



Historical Children's Program Parent Handbook

Welcome!

Historical Children's Program (HCP) is a summer day camp. We provide a safe and engaging environment based on the four core values of honesty, respect, responsibility, and caring that are essential for positive team building during our camp.

Who Are We?

Friends of the Ukrainian Village Society

The Friends of the Ukrainian Village Society (FOUVS) is a registered, not-for-profit, membership-driven charity dedicated to supporting the Ukrainian Cultural Heritage Village (UCHV) in its role as a provincial living history museum. This is the organization technically in charge of developing and implementing the Historical Children's Program (HCP) summer day camp.

www.fouvs.ca

Ukrainian Cultural Heritage Village

The Ukrainian Cultural Heritage Village (UCHV) is the name of the provincially run museum located where the HCP takes place. There is a close partnership between the FOUVS and the UCHV, including the UCHV providing significant input in the programming and development of the HCP.

Since its inception in 1975, more than 40 buildings have been moved to the UCHV where they have been researched, restored, and furnished to their early 20th century appearance. The museum also has a multi-purpose visitor centre with exhibit gallery spaces to provide a closer understanding of early Ukrainian settlement in east central Alberta.

www.ukrainianvillage.ca

Program Philosophy

Our vision for the Historical Children's Program is to create an authentic and enjoyable experience that is fun, historical, and educational as children learn through exploration and play. We want to create an opportunity for your child to interact with the past and our heritage, engaging them from start to finish with historical and modern adaptations of games, crafts, and activities characteristic of the early 1900s. With a focus on object-based learning and a significant investment into the planning for the 35th anniversary of the Historical Children's Program, we are hoping that your child's experience this year will be better than ever!

HCP enrolls participants without discrimination of race, religion, colour, gender, gender identity or expression, physical or mental ability, or ancestry. Families needing financial assistance may contact us at hcp@fouvs.ca.

What to Bring

Each camper should come to camp with the following every day:

- Backpack that your child will be able to carry all day long if needed.
- Weather appropriate clothing.
- Tennis shoes (no flip flops).
- A nutritious and filling lunch. We provide snacks at snack time. Please pack a nut-free lunch in respect of other campers. Please notify us if your child has any allergies.
- Bottle or container for water. No glass.
- Bug spray
- Sunscreen
- Hat
- Book(s) to read during bus ride or quiet times during the day.

Communications

Parent Concerns

As a parent of a child enrolled in the Summer Camp Program, if you have a non-urgent suggestion, question, concern or complaint about the program, the conduct of the staff or the policies, the best course of action to take is:

Contact us at hcp@fouvs.ca, or

Contact our Executive Director [780-662-3855 ext. 1111](tel:780-662-3855)

For urgent emergencies, please contact our camp counsellors at (780) 318-7552.

Enrollment, Health and Emergency Forms

Enrollment, health, and Emergency Forms (program registration forms) are required and agreed upon at time of registration. It is extremely important to keep your forms up to date. If you change your phone number or a contact person's information changes, please inform us at hcp@fouvs.ca

Program and Financial Information

Cancellations and Refunds

We offer a 75% refund before April 30th.

Cancellations between May 1st and June 15th, will receive a 50% refund.

Cancellations between June 16th and the registration cut-off for a given week, will receive a 25% refund.

Refunds are not offered if a cancellation occurs within the seven days prior to your child's selected week of camp.

Health and Safety

General Health Expectations

All children must be able to independently use the bathroom without assistance.

Health and Illness Policy

Children who come with any of these symptoms are not allowed onto the bus or on site location. We want your children to be safe and avoid spreading illness to others.

Fever of 100F or greater.

Vomiting and diarrhea.

Bacterial infections such as strep throat, conjunctivitis (pink eye), skin infections, etc.

Chickenpox.

Head lice.

Other symptoms of severe illness.

COVID-19: If your child has been diagnosed or exposed to someone with COVID we ask that you follow the local health department recommendations.

If a child develops symptoms of illness while at camp, staff will immediately do the following:

Isolate child immediately

Contact and inform parent/guardian, as soon as possible and request him or her to pick up the child.

