



RICHMOND CENTRE FOR DISABILITY

2012 Children & Youth Summer Camp

(July 9 – August 24, 2012)

Parent Information Package

Welcome to the RCD 2012 Summer Camp and thank you for your participation!

We have prepared this Information Package to provide parents with details of the summer camp. We appreciate that you will spend some time to read this package carefully, so that your child will have a comfortable and fun time at the summer camp.

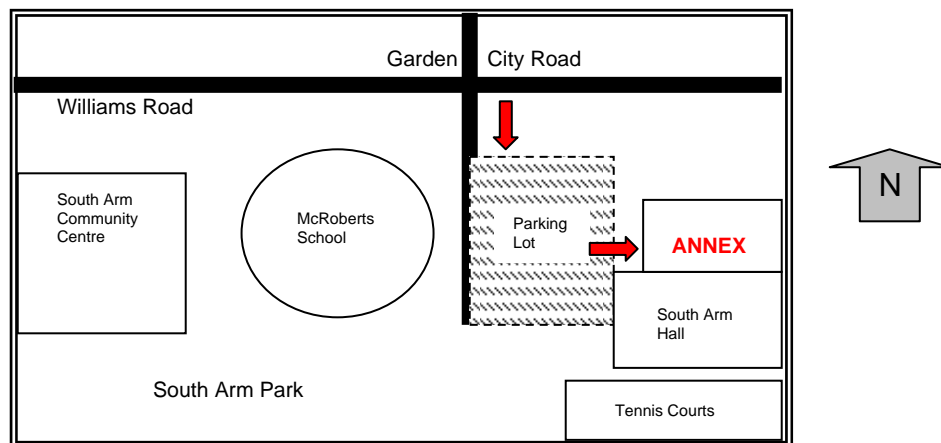
SUMMER CAMP DETAILS

Date: July 7 to August 24, 2012, Monday to Friday (except Statutory Holiday)

- AM Camp 9:30 a.m. to 12:30 p.m. (6-11 years old)
- PM Camp 1:00 p.m. to 4:00 p.m. (11-16 years old)
- Friday is Combined Whole Day Field Trip (9:30 a.m. to 4:00 p.m. or otherwise arranged)

Venue: South Arm Community Hall Annex
9020 Williams Road, Richmond BC

Parking: South Arm Community Hall Parking Lot
(Intersection of Williams Road and Garden City Road)



The summer camp activities will be conducted mainly in the South Arm Community Hall Annex (ANNEX) and its fenced playground, as well as in the park area, playground and South Arm Community Centre facilities. Campers will be guided to appropriate locations by summer camp staff. For further info, please refer to Summer Camp Activities Outlines or call RCD at 604-232-2404.

IMPORTANT NOTES

- Nut Free Zone – **DO NOT** bring any kinds of nuts, including nut products such as peanut butter sandwich, snacks like chocolate bar and cereal bar that contain nuts.
- Healthy Eating – Send healthy snack with your child, for instance avoid foods with high sugar content and/or food colouring, such as pops.
- Work with staff team closely – inform staff of any concerns regarding your child.
- Head Coordinator is **Lisa**, her cell phone number is **604-377-5886**.

DROP-OFF/PICK-UP ARRANGEMENTS

AM Camp	Drop-off time:	9:30 a.m.	Pick-up time:	12:30 p.m.
PM Camp	Drop-off time:	1:00 p.m.	Pick-up time:	4:00 p.m.

- Please do not arrive earlier than the Drop-off Time. The staff team is having daily meeting before the camp starts, which is pertinent to smooth operation of the camp. The door will be locked before the Drop-off Time.
- **DROP-OFF** – you need to park you car and bring your child into the **ANNEX** and let the staff (Head Coordinator: Lisa Woo, or Camp Coordinators) know that you child has arrived by signing-in. Leaving your child with a volunteer or let him/her walk from the parking lot to the Annex alone is not recommended.
- **PICK-UP** – you need to park you car and enter the **ANNEX** to meet your child. Let the staff know that you are picking up your child by signing-out.
- Inform the Camp Coordinators if your child will be late or have to leave early.
- When the day is a **field trip day** and it is indicated that the group will leave from the South Arm location, the group will be gathering at the Parking Lot in front of the **ANNEX**. The bus will be leaving sharp at the specified time. If for any reason you are late, the group will not wait for you.
- When the day is a **field trip day** and it is indicated that the group will meet at the destination, ensure that you know the location of destination and only drop off you child to summer camp staff on site.
- It will be arranged for most cases that you pick up your child at the location where you drop him/her off; exception will be announced in advance.
- If you arrange someone else to pick up your child, inform Camp Coordinators of the change. Please do not pick up your child late, the summer camp staff team needs to go home as well.

SNACK AND MEAL ARRANGEMENTS

- Snacks will be provided at the Summer Camp. If your child needs a special diet, please alert the Staff or prepare your own snacks as appropriate.
- If your child has any food allergy, it is critical to inform Camp Staff of the allergy and for appropriate precaution to be taken when eating with other children.
- For all Field Trips, prepare your own snacks, lunch and water/drinks for your child.
- We would like to make the summer camp an “**all nuts-free**” zone, please do not bring any food products with nuts. Food containing nuts will be discarded without prior notification. Your cooperation is greatly appreciated.
- There is no facility to heat up lunch at field trips, bring simple lunch that does not require heating.
- Health is very important to your child; prepare healthy lunch and snacks; and avoid pops or foods that contain a high level of sugar and/or food colouring.

OTHER THINGS TO BRING

- Hat and sunscreen; a change of clothes as appropriate

PERSONAL BELONGINGS

- Mark all of your child's belongings to help staff keep them organized.
- Flip flops and shoes that do not cover toes and heels are not appropriate footwear for camp activities such as sports. It is better to wear sneakers or shoes at all times.
- Do not bring any items of value (monetary or sentimental) to the camp. Missing of such items may create unnecessary emotional distress on the campers and staff.

We make every attempt to keep campers' belongings together. However, it is not always possible and at times items can come up missing. It is assumed that the parents are responsible for any items brought to camp by their child. *The RCD and the Summer Camp Staff cannot be held responsible for missing items.*

FIELD TRIP ARRANGEMENTS (Refer to Field Trip Info Sheet)

- Drop-off/Pick-up time is as usual; unless otherwise stated.
- Transportation will be arranged or public transit used for group travelling to and back from destinations, unless otherwise stated.
- Bring simple lunch and water/drinks for the sake of convenience, as well as hat and sunscreen as needed.

BEHAVIOR MANAGEMENT

To ensure that campers feel safe while they are at the Summer Camp, we believe that Summer Camp Staff and parents must work together. It is critically important that parents provide the RCD with as much information as possible about the camper and their behaviours before the start of the summer camp.

- Parents are encouraged to write a summary about the camper if necessary.
- Copies of behavior programs used at school or home can also be helpful.

Summer Camp Staff will contact the guardians if a camper is acting in a disruptive manner and needs further support. Campers who act out in an intentional way, either physically or verbally, with the intent to hurt themselves, other campers or staff will be sent home immediately under the discretion of the Summer Camp Head Coordinator or designated staff.

STAFF PRIORITIES

It is the underlying philosophy of RCD that campers are expected to participate to the best of their ability in all activities.

- All staff consistently use positive reinforcement throughout the camp.
- Staff will not use corporal or verbal punishment; discipline goes hand in hand with an attitude of mutual respect.
- We care about what the campers are feeling, not just what they are doing. We recognize that misbehaviour is often a camper's way of showing us that something is wrong.

In teaching appropriate behavior, it is always important to be sensitive to the developmental characteristics of each individual. We need to be realistic in what is expected. Consistency is a must – campers cannot learn appropriate behaviour if the message changes all the times.

