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2021 RUNDLE SUMMER CAMPS

Powered by the Curiosity Lab
(c.Lab) at Rundle College

CAMP HANDBOOK



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RUNDLE
SUMMER
CAMPS

Camp Handbook

Welcome to our 2025 Rundle c.Lab Summer Camp. Thank you for joining us at Rundle as we look forward to all of the FUN we will share together this summer.

This handbook gives you all the information you need to know about the practices we employ at our camps. Please feel free to connect with us regarding anything you might read in this handbook.

We strive for excellence every day within the operations of our summer camps. This excellence is made possible by our outstanding camp staff and volunteers who foster a safe and caring camp experience that values mutual respect, responsibility, and understanding. Our amazing facilities inside and out allow the campers to truly experience their camp. We are not only committed to the safety and well-being of your children, but we focus on building positive relationships which will lead to the making of new memories every day. Our camps are all about FUN, as children are engaged in both mind and body activities that are not only stimulating, but exciting!

Thank you for giving your children the gift of a summer camp at Rundle! We trust that you will sense our genuine pride in our Rundle c.Lab Summer Camps and we look forward to an exceptional summer experience together.

Heather Mayer — Camp Director

clab@rundle.ab.ca

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Our Mission

The Rundle c.Lab Summer Camp is designed to meet both the mind and body needs of children entering kindergarten to grade 6 in the fall.

Our sport camps are designed to develop fundamental skills, sportsmanship, and a love of sport. These camps are a grassroots initiative that have been developed to empower our camp counselors to positively influence our youth through sport and movement.

Our curiosity camps are developed to guide camper exploration, curiosity, and wellness. Camps are built to accommodate the broad spectrum of learning styles and abilities at all grade levels. Our curiosity camps deliver an exciting way of learning, which promotes critical thinking, problem-solving, creativity, self-exploration, and applying knowledge. The end results are campers who take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration, and work through the creative process.

Our objectives as camp leaders is to promote participation, education, sport development, skill progression, and character building within Rundle's core values:

Together: Be Kind, Be Curious, Be Well

Camp Expectations

Our staff are our most valuable resource. We seek out committed individuals who have a passion for working with children as well as strong backgrounds in the specific area of mind and body camp offerings. All Summer Ascent camp counselors must pass a police clearance/vulnerable sector search.

As providers, we agree to:

- provide a consistent, respectful, and high-quality program
- provide a safe, wholesome, and rewarding environment
- listen to children's concerns and answer their questions
- treat each child with respect and dignity
- respect each child's and family's confidentiality
- be sensitive to all cultures

- encourage creativity and growth
- foster self-esteem
- provide positive reinforcement whenever possible

Camper Code of Conduct

Purpose & Rationale

Our Camper Code of Conduct is based on the rationale that Rundle College c.Lab Summer Camps focus on providing a welcoming, caring, respectful, and safe learning environment. Campers will display positive attitudes and behaviors demonstrating they are serious about all aspects of their summer camp experience, will respect each other's person and property, and will adhere to a high standard of moral and ethical conduct.

Prohibited Grounds of Discrimination

All persons are equal in dignity, rights, and responsibilities without regard to 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.

Acceptable & Unacceptable Behavior

A camper has the responsibility to:

- be sensitive to all cultures
- be ready to learn and actively engage in all camp activities
- ensure that the camper's conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging
- respect the rights of others in the camp
- refrain from, report and not tolerate bullying or bullying behavior directed toward others in the camp, whether or not it occurs during the camp day or by electronic means
- comply with the rules of the camp
- cooperate with everyone who provides programs or services to the camp
- be accountable to the camp staff for the camper's conduct
- positively contribute to the camp

A camper may be suspended or removed from camp if the camper fails to comply with the Camper Code of

Conduct or if the camper's conduct is injurious to the physical or mental well-being of others in the camp.