Report each case of suspected communicable diseases the same day by telephone to the local health department (i.e., salmonella, shigella, giardia, campylobacter, etc.)

Administration of Medications

If your child requires medication during their time at camp, we ask that the child be capable of monitoring and taking that medication on their own.

Our guides will be able to assist the children and help them take that medication but are not legally authorized to administer or store a child's medication.

If your child requires an epi-pen for serious allergic reactions, please send that epi-pen with them and ensure they know to have it with them while we are visiting outdoor areas. A significant portion of our camp takes place outdoors, with risk of insect stings/bites.

All medications, whether prescription or over the counter, are prohibited at the HCP Summer Camp unless pre-authorized. To authorize, please simply contact us at hcp@fouvs.ca.

If a child has medication that has not been previously authorized, it will be confiscated and the parent will be contacted to discuss and clarify.

Sunscreen Policy

We ask that every camper come to the HCP Summer Camp with sunscreen already applied. Children will be responsible for applying sunscreen to themselves as needed throughout the day. Staff will remind and assist children requesting help in applying sunscreen.

Please send your child with sunscreen when needed.

Policy for Recording and Reporting Accidents

In the event of a medical emergency, staff will take the necessary steps to obtain care for the child. These steps include:

Administer first-aid deemed appropriate by staff.

Completion of an Accident/Incident Report that is kept in HR files.

Informing parent of accident/incident and what type of first-aid was administered. If appropriate, the parent may be asked to pick the child up from the program.

Severe Medical Emergency

In the case of an emergency, the parent(s) will be contacted. Staff members certified with First Aid may administer first aid if deemed appropriate.

If immediate care of a physician or paramedic is required, staff will:

Call [911](#) immediately. Parents will be contacted immediately after 911 has been called.

If a parent cannot be reached, staff will attempt to contact an authorized pick up/drop-off individual or emergency contact from the submitted registration form.

In the event that a child will need to be transported to a medical facility, the HCP staff reserves the right, with the assistance of paramedics, to determine if the child will be transported by an emergency vehicle.

Families will be responsible for any expenses incurred due to a child's injury.

It is important that FOUVS has up to date contact information of parents, guardians, and any authorized personnel as listed on the Emergency Contact Form.

Program Policies

Enrollment, Health, and Emergency Forms

All Enrollment, Health and Emergency Contact forms must be completed and returned to FOUVS before the child's first day of attendance. It is extremely important to keep the needed information on these forms up to date. FOUVS must be notified of any changes immediately.

Transportation

The HCP Summer Camp provides transportation to and from the site from various locations. FOUVS contracts a transportation company, with a certified driver, who will provide all transportation. The following are behaviours that will not be tolerated during bus transportation:

- Loud voices or yelling
- Throwing objects
- Standing up while bus in motion
- Any other behaviour that may be deemed as disruptive, destructive, or harmful to other campers, the bus, bus driver, or camp counsellor.
- Other safety rules as applied by bus driver

When you opt-in for transportation, it is required to follow our bus sign-in and sign-out procedures. A government issued ID is required to sign in/out your child. This applies if you are a guardian or authorized personnel.

We are unable to accommodate late arrivals to the bus pick-up location. Any children that arrive at the stop after the posted departure time will need to find their own transportation to the UCHV. To avoid this, please leave extra time and plan to arrive early.

Sign-in Procedures

- Each day, HCP staff will sign your child into camp at the bus pick-up location.

If you are dropping your child off at the UCHV directly, please do not arrive before 8:50 a.m. The bus arrives on site between 8:50-9:00 a.m. and HCP staff will sign your child into camp at the UCHV when they arrive. If you arrive earlier than 8:50a.m., your child is your responsibility and must be under your supervision until a camp counselor is available to sign your child in to that day of camp.

If your child will be absent or have a change in schedule, please inform by calling or texting (780) 318-7552.

Sign-out Procedures

We ask that you designate up to four individuals who will be authorized to sign-out and pick up your child at the end of the day.

At pick-up, staff will ask to see identification and will verify authorized pick-up names for your child.

Only the adult(s) listed on the registration form will be allowed to add authorized adults to pick up your child. Authorized pick-ups must be at least 18 years of age to pick up a child.

Please contact us at hcp@fouvs.ca to add or change authorized personnel.

Government-issued photo ID will be required so that our staff can ensure your child is being picked up by an authorized adult.

Late Pick-ups

If you are running late, please call or text our camp counsellors at (780) 318-7552.

For bus transportation:

- The bus will only be available for pick-up and drop-off during the times listed on our bussing schedule.
- We ask that you please plan accordingly and leave yourself extra time to make it to the stop you have selected within the allotted time. To ensure fairness to other parents, children, and the bus driver, the bus will be departing at the designated stop at the departure time stated on the schedule.
- If you are to miss your stop, or are unable to meet your child at a returning stop, FoUVS does not take responsibility and it is therefore your responsibility to 1) notify us and 2) arrange transportation by a designated personnel for your child. If you or the designated pick-up individual is running late and are therefore unable to pick up or drop your child off in time before bus departure, we ask that you please let us know by calling or texting us at (780) 318-7552.
- If you are running late and miss your stop, you can also meet the bus at the next stop, if available. Please notify us of this change by calling or texting us at (780) 318-7552.

For site pick-ups:

- HCP runs from 9:00am – 3:00 p.m. Monday through Friday.
- Parents are required to pick-up and sign out their child on site no later than 3:15 p.m. After 3:15 p.m., if parents have not contacted HCP or picked up the child, other authorized persons will be contacted to pick up the child.
- If a child is picked up more than 15 minutes late, their parent or guardian may be subject to additional charges for a late fee.
- If the child remains at the program one hour after program closing and we are unable to reach any parent, guardian, or authorized person, HCP staff will call local law enforcement for child abandonment and law enforcement will handle the situation.
- Excessive late pick-ups can result in your child being suspended from the program.

Camper Conduct

The goals of the HCP are to provide a safe and fun environment for all campers. Respectful behavior from campers is essential to creating a great camp experience for all. Please prepare your child by outlining expectations to follow the direction and guidance of all camp staff throughout the camp.

Conflict Resolution and Discipline

When conflicts arise, the staff will attempt to work with each child individually and in small groups to solve and resolve problems and concerns. For all behavioural concerns, the following three strike rule will apply:

Strike 1: Behaviours in this category typically involve minor infractions or first-time offenses. The purpose of this strike is to provide a warning and an opportunity for the camper to correct their behaviour.

Examples of Behaviours:

1. Inappropriate language or disrespect towards others.
2. Minor disobedience or failure to follow camp rules.
3. Failure to complete assigned tasks.
4. Mild disruption of camp activities multiple times.
5. Minor damage to camp property due to carelessness.

Consequences:

1. Verbal warning or reminder about camp rules and expectations.
2. Discussion with the camper about the specific behaviour and its impact.
3. Reinforcement of positive alternatives and desired behaviour.
4. Opportunity for the camper to reflect on their actions and make amends if necessary.
5. Written documentation of the incident and the imposed consequences.

Strike 2: Behaviours in this category typically involve repeated or more severe infractions. The purpose of this strike is to emphasize the seriousness of the behaviour and the need for immediate improvement.

Consequences:

1. One-on-one conversation with the camper to address the behaviour and its consequences.
2. Removal from the current activity or loss of privileges for a short time period.
3. Behavioural report issued with parent signature required. Parents to talk with camp leads about potential solutions moving forward in light of this behavioural report.
4. Increased monitoring and support from camp staff.
5. Written documentation of the incident and the imposed consequences.

Strike 3: Behaviours in this category typically involve severe or dangerous offenses that significantly impact the safety or well-being of others or ongoing behavioural issues which are impacting the camp activities (see no tolerance policy listed below). If conflicts continue to exist without solution or a problem with a child is deemed excessive, dangerous or puts the HCP staff or campers at risk, this strike will be actioned. The purpose of this strike is to convey the seriousness of the behaviour and may result in temporary or permanent expulsion from the camp.

