

Parental Forms

UNB Design Works Camps for Kids & Teens

Dear Parent(s)/Guardian(s),

Thank you for choosing the UNB Art Centre's Design Works - Camps for Kids and Teens. To help ensure a happy, healthy and safe camp experience, please read our Information Sheet and Camp Policies (attached). This information will provide you with important camp information.

Also included is a **Parental Consent Form that we require you to complete and sign**. All information given on this form is confidential and will only be used for our files and internal market research.

Our Camps are designed to be fun, engaging, social and educational. It is our hope and intention that our Design Works - Camps for Kids & Teens will be an enjoyable experience. If you have any questions, suggestions or require additional information, please do not hesitate to contact me at 452-6360 or by email at ahowells@unb.ca.

We look forward to seeing you at camp!

Yours truly,

Alison Howells
Camp Director
UNB Art Centre
Memorial Hall
452-6360
ahowells@unb.ca

UNB Design Works - Camps for Kids & Teens Information Sheet

What to Bring:

First Day:

- ✓ Completed Parental Form
- ✓ Materials Fee (Cash only)

Every Day:

- ✓ Lunch
- ✓ Snacks
- ✓ Re-fillable water bottle
- ✓ (March Break) Warm, outdoor clothing, such as a hat, mitts and snow boots
- ✓ (Summer) Hats and sun screen (first applied at home)
- ✓ Appropriate clothing for art work (ideally an art shirt) and playing outdoors.

Please do not bring any electronic devices or cell phones to the camps. Any devices or phones will be kept in the office until the end of the camp day. Your cooperation is appreciated.

Materials Fee:

All camps have a materials fee. This fee is in addition to the course registration fee and is paid when you register for a camp. There is a \$5 materials fee for Theatre camps, a \$15 fee for Photography/Video, DIY and Cooking camps, and a \$10 fee for all other camps.

Locations:

The UNB Art Centre is our main camp location. It is located in Memorial Hall, 9 Bailey Drive on the UNB campus (beside the Alumni Memorial Building). If you are unfamiliar with the campus, a campus map is available online at www.unb.ca/welcome/maps/fredericton/

Exceptions:

- ***For March Break: the Junior Iron Chef Camp will be held in Room 114 in Marshall d'Avray Hall, 10 MacKay Drive (Faculty of Education building beside the Aitken Centre on campus).***
- ***For the Summer, the Junior Iron Chef Camps will be held in the kitchen of McLeod House (back of the building off of the parking lot), 810 Montgomery St. However, from August 19-30 the camp will be held in Room 114 in Marshall d'Avray Hall, 10 MacKay Drive (Faculty of Education building beside the Aitken Centre).***

Camp Schedule

The Design Works – Camps for Kids & Teens run from 9 a.m. to 4 p.m. with an hour lunch break, and a morning and afternoon break of approximately 15 minutes. Weather permitting, the children go outside to play at the breaks and at lunch.

Drop off:

The drop-off time for children attending a camp is between 7:45 – 9:00 a.m. A staff member of the Art Centre will greet students. **Please ensure your child's name is checked-off our attendance list each morning.** If you are running late or your child will not be attending camp a certain day, please call and let us know at **453-4623**. If a child does not arrive for camp, we will endeavor to contact parents/guardians.

Pick up:

Pick-up time for children is between 4:00 and 5:00 p.m. To ensure the security of your child, **you will need to sign for your child upon leaving camp.**

Late Pick-Up Fee:

There is a **\$10 Late Pick-up Fee for any time after 5 p.m.** (within the first half hour) and \$10 for every half hour after.

Also, **if your child is 12 years old or older and you would like them to sign themselves out of camp,** please inform us and sign appropriate section of the Parental Form. Children will need to sign themselves out of camp at the end of the day

Camp Tax Receipts: Official receipts will be distributed by the end of every week.

ALL CAMP INQUIRIES:

Alison Howells
Camp Director, Design Works Camps

506-452-6360/453-4623 (main office)
ahowells@unb.ca

Oliver Flecknell – Tax Receipts
Office Administrator, UNB Art Centre

506-453-4623 (main office)
Oliverf@unb.ca

FOR ALL INQUIRIES RELATED TO YOUR PAYMENT AND REGISTRATION:

College of Extended Learning

506-453-4646
1-866-599-4646
extend@unb.ca

Policies - Design Works - Camps for Kids and Teens

Hours of operation

Our doors open at 7:45 a.m. and close at 5:00 p.m. (*There is a \$10 Late Pick-up Fee for children picked-up after 5 p.m. (within the first half hour) and \$10 for every half hour after.*)

If there is any reason why you need to drop your child off earlier or pick them up later, WE MUST BE NOTIFIED BEFOREHAND, and we will try to make arrangements. Also, **please let us know if you will be late dropping-off your child.** If you do not notify us, we will endeavor to contact you using the contact information supplied.

