



City of Richmond

June 23, 2011

Dear program participants,

Thank you for registering your child in our Summer Daycamps. The City of Richmond and Community Associations are very proud of the quality of programs we are able to offer. Our goal is to ensure that your child has a fun and memorable experience in a safe and inclusive environment, while forging new friendships with other children and our summer staff. Below is basic information to help you prepare your child for camp.

- Parental consent forms must be filled out one week prior to your child's first day in camp. Children will not be allowed in the program until this form is completed.
- Due to life threatening nut allergies, all camps are *nut free zones*. Please pack a lunch and snack that do not contain any nut products.
- Items your child should bring to camp **each day** include: filled water bottle, healthy snack, non-microwaveable lunch, bathing suit, towel, weather appropriate clothing and footwear, hat and sunscreen.
- Items your child should **not** to bring to camp include: Ipods, handheld video games, cell phones, money or other valuable items. **Please note we cannot be responsible for lost or stolen items.*
- We ask that you pick up your child on time. If you are late picking up your child, you will be required to pay a late penalty of \$10.00 per 15 minutes.
- To receive a 100 per cent refund for short programs (1 week or less), camps, workshops, out trips and special events, notice must be given at least one week prior to the start date of camp. If less than one week's notice is given, 50 per cent of the fee will be refunded. If notice is given on or after the start date of camp, out trip or 2-5 day program (e.g., M-F, T-F, M/W, M/W/F), a refund will not be given. Transfers will be allowed with 72 hours notice prior to the start date of the programs.
- The City of Richmond is committed to supporting children with developmental disabilities or delays to successfully participate in Richmond's summer daycamps programs. If your child requires extra support, please contact Julia Underwood, Summer Projects and Integration Coordinator at 604-718-8060.

If you have any questions or require any additional information, please contact your community centre directly.

Sincerely,

Julia Underwood
Summer Projects and Integration Coordinator
Richmond Summer Project 2011
604-718-8060
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SEA ISLAND COMMUNITY CENTRE
Sea Island Community Association

