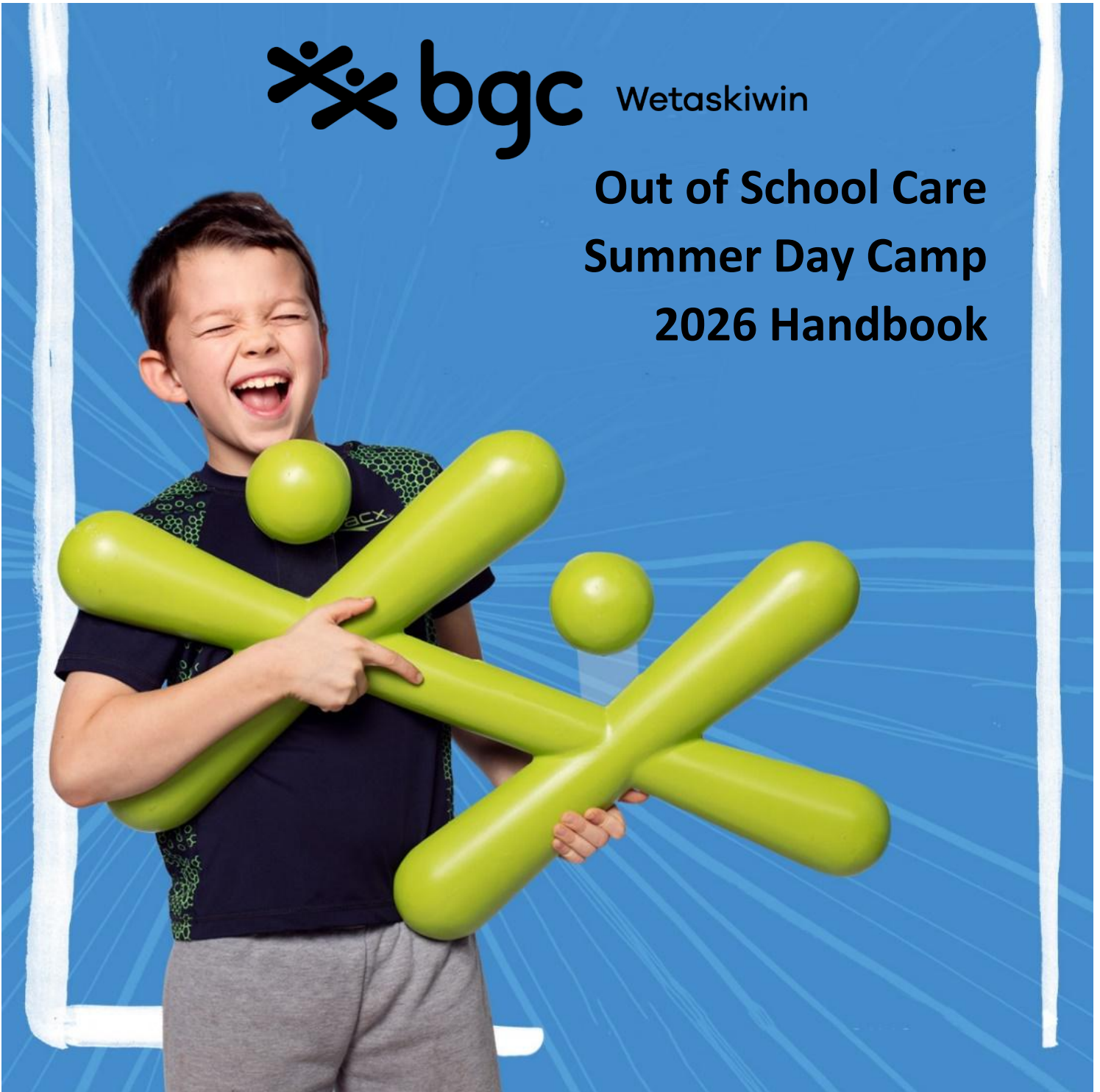




**Out of School Care  
Summer Day Camp  
2026 Handbook**



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T. 780-352-4643

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@bgcwet

# OUR MISSION

To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.



## Our Values



We welcome everyone in safe, accepting environments based on belonging and positive relationships.



We ensure that everyone – children, youth, families, volunteers, staff – is heard, valued, and treated fairly.



We encourage and support every child and youth to play, learn, and grow to achieve their dreams.



We work together with young people, families, volunteers, our communities, and governments.



We encourage and support every child and youth to play, learn, and grow to achieve their dreams.

## Contact Information

**Director of School Age Programs - Justin Wieclaw**

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## Introduction

Welcome to BGC Wetaskiwin Out of School Care (OSC) programs. This handbook provides information about the Club and policies aimed at supporting OSC. We welcome any suggestions you feel might improve the quality of our program.

## Purpose of Program

Provide a fun, safe, and comfortable environment with the following objectives:

- To deliver a quality program through intentional, well organized, and developmentally appropriate programming for children.
- To meet the developmental needs of children by understanding the stages of child development and build assets and competencies relevant to supporting children to become successful adults.

## Summer Day Camp Program Dates and Hours

June 29 to August 21, 2026

Monday to Friday 8:00 am to 5:00pm

Closed on Statutory Holidays - July 1 and August 3

Dates	Rugged	Resourced
June 29 – July 3 (closed July 1)	Communication	Routines
July 6 – 10	Physical Activity	Talents
July 13 – 17	Cooperation	Peer Groups
July 20 – 24	Creativity	Education
July 27 – July 31	Critical Thinking	Accountability
August 4 – 7 (closed August 3)	Decision Making	Mentorship
August 10 – 14	Empathy	Diverse Community
August 17 – 21	Problem Solving	Advocacy

### R2 – Resilience Program

As part of the BGC Canada Resilience Program, BGC Wetaskiwin will be introducing the R2 – Resilience Program into summer day camps. This program is an adaptation of the Resilience Research Centre’s R2 Resilience Program designed to strengthen the resilience of Club participants.

Each week, participants will be introduced to two factors along with a variety of activities and/or opportunities to develop and support their understanding.

**Rugged** factors are internal qualities that are unique to each person. They include things like self-esteem or an individual’s attitude. Rugged qualities may include things that come naturally to people, but they also include skills that people can practice and improve upon.

**Resourced** factors describe the supplies, supports, and opportunities that people have access to that may help them overcome challenges or prevent the likelihood of challenges. Examples of resources that improve resilience include things like having a supportive peer group or having access to health care.

For more information on the R2 – Resilience Program, contact the Director of School Age Programs.

## Program Fees

Weekly fees are \$190.00 per participant.

- To confirm registration for new participants, a deposit of twenty percent (20%) is required.
- All program fees are due prior to the start of the program.
- Any bank charges to the agency for Nonsufficient Funds will be applied.
- **A \$30.00 Cancellation Fee** may apply for every registered week the participant (child) withdraws from with at minimum fourteen (14) days' notice to the Manager/Director.
- **No refunds will be issued when less than fourteen (14) days' notice is provided.**

### Late Pick Up

BGC Wetaskiwin is unable to offer childcare outside of program hours. When participants are picked up late, a **Late Fee of TEN DOLLARS (\$10.00) per 15 minutes** or part thereof will be charged.

Families who are unable to pay fees by the designated deadlines must contact the Program Director to confirm government subsidy or arrange an alternative payment plan.

## Child Care Subsidy

Families can apply for provincial childcare subsidies by going to: <http://www.alberta.ca/child-care-subsidy.aspx>. As per the government of Alberta website, subsidy rates vary based on the child's age, family income, the childcare program and the number of hours a child attends each month.

For new participants registering for subsidy, please choose the following program:

**Clubhouse Out of School Care**    4705 47 Avenue (CB McMurdo)                      #8000 1963

For participants that are already registered in BGC Wetaskiwin Out of School programs, there is no need to change or update your subsidy for the summer unless directed by Alberta Supports. If you have any questions, contact the OSC Program Coordinator or Director of School Age Programs.

Children must attend the minimum number of hours to receive the maximum subsidy rate listed in your confirmation. Any difference needs to be paid by the parent/guardian/caregiver.

To maximize subsidy amounts, your child should attend the program to reach the expected number of hours you applied for or were approved for. Full-time hours for children in Grades 1 to 6 are:

- 100 hours/month during the summer

If your child is unable to attend care programs for any part of the month due to medical, family, or other reasons, we suggest reaching out to the Alberta Supports directly to notify them of the change. This may help avoid fluctuations in your monthly coverage.

Alberta Supports Contact Centre

Hours: 7:30 am to 8:00 pm (open Monday to Friday, closed statutory holidays)

Phone: [780-644-9992](tel:780-644-9992) (in Edmonton)

Toll free: [1-877-644-9992](tel:1-877-644-9992)

Email: [childsubsidy@gov.ab.ca](mailto:childsubsidy@gov.ab.ca)

Families are responsible for ensuring that their subsidy information is kept up-to-date, and the required documents have been submitted. Once you have confirmation of your subsidy, please communicate with the program.