Consequences:

1. Immediate removal from camp activities and parents/guardians contacted to come pick up their child.
2. Involvement of parents or guardians to discuss the severity of the behaviour and potential long-term consequences.
3. Written documentation of the incident and the imposed consequences.
4. Length of suspension may range from the rest of that day to indefinitely, depending on the severity of the offense. A refund will not be provided.

If conflicts continue to exist without solution or a problem with a child is deemed excessive, dangerous or puts the HCP staff or campers at risk, a discipline action will be written up on the child and they may be suspended from the camp.

The HCP Summer Camp reserves the right to restrict all personal items from being brought to camp such as:

- iPads, iPhones/iPods, cell phones
- Handheld video games (Nintendo Switch, etc.)

Do not bring anything valuable that could be difficult/impossible to replace.

If your child requires a phone for medical or other purposes, please contact us at hcp@fouvs.ca to authorize this use.

The HCP Summer Camp has a no tolerance policy for the following:

- Inappropriate language
- Inappropriate bus behaviour
- Sexually inappropriate gestures and language
- Fighting or extreme hands-on behaviour
- Bullying
- Harassment
- Drugs
- Tobacco
- Alcohol
- Weapons, anything that looks like a weapon, or can be used as a weapon
- Anything that may be deemed inappropriate by the camp counsellors

In any of these cases, parents will immediately be notified to come and pick up their child. Length of suspension may range from the rest of that day to indefinitely, depending on the severity of the offense. A refund will not be provided.

******At any time, FOUVS may choose to terminate your child's involvement in the camp should your child continually misbehave and negatively impact another camper's experience or put staff at risk.**

Parent Role

While it is discouraged, if you drop by during hours of the camp to interact with your child, you must notify us at least 30 minutes prior, by contacting us at [\(780\) 318-7552](tel:7803187552). If you fail to do so, our counsellors will ask to see government-issued ID to ensure you are a parent of a child in the camp. This is a safety precaution, as we do not want unknown adults interacting with our campers.

Please keep in mind that parents visiting children during camp hours has been a distraction in the past and often led to a disruption in our activity schedule. As a courtesy, we please ask all parents to wait until the last 15 minutes of camp to visit for this reason.

Participants with diverse needs

Language

Our camp is conducted completely in English, with the exception of one Ukrainian-language week scheduled for late August 2023. If you are enrolling a child in one of the English-speaking weeks, we ask that the child be either fully fluent in English OR fluent enough to be able to navigate a fully English-speaking classroom, as that is the level of English required to successfully navigate this camp. If you have any questions about the language capability of the child you are hoping to register, please contact us, either by emailing hcp@fouvs.ca or by calling (780) 662-3855 ext. 1161.

Developmental Needs

We are limited in our capacity to accommodate children with developmental needs who would ordinarily require a full-time assistant in school. Our staffing capacity is not set for that scenario. However, if the child in your care would like to participate in our camp AND you are willing to send a personal aide with them, we would be willing to talk through what that situation could look like and accommodate if possible. Any adults volunteering with our organization and interacting with the children will need to complete a Criminal Record Check with Vulnerable Sector, which will also apply to any aides personally accompanying children who are registered for camp. If you have any questions about this, please don't hesitate to contact us.

Mobility

Due to the historic structures and outdoor nature of the UCHV, the site and facility are not fully accessible for individuals with significant mobility challenges. If your child has less-significant mobility concerns (i.e. is mostly able to walk and navigate on their own, but with adaptations or accommodation), please contact us to discuss how your child may be able to take part in camp.

Clothing and costumes

Regular Dress Code

We want your children to be comfortable during their time at camp in a variety of outdoor settings, including open fields and forested areas with tall grass, as well as indoors. As such, we ask that you send your children dressed appropriately for the weather, be that rain or shine. If

your child needs sunglasses or a hat, please feel free to send those along, and ensure that each item your child brings is appropriately labelled.

Costuming Information

For three of the five days of HCP, attendees will have the opportunity to dress in historically appropriate clothing characteristic of the time period represented at this museum.

What is Included

In keeping with the historical practices of the day, our costumes are typically based on a child's physical gender, unless they have a strong preference otherwise.

- Male costumes consist of denim overalls, a button-up shirt, a denim jacket, and a cap.
- Female costumes consist of bloomers, a slip, a dress, and a *khustka* (kerchief, head covering)

Depending on the weather, children may be issued jean jackets for cooler temperatures, or, for warmer temperature, females may not be given slips. Again, if you or your child has any questions about these pieces of costuming we are flexible to meet your needs and are open to having a conversation about what historical costuming can look like for you.

Costuming Process

- Children will receive costumes on Tuesday morning and will return them on Thursday at lunch.
- On Tuesday, your child will be fitted by the UCHV's professional costumer with a historical costume. Costuming is done in gendered groups, with private changing spaces available. During the costuming process, children are never left alone without at least two staff present.
- Upon changing into costume, your child's regular clothes will be secured in a bag and retained until Thursday to ensure that they have something to change into after their return their costumes.
- On Tuesday, your child will have the opportunity to wear their historical clothing home on the bus. They will then wear that historical costuming to camp on Wednesday and Thursday, when they will then be expected to return the borrowed clothing in exchange for their previous outfit. **We ask that you please keep track of each of the pieces of clothing your child loans and return all of the pieces of clothing on the fourth day.**
- If, for some reason, your child forgets some part of their borrowed costume on Thursday, we ask that you send it with them on Friday.
- If you would like to send your child with a clean outfit underneath their borrowed costume on Thursday, you are also welcome to do so. We leave that up to your discretion.

Opting Out

The costumes are a significant part of the HCP experience, and past participants always have such strong memories of the unique costumes they wore as children in HCP. However, we understand that wearing these costumes is not going to be for every child, and some children may not be comfortable with the costuming process. If you have questions or concerns about the costumes or costuming process, please contact us to discuss.

If your child does not want to participate in costuming, HCP staff will respect their personal autonomy and will not force them to change clothing. If this happens and you would still like your child to be costumed, we may be able to send a costume home with them. HCP staff will communicate with parents if there are any costuming issues.

Costume Care

If you would like to launder your child’s costume pieces between days, please note the following care instructions:

- Wool caps – do not launder!
- Cotton slips, bloomers, dresses, kerchiefs – machine wash in cold
- Denim overalls, button down shirts – machine wash in cold
- Denim jackets - machine wash in cold

Historical researchers and sewists have poured a lot of resources into designing and maintaining these garments for the children to use, and there is a considerable cost to replacing missing or poorly treated items. We ask that children respect the garments and take care while wearing them.

That being said, we understand that children are children and that things do happen. If there are damages or spills that occur to the costumes, we ask that your child or you alert HCP as soon as it is noticed. The faster we know about something the sooner we will be able to repair the damage. Most likely, a replacement costume will be issued for the remaining duration of the child’s time at camp.

Situation	Contact
Non-urgent camp-related inquiries	hcp@fouvs.ca or (780) 662-3855 ext. 1161.
General information	hcp@fouvs.ca or (780) 662-3855 ext. 1161.
Camp updates	hcp@fouvs.ca or (780) 662-3855 ext. 1161.

After-hours inquiries and information	hcp@fouvs.ca or (780) 662-3855 ext. 1161.
Urgent matters during camp hours	(780) 318-7552
Lates and Attendance	(780) 318-7552
Medical Emergencies	(780) 318-7552
Urgent messages from parents	(780) 318-7552
Critical issues requiring immediate attention	(780) 318-7552

Please note that depending on the situation, immediate responses may not always be possible. However, we strive to address your concerns as promptly as we can. If you cannot reach us directly, please leave a detailed message with your contact information, and we will get back to you as soon as possible. Thank you for your understanding.

By registering your child in our Historical Children’s Program, you agree to follow the Parent Handbook.

Thank you for choosing the Historical Children’s Program, presented by the Friends of the Ukrainian Village Society!

