

# EXPERIENCE A LITTLE FUN THIS SUMMER...



topp kids  
out of school clubs

	Play	Grow
Laugh	Learn	

## SUMMER CAMP

EXPERIENCE A LITTLE FUN THIS SUMMER!

### TOPP KIDS Leadership Camp

Brewing tomorrow's leaders est. 2018

Inspire develop lead



## INTRODUCTION

WELCOME TO TOPP KIDS SUMMER CAMP 2020! If you are returning to us from previous summers, we are so thrilled to see you again! If this is your first time joining in the fun, welcome to the family! We are so excited for all the memories that will be created together this summer!

It is our priority to provide children and families with a safe and reliable program that embodies exactly what summer is all about: FUN! We are a fully accredited summer camp with excellent and highly qualified staff who are committed to the safety and wellbeing of your children, while also focusing on making each and every day one that your kids will be talking about even when the next summer rolls around! Our team of leaders commits themselves to being positive role models and mentors for children of all ages, and are excited to build meaningful relationships with you and your children.

Our daily camp schedule offers endless activities, both planned and spontaneous, that are sure to keep children engaged, happy and excited. We believe strongly in fostering creativity and imagination, and focus on creating a balance in each day between structured play and spontaneous play. Our diverse and dynamic range of activities is catered to the needs, interests and qualities that are unique to every child in our care. From cooking to outdoor games, and from robotics to sports tournaments, we offer a full range of opportunities for children to **PLAY, GROW, LAUGH & LEARN**

We would like are INCREDIBLY EXCITED to offer our LEADERSHIP OVERNIGHT CAMPING TRIP again this summer! Our Leadership groups, children grade 3 and up (who would like to participate, of course), will be heading to the amazing Island lake Retreat Centre on Monday afternoon, for a 4-day 3-night stay and coming home Thursday afternoon! More information will be discussed with pertaining families on our Summer Camp page. Staff attending this trip will be Chelsey MacLellan, Lainey Lebo, Janniel Saville, Cody Topp, Stacey Quinn & Luke Martinka!

TOPP KIDS Summer Camp is open to school aged children (5-12 years) and is operating this year out of the Acadia Recreation Centre! We look forward to exploring the wonderful amenities that our new venue provides!

We at TOPP KIDS celebrate family, community, inclusion and fun, and we can't wait for another year of sharing these things with you and your children!

Our qualified & caring staff supervise and lead a diverse range of exciting activities daily including;

- Arts and crafts
- Cooking
- Science experiments
- Group games
- Sports tournaments
- Contests
- Field trips
- Special event days
- S.T.E.A.M. activities
- Robotics
- Video game design
- Loose parts play
- And so much more!

*Don't forget that we also offer specialty clubs, weekly projects, a variety of field trips and water play, to encourage activity, creativity, fun and friendship!*

The program also provides age appropriate interest centers, tennis and basketball courts, a hockey rink and playground.

*Our goal is to create life long memories, help build long lasting relationships and*  
**JUST HAVE FUN!!!**



**TOPP KIDS  
SUMMER CAMP  
IS HOSTED AT THE  
WILLOW RIDGE  
COMMUNITY CENTER  
(680 ACADIA DRIVE SE)**

## Items Needed for Camp Every Day

*(Labelled with child's name please)*

1. Sneakers or shoes with backs are mandatory every day.
2. Weather appropriate clothing & hat
3. Bathing suit & beach towel.
4. Sunscreen (spf 40+) and bug spray
5. Healthy double stacked lunch and snacks (**no nuts**)
6. **Minimum 1 water bottle**
7. TOPP KIDS **Purple** & **Green** T-Shirt (only worn on field trip days and for emergency drills)
8. 1 bag or backpack to place all items needed for camp- we do not have cubbies; everything your child needs for camp must fit and stay in one bag.





# JULY - WEEKLY SCHEDULES



## WHERE THE WILD THINGS ARE

June 30, July 2 & 3

Welcome to TOPP KIDS Summer Camp 2020! We are so excited to kick off our summer with a week that is all about what summer should be - the great outdoors, sunshine and PLAY! Get ready to get a little muddy and a whole lot happy this week as we jump head first into summer with "Where the Wild Things Are" week! From a giant tournament of some favorite games such as "The Animal Game," "Mantracker" and "Camouflage" to an activity all about bonding called "Big Brothers and Big Sisters," it's sure to be a week for the books! Join us as well for some exciting field trips including a walk to St. Cecilia School playground, and our annual cook out in Fish Creek Park! Summer 2020 is here, and we are ready to set the tone for an amazing two months together!

## SPAGHETTI WESTERN

July 6 - 10



Howdy Ya'!!! Calling all mini sheriffs and generals! Get your boots on and your lassos ready, because there is a ton of fun to be wrangled up this week! From the creation of our very own TOPP KIDS Old West town to our annual Stampede Pancake Breakfast and a trip down memory lane to Heritage Park, this week promises to be a real party! Giddy up and gallop on over to join us for Spaghetti Western week!

## WOW WOW LUAU!

July 13 - 17



Aloha, and welcome to paradise! Sit back, relax and enjoy the TOPP KIDS tropics with us this week! The fun is sure to go swimmingly! We are so excited to spend the week creating our very own paradise, from exploring the scientific side of things with the creation of a giant volcano, to the biggest, most EPIC splash day we have ever had and more! We are super stoked for a brand new field trip to YYC Beach! Get ready to hang ten and catch some rays and join us for Wow Wow Luau week!

## HAPPY HOLIDAY'S IN JULY!

July 20 - 24



Season's Greetings everyone and get ready for a week full of festive fun! This week is our special take on the "Christmas in July" idea, with a whole mish-mash of other holidays added in for fun. Who says we can't celebrate Halloween in the summer? Let the celebrations begin, with some holly jolly activities, including homemade Christmas gifts leading up to our all season craft sale, a visit from a Magician to keep the spirit alive and a visit from Clay for Kids to tap into our artistic side! We can't wait to celebrate with you all!

## TOPP KIDS CARNIVAL!

July 27 - 31



Come one, come all! Step right up and get ready for a week that promises to be a real prize! We are so excited to introduce TOPP KIDS Carnival Week! Get ready for the fun and games to begin, and get your creative juices flowing as we work together this week to create our very own cardboard carnival! Jr. Leaders, this is your time to really jump in and be great role models as we introduce our "Leadership" specialty club for grade 4-6 kids! If that's not enough, our field trip this week is the number 1 anticipated trip of the summer... you got it, it's Calaway Park Week!!! Let's make this week one to remember!





# AUGUST- WEEKLY SCHEDULES

## STAR LIGHT, STAR BRIGHT!

Aug 4 - 7

Calling all performers, artists or enthusiasts of any kind! The red carpet is down, the curtain is drawn, and the spotlight is ready for you! Join us for a week that is all about celebrating passion, talent and sharing these things with one another! This week, we will be holding our annual TOPP KIDS Talent Show! If center stage isn't your thing, not to worry! We are all about finding ways to spark everyone's passion and can't wait to find out all the hidden skills and interests your amazing kids hold! Our field trip this week will be to Storybook Theatre to watch a professional performance, and we can't wait to see what will be inspired by this! So take your seats or take your position, whatever you prefer, and get ready for the spotlight!



## PLAYING IN THE S.T.R.E.A.M.!

August 10 - 14

Mini Einstein's and science aficionados, this one is for you! Get your lab coats buttoned and your goggles secured and get ready to explore the wonderful world of scientific discovery! Following the STREAM acronym (Science, Technology, Reading, Engineering, Arts and Math), we are so excited to offer a week that is all about discovery and exploration using a medium that works best for each individual child. We will spend the week gearing up for our TOPP KIDS Science Fair, and are so excited to see what everyone learns through the week.



Science not for you? Not to worry, we are offering a number of clubs and specialty clubs, including the creation of a TOPP KIDS choir. We are also excited to announce that we will be visited by a Video Game truck, where your kids will get to learn about video game design and creation, and of course, PLAY!

This week is extra special for our Junior Leader and Mentor crew, as we are heading off to our third annual TOPP KIDS Leadership Camp! Although we are in a new venue this year, the fun, community and sheer love that comes with this experience will stay the same!

