



Camp CFIS

HANDBOOK

Calgary French & International School

INTRODUCTION

Camp CFIS is located on the Calgary French & International School campus at 700-77 Street SW, Calgary. The program will be operated from the Elementary Cafeteria, known as The SEED, located on the main floor of the school.

The camps are open to the community, as well as CFIS families. The camps will provide a variety of indoor and outdoor experiences for children, while having a bilingual focus.

Camp CFIS will provide:

1. Supervision for a child's well-being balanced with providing children with independence.
2. Planned activities that are in the children's interest and developmentally appropriate.
3. Play that promotes interdependence, through social and learning opportunities.
4. A welcoming and inclusive setting for children and families that is respectful of diverse cultures, language, lifestyles, and families.
5. A respectful place for children to enjoy a week of summer activities.

WHAT TO BRING:

Your child will need:

- Sufficient food for at least two snacks and a lunch (no nuts or products that contain nuts)
- Water Bottle
- Sunscreen, hat
- Backpack to carry personal items
- Please leave all toys at home, including electronics

STAFF:

The Camp CFIS will be staffed by adults that are professional in supervising and providing activities for school age children. Camp CFIS staff are screened through an interview process, have references checked, police and vulnerable sector searches completed, and current First Aid.

* All staff are fully vaccinated against COVID-19.

Camp coordinator, Mme Colleen Hutton (chutton@cfis.com), will join the team with a ratio of one staff per 10 children on site, and one staff per five children on field trips.

HOURS:

The South/West doors of the school will open at 8:30am. Guardians are required to escort children to and from the designated Camp location in the school at dropoff and pick up. Children must depart no later than the camp end time.

When a parent is late and cannot be contacted, the staff member will call the listed emergency contacts and/or other parties listed on your child's alternate pick-up list. If the child is not picked up and contact has not been made with the parents, guardian or other parties as stated above, Alberta Child & Youth Services will be notified.

*Please note that while calling to indicate you will be late is appreciated, it does not exempt you from the late fee policy.

EMERGENCY EVACUATION PROCEDURE:

In case of an emergency evacuation all children will be taken to Waldorf School, located at 515 Cougar Ridge Drive SW. Parents will be contacted and asked to pick up their child from that location. A fire exit map showing first and alternate route of evacuation is posted in each room at all times.

SAFETY AND SUPERVISION:

Supervision is a key strategy for ensuring children's well-being, and enjoyment of activities. Camp staff will supervise all of the camp participant's activities.

Through supervision, all children are accounted for both on and off program premises. Staff count and recount the number of children during transitions (when they are arriving or leaving the play areas, or entering and leaving the school). Staff expectations during supervision are in accordance with children's developmental needs. Staff must carry their emergency backpacks and attendance sheets with them at all times.

MISSING CHILD PROTOCOLS:

In the event that a child is missing while in attendance at the program, the following measures will be implemented:

Child Missing at the School:

- Staff will search the area the child was last seen, the washrooms, the hallways, and the other open rooms.
- Staff will search the outdoor areas.
- Staff will contact the parent if the child is not found to come to the school and assist in the search. If the child is found, parents are contacted regarding the situation followed by an Incident Report.
- Staff will continue searching for half an hour. If the child is not found, Camp staff will contact police.

Child is Missing Off Premise:

(all children will wear a Camp CFIS t-shirt for identification purposes)

- Staff will search areas of play
- Staff will search washrooms, and any other gathering areas (i.e food areas)
- Staff will search the entrance areas, bus, parking lots
- Staff will notify premise security to assist
- Staff will contact the parent if the child is not found to come to the school and assist in the search. If the child is found, parents are

contacted regarding the situation followed by an Incident Report.

- Staff will contact police if child not found within half an hour

In all cases CFIS school administration will be notified of a missing child incident. An incident report will be written and signed by all parties (staff, parents, security, etc). A follow up with the team will be held to debrief, discuss the incident, contributing factors, and preventative measures. This information will be communicated to the parent.

HEALTH CARE:

For the benefit of all children in the program, please do not send your child when they are sick. If your child becomes ill at the program, they will be assessed by the staff, for signs of illness. If it is assessed that the child needs to leave the program, the parent will be contacted and the child will be moved to an isolated supervised area where a staff member will monitor the child's condition until the parent or guardian arrives.

A child who has been sent home may not return to the program until the symptoms are no longer present. An exception to the above may occur if the child's parent presents a note from a physician attesting that the symptoms are not from a contagious disease. (An example of this would be when the symptoms were due to an allergic reaction.)

Camp staff may provide or allow the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

MEDICATION:

Camp CFIS will accept emergency medications. Prior to accepting the medication, a consent form is required for staff to administer the medication and/or for the child to self-administer, along with the details of the condition. The medication will be secured in the program backpack unless carried by the child. Non-emergency medication will not be administered by camp staff.

ACCIDENTS AND ILLNESS:

If a child should become ill or have an accident while attending the Camp, the staff shall contact the child's parent/guardian(s).

If all attempts prove unsuccessful, a message will be left with the parent/guardian(s) to the contact camp coordinator. The child's designated emergency contact will then be notified. In the case of an accident or serious illness, camp staff will secure medical attention as necessary.

An accident/incident form will be completed and presented to the parent for review and signature.

FIELD TRIPS:

Children will use the neighbouring areas around the school for regular outdoor activities.

Field trips are outings that are away from the neighbourhood, and are only offered to children

in Grades 1 to 6. Bus transportation will be provided, and a Field Trip form will be required for parent/guardian approval. Children who do not return a signed permission will not be able to attend the trip or that part of the camp day.

Camp staff ensure that a proper first aid kit and portable child records are on hand for each field trip. Safety rules are reviewed with the children and their chaperones prior to each field trip.

Camp staff will have a discussion with the children about where they are going, how they are going to get there, who the group leaders are, what will happen, and who they need to watch and listen to.

Camp staff enforce vehicle safety rules that follow Transport Canada guidelines.

BEHAVIOURAL STRATEGIES:

Camp CFIS programs encourage the development of positive self discipline within each child, and promote independence. Behavioural standards are based upon respect for self, peers, adults and property. Proper behavior and age-appropriate expectations will be communicated to the children.

Any guidance strategies must be reasonable under the circumstances. The emphasis is on the behaviour, and not the child.

Actions may include:

- Setting limits
- Setting standards of behaviour
- Providing explanations that are fair, objective, consistent and reasonable
- Providing various choices to aid in the continuation of positive play
- Being firm but flexible
- Anticipating the child's needs
- Recognizing and allowing for differences in children's ages, temperaments, and experiences

Staff will not:

- Deny or threaten to deny any basic necessity
- Use or permit the use of any form of physical restraint, confinement, or isolation
- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation.