



## Summer Camp Handbook

Forest Grove Preschool is pleased to welcome your family to Summer Camp 2026. We are looking forward to a fun-filled, engaging, and enriching summer with your children. Our program offers a balance of outdoor play, structured learning experiences, creative activities, and group games, all within a safe and supportive environment.

This handbook contains important information regarding camp routines, expectations, health and safety requirements, and required authorizations. Please review it carefully and keep it for reference throughout the summer.

### Camp Hours and Daily Schedule

**Camp Hours:** 8:30 a.m. – 4:30 p.m.

#### Daily Schedule:

- **8:30 – 9:00 a.m.:** Arrival, activities, preparation for outdoor time
- **9:15 – 11:45 a.m.:** Outdoor programming
- **12:00 – 1:30 p.m.:** Lunch, free play, and rest/relaxation
- **1:30 – 3:30 p.m.:** Teacher-led structured activities
- **3:30 – 4:30 p.m.:** Group games and activities

#### Morning Outdoor Program:

Campers spend most mornings outdoors. To ensure participation in morning outdoor programming, children must arrive **no later than 9:15 a.m.**

- If you arrive after 9:15 a.m., a **map will be posted on the front door** with directions to our outdoor location.
- Campers return to the centre at approximately **11:45 a.m.** for lunch.

### Attendance and Absences

- If your child will be absent, please notify us by emailing [camp@forestgrove.ca](mailto:camp@forestgrove.ca) no later than **8:00 a.m.**
- Timely notification supports staff planning and ensures child safety.

### Safe Arrival and Dismissal

Forest Grove Preschool is committed to providing a safe and secure environment for all children.

- Children will only be released to a parent/guardian or an individual authorized in writing by the parent/guardian.
- **Government-issued photo identification is required** for anyone picking up a child.
- Authorization and consent forms must be completed prior to the start of camp.
- Staff members will supervise arrival and dismissal.

## Nutrition and Food Safety

Parents/guardians are responsible for providing:

- A **healthy, nut-free lunch**
- A **mid-morning snack** and an **afternoon snack**
- **Labeled water bottle**

Important notes:

- Morning snack will be eaten outdoors.
- All food must be packed in **labeled zip-lock bags**.
- Forest Grove Preschool maintains a **strict nut-free policy**.
- Food sharing is not permitted.

## Clothing and Personal Belongings

Please ensure your child arrives prepared for an active day:

- Weather-appropriate, **active clothing** suitable for outdoor play
- **Closed-toe shoes with a back strap** (no sandals, Crocs, or open-toed shoes)
- A **wide-brimmed or sun-protective hat**, worn daily
- A **labeled spare change of clothes** packed in a zip-lock bag

All items must be **clearly labeled**, including lunch bags, water bottles, shoes, and clothing.

## Sun Safety Policy

To support safe and timely outdoor play:

- Sunscreen must be **liberally applied at home** before arrival
- Parents must provide **CDA-approved sunscreen**, SPF 30 or higher and not expired

- Sunscreen must be **labeled** and kept in your child's backpack for reapplication as needed
- Families are encouraged to teach children how to apply their own sunscreen

Additional recommended sun-protective items:

- Protective clothing covering arms and legs (closely woven fabrics preferred)
- Sunglasses that block **UVA and UVB rays**

## Splash Pad Days

- Splash pad days will be communicated **one day in advance**
- On splash pad days, children should arrive wearing **swim attire under their clothing**
- Please pack:
  - A towel
  - A change of undergarments
  - Spare clothes

Children will change either at the splash pad or back at the centre.

## Health and Illness Policy

To protect the health and well-being of all children and staff:

- Children **must not attend camp if they show symptoms of illness**
- If a child becomes ill while at camp, parents/guardians will be contacted
- A child showing symptoms of illness must be **picked up within one hour** of notification
- Parents and/or emergency contacts must be available to attend promptly

This policy helps reduce the spread of illness and supports a healthy camp environment.

## Medication and Medical Needs

- Forest Grove will only administer medication for life threatening illnesses/medical conditions.
- Non-emergency medical events will not be administered.
- Medications are accepted only in the original container with dosage and instructions provided by the physician.
- Parents/guardians must provide written authorization.

## EpiPens and Inhalers

- Must be carried in a separate labeled case or fanny pack
- Must be worn or kept with the child at all times
- A Medical Consent Form is required

## Allergies

- All food allergies must be listed on registration form
- A strict **no food sharing** policy is enforced
- Please notify the office if your child has a contraindication to hand sanitizer.

## Behaviour Expectations

Forest Grove Preschool is committed to providing a respectful, inclusive, and safe camp environment. Campers are expected to:

- Treat peers and staff with kindness and respect
- Use appropriate language
- Follow camp rules and safety expectations
- Participate cooperatively in activities

Staff use positive, age-appropriate guidance strategies to support children's social and emotional development.

In cases where a child's behaviour consistently compromises the safety, well-being, or enjoyment of other campers or staff, Forest Grove Preschool reserves the

right to **withdraw the child from the program**. This decision is made only after careful assessment and communication with the family, and every effort will be made to support the child in improving behaviour before withdrawal becomes necessary.

## Photo and Media Consent

Photographs or videos of campers may be taken for internal documentation or promotional purposes. If you do not wish for your child's image or name to be used, please notify Forest Grove Preschool on the registration form.

## Communication

If you have any questions or need to share important information, please contact us at: [camp@forestgrove.ca](mailto:camp@forestgrove.ca)

## Authorization Forms

The following forms must be completed and submitted **before or on your child's first day of camp**:

- Authorization for Sunscreen Reapplication
- Authorization for Hand Sanitizer Use

## Registration, Refunds, and Withdrawals

Registration is completed through Forest Grove Preschool and is confirmed once payment and all required forms have been received. Families are encouraged to review all program details carefully before registering.

Summer camp registrations are **non-refundable**.

Forest Grove Preschool reserves the right to cancel or modify programs due to low enrollment, staffing, or unforeseen

circumstances. In the event that a program is cancelled by Forest Grove, families will receive a **full refund or credit**.

### **Program Waitlists**

If a summer camp program is full, families may choose to be added to a **waitlist**.

- Waitlists are offered on a **first-come, first-served** basis.
- If a space becomes available, the next family on the waitlist will be contacted by email.

- Families will have **48 hours** to accept the offered space and complete payment to confirm enrollment.
- If no response is received within the allotted timeframe, the offer will be declined and the space will be offered to the next family on the waitlist.

Being placed on a waitlist does not guarantee placement, but we make every effort to accommodate families whenever possible.

Thank you for your cooperation and support. We look forward to a safe, active, and enjoyable summer with your children.



### **Authorization for Sunscreen Reapplication**

I, \_\_\_\_\_, have provided sunscreen for Forest Grove Preschool  
to reapply to my child \_\_\_\_\_ if needed.

**Sunscreen Brand / SPF:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Authorization for Hand Sanitizer Use**

I, \_\_\_\_\_, give permission for my child

\_\_\_\_\_ to use hand sanitizer provided by staff at Forest Grove.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_