We can't WAIT for another week of memories together.

\*Reminder that Leadership Camp is only applicable to children who have completed grade 3 as of June 2020\*



## AMAZING RACE!

August 17 - 21

Get your maps out and your navigational skills sharp and prepare to EXPLORE in our rendition of TOPP KIDS Amazing Race! Teamwork is the name of the game this week as we step up to the plate to complete the game and all the challenges in front of us! From the creation of a giant loose parts airplane and other vehicles to help us complete our tasks, to the camp-wide community scavenger hunt complete with minute to win it challenges to keep things interesting, this week is one for the books! Our field trip this week is to the big, wide world of downtown Calgary! Division one kids will explore the area around Devonian Gardens, and Division 2s will venture into the streets of Chinatown before meeting the younger kids at St. Patrick's Island. Up for the challenge? Then join us for Amazing Race week!



## ZEND OF SUMMER!

August 24 - 28

ZEND OF SUMMER!

As we wrap up another amazing summer together, we want to scale it back a bit and refresh, rejuvenate and replenish before getting back to school. This week is all about getting a little R & R, and learning about self-care physically, emotionally and mentally. From a spa day spent pampering, or a field trip to laser quest to balance out our stealthy side, to a visit from some of Calgary's best therapy dogs to take care of our hearts, we are ready to spend the week spreading love and kindness to ourselves and one another. We will wrap up the week (and the summer) with a trip to the swimming pool to unwind and have some fun! Join us for our very last week of summer 2020!





## PROGRAM PRICES & FEES

**REGISTRATION FEE: \$50 per family (Non refundable)**

### Full Summer

June 30<sup>th</sup>, through August 28<sup>th</sup> → \$2000.00/ child

**BEST  
VALUE**

*Full Summer fees cover care, admission and transportation costs. Fees do not include any additional optional food or concession charges such as purchasing snacks at venues or 7-11 runs.*

### Weekly

One week cannot consist of a group of individual days during the month and must be a consecutive calendar week.

**One Week** → \$275.00 / child *(excluding the first week of camp- June 30<sup>th</sup>, July 2<sup>nd</sup> & 3<sup>rd</sup> as these days will be charged at the drop in rate of \$70 /day)*



**Four Weeks ( Choose any 4 weeks ) → \$1000 / Child!!!**

*Weekly fees include all field trip admission and transportation costs. Fees do not include additional optional food charges such as purchasing snacks at venues or 7-11 runs.*

### Part – Time Drop In (max. 1-3 days/week, Monday-Friday)

Drop In registration forms must be complete before the first day. Specific days must be listed in the contract and cannot be changed without a \$10.00 contract change fee. Based on availability, additional days may be added during any week.

**Drop In** → \$70.00 /day (additional \$20.00 transportation fee and appropriate admission fees for field trip days)

Drop ins are more than welcome to attend our weekly field trips if space allows. Summer Camp Coordinators will communicate with drop-in parents regarding the possibility of field trip attendance.

*Fees do not include additional optional food charges such as purchasing snacks at venues or 7-11 runs.*

### T-SHIRTS & SUMMER PACKS

A TOPP KIDS T-shirt is required for every child who attends a field trip - **\$10.00**. Summer Packs include, T-Shirt, Hat, Water Bottle, Sunglasses and a Rope bag to carry everything in - **\$35.00!**

### DISCOUNTS

Families with three or more children will receive a discount of 10% on their fees for the third and subsequent siblings. Families with children attending part-time are not eligible for discounts.

### SUBSIDIES

The Alberta Family and Social Services Day Care Subsidy is available to parents who need assistance to help cover the fees for day care. Forms for the subsidy are available at [www.child.gov.ab.ca](http://www.child.gov.ab.ca). Once a subsidy has been granted parents will receive a subsidy approval letter, a copy of which should be brought to the TOPP KIDS Child Care Centre Coordinator within 2 weeks of registering. It is the parents responsibility to track and ensure their child reaches the minimum number of hours per month needed for a full subsidy payment as every families may be different.

