



## **DR. ANGELA FOUNTAIN, C. Psych. & Associates**

1037 Howden Rd. E., Oshawa, Ontario L1H 7K4

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[www.drffountain.ca](http://www.drffountain.ca)

### **DR. FOUNTAIN'S CLUBHOUSE PROCEDURES**

Dear Parents/Guardians

Welcome to March Break Camp at Dr. Fountain's! Our goal is to provide children with a specially designed fun and enjoyable program, while at the same time providing our young clients with the essentials for developing strong healthy relationships, confidence learning and practical problem solving skills. Embedded in a thematic week of fun and adventure in a country setting are opportunities for individualized and group skill building in the areas of social skills, anger and anxiety management, impulse control, sustained attention and learning skills. Please make sure your child comes to camp with the proper items and be sure you have read all of the information in this packet. It is also important to make sure we have the most current information on your child (phone number and address).

#### **WHAT TO BRING**

Please make sure all items are **LABELED**

1. Bagged nutritious lunch and snack
2. Proper indoor running shoes
3. Water bottle
4. Snowsuit and snow boots (weather dependent)
5. Rubber boots
6. Change of clothes (please note that your child may do messy activities and should not bring nice or valued articles of clothing to camp)

#### **ADMINISTERING MEDICATION**

**MEDICATION WILL NOT BE ADMINISTERED UNLESS AUTHORIZATION FORMS ARE COMPLETED, SIGNED BY PROPER AUTHORITIES, AND RETURNED.**

If your child will need medication administered during program hours, please fill out the Medication administering form. Staff is not permitted to administer medications, whether over-the-counter or prescription, without proper paperwork completed. Medications will be locked up and must be sent in the original container. Please remember to pick up unused medicine containers at the end of camp or it will be discarded within 14 days.

#### **SIGNING IN/OUT**

Authorized individuals 18 years or older must sign child in and out each day. Staff are required to I.D. all persons picking up children. Children will not be released to anyone not on the Pick Up Authorization Form. **Please be advised that you must come in to drop off and pick up your child.**

## **CHILDREN'S BELONGINGS**

Please label ALL belongings. Dr. Fountain & Associates are not responsible for lost/stolen items. Personal belongings should be kept in a bag or backpack, which will be stored in program area.

## **EXTENDED CARE**

**Please refer to the Extended Care sheet.**

## **LATE PARENT POLICY**

If a parent or authorized person is late in picking the child up, a late fee of \$5 for every 15 minutes will be applied. Children become upset when parents are not on time, please call the office if you know you will be late. A staff member will remain with the child up to one hour after the program ends.

## **BEHAVIOR MANAGEMENT AND DISCIPLINARY ACTIONS**

If a child brings a weapon to camp, intentionally harms others, vandalizes property, or displays other extreme behavior, he/she will be dismissed from the program and no refund will be given. For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. Dr. Fountain & Associates reserves the right to immediately dismiss a child from any program.

**Children are expected to follow some simple program rules:**

- 1. Stay with assigned group**
- 2. Respect others (listen, follow directions, use appropriate language, keep hands to oneself)**
- 3. Maintain self control**
- 4. Respect the property (no vandalizing, use equipment safely etc.)**

## **EXTRA SUPPORT SERVICES**

Dr. Angela Fountain & Associates does provide extra support services for children that require extra support in group settings and transition times. This service will consist of individualized treatment programming and an assigned support worker. Children can be registered to receive extra support which allows them to have a worker available throughout the day or at specific times of the day when it is most challenging for them. While this service provides individual support it is the goal for every child to work and function as independently as possible and therefore workers will work with children to integrate into program as much as possible.

Children in need of this service should be registered for it prior to the first day of program. There is an additional \$150 fee for extra support. While parents may feel that their child does not need these services if a child requires the service for 2 days or more they will be charged at a rate of \$30/day.

## **LUNCH**

Children are required to bring a bagged lunch. It is recommended that lunches brought from home be nutritious and packed in a soft cooler/lunch bag. Please label food containers with the

child's name. Please check to see or request if there is a nut allergy ban in the program cycle your child is attending.

### **PAYMENT**

Please be aware that you are responsible to pay for your child's full session at least 2 weeks in advance to the start of their session. If payment is not received in full prior to their session your child will not be permitted to attend. Once full payment has been made and the camp session has been completed an invoice for your insurance company will be issued to you. **Please note that invoices will indicate if your child was not in attendance on any day and therefore your insurance will most likely not cover that day.**

### **REFUNDS**

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Refunds must be requested at least ten business days prior to the camp session for which the refund is being requested. All but \$25 will be returned for approved refunds per session. Refunds are not permitted for those who register within ten business days prior to the start of a camp session.

### **LOCATION**

Office & Camp grounds:  
Dr. Angela Fountain & Associates  
Fountain & Jones Farm  
1037 Howden Rd East  
Oshawa, ON  
L1H 7K4

### **QUESTIONS/CONCERNS**

Feel free to contact our office if you have any questions or concerns regarding this package, or your child's program.

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