

PRE-ARRIVAL

Prior to arrival, campers must:

- Check for updates on the COVID Policies & Procedures tab of our website
- Monitor health for symptoms of COVID-19 for 14 days in advance of arrival at camp
- Book, complete, and obtain results for their COVID-19 PCR Test before arrival, adhering to one of the following timelines:
 - PCR test within 72 hours (3 days) of their arrival at camp
 - PCR test within 7 days of their arrival at camp and a rapid test (provided by Circle Square Ranch) as part of sign-in. Please anticipate an additional 15 minutes during sign in to complete rapid test.

The Ontario Government has made PCR testing available at no cost for children attending camps or child care settings. A PCR test is required for any children who will be attending camp.

- Please email proof of the negative PCR test to testresults@csranch.ca
- Pre-pay tuck money by the Wednesday prior to arrival
- Prepare medications for the week (see Medication section below)
- Pack using our Packing Checklist (see next page)
- Label all clothing and other items with your child's name, and also clearly label the outside of all bags and backpacks

ON DAY OF ARRIVAL

- Print off, sign, and bring OR complete and submit your online waiver form. If submitting online, please take a photo of, or screen shot proof of submission and reference number to show to staff at sign in.
- Submit the daily online health screening for camper. Please take a photo of, or screen shot proof of submission and reference number to show staff at sign in.
- If you have not already, please email proof of the negative PCR test to testresults@csranch.ca
- Apply sunscreen on your child prior to arrival
- Any vehicle occupants who will be speaking with Circle Square Ranch staff during drop off are asked to wear a mask.

ARRIVAL

"Curbside" drop-off will be in place with assigned and staggered arrival times.

Last names A-M: 8:00 – 8:20

Last names N-Z: 8:20 – 8:40

A parent, guardian or a responsible adult must accompany all campers. Only campers will be permitted to exit vehicles during sign-in and sign-out.

First day sign in procedures include:

- Confirmation of completed waiver
- Confirmation a PCR test was completed and the result was negative

- Confirmation of completed online health screening
- Collecting medications (see Medication section)
- Confirming pick-up authorization list

Registration may take up to 30 minutes on the first day (an additional 15 minutes will be required if a rapid test is required).

Remainder of week drop off procedures include:

- Confirmation of completed online health screening
- Drop off

DEPARTURE

Please check your receipt to see which sign-out time you selected for your camper (5:45, 7:30, or 9:00). "Curbside" pick-up will also be in place. Parents/guardians will need to remain in their vehicles and present photo ID upon arrival.

MEALS, SNACKS, & CANTEEN

Please send your child with nut-free snacks and a lunch. Campers who are wishing to purchase snacks from the canteen must pre-pay a tuck deposit by the Wednesday prior to their session start date. Any unspent money will be returned to your child on the last day of camp. Campers who chose 7:30 or 9:00 pick up time had the option of purchasing dinner. Please check your receipt to determine if you ordered one, or if you will need to pack a dinner for your camper.

MEDICAL CARE

Medical care is a vital part of our role for your child at the Ranch. Please visit the nurse station to advise us at registration if there are any changes to your child's medical information. Circle Square Ranch reserves the right to refuse admission to any camper with a suspected contagious condition (i.e. fever, chickenpox or lice/nits). Persons who become ill will be isolated and parents/guardians will be made aware of symptoms. The COVID-19 School and Child Care Screening tool will be used to determine if camper can remain at camp. Lice checks will not be completed this summer for day camp. Instead, each camper will be given a new polypropylene bouffant hairnet each day before putting their helmet on. While this will greatly reduce the risk of lice transmission it does not guarantee that lice will not spread. Campers are welcome to bring their own ASTM/SEI-certified helmets.

MEDICATION

All medication brought to camp must be left with the camp nurse. This includes vitamins, puffers, and over the counter medications. If you want your camper to carry their puffer or epipen with them, please bring a second puffer or epipen to be left with the nurse..

