



**camp
counlus**



HANDBOOK

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www.blackfaldsabbey.ca/camps

Updated: March 2026

BLACKFALDS
ALBERTA

Abbey Platinum Master Built
— CENTRE —



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WELCOME

This handbook outlines our policies and best practices as well as any other information that is important to know about Camp Curious Day Camps. Please read through carefully and if you need more information, please contact us.

CONTACT

INFORMATION

Katie Penner | Children's Services Programmer

Office Number: 403-885-0162 | Email: camps@blackfalds.ca

- Questions about camps
- Absences in Camp Curious
- Alternate pick-up person
- Feedback
- Walk home alone forms

Cindy Reeves | Guest Services Team Lead

Office Number: 403-885-0122 | Email: camps@blackfalds.ca

- Feedback

Guest Services

Number: 403-885-4039 | Email: guestservices@blackfalds.ca

- Attendance (late/miss a day)
- Registration
- Withdrawals/Transfers
- Hot lunch orders

OUR STAFF

Our day camp staff have but not limited to their current first aid, a criminal record check, a child intervention check and complete pre-camp training.

Our day camp leaders always have radios with them to communicate between groups or in case of emergency. At no time will personal cell phone numbers be given out.

DAY CAMP

HOURS OF OPERATION

- Camp Curious hours are 8:30am to 4:30pm. Early care begins at 8:00am and late care ends at 5:30pm. We appreciate you being on time for both.
- Camp Curious drop off and pick ups are in Field House 3.

REGISTRATION INFORMATION

You can register for camp at the Abbey Centre or online at blackfalds.ca/register starting May 1st or 3 days prior if you have the pre-requisite annual membership. Contact Guest Services if you need help to set up your online account.

Registration will be closed Thursday at midnight prior to the start of the next camp week. If our programs are full, you are welcome to join our waitlist. Any spots that become available will be filled in the order that they joined the waitlist.

CAMP CURIOUS CHAMPION

Each week, one child (age 6-11) will get the opportunity to attend Camp Curious 2026 at no charge! Applicants must reside in the Town of Blackfalds, or Lacombe County. Please find our application form at www.blackfalds.ca/camps.

CANCELLED PROGRAMS

If a program is cancelled for any reason, you will be contacted as soon as possible by phone to notify you of the cancellation. You will have a choice between a full refund or a credit on your account to be used towards a future program or membership.

CANCELLATION POLICY

ACTIVITIES UNDER \$100

- Registrants may withdraw provided there is no less than three (3) days notification time prior to the start of the activity.
- No withdrawals will be accepted inside the three (3) day time period before the start of the activity.
- An administration fee of \$10 will be levied.

ACTIVITIES OVER \$100

- Registrants may withdraw provided there is no less than three (3) days notification time prior to the start of the activity.
- No withdrawals will be accepted inside the three (3) day time period before the start of the activity.
- An administration fee of 10% will be levied.

MEDICAL

- Withdrawal will be accepted for any medical reasons with no penalty prior to the program start date. If the withdrawal is after the program start date a prorated refund will be permitted - provided there are still more than 3 classes left in the session. Processing of the refund will only take place once the medical note has been received and per the indicated date on the note.

ACTIVITY TRANSFER

- Registrants may transfer into another activity provided there is no less than three (3) days notification time prior to the start of the activity and that there is adequate space available in the desired activity. No administrative fee will be levied. No transfers will be accepted inside of the three (3) day time period.

REFUNDS/CREDIT ON ACCOUNT

- Refunds may be requested by the user and left as a credit on account, for up to one (1) year, for future use. Refunds, when able, will be issued back to the original credit card or issued via cheque which will take up to three (3) weeks to process.
- If credits on the account remain after one (1) year they will be automatically paid out if over \$25. If the credit on account is under \$25 the credit will be forfeited.

