

EXPERIENCE A LITTLE FUN THIS SUMMER...

FULLY LICENSED & ACCREDITED!



out of school clubs



Play

Grow

Laugh

Learn

SUMMER CAMP

EXPERIENCE A LITTLE FUN THIS SUMMER!





INTRODUCTION

WELCOME TO TOPP KIDS SUMMER CAMP 2019! If you are returning to us from previous summers, we are so thrilled to see you again! If this is your first time joining in the fun, welcome to the family! We are so excited for all the memories that will be created together this summer!

It is our priority to provide children and families with a safe and reliable program that embodies exactly what summer is all about: FUN! We are a fully accredited summer camp with excellent and highly qualified staff who are committed to the safety and wellbeing of your children, while also focusing on making each and every day one that your kids will be talking about even when the next summer rolls around! Our team of leaders commits themselves to being positive role models and mentors for children of all ages, and are excited to build meaningful relationships with you and your children.

Our daily camp schedule offers endless activities, both planned and spontaneous, that are sure to keep children engaged, happy and excited. We believe strongly in fostering creativity and imagination, and focus on creating a balance in each day between structured play and spontaneous play. Our diverse and dynamic range of activities is catered to the needs, interests and qualities that are unique to every child in our care. From cooking to outdoor games, and from robotics to sports tournaments, we offer a full range of opportunities for children to **PLAY, GROW, LAUGH & LEARN**

We would like are INCREDIBLY EXCITED to offer our LEADERSHIP OVERNIGHT CAMPING TRIP again this summer! Our Leadership groups, children grade 3 and up (who would like to participate, of course), will be heading to the amazing Camp Impeesa on Tuesday afternoon, for a 4-day 3-night stay and coming home Friday afternoon! Check out this great link to see some of the amazing adventures that await for our Junior Leaders and Mentors <http://campimpeesa.ca/>. More information will be discussed with pertaining families at our onsite registration night April 15th. Staff attending this trip will be Chelsey MacLellan, Lainey Lebo, Janniell Saville, Cody Topp, Stacey Quinn & Luke Martinka!

TOPP KIDS Summer Camp is open to school aged children (5-12 years) and is operating this year out of the Acadia Recreation Centre! We look forward to exploring the wonderful amenities that our new venue provides!

We at TOPP KIDS celebrate family, community, inclusion and fun, and we can't wait for another year of sharing these things with you and your children!

Our qualified & caring staff supervise and lead a diverse range of exciting activities daily including;

- Arts and crafts
- Cooking
- Science experiments
- Group games
- Sports tournaments
- Contests
- Field trips
- Special event days
- S.T.E.A.M. activities
- Robotics
- Video game design
- Loose parts play
- And so much more!

Don't forget that we also offer specialty clubs, weekly projects, a variety of field trips and water play, to encourage activity, creativity, fun and friendship!

The program also provides age appropriate interest centers, tennis and basketball courts, a hockey rink and playground.

Our goal is to create life long memories, help build long lasting relationships and
JUST HAVE FUN!!!



**TOPP KIDS SUMMER
CAMP
IS HOSTED AT THE
ACADIA
RECREATIONAL
COMPLEX
(240 90TH AVENUE SE)**

Items Needed for Camp Every Day

(Labelled with child's name please)

1. Sneakers or shoes with backs are mandatory every day.
2. Weather appropriate clothing & hat
3. Bathing suit & beach towel.
4. Sunscreen (spf 40+) and bug spray
5. Healthy double stacked lunch and snacks (**no nuts**)
6. **Minimum 1 water bottle**
7. TOPP KIDS **Purple** & **Green** T-Shirt (only worn on field trip days and for emergency drills)
8. 1 bag or backpack to place all items needed for camp- we do not have cubbies; everything your child needs for camp must fit and stay in one bag.





JULY - WEEKLY SCHEDULES



CAPTAINS COMING

July 2 - 5



Ahoy mateys, and all aboard for our first week of TOPP KIDS Summer Camp 2019! We are so excited to spend this summer full of fun with you, and this week is the perfect way to kick it off! From treasure hunts to water fun fit for a pirate, and an unforgettable field to Forgot Me Not Pond, Captain's Coming week will set the tone for the best summer ever! Sail away with us for Summer 2019!



WILD, WILD WEST

July 8 - 12

Howdy ya'll! It's Stampede Week in Calgary and you all know what that means- it's time to saddle up and gallop our way into an exciting and fun packed week of camp! Your cowboys and cowgirls will have a blast with us this week, from our first annual TOPP KIDS pancake breakfast to a Western wear dress up day. And of course, we will top off the week with our summer time favourite- it's Calaway Park week! Get your boots and hats ready folks, it's time to giddy up into week 2!



YYC FOODIES

July 15 - 19

Have you ever wondered what happens behind the scenes in a restaurant or a food truck? Do you dream of being a chef one day? Or do you just LOVE making and tasting delicious treats? If you answered YES to any of these questions, this week is for you! Join us for a week that is sure to keep your smile big and your tummy full as we embark on the diverse food culture in our city. From food blogging to visits from Sysco for cooking lessons and a field trip downtown to experience the #foodtrends in Calgary, this is a week you will want to take a bite of!

TOPP KIDS EXPLORERS

July 22 - 26



Calling all nature lovers! Grab your binoculars and bug catching nets and prepare to get a little dirty! It's time to soak up some sun and spend some time in the great outdoors! We have an exciting week planned, with activities that will inspire and excite all outside enthusiasts! Our field trip to Granary Road is sure to be a memorable one, and the fun-filled projects and games planned for the week will keep your junior explorers curious for months!

And of course, back by popular demand is our Junior Leader camping trip to Camp Impeesa! A true highlight for staff and children alike last summer, our four night long stay at camp is all about exploration, play, discovery and leadership. We can't WAIT to embark on this amazing journey together!



SPACE CAMP

July 29 - Aug 2nd

3, 2, 1, BLAST OFF! Launch into week 5 of summer camp with an out of this world experience at TOPP KIDS Space Camp! We have a variety of gravity-defying, earth shattering activities waiting for all mini astronauts to discover! From group games that will prepare you for soaring into other galaxies to projects like creating a life-sized rocket and more, the fun is sure to be astronomical! Join us as we embark on an intergalactic battle at Laser Quest, and an amazing journey to Injanation too! Strap in and sit tight, we are about to take off!

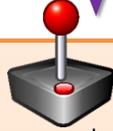




AUGUST-WEEKLY SCHEDULES

CAINE'S ARCADE

August 6 - 9



When creativity and passion meet, the most AMAZING things can happen! In honour of a little boy named Caine, who in 2012, created a fully functioning arcade in his father's garage entirely out of cardboard and loose parts, this week is about imagination, discovery and unlimited fun! It's time to make dreams a reality with skill building activities and clubs such as video game designing, board game creating and a look at programming and coding electronic games! Let's not forget our field trip to Big Box and Mobile Arcade, where the fun will go to the next level! Don't miss out on the fun!

EXPRESS YOURSELF

August 12 - 16



Calling all artists! It's time to find your medium and let the inspiration soar! This week is dedicated to individuality and imagination as we explore the world of fine arts and discover just how creative and talented our TOPP KIDS are! Dance your way to the spotlight or see what you can discover with a paintbrush! Explore what music means to you or find your inner actor! There is no limit to what self-expression from any kind of art can do! If center stage is not for you, not to worry- discovering the behind the scenes elements of art is just as important. Join us for a week full of showcasing the talent in our TOPP KIDS family, from a Talent Show to a child written and performed play, and a field trip to Glenbow Museum & the National Music Centre to discover the art culture right here in our city. Get your dance shoes on, your pencils sharpened and hearts open- it's time to CREATE!



