

CAMP VIRGULE HANDBOOK

LE IIIII
CENTRE
CULTUREL FRANCOPHONE
VANCOUVER

Le Centre culturel francophone de Vancouver

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I. CAMP VIRGULE

Since the 1980s, Camp Virgule has been operating in the Greater Vancouver region for children aged 6 to 12. It is an excellent opportunity to enjoy an educational experience while having fun! A varied program is planned with games, sports, outdoor activities, visits to the beach and museums for a summer full of adventures.

Each week offers a program on a different theme. For the summer of 2023, Camp Virgule is offering activities extending over 7 weeks, from *July 2nd* to *August 16th*, 2024.

1- GENERAL INFORMATION

Who may enroll:

All children between the ages of 6 and 12 who speak French or are enrolled in a francophone primary school or French immersion program (with at least one year of immersion) are eligible.

They must be able to understand French and express themselves in simple sentences in French.

We accept children whose level of fluency in French is:

- francophone
- perfectly bilingual
- adequate (able to understand simple instructions, talk about their day, or answer questions in full sentences)

If parents are unable to determine their child's level in French, we encourage them to refer to the child's teacher to make sure the child meets the camp standards.

Le Centre reminds parents that they are responsible for determining their child's level in French. Once Camp Virgule has commenced, Le Centre and the Camp Virgule team will not be held responsible if the child's level in French is deemed insufficient for continued participation in the Camp.

Where:

Le Centre culturel francophone de Vancouver: 1551, West 7th Avenue, BC, V6J 1S1

When:

The camp will run over 7 weeks from *Tuesday, July 2nd*, 2023 to *Friday, August 16th*, 2024. Children may be registered for one or more weeks but day-by-day enrollment is not accepted.

The activities take place between 9 a.m. and 4 p.m., from Monday to Friday. Please adhere to these hours and notify the Camp team if any change is anticipated. A childcare service is available from 8 a.m. to 9 a.m. and from 4 p.m. to 5 p.m. Additional fees are charged for this service.

Fees:

Member: \$255 for one 5-day week | \$215 for one 4-day week.

Non-member: \$270 for one 5-day week | \$225 for one 4-day week.

Childcare service: \$10 per hour from 8 a.m. to 9 a.m. and from 4 p.m. to 5 p.m.

****See Camp Virgule’s registration cancellation and refund policy****

Registration:

Registration is processed on the website of Le Centre culturel francophone de Vancouver and involves several steps:

1. Fill out the online registration application form on the website of Le Centre Culturel.
2. After you submit the application, Le Centre Culturel will verify availability for the requested weeks.
3. You will receive an email* to confirm availability with instructions on how to complete your child’s registration:
 - fill out a second information form;
 - sign the terms and conditions;
 - fill out the Emergency Consent Form;
 - attach the child’s photo.

****Note that your spot is reserved and guaranteed for approximately 48 hours after this email is sent – but after this time, unless you have completed the reservation, this spot will no longer be held for your child and will be opened for another family***

4. Once the final documents are filled out and sent, Le Centre will send you your invoice for payment.

Your registration is not finalized until we have received your payment.

The deadline for registration for any week is the Thursday prior to the requested week, with full payment.

Payment:

Payments can be made by cheque, debit card, Mastercard, Visa or cash in person.

By telephone, we accept credit cards only.

****See registration cancellation and refund policy for Camp Virgule****

2- TYPE OF PROGRAM

Camp Virgule offers diverse activities and supervised playtime for children in French.

The organized activities promote the children's overall development in a relaxing and positive atmosphere, adapted to the pace and the needs of all.

Our basic program includes a multitude of activities and excursions that change each week according to the various themes planned by our team, such as:
Science – Nature – Music –Canada – Art – Water – Colours...

Examples of the basic activities include:

- Manual and creative arts: painting, crafts, origami, construction of objects, etc.
- Physical activities: skill, endurance, agility, etc.
- Games and activities in teams: board games - cooperative games –brain teaser games, etc.
- Varied outdoor activities: excursions to the park, the beach, Granville Island Water Park, etc.

Each week, at least one excursion with an additional fee is planned in Greater Vancouver, such as:

Science World – Vancouver Aquarium – FlyOver Canada – H.R. Macmillan Space Center –Bloedel Conservatory – the Adventure Zone...

Required materials:

Children all need to bring a packed cold lunch and two snacks, a swimsuit and towel, sunscreen, a hat, and sturdy shoes. Families are also requested to ensure that children are properly dressed for the weather.

3-REGULATIONS

Le Centre culturel francophone de Vancouver has established rules that the children must follow to ensure respect for Camp Virgule, the rest of the group, and to learn to get along together.

