

A l b e r t a  
**AdaptAbilities**  
A s s o c i a t i o n

## ADAPTABILITIES

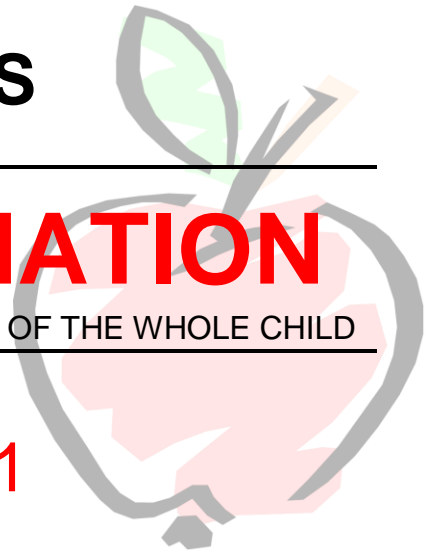
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# PARENT INFORMATION

PROGRAMMING THAT PROMOTES THE DEVELOPMENT OF THE WHOLE CHILD

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HIA SUMMER 2011



# Parent Information Package

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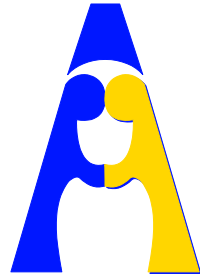
Alberta AdaptAbilities Association

11226 – 75 Avenue,  
Edmonton, Alberta  
T6G 0H3

1 (780) 431 - 8446

E-mail: [info@adaptabilities.ca](mailto:info@adaptabilities.ca)

Web site: <http://www.adaptabilities.ca>



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## Summer 2011 Camp Location:

**McKernan School**  
11330 – 76 Ave  
Edmonton, AB

**McKernan Centre**  
11226-75 Ave  
Edmonton AB

**Meadowlark Centre**  
8721 – 163 St.  
Edmonton, AB

Coordinator's Cell No: (780) 893-7399  
AdaptAbilities Office No: (780) 431-8446

## Dates of Summer Program ONE WEEK SESSIONS

**Week 1:** July 4 – July 8      **Week 4:** July 25 - 29  
**Week 2:** July 11 - 15      **Week 5:** Aug 2 – 5\*  
**Week 3:** July 18 - 22      **Week 6:** Aug 8 – 12  
**Week 7:** Aug 15 - 19

\*Week 5 is a four (4) day week due to Statutory Holiday.

## Age Groupings

**Primary:** 3-6 yrs      **Child:** 7-9 yrs      **Pre-Teen:** 10-12 yrs  
**Teen:** 13-18 yrs      **Young Adult:** 18+  
**Modified Child:** 12 and under      **Modified Youth:** 18+

Participants may be placed in an age group higher or lower to ensure a successful experience for all..

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# 1 Parent Information Package

This parent information package has been created to assist parents/guardians in understanding the specific requirements for our Hearts In Action Summer Camps.

For more information about our entire organization, the programs we offer and the expectations we have for our participants, please refer to the Parent Handbook and the Fees and Billing Information Package. These handbooks are provided to parents/guardians during the intake process and pertain to general information for all Alberta AdaptAbilities Association's programs.

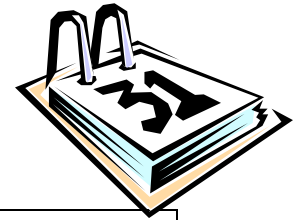
**Please review our expectations for Personal Rights and Conduct with your child/adult prior to commencing with our programs and on a regular basis thereafter.**

## 2 Hearts In Action – 2011

Hearts In Action is a one-of-a-kind camp that offers extra support for individuals with special needs. Hearts In Action provides fun and enjoyable goal-directed activities right at the core of each individual's stage of development. Our small group settings foster the growth of individuals – socially, physically, mentally and emotionally.

### 2.1 Objectives

- I) Provide participants a positive social atmosphere where they can grow, succeed and belong.
- II) Provide an opportunity for participants to develop motor skills through recreation and leisure opportunities.
- III) Provide an opportunity for participants to enhance essential life skills, independence and self-esteem.
- IV) Provide an opportunity for participants to explore their creative side through arts, drama and music.