Illness and/or Injury / Health Conditions

Parents/guardians should not send their child to camp if s/he is ill. Due to new Public Health illness tracking forms, parents must also inform the UNB Art Centre of the type of illness that caused the child's absence, e.g.: cold, flu, diarrhea, etc. Parents/guardians must inform the UNB Art Centre if a child contracts a contagious disease as soon as diagnosis is made.

Parents/guardians must complete the medical portion of this form before UNB Art Centre staff can help administer any medication to a child (assist only). Parents will be expected to pick up, as soon as possible, a child that becomes ill or injured at the UNB Art Centre. Also, please let the UNB Art Centre know on the Parental Form of any health conditions & related medications.

Allergies: Please note that due to severe allergies, we **cannot allow shellfish and nuts of any kind (including their products, such as peanut butter etc) at the camps.** Thank you for your cooperation. We also recommend that children with severe allergies or health conditions wear a MedicAlert bracelet. Camp staff should also be informed as to whether an auto-injector may be required and the Anaphylaxis Emergency Plan form should be completed (last page).

Emergency Transportation Policy

If at any time, due to circumstances such as injury or sudden illness, medical treatment is necessary, I (we) authorize the staff of the UNB Art Centre to take whatever emergency measures are necessary for the protection of my (our) child while in their care. I understand that this may involve applying first aid, calling emergency personnel, a physician or nurse, carrying out the instructions given, and/ or transporting my (our) child to a hospital via an emergency vehicle. I understand that this may be done prior to contacting me (us) and that any expenses incurred for such treatment, including emergency transportation, is my (our) responsibility.

Behavioral Policy

The University of New Brunswick is committed to providing a positive learning and working environment, one in which all members of its community are respectful and respected as individuals. The UNB Art Centre adheres to this policy. Our camps are designed to be fun, engaging, social and educational. Behavior problems (including bullying, harassment, and violence) will not be tolerated. In the event that a student is deemed by the instructor to be exhibiting inappropriate behavior, the student's parent/guardian will be contacted, and if resolution cannot be accomplished, the student will be removed from the class.

Refund/Withdrawal Policy

Participants wishing to withdraw from a Design Works Camp must do so in person, by telephone or in writing to the College of Extended Learning. A full refund of tuition minus a \$50 processing fee will be issued if withdrawals are made before June 1st (**Or for March Break camps, five full business days before the start of camp*). Withdrawals made after June 1st will receive a 50% refund. There are no refunds for withdrawals made five business days before the beginning of a camp, except for medical reasons. All medical requests must be made in writing and be fully supported and documented by a practicing physician with the Medical Association.

Design Works - Camps for Kids and Teens
Parental Consent Form

Name of Camp: _____

Week of: _____

*****Please list other Camps your child is attending (*then this form can be photocopied*):

PARTICIPANT INFORMATION (* Can list more than one child here)	
Child's Name(s):	
Age: _____	Birth date: _____
PARENT/GUARDIAN INFORMATION	
Parent/ Guardian #1:	
Relationship to child:	
Home/Cell/Work phone:	
Email:	
Home Address:	
Parent/ Guardian #2:	
Relationship to child:	
Home/Cell/Work phone:	
Email:	
Home Address:	
Emergency Information (If different from above):	
Emergency Contact Person & Relationship to child:	
Home/Cell/Work phone:	
Email:	
PICK-UP PERMISSION: <i>Who has permission to pick-up your child?</i>	
NB: We can only release your child to the following people:	

Only for children 12 years old or older. Please sign if applicable: Yes, I authorize my child to walk home <u>on their own</u> at the end of the camp day. They must sign themselves out at the end of the day.	
Signature: _____	
HEALTH INFORMATION	
Please provide us with details regarding any health-related issues (mental or physical) your child may have and whether any special medications or actions are required.	
If allergies are indicated, circle which apply: Ingestion only / Touch only / Both	
Does the child have an autoinjector? (i.e. EpiPen™) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>(If yes, please complete the attached Anaphylaxis Emergency Plan)</i>	

By signing below you are indicating that you have read and **agree to all of the Design Works Camp policies stated in this document.** In consideration of UNB accepting the above minor as a participant in our program and allowing them to enjoy the facilities of the UNB Art Centre's Design Works – Camps for Kids and Teens, the undersigned parent or guardian on behalf of him/herself and on behalf of the minor applicant, does waive and release each and every right or claim we and each of us have or may have against UNB, its agents, employees, or representatives for all and any injuries, accidents, or mishaps occasioned by or to above named minor while participating in the activities of or in the care of UNB.

Signature of Parent/ Guardian: _____

Date: _____

UNB PROMOTIONS

Parent/Guardian Consent

I hereby consent to allow the UNB Art Centre to take photos/video of the above noted child for UNB promotional purposes only.

