and looking for something to do to pass the time, please use the nearby feature on Google maps to locate the Tim Hortons on 16th Ave NW. Otherwise you can use the playground equipment on the school grounds or go to nearby Edworthy Park near the river.)

Please make sure to follow these instructions:

- Drop off your luggage in the designated luggage area (packing list attached)
- Sign your child in with our intake coordinator at the sign in table, then proceed to the Camp Health Care Provider to drop off medication and camp letters.
- Sign your child in with the Camp Health Care Provider and give her all medications in one clear plastic bag (LABEL EVERYTHING).
- When these steps are complete our leadership team will help you and your camper find their counselors, play on the playground, use the washroom and say goodbye!
- The bus will depart at 2:30 PM

Calgary pick up is at Foothills Academy at 11:00 AM

Please remember to gather all of your camper's belongings; the medication will be packed in their overnight bags.

Drop off/Pick up Kiwanis

If you have already arranged to drop off or pick up your child at Kiwanis, you must remain with your camper until signing them in with the camp coordinator as well as sign them out before they depart. Please be aware of the following times:

- The bus will arrive at Kamp Kiwanis at approximately 3:30 PM on Sunday
- The bus will depart Kamp Kiwanis at 10:00 AM on Friday, please arrive to pick up before the bus has to leave.

Packing Guidelines – Day Camp

Camp Amicus is a dry, and non-smoking camp. Campers found using tobacco products, smoking, drinking, using weapons/illegal drugs will be asked to leave. Parents/Guardians will be responsible for picking their children up and taking them home. Any camper cellphones found by counsellors will be taken away from them for the duration of camp and returned to their parents at pick up.

Labels

Please label ALL items coming to Camp. A permanent laundry marker works well. Each year we have many items that are left behind. Many campers do not recognize their own things (especially towels and socks) – so please help us send everything home with your camper by clearly labeling everything. Camp Amicus is not responsible for any lost or stolen items.

Lost and Found

If you do find that your camper has forgotten something, please call the camp office as soon as possible to arrange to pick it up. We hold lost and found items for two weeks at the end of summer, before the items are donated to charity.

Food

For Day Camp, campers require a packed lunch and snacks provided by their parents/guardians. Sometimes, while at day camp, we have the option for campers to sign up to bake items. Typically, we will make two batches of food – one that is the traditional recipe and one that is for specific diets (gluten free, no dairy, etc.). If you would like to bring special snacks for an occasion at Day Camp, please connect with our Camp manager.

Laundry

Our day camp has a small laundry facility to wash and try campers soiled clothing. Typically, this is only used when a camper's items are dirty with a bodily fluid or the mess is significant. It is always best to pack an extra set of shorts or shirt for the week if you know your camper can get into a good mess.

Clothes and Sun Protection

We recommend that campers dress for the weather with closed toed shoes (ie. Running shoes as opposed to sandals or flip flops) as camp is a very active place. Please send your camper with sunscreen and bug spray. We have a camp supply (minimum SPF 30, and maximum DEET 5%) to lend out to campers.

Communicating with Your Family While at Day Camp

At Day Camp, our camper's time is full of fun, activity and field trips. There is a lot to catch up on each day. Here are some the ways that we let parents know what is happening at camp.

The Daily Blog

Camp families can check out our daily blog from camp at (<http://foothillscampamicus.blogspot.com/>). The blog is updated daily, when our internet permits (sometimes difficult at overnight camp). It is a great way to keep in the know about what is happening every day at camp.

Cell Phones at Camp

Cell phones are not permitted at Camp. Camp provides an excellent opportunity for your child to gain independence and build friendships. Cell phones take away from this. Cell phones cannot be used as cameras during camp. We have a camp photographer who is here to capture and share the amazing camp activities. Thank you in advance for supporting the benefits of the camp experience by keeping your child's cell phone at home.

Calling Home

Campers are welcome to call home. We understand that some of our campers can really struggle with changes to their routine, anxiety and being away from home. We do not keep campers at camp against their will. One of the steps that we use to support campers through homesickness is checking in with their parents and guardians.