### 3 Example of Daily Schedule

<b>7:00 – 9:00 am</b>	Early Drop Off @ \$15.86/hr
<b>9:00 am</b>	Lead Activity/Morning Energizers
<b>9:15-9:45am</b>	Circle Time and Group Team Meetings
<b>9:45 – 12:00</b>	Components*
<b>12:00 pm – 12:30 pm</b>	Lunch
<b>12:30pm – 1:00pm</b>	Playground – Supervised Free Play
<b>1:00pm- 3:00pm</b>	Themed Afternoon Activities / Park
<b>3:00 pm</b>	<b>End of Day</b> 😊 Departure & Pick Up
<b>3:00 – 6:00 pm</b>	Late Pick Up @ \$15.86/hr

### 4 Example of Weekly Schedule


















	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00 – 9:15 am</b>	Lead Activity/ Morning Energizer	Lead Activity/ Morning Energizer	Lead Activity/ Morning Energizer	Lead Activity/ Morning Energizer	Lead Activity/ Morning Energizer
<b>9:15 – 9:45 am</b>	Circle Time	Circle Time	<b>Field Trip</b> Community Outing	Circle Time	<b>Field Trip</b> Swimming
<b>9:45 – 12:00 pm</b>	Components*	Components*		Components*	
<b>12:00 – 12:30 pm</b>	<b>Lunch</b>	<b>Lunch</b>	↓	<b>Lunch</b>	↓
<b>1:00 – 3:00 pm</b>	Supervised Free Play	Supervised Free Play		Supervised Free Play	
<b>1:00 – 3:00 pm</b>	Special Interest Activity & Structured Outdoor activities	Wading Pool & Structured Outdoor activities	↓	Bouncy Castle & Structured Outdoor activities	↓
<b>3:00pm</b>	Pick Up	Pick Up	Pick Up	Pick Up	Pick Up

\*The program components will operate on a rotating schedule in approximately forty minute sessions during the morning sessions.

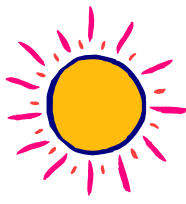
## 5 Calendar of Events- July 2011

	Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Week 1</b> HIA Safari</p>  <p>Fairness</p>	<p>4 <b>Special Interest</b> <b>Activity:</b> Wings n' Wishes (Butterflies &amp; Bugs)</p> 	<p>5 McKernan Wading Pool</p> 	<p>6 <b>Field Trip:</b> Valley Zoo</p> 	<p>7 Bouncy Castle</p> 	<p>8 <b>Field Trip:</b> Swim Day</p>  <p>ACT Pool</p>
<p><b>Week 2</b> Saddles &amp; Spurs Western</p>  <p>Respect</p>	<p>11 <b>Special Interest</b> <b>Activity:</b> Balloon Man</p> 	<p>12 McKernan Wading Pool</p> 	<p>13 <b>Field Trip:</b> OLQP Ranch</p> 	<p>14 Bouncy Castle</p> 	<p>15 <b>Field Trip:</b> Swim Day</p>  <p>ACT Pool</p>
<p><b>Week 3</b> Wacky Gymnastics</p>  <p>Patience</p>	<p>18 <b>Special Interest</b> <b>Activity:</b> Wings n' Wishes (Reptiles &amp; Amphibians)</p> 	<p>19 McKernan Wading Pool</p> 	<p>20 <b>Field Trip:</b> Ortona Gymnastics</p> 	<p>21 Bouncy Castle</p> 	<p>22 <b>Field Trip:</b> Swim Day</p>  <p>ACT Pool</p>
<p><b>Week 4</b> HIA Carnival</p>  <p>Caring</p>	<p>25 <b>Field Trip:</b> Monday Morning Magic*</p>  <p>Bowling</p>	<p>26 McKernan Wading Pool</p> 	<p>27 <b>Special Interest</b> <b>Activity:</b> Karaoke</p> 	<p>28 Bouncy Castle</p> 	<p>29 <b>Field Trip:</b> Swim Day</p>  <p>ACT Pool</p>

## 6 Calendar of Events - August 2011

	Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Week 5</b> Cartoon Characters</p>  <p>Leadership</p>	<p>1</p> <p><b>*NO CAMP</b> (Civic Holiday)</p>	<p>2</p> <p>McKernan Wading Pool</p> 	<p>3</p> <p><b>Field Trip:</b> TELUS World of Science</p> 	<p>4</p> <p>Bouncy Castle</p> 	<p>5</p> <p><b>Field Trip:</b> Swim Day</p>  <p>ACT Pool</p>
<p><b>Week 6</b> Under the Sea</p>  <p>Cooperation</p>	<p>8</p> <p><b>Special Interest Activity:</b> Petting Zoo</p> 	<p>9</p> <p>McKernan Wading Pool</p> 	<p>10</p> <p><b>Field Trip:</b> Millennium Place</p> 	<p>11</p> <p>Bouncy Castle</p> 	<p>12</p> <p><b>Field Trip:</b> Swim Day</p>  <p>ACT Pool</p>
<p><b>Week 7</b> HIA Explorers</p>  <p>Positive Attitude</p>	<p>15</p> <p><b>Special Interest Activity:</b> Fire Hall Visit</p> 	<p>16</p> <p>McKernan Wading Pool</p> 	<p>17</p> <p><b>Field Trip:</b> Fort Edmonton Park</p> 	<p>18</p> <p>Bouncy Castle</p> 	<p>19</p> <p><b>Field Trip:</b> Swim Day</p>  <p>ACT Pool</p>

## 7 It's Summertime



The Hearts In Action program and its staff want to ensure everyone's success. Please be advised that the Hearts In Action program is a summertime program and takes place rain or shine, indoors and outdoors. It is essential that they come prepared and protected for the day from dehydration and UV rays. To ensure your participant's success we strongly advise the following:

- ✓ **SUNSCREEN** (*Spray-on*) – Because of allergies and reactions, the Hearts In Action program and its staff need your permission to **spray** sunscreen on your child/adult. Please indicate your consent by signing the waiver located in the registration package.
- ✓ **INSECT REPELLENT** (*Spray-on*) – Repellent will help to guard them from insect bites.
- ✓ **HAT** – A hat will give their face, scalp, neck, and head protection from the sun's UV rays and aid in the prevention of water loss.
- ✓ **EYEWEAR** - Sunglasses will make it easier for them to see and it will protect their eyes from harmful UV rays and other damage.
- ✓ **WATER BOTTLE** – it is essential that each participant maintain adequate hydration on a daily basis. Dehydration can lead to:
  - HEADACHES
  - SUNKEN OR SWOLLEN EYES
  - LOW BLOOD PRESSURE



## 8 Rainy Days

We can never be sure about our Alberta weather - it is ever changing. It is important to recognize that rain does not mean that the program will be indoors. Please send your child/adult prepared for their day and prepared for success.

## 9 Pick-up and Drop-off Policies

The Hearts In Action program begins at 9:00 AM and finishes at 3:00 PM. Parents/guardians can drop-off and pick-up five minutes before and after programming without additional costs. AdaptAbilities bills for each 15 minute time slot. A participant dropped off at 8:50 a.m. for a 9:00 a.m. start will be billed an extra 15 minutes because it is outside our five (5) minute window.

### 9.1 Before and After Care

Before and After Care service will be offered from 7:00 AM to 9:00AM prior to programming and from 3:00 PM to 6:00 PM after programming for an additional fee (minimum \$15.86/hr) For more information concerning this service please contact the Program Coordinator at (780) 431-8446.

## 9.2 Late Pick Up

A parent/guardian who picks up a child/adult later than a scheduled end time will be billed for the additional time in 15 minute increments.

After our centre is closed a \$5.00 flat fee will also be billed to the parent.

## 10 Lunch and Snacks

While attending the Hearts In Action program, participants will be required to bring a bag lunch and snacks each day. Please ensure that lunches and snacks provide an appropriate selection of foods as proposed by the Canada Food Guide. This will ensure that they receive the proper amount of nutrients required to live an active healthy lifestyle and will be able to participate and perform to the best of their ability. **Note: there will NOT be a microwave on site, so please pack a lunch that does not need to be heated.**

Please leave peanuts, sugar snacks, treats and candy at home. We want to ensure that our participants functions at their optimal level *all day, everyday!*

## 11 Footwear



Participants must come with a pair of socks and running shoes for indoor use as well as an alternate pair for outside use. Please ensure that their shoes fit. Participants **MUST** also bring *water shoes or sandals* with them in order to go in the wading pool. Without proper footwear serious injury can result, and to ensure every participant's safety the participant may not be able to take part in a given activity without proper footwear.

## 12 New Clients

All new clients of AdaptAbilities are required to pay a **one-time** \$50.00 non refundable intake fee. This fee covers the intake process, information gathering, family orientation and file set-up and maintenance.

## 13 HIA Camp Registration Fees

Each parent/guardian is responsible for paying a non refundable, non transferable \$50.00 deposit for each week upfront when registering a child/adult for camp. **So, choose camp weeks carefully.** This \$50.00 payment will secure his/her spot in the requested week(s). Any remaining parent costs are required **prior** to the first day of camp. See refund policy for clarification if cancelling a registered participant.