Creative Science Investigation

August 19 - 23



Attention all Sherlock Holmes' and Nancy Drews! We need you as we embark upon a week full of investigative discoveries and forensic fun! With a new and exciting spin on the STEAM approach that we love so much at TOPP KIDS, join us for a week full of experimenting and hypothesizing in a variety of activities designed to spark your inner detective. Our Division 1 detective team will be diving into the wonderful world of science with a field trip to Telus Spark Science Centre, and our Division 2 Senior Detectives will have the opportunity to put their knowledge to the test at the Police Interpretive Centre. Put your thinking caps on and get ready for another mind-blowing week!

Colour Wars!

August 26 - 29



Are you ready to paint the camp red? More specifically, red OR blue? To celebrate another incredible summer together and to blow off the last bit of summer time steam before school begins, we are wrapping up summer 2019 with an old camp classic- COLOUR WARS! Welcome to a week full of challenges, minute to win it games, camp wide sports or group events and so much more! In the battle of Team Red versus Team Blue, which team will emerge victorious and be the Colour War champions? With games and events that will cater to every child, this week is all about play, teamwork and supporting one another as we say goodbye to a truly memorable summer together. With breaks to go swimming at Acadia Pool, get ready to work together to beat the clock and have the most fun possible in our final week of summer camp. Challenge accepted!



PROGRAM PRICES & FEES

REGISTRATION FEE: \$50 per family (Non refundable)

Full Summer

July 2nd through August 29th → \$1800.00/ child

Full Summer fees cover care, admission and transportation costs. Fees do not include any additional optional food or concession charges such as purchasing snacks at venues or 7-11 runs.

Weekly

One week cannot consist of a group of individual days during the month and must be a consecutive calendar week.

One Week → \$250.00 / child

Four Weeks (Choose any 4 weeks) → \$900 / Child!!!

CREATE YOUR OWN PACKAGE!

Weekly fees include all field trip admission and transportation costs. Fees do not include additional optional food charges such as purchasing snacks at venues or 7-11 runs.

Part – Time Drop In (max. 1-4 days/week, Monday-Friday)

Drop In registration forms must be complete before the first day. Specific days must be listed in the contract and cannot be changed without a \$10.00 contract change fee. Based on availability, additional days may be added during any week.

Drop In → \$65.00 /day (additional \$20.00 transportation fee and appropriate admission fees for field trip days)

Drop ins are more than welcome to attend our weekly field trips if space allows. Summer Camp Coordinators will communicate with drop-in parents regarding the possibility of field trip attendance.

Fees do not include additional optional food charges such as purchasing snacks at venues or 7-11 runs.

T-SHIRTS & SUMMER PACKS

A TOPP KIDS T-shirt is required for every child who attends a field trip - **\$10.00**. Summer Packs include, T-Shirt, Hat, Water Bottle, Sunglasses and a Rope bag to carry everything in - **\$35.00!**

DISCOUNTS

Families with three or more children will receive a discount of 10% on their fees for the third and subsequent siblings. Families with children attending part-time are not eligible for discounts.

SUBSIDIES

The Alberta Family and Social Services Day Care Subsidy is available to parents who need assistance to help cover the fees for day care. Forms for the subsidy are available at www.child.gov.ab.ca. Once a subsidy has been granted parents will receive a subsidy approval letter, a copy of which should be brought to the TOPP KIDS Child Care Centre Coordinator within 2 weeks of registering. It is the parents responsibility to track and ensure their child reaches the minimum number of hours per month needed for a full subsidy payment as every families may be different.

All families with subsidies must provide a cheque for the difference between the currently approved subsidy allowance and the cost of their monthly fee postdated for each month registered. Any remaining fees will be charged on the 3rd Monday the following month after subsidy amounts are forwarded back to the program. Parents are responsible for paying any remaining fees by the 3rd Friday of that month. Deposit Policy still applies.

Please make sure that your subsidy status is changed to the correct TOPP KIDS Program ID -TOPP KIDS CHILD CARE CENTRE (253 Parkland Way SE) or TOPP KIDS CHILD CARE CENTRE (240 90th Avenue SE) as our camp is a variance of that program; failure to do so may result in non-payments from subsidy and full payment required to Summer Camp.

LATE FEES

A late fee of \$1 per minute will apply when children are picked up after the closing time of 6.00pm to cover the cost of overtime wages. An exception will be considered in an emergency situation. A similar fee will be charged if children exceed the 10 hours per day recommended by the Alberta Family and Social Services.

A late fee of \$35 will apply if fees are not paid by 6:00pm on the first day. No deductions for absences, vacations or holidays.

NON-PAYMENT OF FEES

Leaders will work with families to develop alternate payment arrangements. Long-term default on fees will result in the services of TOPP KIDS being terminated.

- All payments at TOPP KIDS are due on the 1st or the 15th of the month (whichever date was agreed upon at time of registration). Any payments made after will be considered as a late payment and charged a \$35.00 Late Fee (due the day payment is made).
- Fees not paid are subject to having the child's enrolment suspended until all fees are paid in full and a \$35 late fee charge.
- Any fees and fines in arrears must be paid by the first day of the following month or may result in termination of enrolment in the Program.

DEPOSITS

TOPP KIDS Deposit dates are always the 1st and 15th of the month. Any payments made between or after these dates are deposited on the next deposit period.

EFT OR CHEQUE ACCEPTED ONLY

Cheques must be dated for either the 1st or 15th of July or August. A \$50 service charge will be collected for all returned checks.



SUMMER CAMP CHILD LEADERSHIP INITIATIVE

At TOPP KIDS Summer Camp, we have a consistently prominent group of Division 2 children (grades 4-6), and our staff is dedicated to fostering leadership skills within our older children by providing them opportunities that will focus on strengthening skills such as problem solving and mediating, taking accountability by aiding with specific tasks in the room, and providing the younger children at camp with positive role models. By granting our older children with responsibilities during summer camp, we are ensuring the development of these skills and establishing connections between older and younger children on a level that benefits everyone involved.

**INSPIRE,
DEVELOP,
LEAD.**

Every summer, our Division 2 children are offered a chance to take on the role of "Junior Leader." Children interested who are the appropriate age are given a contract to review with staff, and with their parents, that outlines the rules and responsibilities of being a Junior Leader. Children are expected to maintain the conduct outlined in the contract, and this is reinforced at weekly lunchtime meetings that all Junior Leaders are expected to attend. We truly believe that this sense of responsibility aids in the building of self esteem of older children, and the experience creates lasting bonds between all children and staff involved. Junior Leaders work hard all summer, and for that reason, we ensure that they have a variety of privileges that are earned via adhering to the Junior Leader's Contract. Privileges include distal supervision time, a lunch table dedicated to Junior Leaders, weekly groups occasionally dedicated to Junior Leader's, and a special event to celebrate a successful summer! This summer, Junior Leaders are invited to attend a THREE NIGHT CAMPING TRIP!!!! More information is available on our website.

Similarly, we have a program dedicated to children in Grade 3 who are to be entering Grade 4 in the new school year. This program is called our "Mentors" program, and focuses solely on providing children with the skills and experience necessary to become a Junior Leader the following summer. Mentors assist staff and Junior Leaders with tasks and responsibilities such as clean up supervision, and are expected to be positive role models for the younger children. Mentors are also expected to sign a contract outlining the rules and responsibilities of their position, and are required to attend lunch time meetings. Mentors are essentially Junior Leaders in training, and are rewarded with many of the same privileges, including the chance to attend the camping trip. Mentors are also invited to attend our CAMPING TRIP!!



INCLUSION IN THE JUNIOR LEADER OR MENTOR PROGRAMS CAN BE TERMINATED AT ANY POINT AT THE DISCRETION OF STAFF.

We are very excited to expand our leadership initiative this summer!

POLICIES & PROCEDURES

TOPP KIDS
Out of School Clubs

**SUMMER
CAMP**

All policies and procedures will be enforced from our regular school programs. These policies are located in our Family Handbook and are available online and upon request. Below are a selection of highlights pertaining to summer camp.

1. Guiding children's behavior is handled by our staff. However parents are called and expected to pick up their child when involved in a serious or recurring situation.

2. **TOPP KIDS** has a policy of zero tolerance for violence and sexual harassment. Anyone engaging in such behavior will have his or her participation terminated immediately for cause.

3. Should the director determine that a child cannot adjust to the program, parents are called and the child's membership is cancelled without refund.

4. **THE TELEPHONE IS FOR EMERGENCY USE ONLY.** Parents and children should make ride arrangements before arriving. Staff cannot give messages unless it is an emergency.

5. Parents are responsible for dropping off and signing in children at the beginning of the day and picking up and signing out their children on time at the end of the day at the registration desk.

6. **TOPP KIDS Summer Camp** opens at 7:00am and closes at 6:00pm. There is no supervision before or after these times. Children are not permitted to remain unattended outside waiting for parents.

7. **TOPP KIDS** is not responsible for lost money or belongings. Please mark all articles brought to the facility. Place money in pockets, socks, wrist packs or fanny packs. We **HIGHLY** discourage Game Boys, collectables, iPods, cell phones, and skateboards. **TOPP KIDS** is not responsible for lost or damaged items.

8. Children participating in the outdoor recreation must be responsible enough to remain within our boundaries, as directed by their parents. **TOPP KIDS** is not responsible for children who intentionally leave the grounds.

9. On "Movie Day" the recreation facility will show "G" and "PG" rated movies. If you have any concerns about the movie (posted on parent board) please contact our office or speak to the Summer Camp Coordinator.

10. **TOPP KIDS** will be closed the following holidays or the day the holiday is observed: **Canada & Heritage Day.**

11. **TOPP KIDS** offers volunteer opportunities. Participants in these programs work directly in our program areas assisting our regular staff. Volunteers are not part of our maintained facility staff ratios and must have valid police clearances. Volunteers are not permitted to be left alone with children at any time.

12. All prescribed medicines will be given for well-child maintenance following an illness, providing the following conditions are met:

A) **PRESCRIPTION** medication must be administered in accordance with the physician's current orders. It must be prescribed for the child who is to receive the medication. Medication must be in its original container. Exact time and dosage must be in written form and the parent must "log-in" the number of pills to be dispensed for the week/ month.

B) **NON-PRESCRIPTION** medication will not be administered without written instruction from a physician. Medication must be in its original container. For safety reasons, medicine must be kept in the office. Please do not leave medicine, of any kind, in your child's care.

13. Due to the dangers of an allergic reaction, lotions, ointments and over the counter medications, etc. cannot be administered by our staff. Sunscreen will only be administered if the appropriate form is signed by a guardian.

14. All fees are non-refundable and non-transferable. No exceptions.

15. A \$50 service charge will be collected for all returned checks.

16. All program fees must be kept current to participate in extra activities, including field trips.

17. All adults in the building must abide by the policies and procedures of the camp.

18. Full payment is due at time of registration (**April 15th, 2019**) with all signed consent forms.

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons.

For cancellations due to medical illnesses or for any other compassionate reason, please apply in writing to the Main Office (no more than 14 days after the end of the Summer Camp) for a potential credit. (If medical, include documentation).

This credit note can be used within your family towards any TOPP KIDS Summer Camp or Before & After School Registration/ fee. Please note that this credit note will expire 3 months (90 days) from date of issue.

19. All Cheques must be postdated for either the 1st or 15th of each month (July, August).

20. Separate Cheques must be written (or Cash) for T- Shirt or Summer Pack (if needed).

21. All children participating in the transportation for field trips must adhere to Field Trip Policies & Procedures (next page).



