

# **Yukon College Kids' Programs**

2020 Handbook

# **Welcome!**

Yukon College Kids' Programs is excited to welcome you and your child(ren) to our STEM (science, technology, engineering and math) and trades programs! Thank you for choosing us, we will ensure to provide each and every child with a safe and fun environment to engage in new and exciting activities as well as develop new friendships.

Throughout this handbook you will find our standard policies and procedures for our camps, clubs, and other youth programs at Yukon College. All registrants are expected to follow and adhere to the regulations to ensure the safety and enjoyment of all participants and leaders. Any clarification of policies can be directed to our Youth STEM Coordinators (867-668-8819).

# Contact Information:

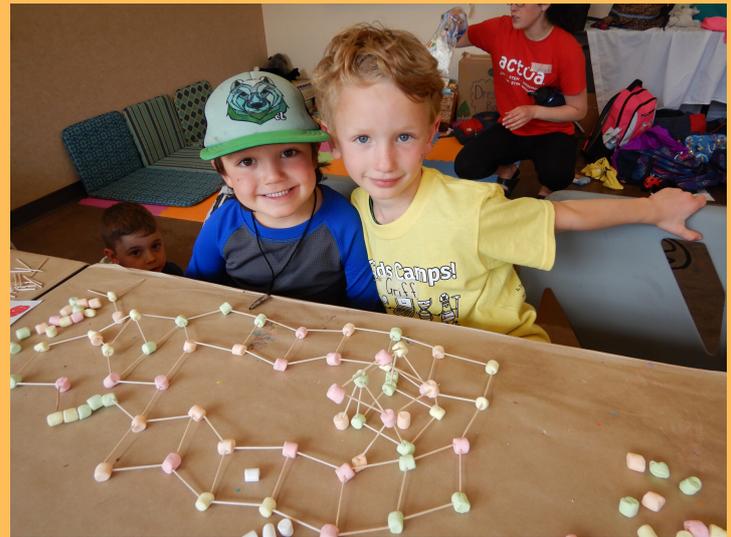
Address: 500 College Drive

Whitehorse, Yukon Y1A 5K4

Hours: Monday to Friday: 8:30am to 4:30pm

Yukon College Kids Programs: 867-668-8819

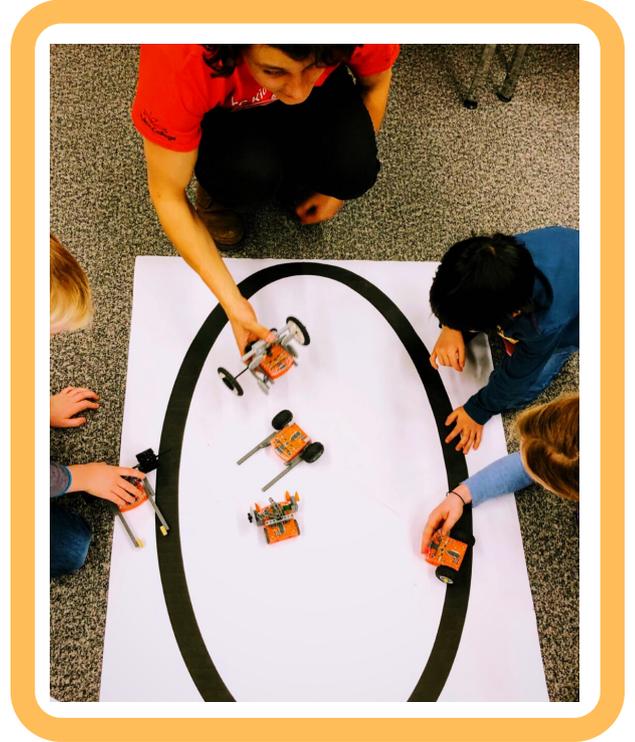
Email: [camps@yukoncollege.yk.ca](mailto:camps@yukoncollege.yk.ca)



# About Us!

## Our Staff

All of our staff members are certified in Standard First Aid and CPR-C and have up to date RCMP criminal record checks. Staff are studying in related post-secondary fields such as science, education, engineering, psychology, math and technology, and are excited to share their knowledge and enthusiasm with your camper(s)!