The parent portion will vary based on each individual's funding agreement. Approximate costs range from **\$160 - \$235 per week.**

Parents/Guardians registering by **May 31<sup>st</sup>, 2011** will receive an early bird incentive.

## 14 Camp Fees

- ▶ Scenario #1– Weekly Camp Fee \$390 per week
  - Participants able to function in group setting
    - Participants are cooperative,
    - willing to engage in activities, and/or
    - display minimal behaviours.
  
- ▶ Scenario # 2 – Weekly Camp Fee \$570 per week (based on 15.86 /hr min)
  - Participants require more support in a group setting
    - Participants are 6 & under,
    - display moderate behaviours and care needs.
  
- ▶ Scenario # 3 – Weekly Camp Fee \$660.00 per week (based on \$19.00 /hr min)
  - Participants require significant support in a group setting
    - Participants require supervision and assistance with personal care,
    - participation in planned activities, and/or;
    - experience high emotional needs and behaviours.
  
- ▶ Scenario #4 – Work Related Care hourly rate billed (minimum \$15.86/hour)
  - Participants requiring work-related care
    - Billed at appropriate hourly rate
    - Parental cost share will apply as per funding agency agreement
    - Program fees will be billed weekly – directly to the parent/guardian

AdaptAbilities has the right to determine the scenario/ratio as part of the registration process.

### 14.1 Camp Fee Note

Scenario #3 will be billed at a rate dependent on the participant's disability, behaviours and medical needs.

### 14.2 Payment Deadlines

All parent portion payments are required prior to the start date. This includes any funding shortfalls. Participants will not be permitted to attend camp until outstanding fees are paid.

### 14.3 Parent/Guardian Costs

There is typically a normal Parent Cost for work related and camp programs. Parent costs cover multiple field trips each week including charter bus company costs, entrance fees to swimming, community outing entrance fees and other special interest activity costs, snack, facility costs, equipment and supplies, etc. The chart below details typical cost share amounts.

<b>Category</b>	<b>Amount</b>
Weekly Camp Fee Cost Share	\$ 32 - \$47 per day
Work Related (6-12 years)	\$ 505 per month
Work Related (3-5 Years)	\$ 750 per month
Work Related (13+)	Only program fees

All cost share amounts must be prepaid in advance, one week prior to the camp start date.

Cost Share may be reduced for low income families.

Typically funding agreements will specify that the Parent/Guardian pay 100% of the first “X” number of hours for work related care. The amounts in the chart above represent the maximum parent responsibility.

### **14.4 Third Party Billing**

Parents/Guardians requesting third party billing must provide AdaptAbilities with a copy of their agency funding agreement.

In addition AdaptAbilities will be requesting each parent/guardian to contact their case worker via email and request the sub-clause in their agreement matching the services requested. The Parent/Guardian must request that AdaptAbilities be cc'd in this correspondence.

Without the above information, AdaptAbilities is unable to confirm registration.

### **14.5 Refund Policy**

Refunds, for any reason, shall only be given with a minimum of one week’s notice from the camp start date. The \$50.00 deposit is non-refundable and non-transferable.

No refunds will be granted the week prior to the camp start date – funding agencies will be billed for the agency approved cost of camp. The full camp fee, (funding agency & parent portion) will be the responsibility of the parent/guardian, if it remains unpaid by the funding agency. This includes:

- Illness;
- Behavioural issues;
- Scheduling conflicts;
- Inclement weather; etc.

## **15 Participant File**

In order for HIA staff to maintain as much consistency as possible, we require prior to camp, information regarding the participant’s present functioning level. Their goals and strategies i.e., focusing on socialization, essential life skills, motor development (fine and gross), and arts, drama, & music will be used to implement planning. Parents/guardians may also include, but are not limited to, their most recent report card, assessments (i.e. WISC), and individual program plan (school).

## 16 Participant Portfolio

To ensure everyone is successful beyond our program we can prepare and provide a portfolio for each of our participants. We believe this information is crucial to everyone's continued success. Teachers, parents, relief care specialists, youth workers, and childcare providers can use this information to continue success beyond our program.

The portfolio can share the following information:

- ❖ The successes experienced.
- ❖ Strategies provided by the HIA program to increase success.
- ❖ Challenges faced and how they dealt with and/or overcame them.