FIELD TRIP POLICIES & PROCEDURES



1. Field trips are mandatory for all participants in attendance. Children may choose not to participate in the activity but must attend the trip if they are present at camp that day.
2. **NO REFUNDS!** All field trips are non-refundable. No exceptions. Space is limited and is available on a first come, first serve basis.
3. Children **MUST** wear a **TOPP KIDS** T-shirt on all off-site trips. No shirt = No trip! They **MUST** also have a water bottle, hat and appropriate footwear. T-shirts may be purchased for **\$10.00** and cannot be exchanged or refunded. Items can be borrowed from TOPP KIDS for a fee of \$2.00 per day per item. This is only as a last resort.
4. Bring a fully disposable double-sacked lunch, drink on all field trips, unless otherwise indicated. Children may be required to eat lunch early or late due to scheduling set by field trip locations. Please do not pack food that requires heating up. **DONT FORGET A WATER BOTTLE**
5. The amount of additional money sent for snacks and souvenirs is left to parents' discretion. Please be reasonable about the amount sent. Staff cannot lend money or be liable for any child's lost money.
6. Children demonstrating unacceptable behavior are not allowed on future trips. No refunds. If behaviour persists after a verbal or written communication, disciplinary action may be taken at the discretion of management.
7. All field trip transportation is provided by the **First Student Canada or Southland Transportation Charter Buses**. Children who do not adhere to bus safety rules will be given a written warning and parents will be notified. If inappropriate behavior continues, the child's transportation privileges may be suspended temporarily or permanently.
8. Parents **MAY NOT** transport children to or from field trip locations or visit them while on field trips. This is a policy of the Camp.
9. Parents **MUST** apply sunscreen before outdoor field trips. Staff will only apply sunscreen if a parent has signed the appropriate form and notified staff upon arrival.
10. Times listed include travel and preparation. **Children MUST be onsite at least 45min BEFORE departure time!**
11. All fees must be kept current in order to participate in extra activities, including field trips.
12. Field trip registration closes one hour before departure time or when the trip reaches full capacity, whichever comes first. Ensure that you sign up your child(ren) for each field trip. Signup sheets will be available at the front desk approximately 4 days in advance.





Summer Pack!!!
Only \$35.00



TOPP KIDS Child Care Centre
Play, Grow, Laugh, Learn

Imprint colour(s): 250 Purple

Sunglasses \$3.00

Ball Cap \$10.00



Rope Bag \$8.00



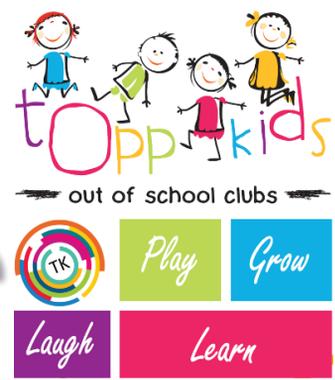
Waterbottle \$4.00

Imprint colour(s):
Violet to match trim

T-shirt \$10.00



CALL FOR VOLUNTEERS



THERE ARE LOTS OF OPPORTUNITIES TO VOLUNTEER WITH TOPP KIDS AND TRULY MAKE A DIFFERENCE. TO SIGN UP, VISIT WWW.TOPPKIDS.COM

RESPONCIBILITIES MAY INCLUDE...

- Helping supervise field trips and outings. You'll have a lot of fun with a great group, and we will pay for your transportation and admissions!
- Helping children with homework in our Before and After School programs. Looks great on a resume, and can make a huge difference in a child's life!
- Help raise money for the Community by joining us in fundraising and community events.
- Share your background and experiences as a speaker on a culture or career day.
- Collect and process craft materials and donations to help better our programs.
- Stay and play at the centre and become a positive role model.

**WHATEVER YOUR SKILLS
AND TALENTS, JUST A
LITTLE BIT OF YOUR TIME
CAN MAKE A HUGE
DIFFERENCE TO THE
KIDS AT TOPP KIDS !**