Families are informed that if a child's behaviour is incompatible with the well-being of the group, the child's participation in the camp may no longer be accepted. In the event of serious violation of the rules for ensuring the well-being of the group during the camp, the child will be excluded with no refund of the camp fees.

Families agree to adhere to the rules set by the Camp Virgule team.

All the children are required to respect their fellow campers and staff, in their behaviour and their language, as well as the premises and materials that have been provided.

Respect, politeness, and a friendly attitude are essential.

Camp Virgule is a francophone camp. Children must be able to express themselves in French and understand the instructions and the safety rules they are given in French. Parents are responsible for assessing their child's level in French, as well as their level of motivation for participation in a summer program in French.

If a child has difficulty understanding French or does not communicate (regardless of the reason), Le Centre reserves the right to interrupt the child's participation in the camp. The child will not be given an additional day of probation, as this would be a frustrating situation for the child, the staff of Camp Virgule and Le Centre, and the other parents and children registered in the program.

French is the language of choice for all communication at Camp Virgule, and it has been the rationale for the existence of this program offered by Le Centre for over 40 years. We do understand that the children's language levels will vary, and that in certain situations, we may need to repeat certain instructions or guidelines in English to make sure they are understood and assimilated.

We strongly recommend that prior to registering their child at Camp Virgule, parents talk to their children about this issue, especially regarding the child's level of motivation. If you are uncertain about your child's linguistic abilities, we encourage you to consult with a resource person (such as the child's teacher) to ensure that the child can thrive in an environment where French is the language of choice for all communication.

Any decision made by the team at Camp Virgule and Le Centre to remove a child from the Camp is final and cannot be appealed.
No refund will be made in this case.

It is important that parents read, understand, and accept this clause before registering their child in Camp Virgule.

In the event of violent behaviour:

Any violent act, whether physical or verbal, is sanctioned. The sanction can go as far as expelling the child from the camp. No refund will be made in this case.

4-HEALTH AND SAFETY

Camp Virgule provides a comfortable and safe environment that meets the needs of all the children.

Our staff has first aid training that is updated the day before the camp opens, if necessary. First aid kits are always on hand for staff and are carried with them on every excursion during Camp Virgule. An emergency consent form for each child is always available for the camp staff to consult. If a child is injured, camp staff will refer to the information provided on the form by the family for any medical details.

Each child receives a badge with the child's family name, given name, phone number of the camp coordinator and of Le Centre Culturel Francophone, as well as the name of the camp. The children must wear this badge around their necks on each outing.

Children are never left unsupervised, and they are organized into groups during excursions outside the premises of the Centre Culturel.

➤ **ALLERGIES**

For everyone's safety, we ask you to pay particular attention to allergenic foods. Do not send your child to camp with kiwis, foods containing peanuts or other nuts. In addition, it is strictly forbidden for children to share or exchange any food items.

➤ **EPIPEN**

If your child has an EpiPen, you are responsible for informing the Camp staff and giving it to the camp leader on arrival at the camp. Children who need an EpiPen who arrive at camp without it will have to return home.

➤ **MEDICATIONS**

For safety and liability reasons, camp staff is not allowed to administer or store medications of any kind.

*Exceptions could be made in certain situations, so please contact Le Centre if you have questions.

Emergency procedures

If a child is injured:

For a superficial injury, the camp team will do whatever is needed to comfort the child and the parents will be informed at end of day.

If the injury is more serious, the following emergency procedure will be followed by the camp staff:

1. A responsible adult will stay with the child, assess the situation, and make sure the child is safe while another adult consults the child's health sheet.
2. A call is made to 9-1-1 (if necessary).
3. The first aid kit is used (if necessary).
4. A call is made to parents (if necessary).
5. An emergency form is filled out to report the situation.

If a child gets lost:

The camp team will follow this emergency procedure if a child gets lost during a camp excursion:

1. carry out a search of the location;
2. return to the pre-determined meeting point;
3. communicate with the staff of the location site.

If the child cannot be found, the Camp Virgule staff will:

1. communicate with the parent who registered the child;
2. inform the police that the child has disappeared.