## 17 Personal Rights and Conduct

**Please review this section with your child/adult prior to attending any AdaptAbilities' program. Staff are familiar with the rights and responsibilities of both staff and clients.**

### 17.1 Rights and Responsibilities

- a. Participants and staff shall treat other participants and staff with dignity, respect, and fairness.
- b. Participants shall be provided with an environment that is free from physical, emotional, and social abuse.
- c. Participants and parents/guardians shall be informed of the program expectations for participant behaviour within the program, the program grounds, and during program activities.
- d. Participants shall exercise their responsibilities to:
  - Use their abilities and talents to gain maximum benefits from their program experiences;
  - Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living; and
  - Attend programs regularly and punctually.
- e. In the event of participant misbehaviour, participants and parents shall have the right to offer an explanation, and will be informed of consequences of misbehaviour.
- f. Appropriate opportunities for participant consultation and involvement in participant related matters shall be provided.

### 17.2 Harassment, Bullying and Discrimination

Harassment, bullying or discrimination will not be tolerated in any form. As per the *Human Rights, Citizenship and Multiculturalism Act*, all individuals have the right to be free from discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, marital status, ancestry, place or origin, family status, source of income, family status, source of income and sexual orientation.

### **17.3 Complaint Policy**

If you have a complaint regarding harassment, bullying, discrimination, or the general conduct of a person involved in our programs (staff or client) please inform the Program Coordinator or the Executive Director and complete and return a Complaints, Grievance and Appeal form.

### **17.4 Participant Behaviour and Conduct**

Alberta AdaptAbilities Association supports the endeavours of staff, participants, parents/guardians, and the community to ensure positive participant behaviour and conduct. Participants must behave in a manner that does not compromise the safety of oneself and/or others. In addition, parents/guardians and participants must recognize their responsibility in developing participant self-discipline.

#### **a. Accountability**

Participants shall be responsible and accountable for their behaviour and conduct. Participants will show respect for:

- Program property, rules and regulation;
- Ethnic, racial, religious and gender differences of staff and other camp participants

#### **b. Parental Role**

Parents/guardians play a vital role in developing participant behaviour and conduct. It is expected that parents/guardians:

- Will be called and asked to pick up their child/adult if behaviour is destructive and beyond the capabilities of staff interventions. Behaviours of this nature include, but are not limited to, hurting themselves or other participants and staff, destruction of property and severe defiance.
- Work with the program to resolve participant behavioural issues when they affect their child/adult; and
- Co-operate with the Alberta AdaptAbilities Association recommended course of action prior to re-admission of the participant following a participant suspension.

#### **c. Consequences**

Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:

- Problem solving, monitoring or reviewing behaviour expectations with participant and reprimand;
- Parental involvement;
- Behaviour contract with participant;
- Suspension;
- Expulsion from a program and/or all Alberta AdaptAbilities Association programs for severe behaviours or activities; and,
- Involvement of police if warranted (carried out as a last resort).

## **17.5 Suspension**

### **One Day Suspension**

A participant who displays an extreme behaviour will be given a one day suspension from our program and parents/guardians may be asked to pick up participant early. The one day suspension is done as a cooling off period and allows both the participant and staff to reflect on the incident and better prepare for a successful return. The supervisor will discuss the behaviour and its circumstances with a parent/guardian immediately.

### **Multiple Suspensions**

A participant who continues to display extreme behaviour may be given a longer suspension from our program. This is done to accommodate the time required to meet with the parents/guardians, liaison with social worker, and develop a behaviour contract and/or Support and Safety Plan for participant.

## **17.6 Alleged Criminal Conduct**

Any behaviour that results in spitting, assault, and/or attempting to destroy property is considered a criminal offence and results in an immediate suspension as explained above. In addition to the suspension:

- The parent/guardian will be contacted to pick up the participant immediately;
- 911 may be called if staff or participant's safety is at risk;
- Police Witness Statement form will be completed by staff involved; and,
- Staff may choose to submit a Witness Statement form to the nearest police station.

## **17.7 Expulsion**

In extreme cases where Alberta AdaptAbilities Association has exhausted every other remedy to manage the participants' behaviour and conduct, we reserve the right to terminate services to any participant for a determined or undetermined amount of time.

Billing for a booked respite session will remain the same even if a participant is asked to leave the program due to severe behaviour.

## **18 Other**

For parents interested in information regarding other services and programs offered by Alberta AdaptAbilities Association, such as Drop-In Respite Services, Teen Night Programming, and Motor Development Programming, please contact our main office at 780-431-8446 located at 11226 – 75 Avenue.