Introduction
Summer camp is an exciting time for kids to discover, explore and play. The creativity at camp can expand their minds – from when they’re little, reaching far into their teenage years. They can come enjoy their favourite activities, learn a few new ones and make memories to last a lifetime.

Follow Us
For updates about our Summer Camps please follow us on Twitter @UofCRec. To see photos from camp, check us out on Instagram @ucalgaryknes

Camp Tips
Most camps participate in daily physical activity. Please make sure your child is dressed appropriately for physical activity and wearing weather appropriate attire and footwear. It is advised that you pack sunscreen and bug spray for your child. If your child is going swimming on a particular day, please make sure to pack a bathing suit, towel and plastic bag for wet clothing.

Camp Hours
Most camps run between the hours of 8:30am-4:30pm. There are a few camps that vary from these times so please be sure to check your registration confirmation email before the start of the camp.

Withdraw or Transfer
Please call Client Services at 403-220-7749 to transfer or withdraw. Most camps allow for a withdrawal or transfer up to two weeks prior to the start date. Outside of those two weeks, a full refund minus an administration fee is provided for withdrawals and there is no charge for transfers. For withdrawals and transfers after this deadline, we do not provide a refund unless the withdrawal is for a medical or family emergency. The refund amount is specific to each camp and may be prorated for the time of withdrawal. Medical circumstances require an official written doctor's note – please email this to Client Services at active@ucalgary.ca.

Before and After Care
Before Care and After Care is available for most of our camps. Check your camp registration confirmation email to see if it is available to you. If you are later than 5:30 pm when picking up your child there will be additional charges. Please note that there is no Before Care on the first day of camp.
First Day Sign-In
On the first day of camp, sign-in will begin at 8:15 am. For the remainder of the week sign-in time will be at 8:30 am. Again, please refer to the start time on your registration confirmation email to ensure you arrive on time. The location of your sign-in can be seen on the map in a link on your registration confirmation email. Supervision is not available before 8:15 am. We cannot be responsible for your child until this time.

Sign-In and Out
If anyone other than you will be picking up your child on any day throughout the week, please inform the staff and make a note with your legal name and signature on the sign-in/out sheet. Everyone signing campers out must be prepared to show I.D. Participants can be picked up by siblings of any age or they can sign themselves in and out if the parents allow it and it is in writing.

Medications and Allergies
Please make staff aware of any medication that your child requires and where it is in their daypacks during first-day sign-in. Bags with essential medication may be flagged to make it easier for staff to locate the bag when it is needed.

Online Informed Consents and Medical Forms
Every camp requires you to complete an online informed consent. The informed consent must be filled out for every camp — even if the child is registered in multiple programs over the summer or attended a previous camp. Please double-check that the online medical information form contains accurate medical and emergency contact information. There is an optional photo release form that needs to be signed each year. If you complete the online informed consent and online medical information form three days or less prior to camp, please print them off and bring them with you to the first day of camp. If you require assistance, please phone the Client Services at (403) 220-7749. Detailed instructions for how to complete the informed consent and medical information form can be found here: www.ucalgary.ca/activeliving/how-to-register

Please be prepared to fill out additional forms specific to your child’s camp on the first day of camp.

Special Needs
Please note that the University of Calgary will attempt to accommodate any campers with special needs. However, given our limited resources, the university is not in a position to absorb
the additional costs, if any, associated with this accommodation. Any camper requiring accommodation should notify the camp coordinator well in advance.

**Camper Conduct**

University of Calgary Summer Camps programs have a three-strike policy for inappropriate behaviour. Strikes will be given at the discretion of UCalgary Summer Camps employees, and all decisions will be final. Strikes may or may not be carried forward week to week between programs.

