



DR. ANGELA FOUNTAIN, C. Psych. & Associates

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

Tel: (905) 655-5813 Fax: (905) 635-1180

www.drffountain.ca

DR. FOUNTAIN'S CLUBHOUSE POLICIES & PROCEDURES

Dear Parents/Guardians

Welcome to Summer Kids & Youth Club 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 thematic weeks 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
2. Proper running shoes (please no flip flops)
3. Hat
4. Water bottle
5. Sunscreen
6. Rubber boots
7. Bathing suit
8. Towel
9. Change of clothes (please note that your child may do messy activities and should not bring nice or valued articles of clothing to camp)
10. Long pants

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

Extended care is offered at \$8 per day per child for before care from 7:30am to 9:00am and \$8 per day per child for after care from 4:00pm to 5:30pm. No refunds on extended care are given after the camp cycle has begun.

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.)**

ELECTRONIC DEVICES AND CELL PHONES AT CAMP

It is Dr. Angela Fountain & Associates policy to not allow any form of electronic device or cell phone at camp. This policy is in place to ensure campers safety, privacy to treatment and maintain the camp experience. Campers are not permitted to have these devices in their bags or on themselves at any time. If a counsellor becomes aware that a camper has a device on program, staff will remove the device and keep it safe until the end of the day in the office. Devices will only be released at end of day to parents and/or guardians.

TREATMENT

Summer Kids and Youth Club at Dr. Fountain's is a mental health treatment program embedded in a summer day camp. Summer Kids and Youth Club at Dr. Fountain's is based on evidence based treatment modalities such as Cognitive Behavioural Therapy and Experiential treatment frameworks. Therefore all decision making parties are required to provide a consent to Assessment/Treatment form before Treatment or an Assessment can begin. Once consent to Assessment/Treatment has been received by all decision making parties withdrawal of consent to Assessment/Treatment can only be made if both parties agree in writing to withdrawal unless one party has decision making authority for the child's Assessment and Treatment. In the case of sole custody and decision making authority, the sole custodial parent with decision making authority's written direction and consent must be provided to terminate Assessment and/or Treatment.

EXTRA SUPPORT

Dr. Angela Fountain & Associates provides additional extra support for those children that struggle to work within small group settings. This support helps to ensure that your child gets the most out of the therapy curriculum and helps your child particularly around transition times. If your child requires special assistance with toileting and/or bathroom routines, please note that this automatically will qualify them for extra support services. Extra support is charged out at \$300 per cycle. Designate one to one workers are \$720 per cycle.

Children who utilize extra support or designated one to one worker for more than 2 days in a cycle but were not registered for it will be charged at \$30 per day or \$72 per day, respectively. Parents/Guardians will be notified by the end of the second day if their child has been utilizing extra support or a one to one worker for which they will be charged. Parents/Guardians will be charged for these days as well as all further days the child is registered for in the summer.

LUNCH

Children are required to bring a bagged healthy 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.

SUNSCREEN

As children will be outside most of the day please apply sunscreen to your child before camp and send a labeled bottle with them. Children will be asked to re-apply sunscreen at lunch hour regularly but the morning is your responsibility.

PAYMENT & INVOICING

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 at 2 weeks prior your child will lose their spot in the program.

It is important that you complete the Funding and Invoicing Information form when completing your child registration. This form will indicate to us what type of funding you will be using in

order for us to appropriately prepare your invoices and complete any forms necessary. Invoices will include direct service providers and the Supervising Psychologist's name and registration numbers for the group therapy provided. It is essential that you provide us with the correct information regarding your funding and/or insurance package for us to ensure that your child's treatment is delivered by the appropriate therapist and/or psychologist. Changes to your child's service provider cannot be changed once treatment begins.

An invoice for your funding or insurance company will be issued to you on the last day of each program cycle. Invoices are required to indicate missed days of program. Please note that missed days of program may impact your funding reimbursements. Payment is required for entire program cycles regardless of missed days. Invoices will indicate your child's attendance on each day.

REFUNDS

There are no refunds for missed days due to any reason(s). Refunds must be requested at least ten business days prior to the camp session for which the refund is being requested. All but \$40 will be returned for approved refunds per session. Refunds are not permitted for those who register or cancel registration within ten business days prior to the start of a camp session.

LOCATION

Office & Camp Grounds:
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.

Dr. Angela Fountain & Associates Phone #: 905-655-5813
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