

Adventure Time Camp4Kids Kelowna

Parent Handbook

Email: adventuretimekelowna@hotmail.com

Our Purpose: At Adventure Time Camp4Kids Kelowna, we're dedicated to creating a safe, fun, and enriching space where kids aged 5–12 can explore, learn, and grow through exciting adventures and play-based skill development.

Welcome to Your Adventure!

This handbook is your guide to everything you need to know about Adventure Time Camp4Kids Kelowna. We've organized it into key areas to help you navigate our policies, expectations, and responsibilities. Please review each section and reach out with any questions!

CAMP ESSENTIALS

Operating Hours

- **When:** Monday to Friday, June 30–August 29
- **Regular Hours:** 9:00 AM–5:00 PM
- **Extended Care (Optional):** 8:00 AM drop-off and 6:00 PM pick-up (\$250–\$270/week)
- **Arrival Deadline:** Kids must be onsite by 9:30 AM unless pre-arranged.
- **Pick-up Deadline:** 5:00 PM (6:00 PM for extended care)—late fees apply after closing!

Programs & Adventures

- **What We Offer:** Daily doses of outdoor fun (hiking, sports, nature exploration), skill-building workshops (STEM, arts, music, dance), and teamwork challenges.
- **Timing:** Activities run until 5:00 PM, with a mix of planned out-trips and spontaneous nearby adventures.
- **Safety First:** All out-trips are supervised, pre-planned (check the monthly calendar!), and equipped with emergency plans and GPS tracking via the TRACK iPhone app.

Skill-Building Spotlight

- We focus on growing life skills like creativity, resilience, and teamwork through:

- Outdoor adventures for physical and environmental awareness.
- Workshops for critical thinking and expression.
- Group activities for leadership and cooperation.
- Questions? Chat with our staff about how we nurture your child's potential!

FAMILY RESPONSIBILITIES

Your Role as a Parent

1. Drop off by 9:00 AM (8:00 AM for early care) and pick up by 5:00 PM (6:00 PM for extended care).
2. Notify us by 9:00 AM if your child will be absent or late (adventuretimekelowna@hotmail.com).
3. Complete the online registration form with prepayment and a recent photo to secure your spot.
4. Sign your child in and out daily—accuracy keeps everyone safe!
5. Keep your child home if they're sick and inform us of any communicable diseases (e.g., lice, flu).
6. Share big life changes (e.g., moves, family shifts, medication updates) that might affect your child.
7. Pack a healthy lunch, 2 snacks (per Canadian Health Food Guide), and a refillable water bottle.
8. Provide labeled extra clothes—or be ready to bring them if needed.
9. Prepay fees, maintain subsidies, and stick to payment plans.
10. Let us know if your child feels uneasy at camp or if you have safety/program concerns.
11. Update us immediately on changes to pick-up details, contact info, or work status.
12. No refunds for withdrawals without 30 days' written notice—even for medical reasons.
13. If we must terminate your child's spot for safety, we'll refund remaining prepaid days.
14. Health authorities may visit to ensure we meet licensing standards—your info stays confidential!

Arrival & Departure Details

- **Drop-off:** Parents must sign kids in at our sponsor's pick-up/drop-off location.
- **Pick-up:** Only authorized people (listed on your form) can sign kids out—ID checked for unknowns!
- **Changes:** Email written notice for pick-up changes; verbal consent isn't enough without email confirmation.
- **Late Pick-ups:** After 5:00 PM (or 6:00 PM for extended care):
 - We'll call you and alternates.
 - If no one's reached, the Ministry of Children and Families steps in.
 - Three late pick-ups may lead to cancellation of your child's spot.

When a Parent Seems Impaired

- If a parent appears impaired at pick-up:
 - Staff will privately ask about alcohol, drugs, meds, or health conditions (e.g., diabetes).
 - If concerns persist, we'll offer to call an alternate or taxi.
 - Uncooperative? We'll notify the RCMP and Ministry for Children and Families after you leave.
- Impairment isn't just substances—it could be a reaction to medication or illness.

Withdrawal Rules

- Need to leave? Email 7 days' notice to adventuretimekelowna@hotmail.com—no refunds without it!

Keeping Us in the Loop

- Update us pronto on address, phone, pick-up people, custody changes, or anything vital—your child's well-being depends on it!
- Share home events (e.g., a tough day) that might impact their behavior—we're here to support them.

HEALTH & SAFETY

Health & Medication Guidelines

- **Sick Kids:** Stay home if unwell—tell us ASAP about illnesses or contagious exposures.
- **If Sick at Camp:** We'll isolate them (supervised) and call you or an alternate for pick-up.
- **Emergencies:** We'll contact your doctor/hospital and you immediately.
- **Injuries:** Claims beyond our liability insurance (ours + sponsor's) are waived.
- **Medication:** Fill out a "Permission to Administer Medication" form—must be current, in original packaging, unaltered. No form, no meds!