CAMPER INFO

INCLEMENT WEATHER

- Swimming lessons and field trips will continue as scheduled if it rains except during severe weather such as high air quality index, low temperature, hail and/or lightening and thunder.

SPECIAL CONSIDERATIONS

- Camp Curious welcomes all children including those with varying abilities. Those who should have an aide will require a qualified aide for camp.

RATIOS (Staff:Campers)

- Camp Curious 1:10

PHOTO WAIVERS

- Photo waivers are included on the registration form. Camp may use approved photos collected for crafts or future promotions and advertisements. We also post photos on the Camp Curious Facebook and Instagram pages.

CAMPER ATTENDANCE

- Please let us know if your child will be away from camp. On Mondays, if a camper has not shown up by 9:30, a phone call home will be made.

CAMPER INFORMATION

- Camp Curious collects child information (medical details, contacts, allergies) via our registration form. Shared with Day Camp Leaders and kept confidential. Please contact the Children's Services Programmer if you have any questions or concerns.

CAMP SIGN IN & OUT

- Parents/guardians must sign children in and out daily unless a Unaccompanied Sign In/Out Form has been submitted. Late pickups incur a \$5 fee per five minutes, payable at Guest Services before picking up your child.

SOCIAL MEDIA

- Join the **Camp Curious Summer Camps** Facebook group and/or Instagram page for updates, photos, reminders, and availability.

HOT LUNCH

- Hot lunch is available Tuesdays and Thursdays at the Abbey Centre. Order by Sunday at 9 PM via email (guestservices@blackfalds.ca) with phone payment or in person at Guest Services by Monday at 3 PM. No late orders or substitutions.

SWIM LESSONS

- Please notify camp staff if the child's swim level has changed since registration.
- Swim lessons are equivalent to half of a regular swim lesson session therefore passing a level is not guaranteed as it is skill dependent not time dependent.
- Campers are expected to participate.
- **Please pick up swim cards at Friday pickup.**
- Swim lessons can accommodate up to level six and those with higher levels will work on maintaining their skills.

FIELD TRIPS

- Pick up time on field trip days is no earlier than 4:30pm

PROGRAM SAFETY

HEALTH STANDARDS

- Sick children are not permitted to attend programming. Please do not send your sick child to camp. If a child becomes ill within our care, guardians will be notified and be required to pick up the child as soon as possible.
- One parent/guardian or emergency contact number on file must be reachable at all times in the event of sickness or emergency.
- We are a peanut free camp.

CAMPER MEDICATION

- If your child requires an inhaler or epi-pen, please make sure to send those with your child to camp. If your child requires any other medication, please speak with camp staff.

POOL SAFETY

- Pool ratios are 1:4 for all children ages 7 and under.
- The Aquatics Centre is always monitored by lifeguards.
- Swim lessons are led by certified instructors.
- Camp staff will be in the Aquatics Centre during free swim times.

TYPICAL DAY OF CAMP

CAMP CURIOUS AGES 6-11 YRS

8:00 - 8:30 AM	Early care activities <i>(extra fees apply at registration)</i>
8:30 AM	Camp Begins
8:30 - 10:00 AM	Morning activities and snack
10:00 AM - 11:30 AM	Swimming lessons, free swim, other activities
12:00 PM	Lunch
1:00 - 4:30 PM	Afternoon activities such as crafts, games, outdoor time, field trips, play space
4:30 PM	Camp Ends
4:30 - 5:30 PM	Late Care Activities <i>(extra fees apply at registration)</i>

WHAT TO BRING TO CAMP

CAMP CURIOUS PARTICIPANTS WILL NEED TO BRING:

- Lunch & snacks (*peanut free*)
- A non-breakable water bottle
- Swimwear & towel
- Sunscreen
- Socks (*required for the Indoor Play Space*)
- Weather appropriate clothing

****PLEASE DO NOT SEND ELECTRONICS OR MONEY TO CAMP**

BEHAVIOUR CODE OF CONDUCT

Campers and staff at Camp Curious are expected to show respect for themselves, their peers, the equipment they use and the facilities they attend. It is our intent to keep all campers and staff safe and maintain a positive camp environment.

