



Dear Parents and Guardians:

The SideDoor staff is eagerly preparing for this year's summer day camp. We look forward to seeing some familiar faces and meeting some new ones.

We have lots of fun activities and events planned over the nine weeks we will be together and this year's camp should be better than ever.

In order to ensure that everyone has the best time possible, we've put together a quick reference guide for parents. Please take the time to read over this guide before filling out the registration form to make sure that the SideDoor Day Camp is right for your child. We encourage you to review some of these points with your child in order to prepare them for the camp.

If you have any additional questions or concerns, please don't hesitate to call or email us. Our contact information is in the guide!

Thanks for considering the SideDoor Summer Camp! We look forward to seeing you soon!

Sincerely,

The Staff of the SideDoor

## **1. Days and Hours of Operation:**

**Starts:** Monday, June 27<sup>th</sup>, 2011

**Ends:** Friday, August 26<sup>th</sup>, 2011

**Hours:** 8:00 AM—5:00 PM

**Holidays:** Monday, July 1<sup>st</sup>, 2011  
Monday, August 1<sup>st</sup>, 2011

## **2. Contact Information**

**Address:** SideDoor Youth Centre  
Box 612, 4903-50<sup>th</sup> Street (next to Overlander Sports)  
Yellowknife NT X1A 2N5

**Phone:** (867) 766-3272

**Fax:** (867) 766-3273

**Email:** [sdprograms@theedge.ca](mailto:sdprograms@theedge.ca)

## **3. Registration Information:**

You will need to fill out a Summer Day Camp registration form for each child you wish to register for the camp—even if you have already completed a form for the after-school program.

Registration is open to all children between the ages of 6 and 13 years old. **Five year olds who started kindergarten in the 2010-2011 school year may be registered as well.**

**We require a completed registration form for each child who attends the camp.** This includes all children who attend the Junior SideDoor After-School Program. They are different programs and we are required by law to have your consent for your child to participate. Registration forms can be dropped off at our office during regular business hours, faxed, or emailed.

Please make sure you have filled out all of the sections of our two-page registration form. We will not register any child who does not have a completed form. While we will make every effort to contact parents / guardians to get any missing information, the responsibility lies with you to make sure your child's form is complete.

## **4. Costs:**

The cost of the camp is \$125 per child, per week. Due to the limited number of spaces we can offer, priority will be given to those children who are registered for full weeks. Those wishing to register their children for single days or part weeks will be placed on a waiting list and notified once space is available. The rate for single days and part-weeks is \$25 per day.

Payment can be made by cash or cheque by visiting the SideDoor office. Cheques should be made out to “SideDoor Youth Ministries”. Unfortunately, we **do not** accept credit or debit card payments at this time.

Payment is due at the beginning of each week (Monday). If you are unable to make a payment on time, please contact the staff to make arrangements. Your child may not be permitted to attend the camp if you have not paid on time or made alternate arrangements with the staff.

**Please contact the staff if you have any questions about financial assistance to help with camp fees.**

## **5. Behavior Management:**

The rules of the program are shared with all of the children at the beginning of the program, and are reviewed on a weekly basis.

Anytime a child displays inappropriate behavior, our goal is to help the child to:

- understand what he/she did was wrong;
- understand the impact his/her behavior had on others;
- develop strategies to make sure that the behavior is not repeated in the future.

At the SideDoor, we understand that kids are kids. They are still developing and learning how to interact with others. They don't always understand that something that is fun for them might hurt others. Our aim is not to be punitive but to help each child find a way to have fun without having a negative impact on others.

We believe in communicating with parents and guardians frequently—sharing both highlights and challenges of your child's day. We realize that no one knows their children better than their parents and will often ask for your advice on how to deal with certain situations. We occasionally use common techniques like “time outs” to help each child reflect on his or her behavior. This may result in your child missing all or some of a fun activity—like swimming. In the event that this happens, you will be notified immediately.

We use a “**three strikes**” approach to behavior management to address *repeated* inappropriate or disruptive behavior in our day camp.

**Strike one** is a verbal warning to let the child know that the behavior is inappropriate and will not be accepted.

**Strike two** is a written warning that the child will be asked to give to his or her parent/guardian. The written warning will outline the behavior that has taken place, and the steps that were taken by the staff to address the behavior. The written warning will also inform the parent/guardian that any future incident may result in the child being asked to leave the camp.