All families with subsidies must provide a cheque for the difference between the currently approved subsidy allowance and the cost of their monthly fee postdated for each month registered. Any remaining fees will be charged on the 3rd Monday the following month after subsidy amounts are forwarded back to the program. Parents are responsible for paying any remaining fees by the 3rd Friday of that month. Deposit Policy still applies.

Please make sure that your subsidy status is changed to the correct TOPP KIDS Program ID -TOPP KIDS Out Of School Club(-Prince of Wales (253 Parkland Way SE) or TOPP KIDS Out of School Club- Summer Camp (680 Acadia Drive SE) as our camp is a variance of that program; **failure to update your subsidy profile may result in non-payments from subsidy** and full payment required to Summer Camp.

### LATE FEES

A late fee of \$1 per minute will apply when children are picked up after the closing time of 6.00pm to cover the cost of overtime wages. An exception will be considered in an emergency situation. A similar fee will be charged if children exceed the 10 hours per day recommended by the Alberta Family and Social Services.

A late fee of \$35 will apply if fees are not paid by 6:00pm on the first day. No deductions for absences, vacations or holidays.

### NON-PAYMENT OF FEES

Leaders will work with families to develop alternate payment arrangements. Long-term default on fees will result in the services of TOPP KIDS being terminated.

- All payments at TOPP KIDS are due on the 1st or the 15th of the month (whichever date was agreed upon at time of registration). Any payments made after will be considered as a late payment and charged a \$35.00 Late Fee (due the day payment is made).
- Fees not paid are subject to having the child's enrolment suspended until all fees are paid in full and a \$35 late fee charge.
- Any fees and fines in arrears must be paid by the first day of the following month or may result in termination of enrolment in the Program.

### DEPOSITS

TOPP KIDS Deposit dates are always the 1st and 15th of the month. Any payments made between or after these dates are deposited on the next deposit period.

### EFT OR CHEQUE ACCEPTED ONLY

Cheques must be dated for either the 1<sup>st</sup> or 15<sup>th</sup> of July or August. A \$50 service charge will be collected for all returned checks.



## SUMMER CAMP CHILD LEADERSHIP INITIATIVE

At TOPP KIDS Summer Camp, we have a consistently prominent group of Division 2 children (grades 4-6), and our staff is dedicated to fostering leadership skills within our older children by providing them opportunities that will focus on strengthening skills such as problem solving and mediating, taking accountability by aiding with specific tasks in the room, and providing the younger children at camp with positive role models. By granting our older children with responsibilities during summer camp, we are ensuring the development of these skills and establishing connections between older and younger children on a level that benefits everyone involved.

**INSPIRE,  
DEVELOP,  
LEAD.**

Every summer, our Division 2 children are offered a chance to take on the role of “Junior Leader.” Children interested who are the appropriate age are given a contract to review with staff, and with their parents, that outlines the rules and responsibilities of being a Junior Leader. Children are expected to maintain the conduct outlined in the contract, and this is reinforced at weekly lunchtime meetings that all Junior Leaders are expected to attend. We truly believe that this sense of responsibility aids in the building of self esteem of older children, and the experience creates lasting bonds between all children and staff involved. Junior Leaders work hard all summer, and for that reason, we ensure that they have a variety of privileges that are earned via adhering to the Junior Leader’s Contract. Privileges include distal supervision time, a lunch table dedicated to Junior Leaders, weekly groups occasionally dedicated to Junior Leader’s, and a special event to celebrate a successful summer! This summer, Junior Leaders are invited to attend a THREE NIGHT CAMPING TRIP!!!! More information is available on our website.

Similarly, we have a program dedicated to children in Grade 3 who are to be entering Grade 4 in the new school year. This program is called our “Mentors” program, and focuses solely on providing children with the skills and experience necessary to become a Junior Leader the following summer. Mentors assist staff and Junior Leaders with tasks and responsibilities such as clean up supervision, and are expected to be positive role models for the younger children. Mentors are also expected to sign a contract outlining the rules and responsibilities of their position, and are required to attend lunch time meetings. Mentors are essentially Junior Leaders in training, and are rewarded with many of the same privileges, including the chance to attend the camping trip. Mentors are also invited to attend our CAMPING TRIP!!

INCLUSION IN THE JUNIOR LEADER OR MENTOR PROGRAMS CAN BE TERMINATED AT ANY POINT AT THE DISCRETION OF STAFF.

We are very excited to expand our leadership initiative this summer!



# POLICIES & PROCEDURES

**TOPP KIDS**  
Out of School Clubs

**SUMMER  
CAMP**

**All policies and procedures will be enforced from our regular school programs. These policies are located in our Family Handbook and are available online and upon request. Below are a selection of highlights pertaining to summer camp.**

1. Guiding children's behavior is handled by our staff. However parents are called and expected to pick up their child when involved in a serious or recurring situation.
2. **TOPP KIDS** has a policy of zero tolerance for violence and sexual harassment. Anyone engaging in such behavior will have his or her participation terminated immediately for cause.
3. Should the director determine that a child cannot adjust to the program, parents are called and the child's membership is cancelled without refund.
4. THE TELEPHONE IS FOR EMERGENCY USE ONLY. Parents and children should make ride arrangements before arriving. Staff cannot give messages unless it is an emergency.
5. Parents are responsible for dropping off and signing in children at the beginning of the day and picking up and signing out their children on time at the end of the day at the registration desk.
6. TOPP KIDS Summer Camp opens at 7:00am and closes at 6:00pm. There is no supervision before or after these times. Children are not permitted to remain unattended outside waiting for parents.
7. **TOPP KIDS** is not responsible for lost money or belongings. Please mark all articles brought to the facility. Place money in pockets, socks, wrist packs or fanny packs. We HIGHLY discourage Game Boys, collectables, iPods, cell phones, and skateboards. **TOPP KIDS** is not responsible for lost or damaged items.
8. Children participating in the outdoor recreation must be responsible enough to remain within our boundaries, as directed by their parents. **TOPP KIDS** is not responsible for children who intentionally leave the grounds.
9. On "Movie Day" the recreation facility will show "G" and "PG" rated movies. If you have any concerns about the movie (posted on parent board) please contact our office or speak to the Summer Camp Coordinator.
10. **TOPP KIDS** will be closed the following holidays or the day the holiday is observed: **Canada & Heritage Day**.
11. **TOPP KIDS** offers volunteer opportunities. Participants in these programs work directly in our program areas assisting our regular staff. Volunteers are not part of our maintained facility staff ratios and must have valid police clearances. Volunteers are not permitted to be left alone with children at any time.

12. All prescribed medicines will be given for well-child maintenance following an illness, providing the following conditions are met:

A) PRESCRIPTION medication must be administered in accordance with the physician's current orders. It must be prescribed for the child who is to receive the medication. Medication must be in its original container. Exact time and dosage must be in written form and the parent must "log-in" the number of pills to be dispensed for the week/ month.

B) NON-PRESCRIPTION medication will not be administered without written instruction from a physician. Medication must be in its original container. For safety reasons, medicine must be kept in the office. Please do not leave medicine, of any kind, in your child's care.

13. Due to the dangers of an allergic reaction, lotions, ointments and over the counter medications, etc. cannot be administered by our staff. Sunscreen will only be administered if the appropriate form is signed by a guardian.

14. All fees are non-refundable and non-transferable. No exceptions.

15. A \$50 service charge will be collected for all returned checks.

16. All program fees must be kept current to participate in extra activities, including field trips.

17. All adults in the building must abide by the policies and procedures of the camp.

18. Full payment is due at time of registration (no later than June 1<sup>st</sup>, 2020) with all signed consent forms.

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons.

For cancellations due to medical illnesses or for any other compassionate reason, please apply in writing to the Main Office (no more than 14 days after the end of the Summer Camp) for a potential credit. (If medical, include documentation).

This credit note can be used within your family towards any TOPP KIDS Summer Camp or Before & After School Registration/ fee. Please note that this credit note will expire 3 months (90 days) from date of issue.

19. All Cheques or PAD payments must be postdated for either the 1<sup>st</sup> or 15<sup>th</sup> of each month (July, August).

20. Separate Cheques must be written (or Cash) for T- Shirt or Summer Pack (if needed).

21. All children participating in the transportation for field trips must adhere to Field Trip Policies & Procedures (next page).

**NOTE: At this time, camps and field trips are subject to cancellation due to the current pandemic. Cancellation fees will be waived and fees NOT collected if camps are not permitted to open. We will stay in touch as more information is provided to us. Fingers crossed, we have one AMAZING summer planned!**





# FIELD TRIP POLICIES & PROCEDURES



1. Field trips are mandatory for all participants in attendance. Children may choose not to participate in the activity but must attend the trip if they are present at camp that day.
2. **NO REFUNDS!** All field trips are non-refundable. No exceptions. Space is limited and is available on a first come, first serve basis.
3. Children **MUST** wear a **TOPP KIDS** T-shirt on all off-site trips. No shirt = No trip! They **MUST** also have a water bottle, hat and appropriate footwear. T-shirts may be purchased for **\$10.00** and cannot be exchanged or refunded. Items can be borrowed from TOPP KIDS for a fee of \$2.00 per day per item. This is only as a last resort.
4. Bring a fully disposable double-sacked lunch, drink on all field trips, unless otherwise indicated. Children may be required to eat lunch early or late due to scheduling set by field trip locations. Please do not pack food that requires heating up. **DONT FORGET A WATER BOTTLE**
5. The amount of additional money sent for snacks and souvenirs is left to parents' discretion. Please be reasonable about the amount sent. Staff cannot lend money or be liable for any child's lost money.
6. Children demonstrating unacceptable behavior are not allowed on future trips. No refunds. If behaviour persists after a verbal or written communication, disciplinary action may be taken at the discretion of management.
7. All field trip transportation is provided by the **First Student Canada or Southland Transportation Charter Buses**. Children who do not adhere to bus safety rules will be given a written warning and parents will be notified. If inappropriate behavior continues, the child's transportation privileges may be suspended temporarily or permanently.
8. Parents **MAY NOT** transport children to or from field trip locations or visit them while on field trips. This is a policy of the Camp.
9. Parents **MUST** apply sunscreen before outdoor field trips. Staff will only apply sunscreen if a parent has signed the appropriate form and notified staff upon arrival.
10. Times listed include travel and preparation. **Children MUST be onsite at least 45min BEFORE departure time!**
11. All fees must be kept current in order to participate in extra activities, including field trips.
12. Field trip registration closes one hour before departure time or when the trip reaches full capacity, whichever comes first. Ensure that you sign up your child(ren) for each field trip. Signup sheets will be available at the front desk approximately 4 days in advance.





**Summer Pack!!!**  
**Only \$35.00**



TOPP KIDS Child Care Centre  
Play, Grow, Laugh, Learn

Imprint colour(s): 250 Purple

**Sunglasses \$3.00**

**Ball Cap \$10.00**



**Waterbottle \$4.00**

Imprint colour(s):  
Violet to match logo



**Rope Bag \$8.00**



**T-shirt \$10.00**

# CALL FOR VOLUNTEERS



THERE ARE LOTS OF OPPORTUNITIES TO VOLUNTEER WITH TOPP KIDS AND TRULY MAKE A DIFFERENCE. TO SIGN UP, VISIT [WWW.TOPPKIDS.COM](http://WWW.TOPPKIDS.COM)

## RESPONCIBILITIES MAY INCLUDE...

- Helping supervise field trips and outings. You'll have a lot of fun with a great group, and we will pay for your transportation and admissions!
- Helping children with homework in our Before and After School programs. Looks great on a resume, and can make a huge difference in a child's life!
- Help raise money for the Community by joining us in fundraising and community events.
- Share your background and experiences as a speaker on a culture or career day.
- Collect and process craft materials and donations to help better our programs.
- Stay and play at the centre and become a positive role model.

**WHATEVER YOUR SKILLS  
AND TALENTS, JUST A  
LITTLE BIT OF YOUR TIME  
CAN MAKE A HUGE  
DIFFERENCE TO THE  
KIDS AT TOPP KIDS !**

