

LIFE Summer Day Camp

The Cornerstone Church

Policies and Procedures

Camp Disclosure

LIFE Camp is run by **The Cornerstone Church** and reflects the values and principles it upholds. As part of the camp experience, each day includes a chapel time, short story and group reflection drawn from the Bible, focusing on themes like kindness, respect, honesty, empathy and teamwork.

While our programming is shaped by Christian values, **LIFE Camp warmly welcomes children and families from all backgrounds**. Our goal is to create a fun, inclusive environment where every camper feels safe, supported and encouraged. We are committed to building children up - helping them grow in confidence, character and connection with others.

Camp Staff and Volunteers

All camp staff and volunteers undergo a thorough **screening process**, including a valid **Vulnerable Sector Check**, and are required to adhere to our **Abuse Prevention and Child Safety Policy** at all times. We ensure that trained **first aid personnel** are always present on-site, and **First Aid Kits** are strategically located throughout the facility, with all staff and volunteers informed of their locations. In the interest of maintaining a safe and supportive environment, all incidents—including injuries, behavioural concerns, and allegations such as bullying—are **promptly documented**, reported, and securely filed in accordance with our procedures.

Registration Information

- All campers must be registered **before** the start of their selected camp week. **Walk-in registrations are not permitted.**
- Camp is open to children **entering Grades 1 through 6** as of **September 2026**. At this time, we are **unable to accommodate younger siblings, unless previously discussed with the camp director.**
- **Full payment is required within 24 hours** of registration to secure your child's spot. We are **unable to hold spots without payment.**
- **Cancellations made at least 7 days prior** to the camp week (by the Monday before) are **fully refundable.**
 - Cancellations made **within 7 days** will receive a **50% refund.**
 - Once the camp week has started, **no refunds** will be issued. (*Exceptions may be considered for medical reasons with documentation.*)
- Our camp fees are determined based on our operating costs. We strive to keep fees as affordable as possible while still providing a high-quality, engaging, and safe camp experience for every child.

Camp Schedule & Extended Care Options

Our camp day runs from **9:00 AM to 4:00 PM**, with **drop-off starting at 8:45 AM** each morning. We kindly ask that all campers be picked up **by 4:10 PM**.

We understand that many families have busy schedules, so we're happy to offer **Before and After Care** to help accommodate your needs:

- **Before Care:** 8:00–8:45 AM
- **After Care:** 4:10–5:00 PM (sharp)
- **Cost:**
 - \$45 per child per week for both Before *and* After Care
 - \$25 per child per week for either Before *or* After Care

Please note: **Late pickups after 5:00 PM** are subject to additional fees, which are applied **per child** as follows:

- **5:05–5:15 PM:** Additional \$2.00
- **5:15–5:30 PM:** Additional \$10.00 (total \$12.00)
- **5:30–5:40 PM:** Additional \$10.00 (total \$22.00)
- **Each additional 10 minutes:** \$10.00

We sincerely appreciate your understanding and cooperation. These policies are in place to ensure our staff and volunteers can continue to serve your family safely and effectively.

Facility & Pick-Up Safety

Dismissal Procedures

To ensure the safety of all campers, please list the names of **all individuals authorized to pick up your child** on the camp registration form. **Photo identification will be required** for anyone our staff does not recognize.

Children **will not be released to anyone not listed** on the authorized pick-up list under any circumstances. If you need to update the list, you may do so at any time by providing a **written note and valid photo ID**. Phone requests will be confirmed by **calling a parent or guardian at the number provided on the registration form**.

If your child will be **carpooling with another family** or going home with a friend, we require **written permission from a parent or guardian in advance**.

The safety of every camper is our highest priority. If there is any concern that the individual picking up a child is under the influence of alcohol or drugs—or otherwise impaired in a way that could affect the child's wellbeing—we will not release the child and will immediately contact another authorized adult.

Facility Access

For security purposes, any **unlocked entrance** to The Cornerstone building is **actively monitored** by staff or volunteers during camp hours. Outside of designated **drop-off and pick-up times**, the **main entrance will remain locked**.

If you need to access the building outside of pickup and drop-off hours, please **call the church office number posted at the door**, and a staff member will come to assist you.

Medication & Health Policies

Medication

If your child requires regular medication during camp hours, please complete a **Medical Form** upon arrival on the **first day of camp**. All medications must be provided in their **original packaging**, clearly labeled with your child's name and the prescribing physician's information. We are not able to give any over-the-counter medication without written authorization from a physician.

A log will be kept, signed and dated, of the medication that was distributed.

With the exception of **epinephrine auto-injectors (EpiPens)** and **inhalers**, all medications will be stored securely and administered by the **Camp Director**. Children should carry EpiPens and inhalers in a **personal bag** (such as a belt bag) for immediate access.

Please note: **Medication may not be shared** between campers under any circumstances, including over-the-counter items like Tylenol or Advil.

If a medical need arises that is beyond the training or capacity of our staff, we will communicate directly with the parent or guardian to determine the best course of action.

Illness

For the health and safety of all campers and staff, please do **not send your child to camp if they are sick**. If a camper becomes ill during the day, we will contact a parent or guardian immediately to arrange pick-up.