## Camper to Staff Ratio

We are committed to providing quality program supervision. Our staff to camper ratio is 1 to 8. There are also additional support staff that will spread their time between all operating camps. Some specialty camps will have a higher staff to camper ratio in order to ensure camper safety. Supervision ratios will also be adjusted during field trips to provide adequate supervision.



# Camp Hours



Summer Camp programming runs from 8:30am to 4:30pm Monday to Friday. Unless your child is registered in extended care, do not drop off your child prior to 8:30am or pick up your child after 4:30pm. If your child is not registered in extended care, no supervision will be provided.

## Extended Care

Extended care is at no extra charge and will be offered from 7:30am to 8:30am and from 4:30pm to 5:30pm. During this time there will not be organized activities; this time will be used for free-play.

All campers being picked up after 4:30pm must be enrolled in PM care. If your child is not enrolled in PM care, there will be a monetary charge for each additional 15 minutes after 4:45pm that your child remains at camp. Parents/caregivers who are more than 15 minutes late for camp pick-up will be contacted and after 30 minutes emergency contacts will be called to pick up the camper.

Registration for early drop-off and late pick-up will open at the same time as regular camp registration. You will only be able to access extended care if your child is registered. We require registration in this feature so we can ensure we have the staffing necessary to supervise all campers.

*We do understand that emergencies may occur that cause you to be delayed. If you find yourself in such a situation, please call the Camp Coordinator 867-332-1247. This will allow us to make arrangements for extended care for your child.*

# Late Drop-off and Early Pick-up

It is the responsibility of the parents/caregivers to contact the program cell phone at 867-332-1247 or email [camps@yukoncollege.yk.ca](mailto:camps@yukoncollege.yk.ca) to inform the staff if your camper will be absent, late or picked up early.

Program facilitators will call parents/ caregivers if campers are more than 30 minutes late for camp. Please inform staff if your child will be late or absent.

## Typical Camp Day

7:30am-8:30am	Morning Care
8:30am-10:00am	Sign in and Session 1
10:00am-10:30am	Snack and Free Play
10:30am-12:00pm	Session 2
12:00pm-1:00pm	Lunch and Outdoor/ Active Activity
1:00pm-2:30pm	Session 3
2:30pm-3:00pm	Snack and Free Play
3:00pm-4:30pm	Session 4 and Sign out
4:30pm-5:30pm	After Care



# Registration

All camp and program registration is completed through Amilia.

When creating your Amilia account for registration, please add each child as a member. If you already have an online account with Amilia (e.g. Polarettas, Yukon Fish & Wildlife, Aikido Yukon) you may proceed with your registration using your previously established account.

The Amilia logo consists of the word "amilia" in a white, lowercase, sans-serif font, centered within a solid blue square.

When a camp or program is full you may add your child to the waitlist. If a spot in the program becomes available, everyone on the waitlist will be emailed and the spot will be filled by the first individual to register.

## Cancellation Policy and Refunds

### NEW CANCELLATION POLICY!

If cancellation occurs **TWO WEEKS OR LESS** prior to the Camp start date, **NO REFUND OR TRANSFER** will be given. If cancellation occurs more than two weeks prior to the Camp start date, an 80% refund will be provided.

Please note we do not keep credit card information on file. If payment was made by credit card, your information will need to be resubmitted in order for your refund to be processed. Refunds for withdrawals will be made in accordance with the withdrawal policy.

## Important Contact Information

For immediate inquiries while your camper is attending camp, clubs or other programs, please call 867-332-1247. Staff will carry work cell phones during the hours of program deliver to answer immediate inquiries with regard to your child.

*\*\*Please note: this number is not for questions regarding registration. For admission-related inquiries contact the Youth STEM Program Coordinator at 867-668-8819.\*\**

# Participant Expectations

## *Fair, Fun & Safe*

For the safety and enjoyment of all, we expect participants to follow regulations and to treat each other and staff with respect. Should an issue arise, we will follow a Three Strike Policy.