Calls home will start with a call from the Camp Manager, ensuring that the camper's family is available. The Manager will give an update as to some of the positives the camper has had at camp as well as any challenges. Then the camper will be given the phone and time to chat with their family.

Missing Home While at Day Camp

Missing home while at Day Camp tends to occur less, however, we are prepared to support campers who get homesick, and here are some the steps that we follow:

- Checking in with how their camp experience has been going – has something shifted or changed for them at camp that is making them miss home, or has this feeling been growing for a little bit? Our counsellors work with campers to find out what we can do to ensure that their camp experience gets back on track.
- Remind that camper what they were excited about - Reminding our campers of what things they like about camp, the field trips, the activities, their new friends, and helping them connect to those things.
- Making a craft or letter for home – working with campers to make something great for their family to share with them, when they are picked up for the day.
- Calling home - We allow campers to call home once a day if nothing else has worked. This allows them to check in with parents. We do not keep campers at camp against their will and do not withhold camper communication from their families.

Before and After Care – Day Camp

Camp Amicus has before and aftercare for free daily from 8:30 am - 9:00 am and 4:00 pm - 4:30 pm. **Please ensure that the office is aware if your child is staying for before and after care, to ensure proper staff ratios.**

Camp Amicus cannot provide after care for campers after 4:30 PM at Day Camp and fees apply for campers not picked up by 4:30 PM.

Parents/guardians who call the office before 4:30 to inform us that they are running late, can receive a 15 minute grace period with no charge. If there is no call and/or over 15 minutes, the late charge is \$10.00 at the beginning of each ten-minute block of late time.

To contact the camp office, please get a hold of our intake coordinator:

Anna Mason

intake@foothillsacademy.org

403-270-9400 ext 252

Camp Policies and Behaviour Expectations

Registration

A child is not guaranteed a placement in the program until all registration forms are returned and payment is made or arrangements to pay are made. After paying the non-refundable deposit, you have the option of giving a post-dated cheque, authorize a charge to a credit card, arrange for a payment plan or inquire about financial assistance for the balance of the fees.

Program Withdrawal

- a. For withdrawals more than three weeks before the start date, all fees paid except the deposit will be returned.
- b. Withdrawals less than 3 weeks prior to the first day of the program, no refund will be given.
- c. Withdrawals less than 3 weeks prior to the start of the program due to a medical reason and have a doctor's note is provided, payment made will be carried forward as payment for a future camp or program.
- d. If a child has to leave an Amicus Program because of unacceptable behavior or illness or they require continual one-on-one assistance, no refund is given.

Independence

Participants must be able to function within a 3:1 participant to counsellor ratio both for small group activities and large group activities most of the time. If your child requires a significant amount of one-to-one support, it takes away from the others' experience and he or she may be asked to leave the program. This should be considered especially if you are considering sending your child to overnight programs.

Behaviour – please see Behaviour Support in the next section as well

We realize that children are not perfect. Mistakes are made and we are prepared to work with each participant to help them be as successful as possible. However, behaviour that puts your child, any other child, staff member or property at risk cannot be tolerated. If it is determined to be significant enough, we will ask you to pick up your child from the program and he or she may not be allowed to return.

Health Care

Children can become sick or injured while at Amicus Programs. Minor conditions can be treated on site but if a health care practitioner determines that it is necessary that your child return home, we need you to pick him/her up from the program site as soon as possible.

We require that if a child takes medication during the school year, that the child stays on their medication throughout their time at an Amicus program.

Sign in/out

Parent/Guardian must sign in/out their child at each program. There is no supervision before a program starts unless otherwise specified. For pick-up, we allow for a 15 minute grace period, without charge. If the parent has notified staff through the program phone number (to be provided). If there is no phone call or the grace period has elapsed, there is a \$10.00 charge at the beginning of every 10 minute block that the parent is late.

