

RESIDENTS  
ASSOCIATION

# Camper Information Form

[AuburnBayRA.ca](http://AuburnBayRA.ca)

This form must be completed and submitted to the Program Manager and/or Camp Coordinators upon registration for any ABRA day camp. To ensure your child's participation, all forms must be received **prior** to the start date of the registered camp.

Completed forms can be submitted via email to [camps@auburnbay.org](mailto:camps@auburnbay.org) or dropped off in person at Auburn House.

Please note: All campers must be fully toilet trained in order to attend camp.

## General Information

### Full Day Camps

Full day camps run from 9:00 am - 4:00 pm each day during the designated weeks. For a complete list of camps and additional details, please refer to the current *Program & Events Guide*. All campers registered in full day camps must arrive with the following items each day: a nut free lunch, a refillable water bottle, snacks, sunscreen, a change of clothes, and weather appropriate clothing and footwear. Please note that camps staff are not permitted to apply sunscreen to campers. To help prevent loss, we kindly ask that all personal items be clearly labeled with your child's name and phone number.

### Before & After Care

Before care is available from 8:00 am to 9:00 am, and after care runs from 4:00 pm to 5:00 pm. If you require before or after care and have not yet registered, please do so in person at Auburn House or by calling 403-537-2601 **at least** one (1) week prior to the start date of camp. Please note that early drop offs and pick ups outside of these hours **cannot** be accommodated. Late pick up fees may be applied at the discretion of the ABRA staff. If you are running late, please call the main office at 403-537-2601 to notify one of our staff members.

### Authorization of Release

For safety reasons, a parent or guardian must sign their child in and out each day. Photo identification is **required** at every pick up. If someone other than a parent or guardian will be picking up your child, please ensure they are listed on the Authorization of Release section of the Camper Information Form, and remind them to bring valid photo ID. We kindly ask that you notify us in advance if an alternate authorized individual will be signing out your child.

## 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 conduct and discipline policy, which includes actions taken for the following:

- **Inappropriate Action/Behaviour:** Abusive language, inappropriate gestures, or actions directed towards participants, staff, or other persons.
- **Harm to Others:** Physical aggression such as hitting, pushing, intimidation, or threats.
- **Harm to Self:** Self-injury or threats of self-harm.
- **Misuse/Damage of Property:** Improper care of camp or others' belongings.
- **Stealing:** Removing property belonging to other campers, staff, or the ABRA.
- **Non-Compliance with Rules:** Disregarding camp or facility regulations.
- **Inappropriate Physical Contact:** Unwanted touching or lewd behaviour.

## Discipline Process

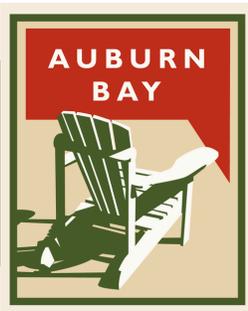
If a participant's behaviour is disruptive, the following steps will be taken:

- 1) Verbal Warning** - Staff will privately address the camper, identifying the inappropriate behaviour and possible consequences.
- 2) Action Plan** - If the behaviour continues, counselors will create a strategy with the camper to improve conduct. Parents will also be notified.
- 3) Parent/Guardian Contact** - If the issue persists, the Program Manager and/or Camp Supervisor will reach out to the parents to discuss solutions.
- 4) Dismissal** - A camper may be removed from the program at the discretion of camp management. Refunds will not be issued in cases of dismissal due to behaviour.

*Please note that these steps are 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 Manager 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 is non-refundable.

## Zero Tolerance Policy

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 status, 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.



RESIDENTS  
ASSOCIATION

# Camper Information

Campers First & Last Name: \_\_\_\_\_

Campers Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please check off the weeks that your camper is attending:

<b>Week</b>	<b>Dates</b>	<b>Check weeks attending below</b>
1	Wild, Wild West July 2 - July 4	
2	Science Safari July 7 - July 11	
3	Auburn Bay's Amazing Race July 14 to July 18	
4	Mystery Week #1 July 21 - July 25	
5	Nature Explorers July 28 - August 1	
6	Mission Impossible: Secret Agents August 5 - August 8	
7	Big Top Extravaganza August 11 to August 15	
8	Mystery Week #2 August 18 to August 22	



RESIDENTS  
ASSOCIATION

# 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 (if different from above)

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. Please be reminded that photo ID is required upon sign out.

First & Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Photographs and Media

Throughout the summer, group photos and videos of program participants may be taken and used for future publishing by the ABRA. This includes our Summer Camp Photo Books that are shared with campers each week, as well as for promotional or informational purposes.

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

Yes \_\_\_\_ No \_\_\_\_

## Medical Information

Prior to the start of each camp, the medical information section of the Camper Information Form must be fully completed for each child. If your child requires medication during camp hours, please ensure they are aware of how and when to take it, 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.

**Medical Concerns:** Please list any other medical conditions or health concerns that camp staff should be aware of (e.g., asthma, diabetes, epilepsy, etc.).

**Medications Being Taken:** If your child will be taking any medication during camp, please provide clear instructions. Camp staff are not permitted to administer medication, as such, children must be able to manage their own medication independently. *Items such as EpiPens must be brought in a clear, labeled Ziploc bag with your child's full name.* Please notify the Camp Leader of any emergency medication and related instructions.

**Behavioural Considerations:** Please indicate if your child has any behavioural challenges or limitations that may impact their ability to participate in certain activities.

-----  
Parent/Guardian Name

-----  
Parent/Guardian Signature

-----  
Date