Medication and forms will be handed to the nurse in a clear plastic bag (labelled with the camper's name and date of birth) during "curbside" drop-off. The nurse will look at the medications and instructions and ask for clarification if needed.

Medications that are to be given daily must be

accompanied by the "Routine Medication MAR" form, and should be in a blister pack (many pharmacies will create these free of charge) or a clearly labelled pill box organizer. If you bring a pill box organizer, please also bring the original medication containers for check in. Original containers can be taken home with the parent after checking medications in with the nurse.

Medications that are to be given as needed (PRN) must be accompanied by the "PRN Medication MAR" form.

Please be sure to follow the instructions on these forms so that we can provide excellent health care for your child.

LOST & FOUND

Please label all of your camper's belongings. We do not assume responsibility for lost or damaged items. Lost and found will be held for one month following camp. We can only look for labeled items. Any found items will be sent at the camper's expense.

WHAT TO BRING

***** Be sure your child's name is on all items *****

Campers will each have their own place to store the following items:

1. **Swimsuit** (no bikinis please), **UV Swim Shirt** and **towel**. The Ranch lifeguards will have campers perform a swim test, and if necessary give them a PFD (life jacket) for the week.
2. Please have your child wear a **t-shirt** rather than a tank top for added sun protection.
3. **Long pants** and **sturdy shoes** for horseback riding. Helmets will be provided. When choosing footwear for horsemanship activities please consider that occasionally children's feet are stepped on by a horse. Suitable footwear includes: hiking boots, sturdy running shoes, or riding boots. Please do not bring canvas shoes, crocs, or rubber boots for riding.
4. **Long shorts** and **running shoes** for climbing.
5. **Rain gear** if needed.
6. **Extra set of clothes.**
7. **Sunscreen, insect repellent and chapstick with SPF protection.** We will assume that your child has had sunscreen and insect repellent applied before drop off in the morning. We will instruct the children to reapply after lunch and supervise while they reapply. Please send an aerosol product if you think your child may need assistance with application as we will be unable to help with applying lotion.
8. **Hat** for sun protection.

9. We encourage the campers to fill their **reusable water bottle** with water at meal times.
10. **Nut-Free Snacks and Lunch, and Dinner if your child is staying late and did not purchase dinner**
11. **2 non-medical masks/day or 3 disposable masks/day**
12. **Extra towel to sit on.** There may be times where campers will be asked to spread out, socially distanced, in the grass. Please bring an extra towel for this purpose.
13. **Theme Meal clothes.** If your child is staying until 7:30 or 9:00, they are welcome to bring dress-up items for the theme dinners. Please see Theme Meal Calendar for details.

Please do not bring cell phones, tablets, game consoles, iPods or other items of value. Campers should not carry money with them.

2.0 Equestrian Day Campers:

As your child will be riding 3 hours a day, it is strongly recommended that your camper has a pair of riding boots. English or cowboy boots are fine. A pair of rubber boots are also needed as campers will be doing barn work. We will provide a riding helmet.

WE LOOK FORWARD TO SEEING YOU THIS SUMMER!

Please find a copy of the *COVID-19 Participating Agreement, Cancellation Policy, Conditions of Enrollment, Authorization for Treatment, and Lice Policy* below. **You will need to print, complete and bring this form with you or complete this form online. A link to the online form will be sent to you a week prior to arrival.**



CAMPER'S NAME: _____

COVID-19 PARTICIPATION AGREEMENT

Please read and sign the information below.

1. I understand that Circle Square Ranch has COVID Policies and Procedures and I am responsible for reading these policies and procedures and explaining them to my child. This policy may change with limited notice. I understand that I am able to access the COVID Policies and Procedures on the camp webpage.

1. I, the parent/guardian, understand that the COVID Policies and Procedures include obtaining a PCR test, pre-camp online wellness screening, and an attestation of limiting contact (for overnight campers). If there is any indication of being unwell, or if COVID Policies and Procedures have not been followed, Circle Square Ranch has the right and responsibility to deny acceptance into camp.

2. I, the parent/guardian, acknowledge that the health information provided upon arrival is current, accurate and complete.

3. I agree that the participant is to abide by the current regulations and restrictions as outlined by the Ministry of Health and Circle Square Ranch COVID Policies and Procedures.

4. Parents/guardians are responsible to inform camp if their camper has come in contact with a positive COVID-19 case within 3 weeks of the start of their camp session.

5. I understand that if any illness occurs while at camp, and the participant requires isolation, the participant at camp will be isolated until travel arrangements can be made. I, the parent/guardian/participant am responsible to provide transportation home from camp as immediately as possible.

6. I understand that camp does not provide quarantine accommodations following any international travel or for assumed or confirmed COVID cases.

7. I am fully aware of the risks and hazards with respect to COVID-19 inherent in my (or my child's/ward's) attendance at InterVarsity Circle Square Ranch Grand River and participation in the activities at camp.

8. I freely and voluntarily agree to assume the risk with respect to COVID 19, including the risk of death, bodily injury or property damage, regardless of severity, that I (or my child/ward) may sustain as a result of my participation in the activities of InterVarsity Circle Square Ranch Grand River or attendance at InterVarsity Circle Square Ranch Grand River, howsoever arising, including, but not limited to, the active or passive negligence of the Releasees.

9. I release Inter-Varsity Christian Fellowship of Canada, its trustees, directors, corporation members, staff and agents from any loss, personal injury, accident, misfortune or damage to the herein named or his/her property. I confirm that the undersigned is covered by provincial health insurance or equivalent medical insurance prior to arrival and must extend throughout the entire time at camp.

Signing here confirms that you have read the COVID-19 Participation Agreement, that you understand it, and that you agree to be bound by it.

Date

Signature of parent / guardian

CANCELLATION POLICY

1. If camp capacity numbers are reduced due to Government COVID restrictions, and camp has to reduce enrolment in registration: Priority registrations will be given by date of registration; those who have registered first will retain their session of preference. Once we have reached our weekly capacity for camper/staff onsite, a waitlist will be set up and the applicant will be placed on it. If there are sessions that are not full and that your child is eligible to attend, your registration can be moved to one of those sessions.

2. In the event a camp session is cancelled due to a COVID outbreak, there are government mandates to shut down camp for all or part of the season, or camp is cancelled due to any other reason, the camp will issue a refund for the value of the fees of the unexpired term.

3. If parent/guardian/participant chooses to withdraw their camp registration, regular cancellation policies will be in effect:

Day Camp Cancellation Policy: If you cancel more than three weeks prior to the start of camp, you will receive a full refund less a \$30/week administration fee.

Overnight Camp Cancellation Policy: If you cancel more than two weeks prior to the start of camp, you will receive a full refund less a \$75/week administration fee.

All Camps: If a cancellation occurs after the cut-off dates listed above, you will get NO REFUND except for medical reasons with a note from a doctor. In that case, you will get a full refund less the administration fee. No refund will be made for dismissals due to disciplinary action, late arrivals or early departures. If a child/participant is unwell while at camp and it is determined that withdrawal from camp is required, the camp will credit the family the value of fees for the unexpired term.

If camper is unwell with COVID, the following will apply: The camper may return when symptoms are gone, a COVID test is negative, and depending on availability, the family can use their credit to rebook the child in an alternate session. If this is not possible, the camp will issue a refund for the value of the unexpired term.

CONDITIONS OF ENROLLMENT

1. The parents/guardians submitting this application are those having legal custody over the child. Conditions of custody, if applicable, will be fully communicated in writing to InterVarsity Circle Square Ranch, including a photocopy of the section of any court order referring to visitation rights.
2. The Camp Director reserves the right to dismiss a camper who, in the Director's opinion, is a hazard to the safety and rights of others, or who appears to have rejected the reasonable controls of camp and/or whose behaviour is placing unacceptable constraints upon the staff and their responsibilities toward other campers. This may range from missing an activity to complete dismissal depending on the situation. In the instance that a camper is dismissed from camp for any reason, the parents/guardians are responsible for pick-up of the dismissed camper.
3. If the camper has any physical, emotional, developmental or behavioural need, particularly if it is a condition that would require special attention or exclude the camper from any camp activity, describe fully on the application or on a separate sheet of paper. InterVarsity Circle Square Ranch retains the right to dismiss any camper whose condition has not been disclosed during the application process.
4. I, the parent/guardian of the herein named participant, release InterVarsity Christian Fellowship of Canada and InterVarsity Circle Square Ranch, its trustees, directors, corporation members, staff and agents from any loss, personal injury, accident, misfortune or damage to the herein named or his/her property, with the understanding that reasonable precautions shall be taken to ensure the health and safety of the herein-named camper. This release is for both while the camper is on site and any camp-related off-site trip/activity. Each camper must be covered by Provincial Health Insurance or equivalent medical insurance prior to arrival at camp and must extend throughout their entire time at camp.
5. The parent/guardian agrees to permit reasonable use of photos, videos or other pictures of the applicant camper in promoting InterVarsity Camps and/or camp activities and programs, and/or InterVarsity Christian Fellowship in general in printed and/or electronic media.
6. InterVarsity Circle Square Ranch encourages our staff to keep in contact with campers periodically throughout the year. I the parent/guardian permit such contact.
7. I give my permission for InterVarsity Circle Square Ranch to communicate camp information or registration opportunities to me electronically.
8. The parent/guardian hereby agree to reimburse InterVarsity Circle Square Ranch for any willful damages caused by the applicant camper.
9. The use or possession of alcohol, illicit drugs, or cigarettes by campers is strictly prohibited.
10. The parent/guardian agrees to be responsible for the payment of all fees due to the Camp by June 1, 2020. This registration is not complete until all fees are paid.
11. I have read and understand the *Conditions of Enrollment*, including the *Cancellation Policy* and hereby accept the conditions listed.

Date

Signature of parent / guardian

AUTHORIZATION FOR TREATMENT

1. I hereby authorize the camp personnel to handle any medical problems with my child during his/her stay at camp.
2. In the event that a camper requires special medication, x-ray, or treatment beyond that which is possible at camp, we will attempt to notify the parents as soon as possible. The parent/guardian will be responsible for any additional expense for additional care or transportation.
3. In case of surgical emergency, I hereby give my permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child named on this application.
4. I will inform the camp if my child has had any changes in health, including any communicable disease within the three weeks prior to his/her stay at the camp.
5. InterVarsity Circle Square Ranch has my permission to contact my family doctor as necessary to ensure the best care for my child/ward.
6. I give permission to InterVarsity Circle Square Ranch to give the over the counter medications checked off in the medical form.

Date

Signature of parent / guardian

LICE POLICY

Please check your camper's hair for lice and nits before they come to camp.

Day Camp: Day campers will not have a lice check during sign-in. Each camper will be given a new polypropylene bouffant hairnet each day before putting their helmet on. While this will greatly reduce the risk of lice transmission it does not guarantee that lice will not spread. Campers are welcome to bring their own ASTM/SEI-certified helmets.

Overnight Camp: Overnight campers will have a lice check during sign-in. Campers with lice or nits will need to return home to remove all lice and nits before being allowed to return to camp. (Historically we have had space to do lice treatments at camp, however this will not be possible this year). While we understand that not all nits are "live" there is no way for us to determine if a nit is live or not, and as such no nits may be present.

Date

Signature of parent / guardian

Routine Medication MAR

This form is for medications that parents have dispensed into a pill box organizer, and for puffers etc.

This form is not needed for medications in a blister pack.

Camper Name: _____

Camper D.O.B. (dd/mm/yyyy): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Dates camper is attending camp: _____

Camper Allergies: _____

The following medications have been provided by the parent/guardian and are to be administered by the health care team at Circle Square Ranch as instructed below:

Medication Name	Dose	Route (how is it given)	Time medication is to be administered	Dates to be administered (please write "every day" or date range)	Any special instructions
Camp Use Only:	HRS SUN	MON TUES	WED THUR	FRI SAT	
Camp Use Only:	HRS SUN	MON TUES	WED THUR	FRI SAT	
EXAMPLE Salbutamol Puffer	EXAMPLE 2 puffs	EXAMPLE Inhaled, using aerochamber	EXAMPLE 8 am Noon 8pm	EXAMPLE Every day	EXAMPLE Can also be given an additional 2 times daily if needed for wheezing

NOTES:

- Please only print on one side per sheet. Please print a second form if more room is needed. Additional instructions can be written on the back of paper.
- Please put all medications and this form in one clear plastic bag, labelled with camper's name and date of birth.
- Please give detailed instructions and sign on reverse of this form if medication is to be given differently than labelled.
- If you bring a pill box organizer, please also bring the original medication containers for check in. Original containers can be taken home with the parent after checking medications in with nurse.

PRN (as needed) Medication MAR

Camper Name: _____

Camper D.O.B. (dd/mm/yyyy): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Dates camper is attending camp: _____

Camper Allergies: _____

The following medications have been provided by the parent/guardian and are to be administered by the health care team at Circle Square Ranch as instructed below:

Medication Name	For what symptoms is medicine to be given?	Dose	Frequency (How often can medicine be given?)	How often is this medication normally required?	Any special instructions
Camp Use Only:	Symptom	Dose	Time	Route	Signature
Camp Use Only:	Symptom	Dose	Time	Route	Signature
EXAMPLE Childrens Tylenol 160 mg	EXAMPLE For earaches	EXAMPLE As per label	EXAMPLE As per label	EXAMPLE Camper gets earaches after swimming about once a week	EXAMPLE Please let me know if she has an earache for more than three days

NOTES:

- Please only print on one side per sheet. Please print a second form if more room is needed. Additional instructions can be written on back of paper.
- Please write as per label if label instructions are to be followed (as in example above)
- Please put all medications and this form in one clear plastic bag, labelled with camper's name and date of birth.

Policy for Camper Behaviour

Our Goal:

To provide, to the best of our ability, an enjoyable camping experience for all campers in a safe and caring environment, which we will strive to achieve through clear expectations, awareness, prevention and community development. We value each camper's experience and expect each camper to interact in a positive way with other campers.

Expectation for Staff:

Ensure campers are aware of expectations.

Provide supervision.

Provide tools to support camper and prevent bullying.

Create a safe environment for all campers to discuss situations that require staff assistance.

Communicate with campers if they are not following behaviour expectations and follow up with parents if required.

Expectations for Campers:

Interact with others (staff and campers) in an appropriate manner.

Be redirectable if needed.

Respond to supervision in a manner that ensures their safety.

Understand and generally comply with camp policies regarding language, respecting other people, following the daily schedule, and following instructions of camp staff.

Depending on the circumstances, these steps are used until the desired behaviour is achieved:

Caution: Communicate with camper that their behaviour is unacceptable.

Redirect: Help camper identify appropriate ways to interact with other campers.

Relocate: Either relocate the individual away from the area or move the other campers away from the camper who is not following the behaviour expectations. When the camper is able to follow the behaviour expectations they can return to their activity.

Consultation: Meeting between the camper and the Program Co-ordinator to discuss behaviour expectations with the camper, communicating the difficulties that have been observed/reported. Create a plan with the camper to follow behaviour expectations, and consequences if the difficulties continue.

Contact with parent/guardian: Circle Square Ranch personnel will contact the parent/guardian to explain the situation, ask for input for the camper's behaviour plan, and discuss options.

Second contact to parent/guardian: To arrange the removal of child from the program. If a camper has serious infraction of the behaviour policies, it may be necessary to pick them up immediately, without first and second contact.

In no instance will discipline at camp take the form of physical or psychological punishment. We will administer discipline appropriate to the ranch setting as outlined above.

If you have any questions concerning InterVarsity Circle Square Ranch's Policy for Camper Behaviour, please call the Director at 519.754.0171.