



RICHMOND CENTRE FOR DISABILITY

2014 Children & Youth Summer Camp

(July 7 – August 22, 2014)

Application Guidelines & Refund Policy

Dear Parent,

In order to ensure a safe and fun-filled summer camp for your child and a hassle-free application process for you, we suggest that you read the following guidelines carefully before filling out the application form.

Program Eligibility

Personal Care

Camp Staff are prepared to provide some personal care as needed. It is the parent's responsibility, nonetheless, to provide clear instructions and necessary tools to staff members who are assigned to care for your child. However Camp Staff are not required or trained to provide any medical care.

Staffing Ratios

Applicants must be able to function safely in a group environment. Staff to camper ratios will be 1 to 2 during most times of the camp. There are a limited number of one-to-one spaces available for campers that require closer supervision. One-to-one candidates may not be accepted if they exhibit any of the behavioural challenges listed below.

Behavioural Challenges

The following behavioural challenges may not be considered appropriate for acceptance into the summer camp:

- Individuals who are abusive to self, others or property
- Physical or sexual aggression

Failure to communicate any of the above behaviors/needs may jeopardize the safety of the applicant as well as others at camp. Individuals whose needs and/or behavioural challenges are beyond the scope of the camp to safely accommodate will be sent home immediately.

Acceptance will be determined based on overall camper care required and staff ability to meet individual needs in a safe and appropriate manner.

Summer Camp Registration Process

- Obtain Application Package from RCD Office, or download from RCD website at www.rcdrichmond.org
- Call Ella or Tom at RCD to send the Application Package in the mail
- Applications will be processed according to the date received
- Applications will not be processed unless the required Camp Fee has been included and processed
- Acceptance notices will be sent upon receipt of all required application materials
- Deadline for application: June 20th, 2014, or when all spaces are filled

Filling of Application Form

- Fill out the application form in its entirety; provide as much information and resources as you can, use extra paper as needed
- Welcome to provide copies of medical reports, behaviour assessments, IEP and other relevant documents, as well as a current photo of your child
- Provide true and complete information of your child's disability and supports needed, to the best of your knowledge
- Any omitted information will not be addressed by the summer camp staff and may result in your child unable to join the summer camp
- Return the application at your earliest convenience; space is limited and registration is on a first-come first-served basis

Meeting with Summer Camp Staff (New Campers ONLY)

- Parent and child are required to attend a 30-minute meeting on July 2nd or July 4th; this is applicable for all new campers
- Indicate one or more convenient times on the application form for the meeting
- Meeting is mandatory for new camper; failure to attend the meeting will automatically indicate withdrawal of application
- For special reason, meeting may be arranged at a different time before summer camp starts, fill out Special Request clearly or contact Ella/Tom at 604-232-2404 for arrangement
- RCD reserves the right to withhold a child's spot at the summer camp if meeting reveals that not all disability-related information has been included in the application, and it is beyond RCD's ability to provide appropriate services and care

Questions about Summer Camp and its application

- Call Ella/Tom at 604-232-2404 or Fax to 604-232-2415
- Email: ella@rcdrichmond.org or tom@rcdrichmond.org

Fee Payment and Refund Policy

The RCD needs to hire staff, buy materials and prepare for summer camp operations well in advance of the start of summer camp. However, we also understand that situations may arise which require families to cancel camp attendance of their children. In order to be fair to all parties and to properly prepare for your child's arrival at the camp, we have developed this refund policy for your reference.

Our payment schedule and refund policy is meant to provide an accurate number of campers coming to the summer camp, which has very limited space. Strict adherence to this policy will be observed.

General Fee Structure

- \$80 per week
- Only full week attendance is available
- No fee adjustment for incomplete attendance
- A spot at the summer camp is secured when camp fee has been paid in full

Payment Schedule

- Fee should be submitted together with the application; use the "Attendance and Payment Form" to accompany the payment
- For Autism Funding and other Government Funding payments, fee should be paid first and will be refunded when Autism Funding is received by the RCD; call Ella/Tom at 604-232-2404 to make arrangement

Subsidy Application

- Subsidy is available for children from families with financial hardship (income is less than \$28,000 per person or \$32,000 per couple)
- Submit "Application for Subsidy Letter" together with the summer camp application, accompanied by the 2013 Income Tax Assessment document and/or proof of current income
- Due to limited amount of funding, Subsidy is strictly based on eligibility and amount available
- Families showing some contribution to the best of their ability are appreciated
- Family will be notified of the decision within two weeks of application

Refund Policy

- Refund requests must be in writing and are effective on the date of receipt
- Full refund minus \$30 cancellation fee for withdrawal prior to June 27th, 2014
- Full refund minus \$60 cancellation fee for withdrawal between June 28th & July 4th
- Any request for refund after close of business on July 4th will not be considered

Questions about Summer Camp payment or refund policy

- Call Ella at 604-232-2404 or Fax to 604-232-2415 or email: ella@rcdrichmond.org