Behavior Expectations

- **Our Golden Rule:** Respect yourself, others, and property—always!
- **Encouragement:** We reward respect with fun point programs all summer long.
- **Checking In:** We ask, "Was that respectful?" to guide behavior.
- **Handling Slip-ups:**
 - Staff approach calmly, using the child's name, and redirect respectfully.
 - We'll chat to uncover any issues (e.g., a rough day) and suggest new activities if needed.
 - Consequences fit the action (e.g., misuse a tool, lose it temporarily; misbehave on a trip, sit out the next).

- Age-appropriate, supportive, and never isolating—unless safety's at risk (then supervised with a call to you).
- No corporal punishment, ever. Chat with us at pick-up or book a call!
- **Zero Tolerance:** Repeated unsafe acts (e.g., aggression, bullying, ignoring rules) aren't okay:
 - Step 1: Staff encourage change, address root causes, and help kids make amends.
 - Step 2: "Explorer's Break"—a safe spot to regroup, reflect, refresh, and rejoin (voluntary or staff-directed).
 - Step 3: Phone call to you to help; warning of early pick-up if unchanged.
 - Step 4: Immediate pick-up if risk persists.
 - Step 5: Physical harm? One-day break, then a fresh start.
 - Step 6: Recurring issues endangering safety = registration terminated.
- **Restraint:** We're not trained to restrain—kids needing it must bring a certified carer.
- **Extra Needs:** If your child needs more attention than our group ratios (10:1 or 15:1) allow, bring a trained support worker (contract required).

Reporting Abuse/Neglect

- By law, staff must report suspected abuse or neglect to the Ministry of Children and Families—your child's safety is priority one.

CAMP LIFE

Out-trip Adventures

- **Why They Matter:** Out-trips fuel exploration—planned ones are on the calendar; spontaneous ones stay local. Tracking always available GPS tracking via the TRACK iPhone app
- **Costs:** Included in \$230/week (members); rare special trips may add a fee (noted monthly).
- **Timing:** Back by 5:00 PM —early pick-ups need pre-arranging.
- **Must Join:** All kids go on full-day out-trips—alternate care needed if they can't.
- **Spending Money:** \$10 max on designated days—staff aren't responsible for it.

Food & Nutrition

- Bring a lunch, 2 snacks (Canadian Health Food Guide-approved), and a water bottle daily—snack time's built in!

What to Wear

- Dress for weather and action—label everything!

- Neon green Adventure Time shirts/hats are mandatory for out-trips (safety + style) provided upon registration.
- Summer: Hats and secure sandals (no flip-flops); always pack a swimsuit/towel.
- Leave labeled extras in a bag at camp—just in case!

Tidying Up

- Kids help keep our space neat—give them time to clean up before leaving.
- Friday leftovers (crafts, projects) get tossed—take 'em home if you want 'em!

No Smoking Zone

- Smoking's banned on camp property during hours—licensing rules! Offenders must extinguish or leave.

Our Team

- **Who They Are:** Counselors (20+, 20+ hours training, first aid, criminal checks) led by our Director. All counselor biography and info on our website.
- **Oversight:** Monitored onsite by the Director—we expect role-model behavior here, not off-duty.

Days We're Open

- June 30–August 29, minus statutory holidays. Can't register online? We're closed that day!

Visiting Us

- Parents can pop by camp or out-trips—want to stay? Get screened as a volunteer first.

Screen Time Limits

- We're adventure-driven—no sedentary screens, except rare active uses (e.g., dance tutorials).

Active Fun All Day

- **Goal:** 5+ hours of outdoor action daily—organized games, free play, and more!
- **Free Play:** At least 2 hours (sports, nature, teamwork)—no sitting still here!
- **Workshops:** Arts, STEM, music—active and often outdoors (45 min–1 hr each).
- **Sample Day:**
 - 8:00–9:30 AM: Drop-Off/Early play (optional)
 - 9:00–10:00 AM: Free play + rally
 - 10:00 AM: Snack
 - 10:30 AM–12:00 PM: Adventures/out-trips
 - 12:00–12:30 PM: Lunch break

- 12:30–3:30 PM: Coordinated Daily Team Building Activity
- 3:30–4:00 PM: Snack + rest
- 4:00–5:00 PM: Rally + wrap-up
- 5:00–6:00 PM: Pick-Up/Late play (optional)

OUR PROMISE

Adventure Time Responsibilities

1. Keep all areas safe—risk-managed activities, trained staff, and solid gear.
2. Boost health with fresh air, exercise, rest, mentorship, and play.
3. Supervise always—ratios of 10:1 (grade 1 & under) or 15:1 (above).
4. Flag any physical/emotional concerns we notice.
5. Call you—or an ambulance—if illness or injury strikes.
6. Handle emergencies with trained, calm precision.
7. Ensure all staff/volunteers (19+) pass criminal checks and work with seniors onsite.
8. Hire qualified crew—20+ hours training, first aid, and more.
9. Share substitute counselor details via our automated system.
10. Guard your family's privacy—info stays confidential.
11. Follow a clear behavior policy per Child Care Licensing Regulation.
12. Make camp a blast—adventures, skills, and community for every kid!