What to Bring to Camp

All children must arrive at camp with:

- indoor/outdoor running shoes
- appropriate athletic clothing
- hat
- water bottle
- sunscreen
- appropriate warm clothing such as sweatpants, hoodie
- healthy snacks
- healthy lunch
- Healthy Hunger will be available for advanced orders

The Rundle c.Lab Summer Camp is not responsible for lost articles of clothing or personal items. Any clothing that is found is put into the camp lost and found box which will be emptied weekly and sent to a donation site.

Hours of Operation

Camp Hours

Morning camp	8:30 am–11:30 am
Lunch and creative play	11:30 am–12:30 pm
Afternoon camp	12:30 pm–3:30 pm

Drop Off

Parents are able to drop off their children at their summer camp at 8:00 am for child care and camp starts at 8:30 am.

Pick Up

Parents are to pick up their children from camp between **3:30 pm–4:00 pm** daily, at the designated

PARENT PICK UP ZONE. ***There will be no additional playground time once children are picked up.*** Please note that this is a firm pick-up time and no additional childcare is available after 4:00 pm. Our busy camp day ends at 3:30 but we provide child care until 4:00 pm and we would appreciate all of our camper families exiting the campus right after pick up.

Guidelines & Procedures

Staff to Child Ratio

Rundle c.Lab Summer Camp will adhere to a staff:child ratio of 1:15.

Children Absent From Camp

Parents are responsible for notifying the Rundle c.Lab Summer Camp staff when their child will be absent by emailing clab@rundle.ab.ca or by calling the Rundle College Summer Camp cell phone at 403-998-1882.

Arrival & Departure

Dropping off

Under no circumstances is a child to be dropped off at a program before 8:00 am. Parents may drop off their children for the afternoon camp at no earlier than 12:30. Parents/guardians are responsible for ensuring their child arrives safely at the program. Parents need to sign in each morning and sign out each afternoon. Please communicate with the staff on shift when dropping off your child to ensure they are aware of your child's arrival.

Picking Up

Children are to be picked up between 3:30 and 4:00 pm (by the latest) and the KinderCrew campers must be picked up by 2:15 (additional child care may be purchased until 3:30 pm). Parents must come into the facility location where the camp is taking place to pick up their child. Children will only be released for pick up to individuals who are authorized to do so as indicated on the electronic registration form. Please contact Rundle c.Lab Summer Camp staff (email clab@rundle.ab.ca) if someone else will be picking up your child.

Walking Home

If a parent/guardian wishes their child to walk home from camp, an email should be provided to the Rundle c.Lab Summer Camp Director, Heather Mayer (clab@rundle.ab.ca), prior to the start of the camp. To be eligible to walk, campers must be entering grade 5 or older.

Separation & Custody

Children will only be released for pick up to parents with legal custody. Should a parent/guardian or anyone else without legal custody arrive at a program to pick up a child, staff will make every reasonable effort to prevent the pick-up. However, if the situation escalates and the person becomes annoyed, agitated, or aggressive, the staff will allow the child to go with the person and then immediately contact 9-1-1. The Rundle c.Lab Summer Camp staff will not put themselves in danger at any time.

Late Fees Guideline & Procedure

Campers must be picked up by 4:00 pm. If a parent/guardian arrives for pick up after 4:00 pm, late fees may be charged to the family based on circumstances. Frequent, significant or ongoing lates may result in the camper being removed from the camp program without a refund.

NOTE: parents and guardians phoning to indicate they will be arriving late for pick up will not count as an exemption from this fee.

Information & Communication

For children with medical conditions, we also retain consent (from the parent, if given) permitting the Rundle c.Lab Summer Camp staff to administer emergency medication (Epi-pen), as well as emergency first aid care. The electronic form also includes the name of any medications and/or allergies and details of the child's medical condition (including information on any required medication). If the camper requires medication, parents are required to fill out a consent form, available on request.

Media Release

Photos and/or video may be taken of children while they participate in the Rundle c.Lab Summer Camp program. Media images or reproductions of original work involving the children may be used in newsletters, in Camp association material or by the school. Such use may occur at any time in the future after participation in our programs.

Program Content

Staff will establish a program of daily activities for all camps. Programming at the Rundle c.Lab Summer Camps provides a predictable daily routine to instill a sense of security, while remaining flexible enough to incorporate the camper's interests and preferences.

Health & Safety

Illness

For the benefit of your child and the other children in the program, please do not send your child to the Rundle c.Lab Summer Camp program when he or she is sick. If a child exhibits any of the symptoms below, the child must not be sent to the program. If the child is already at/in the program, their parent/guardian will be contacted to remove the child from the program.

- Fever: 38° Celsius or higher in the last 24 hours. The child should stay home if on a fever-reducing medication like Tylenol and be fever-free for 24 hours before returning to camp.
- Vomiting: If the child vomits twice in 24 hours, or vomits once and displays other symptoms, they must not attend camp until at least 24 hours after the symptoms disappear.
- Diarrhea: If the child has two abnormally loose stools, or one loose stool accompanied by other symptoms, they must not attend camp until at least 24 hours after the symptoms disappear.
- Severe coughing and/or sneezing: High-pitched whooping sounds after coughing, or turning red or blue in the face.
- Difficult or rapid breathing.
- Pinkeye: If the child has tears, redness, or eyelid lining irritation/swelling and discharge of pus, the child must not attend the program until the discharge has completely stopped or until at least 24 hours after administration of medical treatment.
- Yellowish skin or eyes.
- Sore throat or trouble swallowing.
- Infected skin patches.
- Crusty, bright yellow, dry, or gummy areas of the skin.
- Unusual spots or rashes, or undiagnosed skin eruptions.
- Severe itching of the body or scalp: This is possible evidence of head lice, mites or scabies. If the child has scabies, ringworm, lice or impetigo, the child may only return to the program after the child is no longer contagious and upon presentation of a note from a physician.
- Other signs or symptoms indicative of a communicable disease (especially if the child has been exposed to a communicable disease).

A list of communicable diseases can be found in Schedule 1 of the Alberta Government's Public Health Act Communicable Diseases Regulation (AR238/85). Refer to this document's General Health section for information about other occasions when a child should be kept at home.

Parents are asked to notify both the program and the Public Health Region if their child contracts a communicable disease. Parents should also notify the Rundle c.Lab Summer Camps staff about any other health issues their child has or develops during camp that may affect the well-being of the staff and other campers.

A child who has been sent home from the Rundle c.Lab Summer Camp program with any of the symptoms described above may not return until at least 24 hours after the child has been removed and the symptoms are no longer present.

An exception to the above may occur if the child's parent presents a note from a physician attesting that the symptoms are not from a contagious disease. An example of this would be when the symptoms were due to an allergic reaction.

If Your Child Becomes Ill at Camp

Should your child become ill, our staff will assess your child's condition and document any signs of illness. Staff will inform the Camp Director to verify the child's condition. Should the child need to leave the program, staff will immediately contact the parent, who must make arrangements to remove the child from the program as soon as possible. Staff will move the child to a supervised place away from the other children, where the child will be monitored until the parent arrives.

If the child's parent cannot be reached or fails to have the child removed within one hour following notification of the child's illness, the following chain of contacts will be called in the order below until we receive a response:

- parent
- emergency contact
- Alberta Health Services

The Rundle c.Lab Summer Camp is required to inform Alberta Health Services if one of its campers has a communicable disease.

Medication

The Rundle c.Lab Summer Camp staff will NOT administer medication to a child unless it is an emergency medication.

Accidents/Incidents

If a minor accident/incident occurs, the staff member who observed the incident will:

- Apply first aid as required by a current first aid holder;
- Call the child's parent(s) by phone, if necessary;
- Complete an accident/incident form to the greatest extent possible;
- Inform the Camp Director of the accident and submit an accident form;
- Have the child's parent sign a copy of the accident form for the Rundle c.Lab Summer Camp files;
- Photocopy the accident form for the child's parent/guardian, if requested.

If a severe accident/incident occurs, the staff will:

- Apply first aid as required by a current first aid holder;
- Immediately contact 9-1-1 then Health Link (403-943-5465) as well as the child's parents;
- Complete an accident/incident form to the greatest extent possible;
- Provide child's parent with the accident form for signature;
- Include a photo of the injury as a means of communicating with staff if site staff are uncertain of the nature of the injury.