Signature: _____

Date: _____

How did you find out about the Design Works - Camps for Kids and Teens? (Please check all that apply.)

- | | |
|------------------------------------|-------------------------------------|
| <input type="radio"/> UNB calendar | <input type="radio"/> Hand-out |
| <input type="radio"/> Hand-out | <input type="radio"/> Word of mouth |
| <input type="radio"/> Newspaper | <input type="radio"/> E-Daily |
| <input type="radio"/> Radio | <input type="radio"/> Other: _____ |
| <input type="radio"/> Poster | |

UNB ALUMNI

Is there a family member of the child that is an alumnus/na of UNB? If so, please check all that apply (*The information collected will be used solely by the UNB Associated Alumni as a measurement of legacy at UNB*).

- Father
- Mother
- Legal Guardian
- Grandparent(s)
- Other: _____

If mailing or emailing this form, please return the last two pages (plus the Anaphylaxis Emergency Plan if applicable) to:

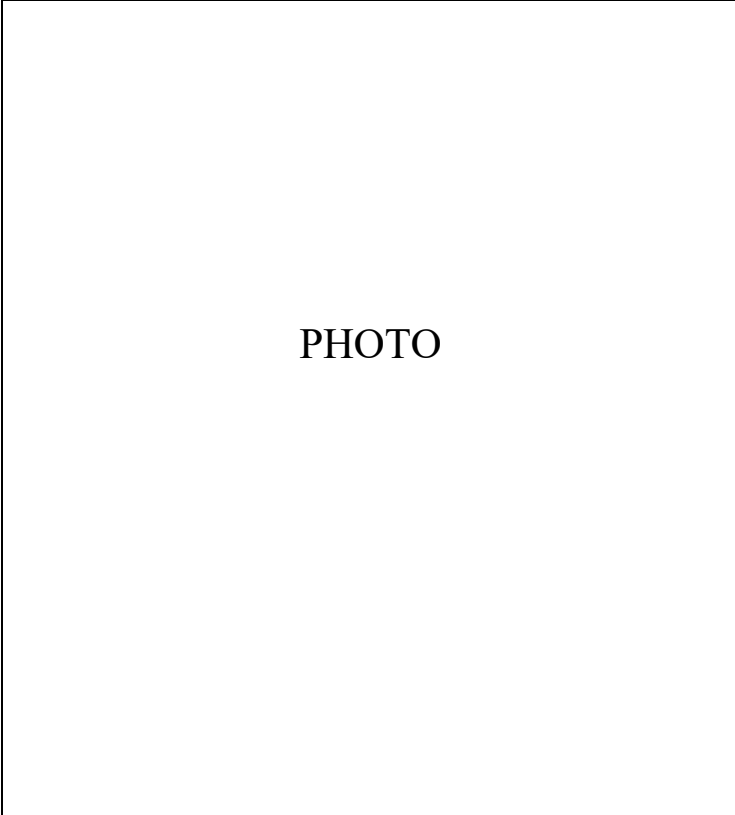
Alison Howells
Camp Director
UNB Art Centre
Memorial Hall, 9 Bailey Drive
UNB, PO Box 4400
Fredericton, NB, E3B 5A3
Email: ahowells@unb.ca

Design Works Camps for Kids & Teens

Anaphylaxis Emergency Plan (If applicable)

Child's Name: _____

Child's Camp & Dates: _____



This person has a potentially life-threatening allergy (anaphylaxis) to: *(Check all that apply.)*

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> Tree nuts |
| <input type="checkbox"/> Egg | <input type="checkbox"/> Milk |
| <input type="checkbox"/> Insect stings | <input type="checkbox"/> Latex |
| <input type="checkbox"/> Medication: _____ | |
| <input type="checkbox"/> Other: _____ | |

Epinephrine Auto-Injector (i.e. EpiPen™):

Expiry date: _____

Dosage:

- | | |
|---|---|
| <input type="checkbox"/> EpiPen™ Jr 0.15 mg | <input type="checkbox"/> EpiPen™ 0.30 mg |
| <input type="checkbox"/> Twinject™ 0.15 mg | <input type="checkbox"/> Twinject™ 0.30 mg |
| <input type="checkbox"/> Allerject™ 0.15 mg | <input type="checkbox"/> Allerject™ 0.30 mg |

Location of Auto-Injector (i.e. EpiPen™):

Has an Epinephrine Auto-Injector (i.e. EpiPen™) been used before? Yes No

Does the child know how to use the Auto-Injector (i.e. EpiPen™)? Yes No

I, _____ *(print name)* give my consent to all staff of UNB's Design Works Camps to *assist* my child, _____ *(print name)* administer epinephrine via an auto-injector (i.e. EpiPen™) in the event of an anaphylactic reaction.

Parent/Guardian Signature

Date (DD/MM/YY)

FOR OFFICE USE ONLY:

Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone