



## LIGHTS OUT SPORTS CAMP CONTRACT

This contract is for the care of the children listed:

First & Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First & Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First & Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The terms of this agreement must be upheld to participate in sports camp.

### Program Information

Children between the ages of 4 and 12 years of age can register for a camp program during March break, Summer break and PA days. Listed days for the year will be posted on our website at [www.lightsoutsports.ca](http://www.lightsoutsports.ca). Hours of operation are from **8am to 5pm**. Children will be split up into groups according to age and ability. If you would like siblings to stay together, please note that in the enrollment form. Lights Out Sports camp is an unlicensed program.

OR

Before or After School sports program hours or operation are 7:00am – 9:00am and after school from 2:30pm - 5:30pm.

### Personal Items

Children are required to bring a nut free lunch and snacks, refillable water bottle, indoor shoes, shin pads, hockey helmet, and hockey stick. If you have additional hockey gear for your child to wear, please bring it.

In the summer, children will participate in outdoor activities. Children should wear appropriate clothing for the weather and bring their own sunscreen. Children unable to participate because they are not feeling well should remain at home. Staff will take precautions to protect children from extreme weather conditions such as too hot/humid or rainy days.

All personal items should be labelled with the child's name. Electronic devices are restricted at camp as they interfere with social interactions in the program. Valuables should not be brought to camp. Lights Out Sports is not responsible for lost items or any damage to valuables.

### **Required Documents**

Children will be registered in the camp program when this contract (signed by the parent/guardian) are submitted along with the completed registration form payment. Changes must be communicated in writing in order to ensure information is accurate.

### **Arrival and Departure**

Daily, the parent/guardian must make direct contact with the camp staff in the room in order to drop off their child. Children will be released to the care of authorized persons who are a minimum of 16 years of age and are listed on the personal information form. If not listed on the personal information form, parents/guardians must inform staff in writing of any changes in pickup arrangement for their child and advise the authorized person that they will be required to show photo identification in order to assume responsibility of the child. Children will not be permitted to arrive or leave the camp program unless accompanied by a parent or authorized person.

### **Allergies/Sensitivities**

Peanuts and tree nuts are not allowed at camp. Lights Out Sports is an allergy aware facility and while we strive to protect children with allergies, we cannot guarantee a nut free environment. Parents should read labels to avoid bringing in any product containing nuts or known allergens.

### **Code of Conduct**

In order to conduct a safe, comfortable and inclusive environment, each child, parent/guardian, and staff of Lights Out Sports is at all times expected to be respectful of self, others and the environment (indoors and outdoors), equipment, materials and property. Communication is expected to be through listening and speaking in ways that attempt to resolve conflict in a peaceful manner. Aggression, physical violence, and profane or threatening language will not be tolerated and will result in termination of service.

Staff will encourage children to act in a respectful manner, appropriate to their developmental age. Self-regulation is promoted and children are allowed to experience the logical consequences of their behaviour within safe limits. Lights Out Sports is committed to achieving the successful participation of all campers. Any camper's behaviour that contravenes the Code of Conduct or that compromises the safety and security to all individuals will be addressed promptly and may result in safety measures such as restriction of activities. The staff and Supervisor will review and determine whether the frequency and severity of a camper's behaviour warrants the termination of service.

### **Financial Commitment**

In order to provide child care services, the organization must maintain its financial viability. By signing this contract, parents/guardians commit to the agreed upon payment structure of \$65/day and full payment 2 weeks prior to the start of the registered camp days. Payments are non-refundable. Fees are processed by either e-transfer to [lights.out.sports@outlook.com](mailto:lights.out.sports@outlook.com) (include the child's/children's full name in the message) or by cash, debit or credit card on site. Please note that a 3% fee will be added for credit card transactions. Cheques will not be accepted. Receipt of payment will be issued to the parent/guardian after the year end for income tax purposes. Failure to pay within the agreed timelines will result in termination of service. The deposit will not be refunded and the camp spaces will not be held due to non-payment. Service can be reinstated (if space is available) once all payments are made.

No refunds will be made for any absent days (vacation days, sick days, scheduling conflicts or the like) or if the centre was unable to open or required to close early due to circumstances beyond the control of Lights Out Sports (including but not limited to natural disasters, emergency situations, inclement weather, or other health or safety concerns).

### **Late Pick Up Fees**

A late pick up fee will be charged at a rate of \$1 a minute the time the staff is required to stay with a child after centre closing and must be paid immediately to the staff present at the time. If staff are unable to reach the parent(s)/guardian(s) on file or emergency contact(s) by 6pm the police and Children's Aid Society will be contacted.

### **Responsibility for Children**

While on site, prior to transfer of care to Lights Out Sports staff and after transfer of care from Lights Out Sports staff, the parent/guardian or authorized person is considered solely responsible for the wellbeing of the child. Any injury sustained by a child on centre premises while in the care of the parent/guardian or authorized person is not the responsibility of Lights Out Sports.

### **Custody Information**

If a child is a subject of a custody dispute/agreement, we must be informed in writing of the dispute/agreement and provided with any custody order, domestic contract, or separation agreement, which detail custodial or visitation agreements.

### **Prevention of Child Abuse (Duty to Report)**

In accordance with the *Child & Family Services Act*, it is the responsibility of every person in Ontario to immediately report to the Children's Aid Society if a person suspects that child abuse has occurred or if a child is at risk of abuse.

### **Communication**

Daily contact between parents/guardians and staff will be conducted in person and supplemented through emails at [lights.out.sports@outlook.com](mailto:lights.out.sports@outlook.com) or phone calls at 705-435-0319. Concerns should be addressed to the Supervisor at any time. Parents/guardians are asked to report to staff their child's absence.

### **Illness**

Regional and Public Health units establish the regulations which Lights Out Sports must follow regarding the exclusion of ill children from the program. Children exhibiting signs and symptoms of illness should remain at home until they are well enough to fully participate in the camp program. Should a child become ill during the day, the parent/guardian will be contacted to pick up the child. Staff will provide the parent/guardian with information regarding when their child may return to camp, according to guidelines established by local Public Health Units. Parents/guardians are asked to report to staff their child's absence due to illness.

### **Administration of Medication**

If necessary, staff will administer prescription medication to children, in accordance with provincial legislation. This requires that the parent/guardian provide written medical authorization including the dosage and times/circumstances any medication is to be given. The medication must be in the original package/container with the label stating the child's name, name of the medication, dosage, the date of purchase and expiry and

instructions for storage and administration. Non-prescription medication must be accompanied by a doctor's note and include all the above information. Parent/guardian must directly hand the medication to a staff member and cannot be left in a child's bag. Staff cannot administer expired medication and will return it to parent/guardian.

**Authorizations and Acknowledgements** – please review and sign

- I will abide by all the above contract stipulations.
- I authorize my child to participate in all camp activities (indoor or outdoor) under supervision of staff.
- I authorize staff to take any steps necessary to obtain medical care for my child, if required. These steps may include and are not limited to administering reasonable first aid measures, contacting parents/guardians, contacting emergency contacts, calling 911 and accompanying child to hospital.
- I understand that my child may be photographed or recorded and their image/audio sent in the lillio app to myself and other parents/guardians who also have children participating in the setting. Images or videos will not be made available anywhere else for parents/guardians to access.
- I agree to provide sunscreen of SPF 15 or higher in order for staff to apply to my child who is under the age of 6 years of age or who are not developmentally able to self-apply. The product must be in the original packaging, clearly labeled with the child's full name and appropriate for the child's age, free of nut ingredients and within the expiration date.

**I have hereby read, understand and agree to abide by the above terms.**

Full Parent/Guardian Name:  
Parent Signature:  
Phone Number:  
Date:

Full Parent/Guardian Name:  
Parent Signature:  
Phone Number:  
Date:

Supervisor Name:  
Supervisor Signature:  
Date: