



Welcome to CAMP B.B. - Business Basics.

Dear Parent:

Our staff is excited to begin a new camp season and delighted that you will be a part of it. To help you and your family prepare for your week at camp, please take a few minutes to read the following information. We hope it will be useful to you and answer any questions you may have.

Once you have read all of the information please sign the pertinent Consent Forms and ensure that the Camp Co-ordinator receives them.

If you or your child would like information about Junior Achievement we are on the web at:

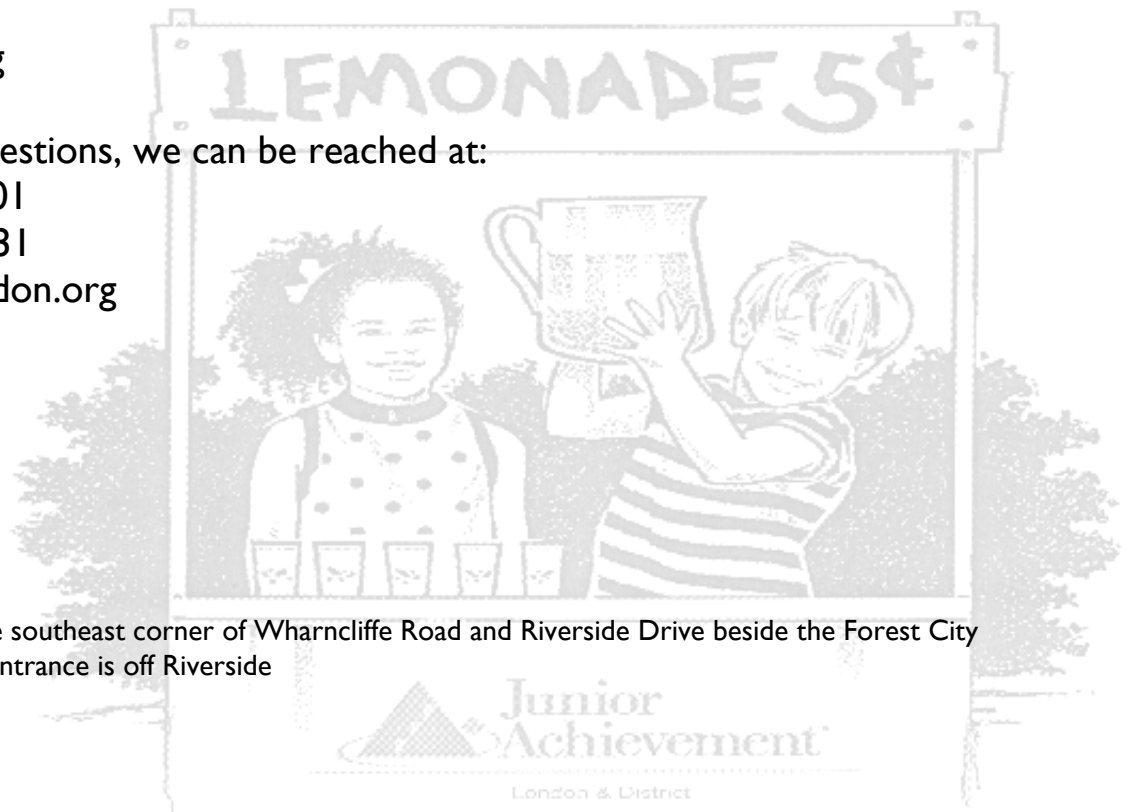
www.jalondon.org

If you have any questions, we can be reached at:

Tel: (519) 439-4201

Fax: (519) 438-2331

Email: info@jalondon.org



**We are located on the southeast corner of Wharncliffe Road and Riverside Drive beside the Forest City Senior Centre and our entrance is off Riverside

Junior Achievement's Camp Staff

Camp Coordinator

- Responsible for Camp Programming and implementation
- Camp Promotions and Marketing
- Corporate sponsorships and community awareness
- Camper and Parent support
- Staff training and evaluation
- Head Counsellor and Resource outlet

The Camp Advisors- Camp Counselors

- Works with the Camp Coordinator to implement the program
- Works directly with the company advisors, provides assistance and support
- Counsellor and resource outlet
- Assumes responsibility for the camp in the absence of the Camp Coordinator

The Company Advisors-Volunteers

- Volunteers that come in weekly to assist campers with the formation and success of their companies.
- They will provide: Safety, Support, Silence, Success

What to Bring:

Please ensure that your camper is dressed in casual clothes, which will allow them to participate in a variety of camp activities.

- Appropriate clothing for the weather conditions (rain wear etc.)
- Hat
- Sunscreen
- Comfortable shoes for indoors and outdoors
- Water bottle
- Lunches (including 2 drinks and two snack)
**** Lunches will not be refrigerated so please include an ice pack. We have children with severe nut allergies. We request that you avoid sending peanut butter or nut products to camp. Thank you!!**

Purchasing Materials for Campers' Products

At Camp B.B. we have a “store” Camp B.B. Bargoons. This store is stocked with all types of materials to help the campers start their ideas and eventually create their products. If we do not have something onsite that the campers would like, we will purchase these things on Monday evening. There is a \$10 limit in the store for the week. We work on a credit system; the campers do not pay us for the material until we return from the Market on Thursday and they have their Revenue. From that, they will pay Camp B.B. back their Expenses and keep their Profit. We encourage parents to allow the campers to experience this credit/expenses system by not purchasing items for them outside of camp. This helps reinforce the business experience, and allows everyone an equal playing field. Thank you for your cooperation.

Picking Up and Dropping Off Campers

For the safety of your child, please meet with the Camp Coordinator to sign your child in and out each day, at the Junior Achievement Center.

If for some reason, you or your assigned person is not able to pick up your child, please let the Camp Coordinator know. A telephone call or a written note would be needed. The person picking up your child will be required to show the Camp Coordinator some identification. Please keep us informed if there are any changes in your child's routine, while they are in our care.

Child “pick-up” restrictions:

If there are any restrictions as to who may or may not pick up your child from the camp, please identify below or ensure we receive the details in writing prior to the camp session your child will be attending.

Extended Care

Special arrangements needed for extended care must be negotiated at the time of registration. Regular camp hours are 9:00am until 4:30pm. Children can be dropped off between the hours of 8:30am and 9:00am and picked up between the hours of 4:30pm and 5:00pm (within these times no additional fees will be charged). Extended hours and fees apply for drop off before 8:30am and pick up after 5:00pm. The cost for the extended care is \$4/half hour PER CHILD. The J.A. Camp Staff will keep a record of names and dates throughout the week. However, if there are no Requests for early drop-off or later pick up our staff will arrive and depart at the stated times (8:30-5). If you require extended hours, please arrange this with us prior to the date. Please note that this is a service offered by our Camp Staff and they are not being compensated through Junior Achievement. Similarly, if another camper is in the extended care hours and you have not requested them, but are early/late, please be aware that there will be a cost for the care of your camper(s). Early drop off = 8 – 8:30 am and Late Pick Up = 5:00-5:30 pm, (unless otherwise noted at the discretion of the camp coordinator).

8:00 am to 8:30 am \$4.00/ child/day

5:00 pm to 5:30 pm \$4.00/child/day

The fees for extended hours must be paid the last day of camp.

If yes, please identify the following:

Drop-off time requested: _____

Pick-up time requested: _____

Cost: _____

Arriving Late to Pick up Child

Our staff will remain with your child until you arrive. At no time will your child be left unsupervised. Families who are late picking up their child will be required to pay the fees for extended care as mentioned above.

Traveling Independently

Children age nine and over, will only be permitted to walk home without an adult, with your written permission.

Children under the age of nine will be supervised at the J.A. center until you arrive.

If you would like your child under nine to walk home with an older sibling, this must be indicated at the time of registration, or by a written authorization indicating the older sibling who will be responsible for the younger child.

Case of Injury or Sickness

The Camp Coordinator is certified in Standard First Aid and CPR and will be responsible for all administration of immediate care. If your child becomes ill or has a serious problem, he or she may be required to be picked up from the camp before the end of the day. In the event that your child requires medical attention, apart from injuries of a minor or routine nature, the Camp Coordinator will ensure immediate transportation to a local London hospital. The Camp Coordinator will make every effort possible to contact you or the designated emergency contact as soon as possible, and will stay with your child until you arrive.

Medications

If you are sending medications to camp with your child, please make sure they are clearly labelled with your child's name and instructions for use. Please leave any medication in their original packages. The Camp Coordinator will collect all medications from the campers in the morning and will be responsible for the administration. A consent form must be filled out, before any medication can be administered to your child.

Absentees

Please let us know if your child will be absent from camp.

Call 439-4201 x. 230 in the morning and leave the full name of your child.

Please leave us a message if we are unable to pick up the phone. You will be contacted if a staff member discovers a camper is not present in the morning attendance.

Registration Reminders

Holidays

Camp B.B. will not be operating on National Holidays

Cancellations

A cancellation fee will not be charged provided Junior Achievement is notified of cancellation 48 hours prior to the start date of your child's camp.

Otherwise the registration fee minus an administration fee of \$25.00 will be refunded.

There are NO REFUNDS for:

- Days missed
- Late arrivals
- Early Departures
- Withdrawal of camper after camp session has begun.

CONSENT FORMS

****All forms pages 6 and 7 must be completed and given to the Co-ordinator the first day of Camp**

Photography restrictions:

Photographs may be taken throughout the camp session for promotional reasons. Please identify if there is a restriction on photographing your child.

Permission to photograph my child: Yes No

In case of an emergency:

In the event of an emergency, it is important that we have the following information:

Contact Name: _____

Contact Telephone: Business: _____ Home: _____ Cell: _____

Health Card number: _____

Family Doctor: _____

Telephone: _____

My child is physically capable of full participation in the camp program. Any change must be communicated to Junior Achievement in writing prior to the start of the camp. Junior Achievement has my permission to act in any emergency in the best interest of my child.

Parent's signature: _____

Date: _____

Is your child on any medication? Yes ___ No ___

If "Yes" please provide details:

Does your child have any allergies? Yes ___ No ___

If "Yes" please provide details:

I have read the enclosed information and agree to the terms and policies of the Junior Achievement Camp B.B.—Business Basics program.

Parent/Guardian

Signature _____

Date: _____

Camper's Name: _____