5-COMMUNICATIONS

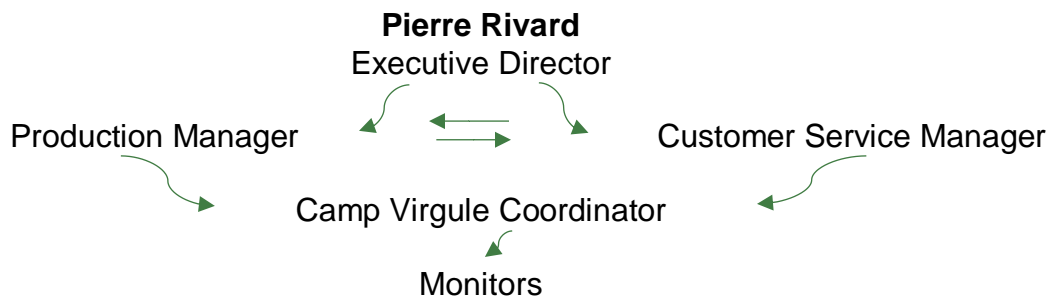
We believe that it is in the best interest of the children to maintain excellent communication between camp staff and parents.

Le Centre will communicate with the family by email to provide them with all the specific information about Camp Virgule. Each week, the camp coordinator sends out the program for the coming week with all the equipment the children need to bring.

Camp staff is also available to families at the drop off and pick up times. For any specific needs or requests or to leave comments, parents are invited to talk to any team member.

The Camp Virgule team includes 1 camp coordinator and 3 monitors.

The organizational chart looks like this:



II. REGISTRATION AND FEES

1-REGISTRATION

The team at Le Centre Culturel has set up a registration process in several stages for Camp Virgule that enables parents and the team to track the progress of registration requests. The first step involves submitting an online form on the website of Le Centre culturel francophone de Vancouver.

The deadline for registration for each week of camp is the Thursday prior to the selected week, with full payment.

(See the paragraph on **Registration** in section 1.1 GENERAL INFORMATION page 4)

2- CAMP VIRGULE FEES

Camp Virgule does not accept a child's registration until the camp fees have been paid, prior to the camp start date.

(See the paragraph on **Fees** in section 1.1 GENERAL INFORMATION page 4)

3-CHILDCARE FEES

A childcare service is available to parents every day between 8 and 9 a.m. and between 4 and 5 p.m.

At the time of registration, families will receive the form to register for this service. Childcare fees are to be paid at the time of registration. The deadline to register for childcare is the Thursday prior to the selected camp week.

The fee for this service is \$10 per hour.

If an unexpected need for childcare arises during the camp week, an additional administrative fee of \$5 per hour is charged. These fees are payable on the day of the service when the child is picked up.

Parents who drop off their children before 8:50 a.m. will be charged a childcare fee (\$15).

4-LATE FEES

Le Centre reserves the right to charge late fees when parents pick up their child:

1. **more than 5 minutes after the end** of the childcare service (5:00 p.m.), **additional childcare fee of \$5.**
2. **more than 15 minutes after the end** of the childcare service (5:00 p.m.), **additional childcare fee of \$35 for the first hour and \$60 for the second hour.**

After 15 minutes of delay, the family will be contacted.

If we cannot get in touch with either the parent or emergency contacts after a one-hour delay, we will contact the Vancouver police services.

5-PAYMENT

Camp Virgule registration payments can be made in person or by phone by cheque, debit card, Mastercard, Visa or cash.

The child's registration for Camp Virgule is not complete and valid until payment is made.

Payment for childcare services must be made in person or by phone no later than on the Thursday prior to the selected camp week by cheque, debit card, Mastercard, Visa or cash.

6-CANCELLATION OF THE CHILD'S REGISTRATION AT CAMP VIRGULE

As indicated in section II.6, a child's registration in Camp Virgule can only be cancelled up to one week prior to the start of the registered week. An administrative charge of 15% of the total registration amount will be withheld from the refund.

Any request to cancel a child's Camp Virgule registration with less than one week's notice will not be refunded unless the request is accompanied by a medical certificate that justifies the child's cancellation.

III. POLICIES

Our primary goal is to provide a fair and accessible camp for all parents. The policies and rules we have in place are designed to ensure the smooth running of the camp and to provide full transparency on the nature of the program we offer.

1-REFUND POLICY

Le Centre culturel enforces the following refund policy:

1. In the event of a cancellation, Le Centre withholds an administration fee of 15% of the total registration fee.
2. Cancellation must be received no later than the Monday prior to the start of the registered camp week.
3. Requests for transfer of the registered camp week must be received no later than 7 days prior to the start of the initially registered camp week, subject to available space in the requested week.
4. Cancellations under shorter notice must be accompanied by a medical certificate. Otherwise no refund or transfer will be made.
5. There is no prorated refund for registration fees if a child misses one or more days of the registered week.
6. In accordance with rules governing Societies, Le Centre's annual membership fee is not refundable.

2-ARRIVALS AND DEPARTURES

- ARRIVALS AT THE BEGINNING OF THE DAY

We will welcome the children at Camp Virgule at the Centre culturel francophone de Vancouver, in the lobby located at 1551 7th Avenue West, Vancouver.