In the event of a **medical emergency**, we will contact **emergency services (EMS)** and make every effort to reach the parent or guardian as quickly as possible.

If a **serious illness** prevents a child from participating in camp activities, families may request a **partial refund** by submitting a **doctor's note** for consideration

Allergies & Medical Concerns

Allergy Awareness

Our facility is a **nut-aware environment**, which means **nut products are not permitted on site**. However, due to the **shared and multi-use nature** of our building and the number of campers in attendance, we **cannot guarantee a completely nut-free environment**.

Any food or snacks containing nuts may be **confiscated and replaced** with a suitable alternative at the **parent or guardian's expense**. While we take reasonable steps to minimize exposure, we **cannot assume liability** for allergic reactions related to nut exposure, as a fully nut-free setting cannot be guaranteed.

To respect the diverse dietary needs and restrictions of our campers, **sharing of snacks or lunches is not permitted**. This policy helps us reduce the risk of allergic reactions and ensures that each child's dietary requirements are safely managed.

If a camper forgets or needs a snack, we will have a **limited supply of snacks available** for such situations.

Medical Concerns

All allergies and significant medical conditions **must be disclosed during registration** so we can take the appropriate precautions. While we are committed to the safety and wellbeing of each camper, we **cannot guarantee allergen-free spaces or medically restricted environments**.

If your child has a **serious allergy or medical condition**, we require that a parent or guardian **contact the camp administration directly** prior to the start of camp to discuss whether we are

equipped to meet your child's specific needs in a safe and effective manner.

Snacks & Lunches

Please ensure your child comes to camp each day with **two snacks, a packed lunch**, and a **refillable water bottle**. Campers **will not have access to a microwave or refrigerator**, so we ask that all food items be **non-perishable or kept cool with an ice pack**.

Water breaks are available throughout the day for campers to refill their bottles as needed.

If a camper forgets their lunch, **parents will be contacted**. While we do keep a **limited supply of snacks** on hand for emergency situations, these are not intended to replace a full meal or to become a daily occurrence.

Please label all lunch bags and water bottles with the child's name.

Weather Policy

Many of our camp activities take place **outdoors**, weather permitting. In the event of **extreme weather conditions**, such as a government-issued **heat warning** or severe storms, we will **adjust our schedule and activities accordingly** to ensure camper safety.

On hot and humid days, we prioritize **plenty of shade, frequent water breaks**, and modified outdoor time to keep everyone cool and safe.

Expectations for Campers

At our camp, we are committed to creating a **safe, enjoyable, and positive environment** for both campers and staff. If a camper engages in behaviour that **endangers themselves or others**, or prevents others from fully enjoying their experience, we will take steps to address and correct the behaviour.

In situations where the behaviour cannot be remedied, we may need to **ask the camper to leave the camp**. Please note that in such cases, **no refund will be issued**. Behaviours that may lead to this action include, but are not limited to: **bullying, physical aggression, refusal to follow safety guidelines, theft**, and bringing **weapons** or other inappropriate items to camp.

Our goal is to offer a camp where every camper feels **safe, valued, and able to grow** in their skills and abilities. We will always make every effort to collaborate with campers and their parents/guardians to find constructive solutions to any behavioural challenges that arise.

Please review these expectations with your child before camp begins:

All campers are expected to:

- Show **respect** to everyone, including fellow campers, staff, and volunteers.
- **Include others** in activities when possible.
- Participate without **bullying** or teasing others.
- Stay within **sight of camp staff** or volunteers, unless using the washroom or granted special permission.
- Engage in camp activities and cooperate with **staff and volunteers**.
- Communicate needs and concerns to the camp staff and volunteers

Behaviours that will not be tolerated and may result in a camper being asked to leave the program:

- **Bullying** fellow campers or staff members.
- **Engaging in physical conflict** with others.

- **Interfering with others' enjoyment** of camp activities.
- **Physical aggression** that causes or threatens harm to others.
- **Damaging property**, whether it be intentional or reckless.
- **Inappropriate language**, including discriminatory, rude, or offensive remarks.

Personal Belongings & Clothing

To help your child have the best experience possible, we ask that **all campers bring what they need for the day in a backpack**. Please label all items with your child's name whenever possible.

What to Bring:

- **Hat** for sun protection
- **Sunscreen** (applied before arrival; campers may bring their own for reapplication)
- **Bug repellent** (recommended)
- **Refillable water bottle**
- **Lunch pail** with lunch and **two snacks**
- **Change of clothes**
- **Weather-appropriate clothing** (sun hats, rain gear, light jackets, etc.)

Please note: **Camp fun can get messy!** We cannot guarantee that clothes won't be stained during activities, so we recommend sending your child in **comfortable play clothes**.

On days involving **significant water play**, we will inform parents in advance so campers can bring a **towel** and wear or pack **suitable clothing**.

What *Not* to Bring:

- **Cell phones** or other electronic devices
- **Valuable items**
- **Pets or animals**
- **Money**, unless specified for a field trip or outing

A **Lost & Found** bin will be located near the **main entrance** of the building for any misplaced items.