Contact the Club If you require assistance for your subsidy application and/or renewal.

## Agency Policies & Procedures

### ***Participant Arrival and Departure***

BGC Wetaskiwin will ensure the safety and well-being of all participants upon arrival and departure. All participants will be accompanied by a parent/guardian or designate when arriving to or departing from a program. Only those people authorized on the registration form will be allowed to pick up a child from the program. In case of emergency, a parent/guardian/caregiver can give permission, verbally or written, for a third (3<sup>rd</sup>) party to pick up their child(ren). We would appreciate your promptness at the end of the day so that the program can close on time as well as to reduce your child's anxiety. Persistent lateness causes considerable inconvenience for the staff and may result in cancellation of enrollment.

### **Late Pick Up**

BGC Wetaskiwin is unable to offer childcare outside of program hours. If participants are picked up outside of regular program hours, a fee of **TEN DOLLARS (\$10.00) per 15 minutes** or part thereof, will be charged.

### ***Attendance and Absences***

Please communicate with the program staff if your child will be absent or late; this helps us plan appropriately and reduces delays for starting activities.

Clubhouse Out of School Care	780-362-0582
Wetaskiwin Out of School Care	780-362-0192

### ***Change of Information***

Open communication between the home and program helps us meet the child's needs effectively. Please inform program staff of current or anticipated changes in your child's environment as well as any changes in the following:

- Contact information (ex. phone numbers, email, and address)
- Arrival and/or Departure times, authorized people who can pick-up, etc.
- Health conditions and medication

### ***Transportation***

The program will use a combination of the BGC Wetaskiwin bus and/or a Walking Bus to transport registered participants between their school and designated program or off-site activities. Staff/child ratios will be maintained during all off-site activities.

Staff will take precautions to ensure that participants are transported safely. Staff who drive the bus must be qualified and adhere to municipal and provincial laws. External bussing may be contracted for field trips or to support programming as necessary; if and when this occurs, staff will communicate with parent/guardian/caregiver and additional forms may be required.

#### Walking Bus

- Participants will walk to off-site locations to access parks and facilities in Wetaskiwin.
  - Please ensure your child has proper footwear for walking.
  - Children are expected to be prepared for the weather conditions.
- The walking bus will not operate when there is extreme weather or temperatures. In these situations, the program will use the BGC Wetaskiwin bus.

#### BGC Wetaskiwin Bus

- The BGC Wetaskiwin bus will transport participants to off-site locations in Wetaskiwin (see below for regular off-site locations) and field trips outside of Wetaskiwin to other locations in Alberta.

## Regular Off-site Activity Locations

Wetaskiwin Out of School Care Facility	<ul style="list-style-type: none"> <li>• Downtown location (5109 51 Street)</li> </ul>
Community Parks and Playgrounds	<ul style="list-style-type: none"> <li>• Centennial School (5310 55 Ave)</li> <li>• Clear Vista School (4510 47 St)</li> <li>• Library Playground (5002 51 Ave)</li> <li>• Norwood School (5505 44 St)</li> <li>• Parkdale School (4107 54 St)</li> <li>• Queen Elizabeth (QE) School (4720 51 St)</li> <li>• Sacred Heart School (4419 52 Ave)</li> <li>• Manluk Park/Spray Park (4514 50 Ave)</li> </ul>

### **Medication & Health**

Medication will not be administered to any participant or be in the possession of participants and/or staff in the program without a written consent form or an “Administration of Medication Form” signed by the parent/guardian/caregiver.

- a. The parent/guardian/caregiver is required to inform staff of any previously administered, same day medication that may affect the staff administering medication.
- b. All medication will be supplied by the parent/guardian/caregiver.

All medication received by staff must be in an original container with the original pharmacy label and must include the following:

- Child’s name
- Medication name
- Dosage amount
- Frequency
- Physician’s name

Inhalers, Epi-Pens, and insulin must be carried by the child and will be self-administered if they are over the age of 6. For children 6 years of age and under, staff will provide appropriate storage and assistance with the administration of inhalers, Epi-Pens, and insulin.

### **Health Care**

BGC Wetaskiwin is committed to creating, maintaining, and encouraging a safe, healthy, and productive working environment for our staff and others around us. Participants should not attend the program if they are feeling unwell; keeping them home when they are unwell will help prevent the transmission. The program may determine that a participant is ill, in which case the parent/guardian/delegated caregiver will be contacted to remove their participant from care if they exhibit any of the following:

- Vomiting
- Fever (a temperature greater than 38 degrees C or 100.4 degrees F)
- Diarrhea
- A new and unexplained persistent cough or rash

Staff will use visual observations to determine if a participant is exhibiting any of the symptoms in either point above. Staff will use a thermometer (in point ii above) to determine if the participant has a fever. Sick children will be directed to an area away from the other participants either in the same room or in a separate room where they can quietly wait to be picked up while being supervised. A child may not return to the program until they are symptom free for at least 48 hours or if the parent/guardian/caregiver has a physicians’ note.

