



BUGQUEST SUMMER CAMP



Cambridge Butterfly Conservatory CAMP POLICIES & INFORMATION

Dear Camper Parents / Guardians,

Welcome to BugQuest!

The policies and information outlined below are designed to provide you with information about the way our camp operates. Your cooperation in following these guidelines is appreciated. Please keep this document for reference. Our goal is your child's safety and success!

HOW TO REGISTER

- Advanced registration is required. Registration must be received at least two weeks prior to the start of camp. Please register your child online.
- Registration is on a first-come-first served basis.
- All forms must be filled out and the complete registration fees paid before a space is guaranteed for your child.

CAMP TIME

- 9:00 am—4:00 pm
- Before care is available from 8:00—9:00 am (\$20.00 +HST)
- After care is available from 4:00—5:00pm (\$20.00 +HST)

FOR YOUR CAMPERS SAFETY

- You will be required to sign your camper in and out of camp each day.
- Cambridge Butterfly Conservatory will only release your camper to those people listed on the 'Persons Authorized To Pick Up Camper' section of the registration form.
- All persons listed may be asked to show their own photo identification upon pick-up. Each name listed must match the name on the identification presented.

SUPERVISION AND STAFF QUALIFICATIONS

- Our staff to camper ratio is 1:10.
- Campers will be supervised at all times by experienced camp staff.
- Camp staff are certified in Standard First Aid and CPR and have submitted a criminal reference check.
- Camp staff have science backgrounds, experience working with children and are university graduates or are attending a post-secondary institution.

LUNCHES AND SNACKS

- Please send your camper with a healthy nut-free lunch and snacks for both morning and afternoon snack breaks as well as a full water bottle.
- Please help reduce waste by packing a littler-less lunch. Refrigeration and a microwave is not available.
- See camp forms for information about pre-ordering lunches from Paradise Garden Café
- Due to the public nature of Cambridge Butterfly Conservatory, we cannot guarantee a nut-free environment.



BEHAVIOUR EXPECTATIONS

Cambridge Butterfly Conservatory is dedicated to providing your camper with a safe, creative and fun, hands-on program. Our camp rules will be posted and discussed with campers on the first morning of camp and daily thereafter.

- (1) Keep your hands and feet to yourself
- (2) Speak nicely to each other
- (3) Touch only what belongs to you
- (4) Stay within the activity area
- (5) Listen to your leaders

Parents/guardians will be informed of instances when inappropriate behaviour was addressed by camp staff.

It is our intent to maintain open communication between home and camp staff. By working together as part of a team, we can help all campers enjoy the program to its fullest.

CAMP READY

To support the success, safety and inclusion of all individuals participating in BugQuest camps, it is important that all campers are 'Camp Ready'.

To assist in determining if a participant is 'Camp Ready,' the following criteria have been developed:

- Participant is able to take direction and instruction from a staff person
- Participant is comfortable in and able to interact in a group environment
- Participant is able to participate in the camp program
- School-aged participants are able to attend school successfully
- Participant interacts and participates in a manner that is safe for themselves and others.

Participants that are attending camp and who are not demonstrating that they are 'Camp Ready' may be withdrawn from the program at the discretion of the Executive Director.

Cambridge Butterfly Conservatory reserves the right to terminate the registration of any camper, if in the opinion of the Executive Director, it is in the best interest of the camper or camp. If Cambridge Butterfly Conservatory terminates a camper's registration, a proportional refund may be considered.

Some participants may require additional support to assist them in being successful at camp. Cambridge Butterfly Conservatory Camp Staff are unable to provide one-to-one support, however, support workers are welcome to attend camp free of charge to support the success of your child.

SPECIAL NEEDS

- Camp staff should be made aware of, in writing, of any special needs, limitations, behaviour challenges, etc your child may have as well as any triggers and strategies/techniques that would support camp success.

MEDICATION AT CAMP

- If your camper requires medication during camp hours, the 'Authorization for Administering Medication' form must be completed on the first day of camp.
- Medication must be in original container with child's name and dosage instructions clearly written.
- Epi-pens and inhalers may only be carried by your child if they are in a waist pouch. If your child does not have a waist pouch, Epi-pens and inhalers must be carried by the camp staff.

ILLNESS / INJURY

- If your camper is ill, please do not send them to camp. Should your camper become ill while at camp, parents/guardians will be notified and asked to pick up their child.
- In the case of emergency, Cambridge Butterfly Conservatory staff are trained in Standard First Aid and will administer first aid.
- In the event of a life threatening condition or injury, staff will call an ambulance to transport your child to the nearest hospital for treatment and will then contact you to meet your camper at the hospital.
- In a non-life threatening situation you will be contacted and it will be up to your discretion to take your campers to the doctor, clinic or hospital.
- We will notify parents at pick-up of any first aid treatment.

SUN PROTECTION / BUG REPELLENT

- Each camper will receive a hat on their first day of camp that will be worn at all times while outside.
- Sunscreen protection should be applied prior to coming to camp and may be reapplied by your camper while at camp. Cambridge Butterfly Conservatory does not provide sunscreen or bug repellent.
- You may also wish to send bug repellent which is appropriate for your campers age. Bug repellent can be applied prior to outdoor activities.
- Campers are not allowed to use other camper's products.

CLOTHING & TOYS

- Please come prepared for the weather each day.
- Please label all clothing with your campers name.
- For safety reasons, closed toed shoes are required. 'Crocs' and sandals are not safe footwear for our planned activities.
- Please do not send your camper with any toys or electronics.
- Cambridge Butterfly Conservatory is not responsible for lost or broken items.

CANCELLATION / REFUND POLICY

- Cambridge Butterfly Conservatory reserves the right to cancel a program if a minimum number of participants is not met. In this case, a full refund or credit will be issued. Cancellations received at least 30 days before the start of camp will be given a full refund. Cancellations made less than 30 days in advance are subject to a 50% cancellation fee. Campers who withdraw for any reason in the course of a session will not receive a refund. No refunds will be given for full or half days that a camper is absent from camp, and missed days cannot be made up.
- Requests for a refund for medical reasons must be received prior to the end of your child's scheduled week of camp and accompanied by a doctor's note. A partial refund may be considered in these cases.
- Cambridge Butterfly Conservatory reserves the right to terminate the registration of a camper, if, in the opinion of the Executive Director, it is in the best interest of the camper or camp. If Cambridge Butterfly Conservatory terminates a camper's registration, a proportional refund may be considered.