ARRANGEMENT FOR MEDICATION DISPENSING

Contact Ella/Tom at 604-232-2404 for a copy of the Medication Dispensing Policy, as well as to prepare the Medication Release Forms for your use, if your child needs to take medication at the summer camp.

ABSENCE

If for health reasons or other emergencies that your child cannot attend a scheduled session, please inform Head Coordinator Lisa at her cell phone **604-377-5886**.

TERMINATION OF ATTENDANCE

If for health reasons or other reasons that you decide to withdraw your child from the summer camp, please inform Lisa at your earliest convenience. We appreciate that you would provide a written explanation to the RCD for the withdrawal to enhance our evaluation and follow-up.

Please note that there will be no refund of fee after the summer camp has started on July 9, 2012.

EVALUATION

We strive to provide a safe and fun environment, as well as meaningful and enjoyable activities for our campers joining at the RCD Summer Camp. We need your input to achieve that; please fill out the Parent Evaluation Form and return before your final day of joining the summer camp either to the summer camp staff or, at anytime, to Ella at the RCD via fax 604-232-2415 or email ella@rcdrichmond.org.

COMMENTS AND SUGGESTIONS

If you have any inputs for the summer camp or any complaints, you can speak to Summer Camp Head Coordinator Lisa Woo, or call Ella Huang, Executive Director of the Richmond Centre for Disability at 604-232-2404 directly.

SEEKING DONATION

The RCD is dedicated to provide quality services to people with disabilities. The summer camp is a tradition of the RCD since 2001; and we have been applying to various sources for project funding to enable the summer camp offered at an affordable fee. However we face increased challenges in raising funds for the summer camp in past years, and we do appreciate your donation towards the summer camp so that we can keep up this coveted service.

Please fill out the Charitable Donation Slip enclosed with this package and return to the RCD at your convenience. We thank you for your contribution which will be utilized to ensure the provision of a quality summer camp.

RCD Contact:

Ella Huang
Executive Director
Richmond Centre for Disability
100-5671 No. 3 Road, Richmond, BC V6X 2C7
Tel: 604-232-2404 Fax: 604-232-2415
Email: ella@rcdrichmond.org

How to Assist Summer Camp Staff to Better Support your Child?

- Read Parent Info Package thoroughly
- Provide a photo of your child
- Provide any relevant documentations, reports and behavioural plans of your child
- If you child has a Safety Plan at school, please bring and share with summer camp staff
- Inform Summer Camp Staff of information about your child at the interview
 - Interests & strengths
 - Challenges & dislikes
 - Allergies & medications
 - What helps your child to be successful (Learning Style)
- Bring visual pictures, tools or other devices to summer camp if your child uses them regularly
- Ensure your child wear appropriate shoes and clothing for sport activities
- Do not be early, do not be late; be punctual
- If needed, you can accompany your child to the summer camp for a short while until he or she gets familiar with the surrounding and the staff
- Advice and provide adequate information to summer camp staff if your child has any medical conditions that may request additional or special attention
- Take note of Field Trip arrangement, with regards to times, location of pick up and drop off, as well as lunch preparation for your child
- All parents are invited to the Family BBQ on August 24, 2012; you are also welcome to bring along any foods; let the staff team know that you are coming and what you are bringing
- Provide feedbacks to RCD regarding comments and suggestions, using the Parent Evaluation Form enclosed
- Write RCD a Support Letter to briefly outline why you think the summer camp should be funded for next year, using the Support Letter From Families template enclosed
- Show your appreciation and tell the staff if you think they have done a good job
- Give summer camp staff ways to improve themselves if you think they can do better
- Let RCD know if you probably plan for your child to return to our summer camp next year
- Maintain effective and constant communication with summer camp staff about all aspects of the summer camp
- Let us all have a fun and enjoyable time this summer!