

ROBIN HOOD  **ASSOCIATION**
Children & Youth Services

Dear Parents & Guardians:

The Robin Hood Association Children & Youth Services is once again offering a summer recreational program for children 4 years and older. Each week of the program has a theme and families will be sent a daily schedule of activities closer to attended days.

Please read all information carefully!!

REGISTRATION INFORMATION:

Program duration: July 4 – August 24, 2023

Program Hours:

- 4-7 year olds only: Monday and Friday Morning Half day 9:00am-12:00pm **OR** Afternoon Half day 12:30pm-3:30pm
- Tuesdays, Wednesdays and Thursdays are full days for all age groups
- Full day 9:00am – 3:30pm Monday-Friday

Location of Program: Children & Youth Community Centre, 3 Spruce Ave. Sherwood Park, AB

Funding Contact: Samantha Hamel 780-570-9069 shamel@robinhoodassoc.com

Program Contact: Alex Watts 780-570-9078 awatts@robinhoodassoc.com

Website: www.robinhoodassoc.com

****Please note: Before registrations are confirmed outstanding accounts must be paid in full and a copy of the FSCD contract or verification of funding from FSCD must be provided.***

Applications can be filled out on Google Forms at: <https://forms.gle/ZorG1RwMtgDHXizh7>

Day Camp Cost

Any summer program fees and/or additional program costs not covered through approved funding source will be billed directly to parent. Levels of support are based on individual support needs and as assessed by funding source.

***Please note:** Registration will be billed per spot in the program, and the charges will be based on the full (6.5) hours from 9:00am-3:30pm regardless of whether your child attends for the whole day or only part of it.

For individuals aged 4-7 years old, half-day sessions (9am-12pm or 12:30pm-3:30pm) will be billed for the full 3 hours.

Summer Program Fee for Service Rates

Daily Rates (6.5 hrs)	Level of Staffing Support	Hourly Rate	Half Day (3 hrs)	Level of Staffing Support	Hourly Rate
Full Day	Level I (1:1)	\$25.86/hr	Half Day Yellow Room only	Level I (1:1)	\$25.86/hr
Full Day	Level 1 (Shared)	\$14.93/hr	Half Day Yellow Room only	Level 1 (Shared)	\$14.93/hr
Full Day	Level 2 (1:1)	\$32.25/hr	Half Day Yellow Room only	Level 2 (1:1)	\$32.25/hr
<p>Program fees of \$6.00 per full day/ \$3 per half day are not covered by FSCD funding. These costs include supplies, transportation, and field trip admission fees. Entrance fees for KDays are a separate cost billed to parents.</p>					

Guardians of individuals **over the age of 18 please contact Samantha Hamel at 780-570-9069 or shamel@robinhoodassoc.com

Registration Process

Required for ALL registrants:

1. The program application form
2. A copy of your FSCD contract to verify funding
3. An Electronic Funds Transfer (EFT) account are required for all registrants

Scanned copies or photos of all forms can be emailed to awatts@robinhoodassoc.com, faxed to 780-640-9404 or paper copies can be dropped off at #3 Spruce Avenue Sherwood Park front door mailbox #101. **Confirmation will be sent by email once all the required information is received.**

- Incomplete registrations will be sent back and will not be accepted until completed. Submission of paperwork does not guarantee acceptance.
- When providing an **alternate emergency contact** ensure the person is available for calls during program hours and is able to pick the child up if needed. This person should be in addition to parents. Parents will be contacted first and emergency contacts are only contacted when we cannot get ahold of parents.
- Assessed Parent Portion by FSCD will be invoiced using the EFT account provided. Credit card payments will also be accepted.

Registration Changes

If you need to change your child's registered dates you **must** email awatts@robinhoodassoc.com at least 7 days prior to the registered day. Phone call or in person changes will not be accepted, the "paper trail" of emails to track changes is required. Changes cannot be guaranteed and you will be notified via email if your request can be accommodated.

Cancellation Policy: registered days cancelled without 7 days' notice or unattended days will be billed directly to parents at full camp rate.

Refunds for program fees as per cancellation policy will not be issued or reimbursed until completion of Summer Program.

Drop off/pick up

Both pickup and drop off will be at the back of the building.

Illness/ Refund / Cancellation Policy

Should a child become ill while at program, parents and/or guardians will be contacted immediately to determine the severity. If the child is exhibiting any signs or symptoms of illness as listed below, the child will need to be picked up immediately.

Vomiting, fever, diarrhea, mucus discharge, unexplained rash or severe cough; greater attention and care other than normally requiring that may comprise the care and pose a health risk to another child and/or illness or symptoms the staff member knows (or believes) may indicate that the child poses a health risk to persons on the program premises.

The staff will keep the child comfortable and away from other children as is practical until the parent and/or guardian arrives.

Registrations From Out of Service Area

Robin Hood's service area includes Strathcona County and the City of Fort Saskatchewan. Parents residing outside of the service area must pay their parent portion at time of confirmation.

Additional paper work will need to be completed prior to program starting to build your child's profile of personal information. If required paper work is not received by the date indicated when forms are sent to you, your confirmation will be canceled.

Lunch and Snacks

- Participants will be required to bring a bag lunch, water, and snacks as needed each day.
- Ensure that cutlery and/or dishes are provided as required and labeled.

Weather

- Please ensure your child is prepared for both inside and outside activities. The program is outside daily rain or shine.
- Appropriate clothing, footwear, including umbrellas, sunscreen, hats, bug spray, water bottles, bag lunches, etc. are the responsibility of the parent to provide.
- All items must be labelled with child's first and last name.

Participant Behavior and Conduct

The Association will work collaboratively with participants to ensure positive behavior supports. Should there be a situation where behaviors are beyond the program's capabilities to manage, parents (or emergency contact) will be required to pick up their child immediately from the program.

Damages or Repairs to Equipment and/or Facility

The cost of repairs for property damaged by a participant will be billed directly to parents.