

Dear Parents & Guardians:

The Robin Hood Association Children & Youth Services is offering a summer recreational program for children 4 years and older. The program provides recreational experiences, social interaction, skill maintenance and development to children with special needs. Through crafts, cooperative play, music and community outings, the program provides opportunities to explore, imagine, create and experience a wide variety of summertime activities.

**REGISTRATION INFORMATION:**

**Program start:** July 2, 2019 – August 22, 2019

**Program Hours:** Full day 9:00 am – 3:30 pm (Yellow, Green, Blue, Red Rooms)

Yellow Room only: AM Half day 9am-12pm PM Half day 12:30-3:30pm

**Location of Program:** Children & Youth Community Centre, 3 Spruce Ave., Sherwood Park, AB

**Funding Contact:** Laurie Massie (780) 640-9401 ext. 225 [massie@robinhoodassoc.com](mailto:massie@robinhoodassoc.com)

**Program Contact:** Bailey Wojciechowski (780) 640-9401 ext 231 [familysupport@robinhoodassoc.com](mailto:familysupport@robinhoodassoc.com)

**Website:** [www.robinhoodassoc.com](http://www.robinhoodassoc.com)

Early registration for families residing in Strathcona County including Sherwood Park and the City of Fort Saskatchewan is prior to May 3, 2019. After May 3, 2019 spaces will be open to other families and filled on a first come basis.

***\*Please note: Before registrations are confirmed outstanding accounts must be paid in full and a copy of the FSCD contract or verification of funding from FSCD must be provided.***

**Drop off or Mail applications to:** Robin Hood Association

Children & Youth Services

#101, 3 Spruce Ave., Sherwood Park, AB T8A 2B6

**Email to:** [familysupport@robinhoodassoc.com](mailto:familysupport@robinhoodassoc.com)

**Fax:** 780-640-9404

**Day Camp Cost**

Full Day	\$110.00 (Shared)	\$185.00 (One/One Support)
Half Day (Yellow room only)	\$60.00 (Shared)	\$86.00 (One/One Support)

**Confirmation**

Will be sent by email after June 5<sup>th</sup>. ***A copy of the FSCD contract or verification of funding from FSCD must be provided in order to receive confirmation.***

**Refund Policy / Cancellation Policy**

- Registered days cancelled without 7 days' notice or unattended will be billed directly to families at full camp rate.
- Sick days are considered unattended days.
- Refunds will be issued to individuals cancelling due to illness when substantiated by a medical note from a doctor. Medical notes must be received within 10 business days of notification of cancellation to be eligible for a refund.
- Refunds for program fees as per cancellation policy will not be issued or reimbursed until completion of Summer Program.

### Registration Process

- Registration forms can be filled out electronically through Microsoft Word or the PDF document can be printed. If possible, please fill it out electronically and email it back.
- Incomplete registrations will be sent back and will not be accepted until completed.
- Copy of a current FSCD agreement or verification of camp funding must be provided prior to registration confirmation.
- Submission of paperwork does not guarantee acceptance.
- When providing an alternate emergency contact ensure the person is available for calls during program hours and is able to pick the child up if needed. This person should NOT be a parent. Parents will be contacted first and emergency contacts are only contacted when we cannot get ahold of parents.
- Assessed parent portion by FSCD will be invoiced using EFT (Electronic Funds Transfer) process. Credit card payments will also be accepted, however an EFT form must be on file.

### Out of Service Area

- Copy of current FSCD contract must be provided before confirmations will be received.
- Parents residing outside of the service area must pay their parent portion at time of confirmation.
- Additional paper work will need to be completed prior to your child attending programs. If required paper work is not received by the date indicated when forms are sent to you, your confirmation will be canceled.

### Changes

If you need to change your child's registered dates you **must** email [familysupport@robinhoodassoc.com](mailto:familysupport@robinhoodassoc.com) at least 7 days prior to the registered day. Phone call; or in person changes will not be accepted. Changes cannot be guaranteed and you will be notified via email if your request can be accommodated.

### Over 18

- Individuals over the age of 18 will be billed an additional \$25 per week for program expenses.

### Lunch and Snacks

- Participants will be required to bring a bag lunch, water, and snacks as needed each day.
- Ensure that cutlery and/or dishes are provided as required and labeled.
- Microwave options for lunches will not be available on field trip days. Please check the calendar of activities.

### Weather

- Please ensure your child is prepared for the day's activities.... rain or shine.
- Appropriate clothing, footwear, including umbrellas, sunscreen, hats, bug spray, water bottles, bag lunches, etc. are the responsibility of the parent to provide.
- All items must be labelled with child's first and last name.

### Field Trips

- All children will be required to participate on the scheduled field trip as per the calendar.
- **If you do not want your child to participate in a scheduled activity or field trip, please do not register on that day.**
- Yellow Room (4-7 years): Field trip days must be full days.
- Due to unforeseen circumstances, all events are subject to change without notice.

### Participant Behavior and Conduct

The Association will work collaboratively to support the participants to ensure positive behavior support. Should there be a situation where behaviors are beyond the program's capabilities, parents (or emergency contact) will be required to pick up their child immediately from the program or community outing.

### Damages or Repairs to Equipment and/or Facility

The cost of repairs for property damaged by a participant will be billed directly to parents.