



# SUMMER DAY CAMPS

## Parent Handbook

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# WELCOME!

## OUR COMMITMENT

The Town of Okotoks is pleased to offer safe, fun, and inclusive summer day camps where children build friendships, explore our community, and try new things. Camps are engaging, energetic, and designed to foster growth through themed activities, creative projects, games, and active play – indoors and outdoors.

## Contact Information

Recreation Programs: [program@okotoks.ca](mailto:program@okotoks.ca) | 403-995-2789

Recreation Customer Experience: 403-938-8954

## At-a-Glance for Families

- Camps follow the school calendar and are not offered on statutory holidays.
- Variety of camps divided by age and activity focus.
- Camp Day: 9 AM – 4 PM.
- Before Care: 7 – 9 AM | After Care: 4 – 6 PM (both in the Curling Rink Lobby). Before & After Care is not offered at Viking Rentals Centre.
- Drop-off & Pick-up:
  - Okotoks Recreation Centre: Curling Rink (enter via red doors on the north side).
  - Viking Rentals Centre. Enter via the main doors to the Events Hall.
- Independent Departure (optional): Ages 8+ with assigned Independent Departure Form.
- Government issued photo ID is required at pick-up each day. Only those who are listed on a child's current Day Camp Emergency Information and Waiver of Liability Form will be authorized to pick-up. Primary or Secondary contacts may email [program@okotoks.ca](mailto:program@okotoks.ca) to add an authorized individual to pick-up your child or fill out the paper form at drop-off.

## Registration, Deadlines & Refunds

- Registration deadline: For the next week's camp, registration closes Wednesday at 12 PM prior to the start date.
- Withdrawals/transfers requests prior to one week of the camp start date are refundable with a 10% administration fee.
- Before & After Care: Fees are non-refundable.
- Withdrawals within one week of camp start: Fees are non-refundable.



## Required Forms

- **Day Camp Emergency Information and Waiver of Liability Form:** required before a child's first day of camp. This form only needs to be filled out once per summer.
- **Independent Departure Form:** required if a child (recommended ages 8+) will sign out and depart independently when the camp day ends at 4 PM. We encourage families to have a check-in and safety process in place with their child to ensure they get to their destination safely.
- **Additional Individuals Authorized to Pick-Up Form:** required if any new individuals need to be added to the pick-up list for a child. Children will not be released to an individual that is not listed on the child's current Day Camp Emergency Information and Waiver of Liability Form. New individuals may also be added with written consent by email from the Primary or Secondary contact listed on the child's form. All individuals picking up a child must present government issued photo ID daily.

## Program Overview & Streams

Summer Day Camps run July through August and provide high-quality, engaging programming focused on fun, growth, and exploration.

- Mini Movers (4-5 years)
- Playmakers (6-7 years)
- All Stars (8-12 years)
- Specialty Camps (ages vary by theme)

## Eligibility & Age Policies

- Ages served: 4-15 years (see streams above).
- All campers must be fully toilet trained.
- Campers must meet the camp age by the last day of their scheduled camp.
- Older children may register for younger camps; younger children may not register for older camps.

## Drop Off, Pick Up & Authorized Pick Ups

- Sign-in and sign-out are required each day. Bring government-issued photo ID. Only authorized adults (16+) may pick up.
- To authorize a different adult for pick-up, provide written permission (email or form) before pick-up time.
- Independent Departure (ages 8+): Parent/guardian must complete the Independent Departure Form (available at drop-off or by email request to [program@okotoks.ca](mailto:program@okotoks.ca)).

## Before & After Care

- Before Care is available 7 – 9 AM, and After Care runs 4 - 6 PM in the Curling Rink Lobby for an additional fee. Please note that care options are not offered at the Viking Rentals Centre.
- Before & After Care fees are non-refundable.
- If a child is not picked up by 4 PM and is moved to After Care, your account will automatically be charged for the daily After Care rate.



## What to Bring to Camp:

Label all belongings. Children should be able to carry their own backpack. Please only pack essential items.

- Nut-free lunch and snacks (we are an allergy-aware program).
- Large refillable water bottle.
- Weather-ready clothing (layers), sun hat.
- Closed-toe athletic shoes (required for active play).
- Sunscreen and non-aerosol bug spray (labeled with child's name).

**Swim Days:** Tuesdays & Thursdays for camps offered at the Okotoks Recreation Centren only; daily for water-based specialty camps as noted:

- Swimsuit and towel (goggles optional).

## What NOT to Bring to Camp:

- Electronics (phones, tablets, gaming devices).
- Toys, trading cards, valuables (unless a program specifically requests an item).
- Any food containing peanuts, tree nuts, or nut products.
- Non-essential items

## Safety, Supervision & Ratios

Campers are always actively supervised by trained leaders. Leaders conduct boundary and safety orientations at the start of each day and perform frequent headcounts throughout the day and during transitions.

Typical staff-to-camper ratios used for planning: 1:7 (ages 4-5), 1:11 (ages 6-7), 1:13 (ages 8-12). Enhanced supervision is used in the water: swimmers under 8 remain within arm's reach of a leader and a 1:5 ratio (ages 4-7) is maintained.

## Daily Schedule & Activities

Days balance high-energy games, creative arts, outdoor play, STEM/creative explorations, and quiet time. Weekly themes are woven into activities. Some camps may include swimming, gym time, and guest presenters as available.

*All camps include daily outdoor time. The Town of Okotoks Day Camp program believes that outdoor play especially opportunities for age-appropriate risky play, is an essential part of healthy child development.*

## Swimming (Okotoks Recreation Centre)

- Swimming takes place on Tuesdays and Thursdays for camps located at the Okotoks Recreation Centre. Camps at Vikings Rental Centre will not be swimming.
- Mini Movers (4–5 years) swim from 10:45 - 11:30 AM. They stay in the Swindell's beach area and wear lifejackets at all times.
- All other campers (6–15 years) swim from 1 - 2 PM
- All children under 8 must wear a lifejacket or lifebelt in the deep end. Flotation devices are provided for those who require them.
- Only children aged 8+ may attempt the swim test. Pass status determines access to deep water without a flotation device. All children who have not passed the swim test, regardless of age must wear a lifejacket or lifebelt in the deep end. Only children 8+ will have access to Riley Minue Pool.
- Enhanced supervision is used in and around the pool, including active in-water supervision.

## Friday Field Trips (Playmakers & All-Stars)

All registered Playmakers (6–7 years) and All Stars (8–12 years) go on an off-site field trip each Friday using commercial busing. Destinations include regional outdoor pools, adventure parks, and movie theatres. Families receive notice of the field trip the week before camp with a packing reminder for each trip. Attendance is taken at every transition (departure, arrival, venue departure, and return).

## Weather, Sun & Air Quality

- We adapt plans for heat, storms, or smoke and will move indoors or modify activities if conditions are unsafe.
- When temperatures approach 25°C, we increase hydration/shade breaks and limit strenuous outdoor activity.
- At AQHI 7+ (high risk air quality), activities move indoors where possible.

## Allergies, Medication & Medical Conditions

- We are a nut-aware program. Please avoid sending any peanuts/tree nuts or products containing them.
- List all allergies/medical needs on the Emergency Information and Waiver of Liability Form. Day Camp leaders are responsible for the review of this information and know which campers have allergies or medical conditions.
- Send emergency medications (e.g., EpiPen®, inhaler) daily. Leaders ensure quick access during all activities, including off-site trips.
- The Town of Okotoks does not administer non-emergency medications. Routine medications (e.g. antibiotics, daily prescriptions) must be managed by parents/guardians outside of camp hours.

## Child Illness & Wellness

To maintain a healthy camp environment, keep your child home if they have a fever, vomiting, diarrhea, flu-like symptoms, or any communicable illness. If a child becomes ill at camp, guardians will be contacted for prompt pick-up. Children may return to camp 24 hours after their last episode of vomiting or diarrhea, once symptoms have fully resolved, and they are feeling well enough to participate in all camp activities. If lice are detected, pick-up is required and return is permitted after successful treatment.



## Inclusion & Additional Support

We welcome children of all abilities. To ensure safety and success, some campers may require 1:1 support. Families who use aides in school or other programs are expected to arrange similar support for camp. Please contact us prior to registration to discuss needs and build a support plan.

## Behaviour Expectations & Child Guidance

Leaders use proactive strategies (clear expectations, positive reinforcement, visual cues) and restorative conversations to help children understand impacts and problem-solve.

Progressive response when safety or learning is impacted:

- Verbal reminder and redirection.
- Short, supervised reset period.
- Documentation and parent/guardian communication.
- Behaviour Support Plan if needed.
- If safety remains at risk, temporary suspension or permanent removal from camp.

Unacceptable behaviours include serious defiance or disruption, verbal or physical aggression, leaving program areas without permission, bullying, destructive actions, or theft. Any behaviour that harms others physically or emotionally, or that puts a child or others at risk, may result in immediate dismissal or permanent removal from camp at the discretion of the Town of Okotoks staff.

Please note that refunds are not issued for dismissals that occur before the end of the camp day or week.

## Lost & Found

Please label all belongings. Lost items are kept at the site for the week, then moved to a central Lost & Found. Unclaimed items are donated at the end of the month.

## Emergency Procedures & Reporting

- Leaders have access to first aid kits and carry radios/cell phones in the event of an emergency.
- All incidents/accidents are documented; guardians are notified the same day.
- Suspected abuse is reported in accordance with provincial legislation.

## Appendix: Family Quick-Reference Checklist

- ✓ Lunch + snacks (nut-free)
- ✓ Full water bottle
- ✓ Sunscreen (labeled) + hat + bug spray
- ✓ Closed-toe runners
- ✓ Weather-ready layers
- ✓ Swimsuit + towel (Tues/Thurs for Rec Centre camps; daily for water-based camps, if noted)
- ✓ Emergency meds (EpiPen®, inhaler, etc.)
- ✓ Government-issued photo ID for pick-up
- ✗ No electronics, toys, valuables, or nut products