▶ A strike can be defined as an inappropriate behavior such as:

- Preventing or interfering with another participants' experience
- Threats, bullying, harassment, intimidation, abuse or fighting
- Failure to listen and/or behaviors that jeopardize the safety of others or themselves
- Disrespect towards staff
- Vandalizing or abusing equipment/Yukon College property/offsite locations.
- Leaving the group

▶ When a strike is issued  
First Strike

Participant will receive a verbal warning from staff, parents/ caregivers will be notified about the behaviour at pick up

Second Strike

Parents/ caregivers will be notified immediately of the issue via phone

Third Strike

Participant will be directed to leave the program without refund, situation dependent.

*\*Physical aggression towards another person or oneself may require a temporary or full suspension from program(s).*



# Bullying

Yukon College Kids Programs has zero tolerance towards bullying. Bullying includes, but is not limited to, actual or threat of physical, emotional and/or psychological abuse; purposely excluding others from participating in any activity; inciting hatred – in any form – towards others.

Please contact our Youth STEM Coordinator at 867-668-8819 if a camper reports any form of harassment, discrimination and/or bullying during the course of any camp, club or program.

# Lost & Found

All lost and found items will be collected and placed in a storage area each day. If your child is missing a personal belonging, please ask staff to see collected items. For further inquiries please contact the Youth STEM Coordinators, 867-668-8819 with regard to your camper's missing item.

**\*\*Please note: it is the camper's responsibility to ensure they have all of their belongings at the completion of their camp. Please ensure belongings are well-labelled.\*\***



# Health and Safety

## Medical Considerations

Our goal is to ensure the utmost safety of your child at all times, and to ensure that our camps fit your child's needs. Please inform staff of any medical considerations we must make for your child. Please make sure to pack all necessary medications for your child and to meet with a staff to inform them of the appropriate steps to follow. If you have any questions or concerns about your camper's medical or behavioral needs, please contact the Youth STEM Coordinator, 867-668-8819.

## Inclusion Inquires

YC Kids' Programs strives to be an inclusive environment for all campers. If your child requires accommodations or special considerations, please inform our Youth STEM Coordinator, 867-668-8819 in advance, to allow us to provide the best environment and experience possible for your child.

We are unable to provide one-on-one support for campers, but we do encourage and recommend a support worker join your child, if needed. Support workers must be 16 years of age or older and provide a copy of their current Criminal Reference Check with Vulnerable Sector screening prior to the start of camp. Please contact our Youth STEM Coordinator, 867-668-8819 to notify them if a support worker is joining your child. If you have any questions or concerns about your child's medical or behavioural needs, please contact the Youth STEM Coordinator, 867-668-8819.

# Illness

We understand that children may be unwell from time to time. To prevent the spread of illness, please keep your child at home until they have recovered. Be sure to inform staff (867-668-8819) that your camper will be absent. If your child develops a communicable disease (such as chicken pox), please let our staff know as soon as possible so that we can alert other parents/caregivers.

## What to Bring to Camp

- running shoes
- indoor shoes
- hat
- jacket
- rain gear
- sunscreen
- bug spray
- water bottle
- medication (as needed)
- healthy lunch, 2 snacks (both nut free!)\*



Please dress for the weather! We will be outside everyday.

*\*Our programs are nut free. We ask that snacks and lunches participants bring to camp are peanut/nut-free. Some participants who attend programs have life-threatening allergies to peanut/nut products.*

**The use of personal electronic devices are not permitted at any Yukon College Camp or Program.**



A network  
member of  
actua.ca

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Youth · STEM · Innovation

Actua provides training, resources and support to its national network of members located at universities and colleges across Canada in the delivery of science, technology, engineering and mathematics (STEM) education outreach programming. Each year, these members engage over 225,000 youth in 500 communities nationwide. Please visit Actua at [www.actua.ca](http://www.actua.ca).

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