



RESIDENTS
ASSOCIATION

Camper Information Form

AuburnBayRA.ca

This form must be completed and submitted to the Program Coordinator and/or the Senior Camp Counselors upon enrollment in any ABRA day camps. Forms must be received at Auburn House before the camp start date, or your child will be unable to participate. Please email completed forms to camps@auburnbay.org or drop off at Auburn House.

All campers must be fully toilet trained to attend camps.

General Information

Full Day Camps

Full day camps run from 9:00 a.m. to 4:00 p.m. daily during the specified weeks. Please refer to the appropriate Program & Events Guide for all camps and details. All campers enrolled in the full day camps must bring a lunch (nut free), water bottle, snacks, sunscreen and appropriate clothing for the days weather. However, please note that camps staff are not permitted to apply sunscreen on campers. Please label all of your child's belonging's with a name and phone number.

Before & After Care

Before care will run from 8:00 a.m. to 9:00 a.m. and after care runs from 4:00 p.m. to 5:00 p.m. If you require before & after care but have not registered for it, you can do so in person at Auburn House or call 403-537-2601 at **least** one (1) week prior to the start of the camp. Earlier drop offs and later pickups **cannot** be accommodated. Fees will apply at the discretion of ABRA staff for late pickups.

Authorization of Release

For safety, a parent or guardian must sign your child in and out each day. Photo identification of the parent/guardian will be required to be presented each day. Please complete the Authorization of Release on your Camper Information Form if someone else may be picking up your child. Please remind guardians to bring a piece of photo I.D. Please let us know in advance if someone other than a parent or guardian will sign out your child.

Late Pickups

Fees will apply at the discretion of ABRA staff for late pickups. If you are running late, please call the main office at 403-537-2601 to notify one of our staff members.

Conduct and Discipline Policy

The Auburn Bay Residents Associations Summer Camps promote learning and respect in a safe environment; we have a strict no bullying policy and a zero tolerance policy for discrimination. All participants, parents/guardians, and employees are responsible for reading and familiarizing themselves with the following policies and procedures:

- **Inappropriate action/behaviour:** Abusive language and/or inappropriate gestures/actions directed towards participants, staff, or other persons.
- **Harm to others:** Physically assaulting another person (participants, staff, or other persons), including striking, pushing, shoving, spitting, proximity intimidation and/or grabbing; or other attempts or threats to physically injure another person.
- **Harm to Self:** Physically harming/injuring self or attempting or threatening to do so.
- **Misuse/Damage of property:** Improper care or misuse of items that belong to the ABRA or items belonging to another person (participants, staff, or other persons).
- **Stealing:** Removing property belonging to other campers, staff, or the ABRA.
- **Non-Compliance with Rules:** Non-compliance with program and facility/park rules.
- **Inappropriate touching of others or lewd behaviour.**

Please be aware that the Auburn Bay Residents Association has a zero-tolerance policy for discrimination towards ABRA staff, contractors, and other patrons due to their race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family stats, or sexual orientation of that person or that class of person. Individuals who partake in discriminatory behaviour are subject to disciplinary action as per the recommendation of the ABRA Board of Directors Disciplinary Committee.

If a participant's behaviours are disruptive, staff will redirect the camper and give a verbal warning identifying the inappropriate behaviour and possible consequences should the behaviour continue. If the child continues to be disruptive, the following progressive discipline (3 Step System) steps will be used to get a child back on track with the code of conduct policy:

1st Step of Action - Creation of an action plan for the camper and counselors to implement, addressing the disruptive behaviour.

2nd Step of Action - Schedule a meeting between the camper, parent/guardian, Senior Counselors and Program Coordinator to discuss appropriate options.

3rd Step - Dismissal - If the behaviour continues to be disruptive, the Program Coordinator, Senior Counselors, and General Manager will determine whether dismissal from the program is necessary. If so, the parent/guardian will be contacted by the Program Coordinator regarding dismissal, and any other relevant information.

Please note that these steps are to be used as a guideline. Exact responses to behaviours are situational and depend on the severity of the inappropriate behaviour. The participants may be asked to leave the program for the remainder of the day at the discretion of the Program Coordinator and Camp staff at any time. In the event that a child is dismissed from the camps for any period of time, the registration fee for that week is non-refundable.



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Campers First & Last Name: _____

Campers Birthdate: _____

Address: _____

Phone Number: _____

Please Check Weeks Camper is Attending:

Week	Dates	Check weeks attending below
1	Time Travellers July 4-7	
2	Wild, Wild West July 10-14	
3	The Magic of Storytelling July 17-21	
4	The Great Outdoors July 24-28	
5	Weird Science July 31-August 4	
6	Going Green August 8-11	
7	To Infinity and Beyond August 14-18	
8	Camp Carnival August 21-25	



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Parent/Guardian Information

Parent/Guardian #1

First & Last Name: _____

Relationship to Camper: _____

Address: _____

Phone Number: _____

Parent/Guardian #2

First & Last Name: _____

Relationship to Camper: _____

Address: _____

Phone Number: _____

Emergency Contact Information

First & Last Name: _____

Relationship: _____

Phone Number: _____

Authorization of Release

Please list anyone besides the parent/guardian who may be picking up or dropping off your child. Photo ID is required upon drop off/sign out.

First & Last Name: _____

Phone Number: _____

Photographs and Media

Throughout the summer, group photos or videos may be taken of program participants and used for future publishing at the ABRA.

Please indicate whether or not you would like your child photographed:

Yes _____ No _____

Medical Information

Before each camp begins, each child must have the medical information portion of the Camper Information Form completed. *If your child requires medication while at camp, please make sure your child knows what to do, as staff are not permitted to administer any medication.*

Alberta Health Care Number: _____

Allergies: List all known *medical, food, animal, and insect* allergies.

Dietary Requirements: If your child requires a specific diet due to allergy, religious, or personal reasons please indicate below.

Please indicate any other medical concerns that Camp Leaders should be aware of (ie. Asthma, Diabetes, epilepsy, etc.)

Medications Being Taken: Please provide instructions and note that camps staff are not permitted to administer medication. Your child will need to administer all their own medication. *Items such as EpiPens must be brought in a clear Ziploc bag labelled with your child's name.* Please inform the Camp Leader in case of emergency.

Does your child have any limitations or behavioral concerns that may inhibit them from participating in certain activities? Please explain.

Parent/Guardian Name

Date

Parent/Guardian Signature