1. Camper receives a strike from the program staff and parent is informed
2. Camper will talk to the coordinator and communicate with the parents
3. Camper is immediately suspended or expelled from the program without monetary reimbursement

Participants may receive strikes for the following:

- Use of any form of physical violence
- Use of abusive, vulgar, or inappropriate language
- Failure to follow the directions from UCalgary Summer Camps employees
- Vandalism to or theft of University of Calgary property or another individuals' property
- Failure to comply with the computer usage policy (see below)
- Any other action that UCalgary Summer Camps employees deem inappropriate

**Computer Usage Policy**

It is possible that your child may spend time on a computer with Internet access while at camp. The following are considered inappropriate computer use and are violations of our computer policy: accessing pornography, obscene or discriminatory materials; harassing other users; vandalism of accounts and systems; using abusive, vulgar, and other inappropriate language; distributing copyrighted material; creation or publication of explicit material; sharing of individual and/or networked accounts and/or passwords.

**Parent Conduct**

Our staff seek to provide an excellent experience for your child during their time at camp. If you have an issue that needs to be addressed, feel free to discuss this with the staff in a manner that is appropriate and respectful. Our aim is to exceed your expectations with the programs that we offer. If you have any further concerns, please contact the coordinator for your child’s camp.
Late Arrivals and Pick-Ups
Please respect our camp start and end times and keep them in mind when bringing your child to camp or when picking them up. If you arrive late for camp and there is no one at your regular sign-in location, please go to Kinesiology Client Services (KNA 104) where they will give you further directions. They will call your program coordinator who will meet you there. If you are late we cannot guarantee that your child will be placed in their designated camp as many camps leave campus. If you are later than 4:30 pm when picking up your child, they will be taken to After Care in the Red Gym. If this occurs more than once you will have to pay for After Care. If you are later than 5:30 pm there will be additional charges. The above information does not apply to the Veterinary Medicine Camps, Dinos Football, Track and Field and Computer Camps.

Absent Notification
If you know in advance that your child will not be attending camp on certain days, please inform the camp staff. If your child will be absent, you do not need to contact the coordinator.

Illness Policy
If your child is sick during camp, we will call you to come and pick them up. If you are not available we will call your emergency contact. If your child is sick please do not send them to camp that day.

Rainy Day Sign-In and Out
If it is raining at sign-in/out time, camps will be in the same place as first day sign-in. Please follow our Twitter account (@UofCRec) for up-to-date information about rainy day sign-in/out. While walking towards your regular sign-in/out location look out for our signage.

Accidents and Emergencies
If necessary staff or coordinators will contact you to notify you of the situation. It is important to complete and update your medical forms, including emergency contacts, prior to camp.

Staff Qualifications
All staff hold an appropriate First Aid Certification. If required, they will also have certifications for any specific activities. Staff will also have a valid Police Information Check with a Vulnerable Sector Search and have been trained in our policies and procedures.
**Food and Beverage Policy**

Please pack a healthy lunch, two snacks (even if they order a Box Lunch) and a large water bottle, as your child will be burning a lot of energy every day. Please be sensitive to common allergies that could be present in the group. This is **not** a peanut-free campus but please be respectful of these allergies. Pizza lunch is only provided for Mini University Camps, Mermaid University, Babysitter Camps and Racquet Camps on the last day (Friday), however please ensure your child has snacks and a drink on that day. Please note that campers will not have access to vending machines, microwaves or refrigerators.

**Box Lunches**

Box Lunches are available for purchase through Aramark for certain camps. Please do not order Box Lunches on Field Trip days when camps are off-campus, or Fridays if your camper is provided with a pizza lunch (as noted above). The following camps are eligible for Box lunch purchase: Mini University, Physics Camp, Design Camp, Geography Camp, Business Camp, Minds in Motion, Dinos Camps, Racquet Camps, Aquatics Camps and Director's Cut. Box Lunches must be ordered at least 24 hours before the requested date. To order a Box Lunch for your camper, please visit: [https://ucalgary.catertrax.com](https://ucalgary.catertrax.com).

**Lost and Found**

Please label all your child’s possessions, as it is hard to keep track of whose items belong to whom. Avoid bringing electronics like cell phones and iPods. The camp will not be held responsible for any lost or damaged items. It is the child’s responsibility to look after their own items. The two lost and founds on campus are at Client Services and at MacHall Lost and Found information desk.