NOTE: The Rundle c.Lab Summer Camp staff may provide or allow the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid. The child's parent is responsible for any medical and/or transportation costs incurred.

Duty to Report

As required by Alberta legislation, Rundle c.Lab Summer Camps has an obligation to inform Children's Services if there is any suspicion of abuse or neglect of summer camp participants.

Nutrition & Snacks

If you are NOT participating in the Healthy Hunger Program, parents are required to provide food and drinks for their children. This is a **NUT FREE** program that encourages healthy, nutritious meals based on the requirements outlined in the Canada Food Guide. Staff will sit with the campers during mealtimes to ensure that they remain seated while eating and drinking. A “no-sharing” policy exists at all programs to ensure that children are not exposed to foods that could harm them.

Emergency Contacts

An emergency contact is someone (such as, but not limited to, a relative, friend, neighbor, or co-worker) who has a relationship with the parent or child.

A parent is contacted directly in the case of a minor emergency. If the parent cannot be contacted, the emergency contact will be called. In the case of a serious emergency (including but not limited to unconsciousness, difficulty breathing, and incidents requiring the use of an EpiPen), staff will immediately call 9-1-1 before contacting the child’s parent. If the parent cannot be contacted, the emergency contact is called.

We require that parents provide the name and phone numbers of each emergency contact, as well as their relationship to the child. An emergency contact must be someone other than the parent who can arrive within an hour.

Emergency Response Plan

A lockdown, hold and secure, or evacuation protocol will be initiated when a threat to the summer camp is identified.

General Guidelines

- In the event of an actual crisis, the camp director will contact parents.
- Based on the nature of the crisis, the front gate of the Rundle College campus may be closed to prevent the entry of any vehicles.
- Following the crisis, if the entire campus is forced to dismiss all camp participants at once, then the pick up strategy is described below. Siblings would go to the youngest camper’s pick up location.

- Younger participants picked up from Collett School.
- Older participants picked up from Conklin School.
- Following any crisis, the camp director will communicate an update to the camp participant's parents.
- Any Emergency is to be reported immediately to the camp director. If required, 911 will be called or any other required service. Camp staff will be assigned to meet the responding service and direct them to the incident scene.
- Emergency Contacts:
 - Emergency Dispatch Fire, Police, EMS 9-1-1
 - Police non-Emergency 403-266-1234
 - Poison Control 1-800-332-1414
 - Alberta Wildlife 1-800-642-3800
 - Facilities Emergency - Blackstone 403-984-2450
 - Enmax - Power issues 403-984-2450
 - ATCO Gas issues - 1-800-511-3447

Lockdown

If a threat is imminent, a lockdown will be initiated when camp staff member pages:

**“Attention please:
lockdown, lockdown, lockdown.”**

A staff member with knowledge of the details of the incident phones 9-1-1 and reports the camp name, address, and emergency.

For Those Inside the Schools

- Staff will check the hallway for people and bring everyone they see into their rooms.
- People not in a classroom should go immediately to the closest, most secure location, lock the door and turn out the lights.
- All classroom doors should remain locked all day, every day as a precaution. Close the door when a lockdown is announced.
- If campers can be seen through a window, cover the window if possible.
- Everyone will move under the Safe Zone sign, sit on the floor, and remain quiet.

- Campers will turn off their cell phones if they have them. This helps to keep the room quiet, avoids interfering with police communications, and eliminates chaos and incorrect information.
- No one may answer the door, and no one may leave the classroom even if the fire alarm is sounded or an 'all clear' message is paged.
- Camp staff will phone 9-1-1 if there is information that should be shared with emergency services.
- Camp staff will write down the names of the summer campers in the room, as well as names of campers who should be with them but are not.

For Those Outside the School

If staff or campers are outside and learn that there is a lockdown, they are not to enter the camp. Instead, they are to move as far away from the camp as possible in any direction that looks safest and may seek shelter at Ambrose University College if that direction looks safe.