Each family will be asked to sign in and indicate their arrival time. Please feel free to speak with the camp staff if there is any information that is important for us to know before the day begins.

➤ DEPARTURE AT THE END OF THE DAY

Normally, you will pick up your child from Camp Virgule in the entrance hall of Le Centre culturel francophone de Vancouver, located at 1551 West 7th Avenue, Vancouver.

Every family will be asked to sign the pick-up sheet and indicate the departure time. You are also encouraged to have a brief chat with the Camp Virgule staff when you pick up your child.

Please notify the Camp Virgule staff if you have authorized anyone else to pick up your child.

➤ CHILDREN ARRIVING AND DEPARTING FROM THE CAMP UNACCOMPANIED

In certain situations, a family may give their child permission to arrive at or leave the camp unaccompanied.

A letter of agreement must be dated and signed by both the family and the management of le Centre. A copy of this agreement will be kept in the child's file. The expectations regarding the child's departures and arrivals must be clearly written in each of the copies of the agreement and must be adhered to as stipulated every day.

A staff member will be tasked with confirming the child's arrival and/or departure on the attendance sheet and the parent shall be responsible for the child up to the recorded time of arrival and after the confirmed time of departure.

➤ ARRIVAL OR DEPARTURE OUTSIDE CAMP HOURS

In cases where, for any number of reasons, a child cannot arrive and leave at the regular times set by Camp Virgule, Le Centre and the Camp Virgule team must be notified as soon as possible.

If the child needs to arrive in the afternoon, the family is responsible for notifying the Camp Virgule staff and for dropping the child off at the location of the activity – as off-site activities are usually scheduled in the second half of the day.

If the child needs to leave earlier in the afternoon, the family is responsible for notifying the Camp Virgule staff and for picking up the child at the location of the activity.

➤ UNAUTHORIZED VISITORS

If any unauthorized person comes to pick up your child, the child will remain under the supervision of Camp Virgule staff. Management will explain to the visitor that under the established policy, written permission from the parent is required to let the child leave the premises with a person who is not listed in the information form.

If any problems ensue, our priority will be to ensure the safety of the child and of the rest of the group, including Camp personnel. If necessary, le Centre will call the police force for assistance.

3-POLICIES ON LATE ARRIVALS

For smooth running of the Camp and for organisational reasons, after 2 late arrivals of parents after the childcare hours, Le Centre reserves the right to interrupt the child's participation in activities for the week in question.

As indicated in section II.6, late fees are applied for any late arrival for pick-up of more than 5 minutes.

4- CONFLICT RESOLUTION

We encourage families to discuss any question or concern that may arise about Camp Virgule with the staff of Camp Virgule or Le Centre, according to the organizational chart provided on page 8 of this document.

If a problem arises, our goal is to resolve any differences and conflicts in a calm and fair manner. To achieve this, we invite families to communicate with Camp Virgule staff.

If a disagreement persists, the situation will be escalated to put the family in contact with the personnel of Le Centre (see point I.5).

5-ILLNESS AND MEDICAL EMERGENCY

We cannot keep your child at camp in the event of illness. You will be asked not to bring your child in the event of:

- a contagious illness;
- a contagious infection, including conjunctivitis (eye infection);
- fever over 38 degrees Celsius;
- vomiting or diarrhea;
- a skin infection or undiagnosed rash;

- not feeling well enough to participate in all the activities of the camp program, including outdoor games.

Please notify Camp Virgule staff promptly if your child is suffering from a contagious disease, to help limit the spread of the disease and to notify the other families.

If your child falls ill during the camp day, we will contact you. If we cannot reach you, we will try to get in touch with the persons you have indicated as emergency contacts. We will isolate your child in a quiet spot and keep watch until someone comes for pick-up. If the situation becomes urgent, we will follow our established emergency procedures.

If your child is injured during Camp Virgule hours, the staff will assess the situation rapidly and make the necessary decisions regarding the appropriate intervention. Refer to point I.4. for emergency procedures.

6-INTERRUPTION OF CAMP VIRGULE (EXCEPTIONAL CIRCUMSTANCES)

Camp Virgule could find it necessary to interrupt its services in the event of a fire, power outage, exceptional weather conditions, or a forced evacuation in any situation putting at risk the safety of the premises or the people on the premises where the Camp activities are taking place. In such a case, the staff will watch over the children until families or designated persons come to pick them up.

If this evacuation occurs at Le Centre Culturel, the evacuation procedures posted near the exits are the ones to be followed. If this evacuation occurs outside the premises of Le Centre, in locations where camp activities are taking place, we will follow the evacuation guidelines of that location.