### ***Guiding Behaviour***

BGC Wetaskiwin will guide individual's behaviour to ensure a safe environment and assist in social-emotional development.

Programs will focus on guiding positive behaviours such as:

- a. Include participants in the rule-making process.
- b. Communicate rules and realistic expectations clearly.
- c. Support and develop social-emotional learning strategies by modeling, encouraging, and reinforcing positive behaviour.
- d. Build positive relational interactions and connections.
- e. Engage in active listening.
- f. Acknowledge and validate feelings.

The program will address challenging behaviours in positive, developmentally appropriate manners. Staff will:

- a. Use regulation techniques
- b. Use conflict resolution strategies
- c. Validate feelings
- d. Clarify expectations
- e. Redirect
- f. Deescalate
- g. Divert others' attention during the incident

If a participant repeats the same extreme behaviour that may harm themselves or others three times in the same day the parent/guardian/caregiver will be contacted to pick up and service will end for that day. Should the behaviour persist, a meeting with the Program Director and parent/guardian/caregiver will be set up to discuss the issue and develop a plan.

Depending on the nature and severity of the incident, the program will strive to provide an opportunity to work toward change and growth for individuals who have acted out, as well as for staff members. A post-vention will occur, at minimum, with all staff involved within one (1) working day.

### ***Conflict Resolution and Grievance***

BGC Wetaskiwin will follow a process to receive, investigate, respond to, and document grievances and conflicts. Staff, volunteers, and participants will be informed that they have the right to lodge a grievance or disclose a conflict if they feel they have been treated unfairly and/or inappropriately by anyone involved in the organization. A grievance is a written complaint filed by a current client or participant. When an individual believes that any condition affecting him/her/they is unjust, inequitable, or a hinderance to effective job performance, that individual may initiate a grievance.

### ***Dress Code***

Participants will dress in a manner that is respectful to self and others. Participants are requested to dress according to weather and program activity.

### ***Toys and Electronics from Home***

Participants are encouraged to share ideas of items we can get for the program. It is best that participants do not bring personal toys, electronics, or items from home as it may impact their engagement in the program. BGC Wetaskiwin is not responsible for lost or broken personal items.

### ***Emergency Drills and Evacuation***

BGC Wetaskiwin programs will participate in emergency drills and/or information sessions on a regular basis to help staff and participants be aware of evacuation or emergency drill procedures. Evacuation plans are posted within program facilities and, when appropriate, visits/presentations from police and/or fire personnel will be scheduled within programs.

### ***Full Lockdown and Hold & Secure***

Staff will practice a Full Lockdown drill annually. The drill must be announced to staff and participants when the Full Lockdown drill will occur and that the drill has concluded.

**In the event that a facility requires evacuation, has an emergency, or is in a full lockdown/hold and secure, the parent/guardian/caregiver will be contacted as soon as it is safe to do so. Please ensure all contact information is up to date.**

***Program Meals and Snacks***

The program does not serve regular snacks or meals in the summer. However, if your child has specific dietary or allergy restrictions, please ensure you indicate this to the staff on both the registration forms and in person. An allergy list is posted in the program for staff to be aware of when monitoring snacks/lunches brought from home or when facilitating a cooking activity.

***Parent & Family Involvement***

Family members are encouraged to participate in the program or assist with special events. This could be off-site excursions, celebrations, or other planned events. We would also like to invite families to share their cultural experiences or skills to enhance the experience of all participants in the program.

***Program Updates and Communication***

Out of School Care updates and information will be shared with families through ongoing communication such as in-person conversations, emails, and text messaging. BGC Wetaskiwin and/or community events may also be shared through these formats.

Program and Club updates are also shared on our website and social media pages.

## Early Learning and Child Care

The Early Learning and Child Care Act and Regulation improves the standard for quality and safety in licensed programs, provide more information and transparency for parents, and streamline and modernize licensing processes so licensed providers have more time to support children. The Alberta government works collaboratively with licensed facility-based programs by monitoring and inspecting their centres to ensure they are meeting health, safety, and program quality standards for children in their care under the Early Learning and Child Care Act. Parents can call Child Care Connect toll free at 1-844-644-5165.