

Dear Parents & Guardians:

The Robin Hood Association Children & Youth Services is once again offering a summer recreational program for children 4 years and older. We will have 4 cohorts with limited capacity. Each week of the program has a theme and families will be sent a daily schedule of activities closer to attended days. The program will run out of the Children and Youth Community Center (CYCC) and there continues to be strict guidelines for staff and families to follow.

Please read all registration information carefully!!

**REGISTRATION INFORMATION:**

**Program duration:** July 4 – August 26, 2022

**Program Hours:**

- 4-7yr old: Monday and Friday Morning Half day 9am-12pm **OR** Afternoon Half day 1-4pm
- Tuesdays, Wednesdays and Thursdays are full days
- Full day 9am – 4pm Monday-Friday

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

**Funding Contact:** Ali Cruikshank 780-570-9074 or [acruikshank@robinhoodassoc.com](mailto:acruikshank@robinhoodassoc.com)

**Program Contact:** Alex Watts 780-570-9078 [awatts@robinhoodassoc.com](mailto:awatts@robinhoodassoc.com)

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

**\*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.**

**Applications can be Emailed to:** [awatts@robinhoodassoc.com](mailto:awatts@robinhoodassoc.com)

**Faxed:** 780-640-9404

**Day Camp Cost**

Full Day	\$110.00 per day (Shared)	\$185.00 per day (One/One Support)
Half Day (4-7 year olds only)	\$60.00 per day (Shared)	\$86.00 per day (One/One Support)

Over 18yrs Full Day \$120.00 per day (Shared) \$220.00 per day (One/One Support)

- Individuals over the age of 18 will be billed an additional \$5 per day for program expenses.

**Confirmation**

Will be sent by email once required information is received **A copy of your FSCD contract or verification of funding from FSCD must be provided in order to receive confirmation.**

**Registration Process**

- Registration forms can be filled out electronically through Microsoft Word or Adobe. Scanned copies or photos can be emailed to [awatts@robinhoodassoc.com](mailto:awatts@robinhoodassoc.com) , faxed to 780-640-9404 or paper copies can be dropped off at #3 Spruce Avenue Sherwood Park front door mailbox #101.

- Incomplete registrations will be sent back and will not be accepted until completed.
- 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.

### **Registration Changes**

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

### **\*\*Health Orders:**

Robin Hood will be adhering to all Health Orders put into place by Alberta Health Services.

Parents will be required to sign a program agreement at the time of registration. Should there be any updates to the Association protocols these will be communicated via email.

**Health assessment-** Parents will be required to review the current health assessment questionnaire each day prior to drop off.

**Illness-** Individuals experiencing symptoms are not permitted to attend programming and will be required to self-isolate as per health orders mandated by Alberta Health Services.

### **Drop off/pick up**

- 4-7yr old: both pickup and drop off will be at the front of the building, along the sidewalk (**not the bus zone**)
- 8yr old and up: both pickup and drop off will be at the back of the building.

### **Illness/ Refund / Cancellation Policy**

- **Cancellation Policy: registered days cancelled without 7 days' notice or unattended days will be billed directly to parents at full camp rate.**
- *For the current program there is no cancellation fee for children unable to attend due to covid related illness.*
- Individuals who develop symptoms while at program will be isolated from others and parents will be required to pick them up **IMMEDIATELY** and follow AHS policy on self-isolation and Covid-19 testing.
- Individuals dropped off at program WITH symptoms not related to a previous condition and not declared on the health assessment form will be sent home. It is against health orders for people with symptoms to attend program.
- Refunds for program fees as per cancellation policy will not be issued or reimbursed until completion of Summer Program.

### **Out of Service Area**

April 2022

- 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.

### **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.

### **Weather**

- Please ensure your child is prepared for both inside and outside activities. The program is outside daily 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.

### **Participant Behavior and Conduct**

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

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

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