Lockdown Ending

A lockdown ends when police or camp staff unlock your classroom door.

If appropriate, campers will return to their camp counselor following the lockdown. No campers may leave without their parents.

Campers will stay at camp until a parent/guardian comes to pick them up unless circumstances dictate otherwise.

Hold & Secure

Hold and secure is a response to a potential threat and/or incident outside the camp. An example would be a potentially dangerous animal observed on the camp field. Camp life continues as normal inside the camp, to the extent that ideally, campers would not even notice.

When a potential threat outside the camp is identified, the threat will be reported immediately to the camp director. The first priority is to bring people into the camp if anyone is outside. The urgency of entering the building is based on the severity of the risk and how imminent it is. If there is time, choose to wait so that campers are not panicked.

If a threat is imminent, a camp director may need to announce the hold and secure over the intercom. If there is time and it is possible, it should be told from person to person by camp staff.

The next priority is to assign a staff member to each exit to ensure that no one leaves the building. Unlike a lockdown, people may enter the camp during a hold & secure but then they should not leave.

The hold and secure is lifted by a camp director by announcement or in person, whichever means is best for the campers.

Evacuation

- When an evacuation of the camp is required (e.g., a fire drill), an alarm will be activated immediately.
- Campers will line up quickly and quietly.
- Lights are to be turned off, and doors are to be closed and unlocked.
- Everyone will mindfully use the evacuation route that is planned for that room and gather around the external perimeter of the camp in the muster zones (The football field).
- Camp staff will take attendance and report missing campers to the camp director.

If the alarm is not functioning, a silent evacuation will take place as a camp staff member will go from class to class to inform everyone about the evacuation.

Evacuation Ending

The camp director or a designate will announce that everyone may return to the building, or else make their way to Ambrose University College.

If campers will not be returning to the camp, then the camp director will initiate communication home to parents to indicate the pick-up strategy.

Medical Emergency

In all cases, be aware of the First Aiders in the camp as indicated by your camp director. Don't be shy — yell for help and send others for help if you need it. There are First Aid Kits located in the Main Office Infirmary and downstairs across from the copy room. There are additional First Aid Kits at every entrance.

- **Danger** – always check the danger to you, any bystanders and then the injured or ill person.
- **Response** – is the person conscious? Do they respond when you talk to them, touch their hands or squeeze their shoulder?

- **Send for help – call 911.** Don't forget to answer the questions asked by the operator. Call Reception and tell them the room number so they can also call 911 and meet EMS/FIRE at the entryway and escort them to the scene. Reception will also direct resources to contact, School Nurses, First Aiders, and Administration. It is important to know if reaching out to 911 directly, that you provide both address and room number with the exact location in the building.
- **Airway – Is the person's airway clear?**
- **Breathing – check for breathing.**
- **CPR (cardiopulmonary resuscitation)**
- **Defibrillator – 2 units at Collett School:**
 - downstairs hallway across from the copy room.
 - gymnasium inside the main entrance.

Missing Person

If a camper is identified as missing by any member of the camp, the camp director will be informed. Camp staff will use professional judgment and assess the urgency of the situation to establish the camper's last known whereabouts before notifying the police. A hold and secure is initiated with a planned search focusing on the last area where the camper was seen and radiating outwards from there. In all cases, notifying the police, parents, the media or any outside agency is to be done under the direction of the Assistant Head and Head of School only. The information required by the police is:

- The camper's name and date of birth.
- Parent/guardian info.
- Previous missing episodes and where they went.
- Who, if anyone, they went missing with.
- What the child was wearing plus any belongings they had with them such as bags, phone, etc., including cell phone number.
- Description and recent photo.
- Medical history, if relevant.
- Time and location last seen.
- Circumstances or events around going missing with relevant information.
- Contact details of the camp director.

Transportation

Transportation of injured or ill persons from camp to a healthcare facility is arranged by the camp director through the following methods depending on the severity of the injury or illness:

- Person transports themselves.
- Parents or other designated adults are informed and pick up.
- A ground ambulance.
- Emergency air transportation.