**Strike three** is the final step of our approach. If the child has shown no signs of changing his/her inappropriate behavior, the parent/guardian will be contacted and asked to withdraw the child from the camp. In this case, a refund will be issued in full for any **future days** that have been paid for by the parent (at a prorated cost of \$25 per day).

Please note that this approach is not applied for minor behavioral issues that are bound to arise when working with children. The types of behavior that are addressed under this approach are those that present a risk to the health, safety or well-being of the child or others at the camp. As stated above, we will seek to communicate with parents and guardians through each step of the process. If you have any concerns about how the staff handles any behavioral issues involving your child, we encourage you to share them with us.

**Please note that the staff of the SideDoor reserve the right to ask the parent to withdraw their child from our summer camp immediately if they become overly disruptive, or behave in a manner that may harm the child or others.**

## **6. Pick-Up and Drop-Off Policy**

**The camp will open at 8:00 AM each morning.** For your child's safety, we ask that you do not drop them off for the program any earlier than this time. We also ask that you take the time to ensure that your child has entered the building and that staff are present each morning before you leave.

If you will be late dropping off your child, or if you need to take your child out of the program for another appointment, please share this information with us in advance so proper arrangements can be made. **We will not alter the camp schedule at any time to accommodate individual schedules.**

In many cases, we will be leaving the SideDoor to do activities at other locations during the day. Parents are responsible for making sure that their children are back in time to travel with the group, or for transporting their children to the destinations themselves. If you will drop your child off at another location, we ask that you wait with your child until staff from the SideDoor have arrived.

Parents are asked to identify any persons who their child is permitted to leave the program with. We will not allow a child to leave the program at any time without prior consent from a parent or guardian. We also ask you to inform us if your child is permitted to walk home alone at the end of the day.

**The camp will end at 5:00 PM each day.** We ask all parents to make an effort to pick up their children as quickly as possible at the end of the day. We do realize, however, that not all parents are able to be here at exactly 5:00 PM each day. Staff will remain at the SideDoor until all children from the program have been picked up.

**Parents who are repeatedly late, or have not picked up their child within 30 minutes of the end of the program may be charged a fee of \$25 to cover the costs of wages for the**



**staff.** Parents who are consistently late picking up their children may be asked to withdraw their children from the program.

If you know that you are running late, please contact us. We realize that not everything runs on schedule all the time and will do our best to accommodate you.

## **7. Personal Items**

We encourage parents / guardians to send their children with the following items each day:

- a backpack
- a sweater or jacket
- a hat
- sunscreen
- a bagged lunch
- a towel and swimsuit (for days when swimming is scheduled)
- a favorite book, coloring or activity book, for quiet time.

We realize that personal electronic devices, such as handheld games, cell phones, and iPods are very popular. While we encourage all parents and children to leave these devices at home, there is no rule against bringing them to the camp. **However, children may only use these devices during free-time or quiet-time—with the staff's permission.** The staff will take these devices from children if they are using them when they are not supposed to. They will be kept in the office and returned at the end of the day.

If your child repeatedly uses a device when not permitted by staff, we will contact you and ask you not to permit your child to bring the device in the future.

**The SideDoor is NOT responsible for any items that may be lost or stolen during our summer day camp.** We ask all parents to speak with their children before bringing them to camp about being responsible for their own possessions.

## **8. Food**

Parents are responsible for sending their children with a bagged lunch every day. The SideDoor will provide a free nutritious snack on a daily basis for all children who attend the camp. Please make sure to notify us in advance of any food allergies or intolerances your child may have. If your child has a food allergy, it may be necessary for us to notify all parents not to send their children with certain foods.

There are vending machines for candy and soft drinks at the SideDoor but children will not be permitted to make purchases from them during camp hours. We also ask that you refrain from sending your children to the camp with excessive amounts of candy—even if the intention is to share with others. More often than not, there isn't enough for everyone and this can result in hurt feelings. If you would like to treat all of the children in the program (as a donation, for your child's birthday, etc.) please contact us so we can help you make the arrangements.