Behaviour Support

At Camp Amicus, we understand that our campers come with a variety of social and emotional needs and our goal is for all campers to have a successful and complete time at camp. If a camper's behaviour becomes increasingly challenging, here are a few steps that our team follows:

1. Explore our resources and include the camper – Our team works tirelessly to find strategies that can help to support campers and any challenging behaviour that comes up. We include campers in these conversations to find out what our staff can do to help.
2. Calling home – We connect with parents to gather more information about strategies that work for this camper at home or school and integrate these strategies for each camper.
3. A Behaviour Contract – Working with the camper and making the parents/guardians aware, we work with the camper to come up with appropriate signals, and strategies to reduce a problematic behaviour. The camper also contributes to the contract by coming up with what a consequence would be if they DO NOT TRY their strategies. If a camper is trying their strategies – even if they aren't working at that time – there is no consequence.
4. Safe Person/Safe Place Contract – Working with the camper, and making the parents/guardians aware, we work with the camper to find what places and people they find safe at camp. Working together, we encourage campers to step away from escalating situations and find their safe person or go to their safe place. Staff help support campers in their decisions after the camper has accessed a safe person or safe place.

If you would like a copy of any of these contracts please contact the camp office.

Camp Amicus is a supportive place; however, we cannot keep campers at camp in a few situations:

1. Physical aggression – if a camper interacts physically with another camper or staff member, they will not be able to finish their camp session. We know that campers change and grow all of the time and we will work to have that camper return to camp next year or a recreation in the following season.
2. Sexual interactions – if a camper initiates any unwanted sexual interactions with another camper, they will not be able to finish their camp session, and not invited back to camp.

Parents/guardians are responsible for picking up their child immediately from camp, if the child is being asked to leave.

Gender Inclusion Policy

Amicus Programs are inclusive camp and recreation programs. As such, this policy is meant to guide staff, and families, on how to best communicate to support our community. Through this policy, we encourage all members of our population to engage in respectful discourse, with the highest degree of professionalism, understanding and inclusivity. Camp Amicus strives to be a place where all community members can express themselves freely, with acceptance, respect and kindness from others.

Intake

Intake forms for Amicus Programs will include possible gender choices as well as blank space for families and staff. Families will be asked to indicate how their child identifies, not the sex of their child. Staff will be asked how they identify, and not their sex.

Parents may be asked, if their child is forthcoming with others about their gender identity, which pronouns are preferred and other supports that our staff can utilize to ensure the inclusion of our participants. The purpose of this, is to allow Amicus staff to have the best information to support a camper.

Housing and Facilities

Campers and staff will be housed based on the gender that they identify with. For those who do not conform to a gender identity, or are transgender, two spirit, etc., a phone or in person conversation will be had with the Manager, Camp Amicus and Recreation Programs, to determine which accommodation would be best for the participant. This decision must take into consideration, primarily, the place that the camper or staff feels best about residing.

Please note, that once a decision is made, it is more challenging and sometimes not possible to move the camper or staff *during* a one week overnight session at camp.

The camper or staff is welcome to use whatever bathroom and shower facility they feel comfortable in. This includes male, female, and private facilities. We encourage the camper or staff to seek support, if they feel it would be helpful, in any situation, regarding housing and facilities.

Communication to Staff and Staffing

In collaboration with a campers family, staff may be made aware of information pertaining to a child's gender identity, and specific support. Camp Amicus recognizes that those in transition, or who have transitioned, may not want this information shared with the Amicus staff. We respect all community members right to privacy, and work to strike an appropriate balance.

Staff members who are transitioning or have transitioned, or are two spirit, etc. DO NOT need to identify so to other staff members or campers. If our staff member would like to share this information, they are welcome to. If approached by a camper or staff member about the topic, we encourage our staff to have honest and positive communication about the topic, if they feel comfortable. The Manager, Camp Amicus and Recreation Programs, is always available to support these conversations, or debrief them with the staff or campers involved.

Communication to Campers/Participants

Other campers or participants in the cabin or group will not be explicitly made aware before or during programs of any child's gender identity, or transition, unless directed by the child themselves. If the conversation topic arises, staff will engage campers in a compassionate and respectful discourse on the topic. Remember, the only person who is to be dictating this conversation, is the camper who the conversation is about.

Communication to Families

Camper/participant families will not be notified of a camper or staff member who is in transition, transitioned or two spirit. Camp Amicus believes that the diversity of our population is one of its strengths. As such, after camp, the Manager, Camp Amicus and Recreation Programs, is always available to support conversations that may be had after camp has finished.