**Parking**

To avoid the rush at the beginning and end of camp, consider registering for Before and After Care. Please park in lots #10, 11 and 59 (if available). To access these parking lots, take 32nd Avenue NW, and enter on Collegiate Boulevard. Parking passes are attached to your registration confirmation email. Please print the parking pass and display it in your vehicle during sign-in/out times. Please follow signs when leaving the parking lots.
Camp Contacts

If you need to contact your child during camp hours, please contact the camp coordinator who will get in contact with the staff. Please refrain from calling your child directly. This ensures that staff are aware of any issues. Please note that staffs personal information will be not given to parents.

<table>
<thead>
<tr>
<th>Camp</th>
<th>Contact Name</th>
<th>Email</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Client Services</td>
<td>N/A</td>
<td><a href="mailto:active@ucalgary.ca">active@ucalgary.ca</a></td>
<td>(403) 220-7749</td>
</tr>
<tr>
<td>Aquatics Camps</td>
<td>Vicki Logan</td>
<td><a href="mailto:jvlogan@ucalgary.ca">jvlogan@ucalgary.ca</a></td>
<td>(403) 210-7832</td>
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<tr>
<td>Computer Camps</td>
<td>Loretta Stadnyk</td>
<td><a href="mailto:Loretta.stadnyk@ucalgary.ca">Loretta.stadnyk@ucalgary.ca</a></td>
<td>(403) 220-4726</td>
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<td></td>
<td>Tala Bateman</td>
<td><a href="mailto:tbateman@ucalgary.ca">tbateman@ucalgary.ca</a></td>
<td>(403) 220-4993</td>
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<tr>
<td>Dinos Camps</td>
<td></td>
<td><a href="mailto:dinocamp@ucalgary.ca">dinocamp@ucalgary.ca</a></td>
<td>(403) 220-3437</td>
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<tr>
<td>Director’s Cut</td>
<td>Joseph</td>
<td><a href="mailto:dccamp@ucalgary.ca">dccamp@ucalgary.ca</a></td>
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<tr>
<td>Minds in Motion</td>
<td>Julia Sather</td>
<td><a href="mailto:minds@ucalgary.ca">minds@ucalgary.ca</a></td>
<td>(587) 896-3516</td>
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<tr>
<td>Design Camp</td>
<td>Andrew Deitsch</td>
<td><a href="mailto:designcamp@ucalgary.ca">designcamp@ucalgary.ca</a></td>
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<tr>
<td>Physics Camp</td>
<td>Rebecca Snell</td>
<td><a href="mailto:physicscamp@ucalgary.ca">physicscamp@ucalgary.ca</a></td>
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<td>Business Camp</td>
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<td><a href="mailto:businesscamp@ucalgary.ca">businesscamp@ucalgary.ca</a></td>
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<td><a href="mailto:geocamp@ucalgary.ca">geocamp@ucalgary.ca</a></td>
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<tr>
<td>Mini University</td>
<td>Evan Smibert</td>
<td><a href="mailto:miniu@ucalgary.ca">miniu@ucalgary.ca</a></td>
<td>(403) 220-5192</td>
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<td></td>
<td>Dana Stene</td>
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<td></td>
<td>Alina Bertolesi</td>
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<td>Outdoor Camps</td>
<td>Bridget Mahaffey</td>
<td><a href="mailto:outkids@ucalgary.ca">outkids@ucalgary.ca</a></td>
<td>(403) 220-7090</td>
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<tr>
<td></td>
<td>Dena Maxwell</td>
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<tr>
<td>Oval Camps</td>
<td>Stacey Polet</td>
<td><a href="mailto:crockett@ucalgary.ca">crockett@ucalgary.ca</a></td>
<td>(403) 220-5345</td>
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<td>Racquet Camps</td>
<td>Tina Istace</td>
<td><a href="mailto:tdenton@ucalgary.ca">tdenton@ucalgary.ca</a></td>
<td>(403) 220-3405</td>
</tr>
<tr>
<td>Veterinary Camps</td>
<td>Mary Gillear</td>
<td><a href="mailto:mgillear@ucalgary.ca">mgillear@ucalgary.ca</a></td>
<td>(403) 210-3961</td>
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