We will not tolerate bullying, hitting or other violent/belligerent behaviour. Parents/guardians will be informed of inappropriate behaviour and contacted to discuss corrective solutions. Staff reserve the right to immediately dismiss a child from camp due to violent or abusive behaviour.

If the resources (ie staff involvement) required to manage a camper's behaviour at camp exceeds our capacity (level of service we are reasonably able to provide), and the other campers experience is being significantly compromised, staff reserve the right to dismiss a child from camp.

A three-strike model will be used when managing behavioural issues. Acknowledgement of these guidelines will be included in your registration. This model is not intended to provide three opportunities for poor behaviour, but rather is intended to help campers avoid repetitive behaviour patterns. Strikes will not always be progressive in nature if the severity of the situation warrants a higher strike. The behavioural policy included in this camp handbook will be sent to parents/guardians prior to your child's week at camp. It is also available on the website at www.blackfalds.ca/camps.

Staff will also ensure that campers are aware of the model, as well as expectations for keeping all campers and staff safe while at camp.

STRIKE 1*

- First occurrence, the camper will be asked to sit out and have a break from the activity. The camper will not be excluded, but instead the break will provide an opportunity for the camper to think about their actions and calm down any frustrations they may have. The leader will follow up with the camper to discuss the situation and strategies to better resolve the problem. The camper will be welcomed back to the group as soon as possible.

Examples of first strike behaviour include group disruption, mild language, etc.

**May be bypassed if warranted*

STRIKE 2*

- Second occurrence or dealing with a more severe issue. The camper will be removed from the group setting. They will be joined by a camp leader and possibly a supervisor at a location where they can discuss the issue that has taken place. The camper and the leader will work together to create a plan for a positive solution. After discussing the issue, and agreeing on how best to move forward, the camper will be welcomed back to the group. Parents/guardians will be informed either right away or at camp pick up dependant of the severity of the situation to insure they are aware and able to assist or provide support.

Examples of second-strike behaviour include unwelcome teasing, indirect inappropriate or abusive language, destruction, or abuse of property, endangering themselves or others, putting safety at risk, etc.

**May be bypassed if warranted*

STRIKE 3

- Third occurrence or dealing with a severe event. The leader will remove the camper from the group. The Day Camp Leader and/or Children's Services Programmer (and camper if appropriate) will call the parent/guardian to discuss options. The camper may be asked to leave camp for the day or the week depending on the severity of the incident. Parent/guardian input will be considered; however, staff, camper and group safety will be held as a priority and staff reserve the right to dismiss campers from camp. Depending on the severity of the event, campers may not be welcomed back for the duration of the camp season. Examples of third strike behaviors include direct bullying, aggressive body contact, violence, theft, direct inappropriate or abusive language, other repeated behaviour as previously listed, etc.
- If the camper is removed for the duration of the week, no refunds will be issued.
- If the camper is removed from the rest of the camp season, future camp fees will be refunded.

ALL STAGES

- At all stages within the process, leaders will speak calmly and openly with the campers involved. All parties involved will have their opinions heard and considered and all parties will be involved in finding a solution. The strikes will not be used as threats. All behaviour expectations will be communicated in advance. Depending on the severity of the situation, staff will create an internal record or incident report. The record will be forwarded on to administration and may be referenced when communicating with parents/guardians.

DEALING WITH BEHAVIOUR

- Staff at the Abbey Centre recognize kids will be kids. Staff work hard to ensure that campers understand what behaviour is acceptable. These expectations are introduced at the beginning of each week of camp, and the culture of respect for everyone and everything at camp is fostered from that point forward. This Code of Conduct is not intended to restrict how each camper is dealt with at camp but to aide in consistency and fairness. Staff will always use their best judgement to ensure that everyone is having a positive experience at camp.