CALGARY MFRC SUMMER CAMP 2026

Times and Locations

Camps run daily from **8:00 am to 4:30 pm** unless otherwise stated.

Drop-offs and pick-ups will be in the lower parking lot of The Military Museums.

Camp ends at 4:30 pm, but adult supervision will be available until 5:00 pm.

Please make sure your child has eaten breakfast and comes wearing shoes they will be comfortable in all day and that stand up to different kinds of terrain (sandals, rubber boots, etc. usually aren't a good idea).

Please don't overpack. Your child is responsible for their own bag. Please make sure they're able to carry it for a full day, especially on days when we're walking around all day.

Daily Required Items

We ask that you pack the following items into a backpack for each day at camp:

- Any necessary medication(s), ex. inhalers, insulin and EpiPens (please inform the MFRC team at drop-off)
- Water Bottle
- Snacks (all lunches and snacks MUST be peanut-free)
- Sunscreen and Bug Spray
- Weather-appropriate outerwear (raincoat, sweater, etc.)

On certain days, additional items such as lunches and long pants will be required. Please refer to the camp schedule on the following pages for details.

What Not to Bring

- **Cell phones/electronic devices.** Keira McGie, Summer Camp & Family Support Services Coordinator, will have the Calgary MFRC Event Phone (403) 671-4597) on her at all times if you need to get a message to your child at camp.
- **Money.** Lunches and snacks will be provided for campers on most days, and groups will not be visiting the gift shops while we're at various venues, so campers do not need to bring their own money.
- **Toys from home.** Our days at camp are fast-paced. We don't want any dearly loved friends to be lost or broken in the shuffle.

Please note that Calgary MFRC is not responsible for any lost or damaged personal property.

All activities are subject to change based on weather and venue cancellations. Please review our Camp Policies.

TRUE PATRIOT LOVE

Calgary MFRC Summer Camps are made possible with support from True Patriot Love.

2026 Calgary MFRC Summer Camp Policies

Calgary-Based MFRC Summer Camp

Welcome to the Calgary MFRC Summer Camps! Camps are three weeks of summer fun for children/youth and are based out of Calgary. We are excited you chose the Calgary MFRC for your child(ren)'s fun and educational adventures. We hope every camper goes home with a smile and stories to share of their day playing games, earning about our wildlife, doing crafts, riding horses, taking some amusement rides, and making a friend or two.

Refunds

To receive a refund, you must submit a written request no later than seven (7) business days before the camp's listed start date. All refunds are subject to a non-refundable administration fee of 15% of camp tuition. Calgary MFRC will not offer a refund if the request is received less than seven (7) business days before the camp start date unless it is for a documented medical reason or family emergency.

Refunds will be issued by cheque.

Waitlist

There are maximum capacities set for Calgary MFRC Camps. Registration is on a first come, first served basis. Once a session's maximum registration has been reached, individuals will be placed on a waiting list. Though additional spaces may be made available, there is no guarantee that they will be accommodated.

Health and Safety

All Calgary MFRC staff are First Aid certified and have successful criminal record checks. All our volunteers have a successful criminal record check. They adhere to the Calgary MFRC safety policies and procedures, including health and safety reports with incidents.

Staff and our Volunteers, however, are not trained support workers or medical professionals. They are not authorized to administer medication and are not authorized to provide children with 1 on 1 medical support.

Participants must be able to self-administer medication with staff/volunteer supervision and support and go to the washroom independently. Depending on the support required, we may or may not have the resources to properly accommodate your child and still ensure a successful camp experience. As the safety of your child is our top priority, Calgary MFRC reserves the right to cancel and refund the registration of any child if the Calgary MFRC and the Primary Contact cannot create a plan that ensures the safe participation of the child.

Weather

Some scheduled program activities may be cancelled due to the weather and facility conditions/closures. Although we will do what we can to re-schedule the missed activities, this is not guaranteed. We will continue to work hard to ensure all campers have a great camp experience, rain or shine, and appreciate your understanding regarding matters out of our control, such as weather and facility closures.

Extreme Heat

In the event that we encounter a day of extreme heat, programming will still take place outside with groups playing more water games & activities and utilizing the shaded areas throughout the park. Staff will frequently take water breaks throughout the day with their campers.

Activity Cancellation

The Calgary MFRC will do their best to ensure the activities and programs being offered are not cancelled however, there are some conditions that may result in a cancellation including:

- The number of participants is less than the minimum number of people needed to achieve the organization's group rate/price.
- The number of participants signed up for the activity is insufficient.
- Unforeseen illness/emergency of the staff member and no other staff are available
- Weather conditions and or air quality that are non-conducive to the activity or are not safe to drive in.
- Unforeseen illness/emergency of coordinating staff member.
- Insufficient supervision available.

In the event of an activity cancellation, you will receive an email stating that the activity has been cancelled or rescheduled. If an activity is cancelled less than 24 hours before the start time you will be called.

Child and Youth Summer Camp Lost Child Policy

1. Introduction

The safety and well-being of children attending the Calgary Military Family Resource Centre Child and Youth Summer Camp is our top priority. This Lost Child Policy outlines the procedures to follow if a child is reported missing.

2. Definitions

- Child: Any participant of the summer camp under the age of 18.
- Camp Staff: Any individual employed by or volunteering at the summer camp.
- Designated Meeting Point: A pre-determined location where staff and children gather in case of an emergency.

3. Preventative Measures

- All children will be assigned to a group with a designated staff member and/or volunteer who will maintain a list of all children in their group.
- Regular headcounts will be conducted at the beginning of each activity, during transitions, and at the end of each activity.
- Regular headcounts will take place for on and off bussing.
- Every week, the children will wear matching T-shirts provided by Calgary MFRC. Each week of camp will have a different coloured shirt.
- Children will be instructed on what to do if they become separated from their group and where the group muster point is at each location.

4. Procedures if a Child is Reported Missing

a. Immediate Response:

- The staff member/volunteer who notices the child is missing will immediately inform the Camp Lead or the most senior staff member available.
- An initial search of the immediate area will be conducted by the staff member while keeping the remaining children supervised.

b. Coordinated Search:

- The Camp Lead will organize a search team and designate a meeting point for all staff.
- The remaining children will be gathered at a secure location and supervised by designated staff members/volunteers.
- All available staff /volunteers will be assigned specific areas to search, ensuring the entire camp area is covered.

c. Communication:

- The Camp Lead will maintain constant communication with the search team via radio or mobile phone.
- If the child is not found within 10 minutes, the Camp Lead will contact local law enforcement and the child's parents/guardians.

d. Documentation:

- A detailed incident report will be completed by the Camp Lead, including the time the child was noticed missing, the steps taken, and the outcome.
- Any witnesses or individuals with relevant information will be asked to provide statements.

5. Post-Incident Procedures

a. Found Child:

- Once the child is found, their well-being will be immediately assessed.
- The child's parents/guardians will be notified of their recovery.
- A debriefing will be conducted with all staff involved to evaluate the effectiveness of the response and identify areas for improvement.

b. Ongoing Safety Measures:

- Additional preventative measures will be implemented based on the incident review.
- Staff training will be updated to address any gaps identified in the response.

6. Communication with Parents/Guardians

- Upon registration, parents/guardians will be informed of the Lost Child Policy.
- In the event of a missing child, parents/guardians will be kept informed throughout the process.

7. Review and Update of Policy

- This policy will be reviewed annually and updated as necessary to ensure the highest standards of child safety.

Behaviour

All camp participants, staff and volunteers are expected to treat fellow campers, and all instructors, including those from external partner organizations, with consideration and respect. We have a zero-tolerance policy on discrimination against any individual regarding one's race, color, ancestry, place of origin, Indigenous identity, political belief, religion, family status, physical or mental abilities, sex, sexual orientation, gender identity or expression.

At Calgary MFRC Summer Camps, bullying is inexcusable and will not be tolerated. If a camp participant has difficulty following our camp rules, staff and administrators will coach participants and remind them of the expectations. Staff will collaborate with or ask for suggestions from parents caregivers if they encounter consistent behavioral issues from a camper.

If a camper continually breaches the rules of camp or exhibits extreme behavior that risks the health or safety of themselves or others, Calgary MFRC has the right to remove the participant from our program, with no refund rewarded.

Discipline

- To ensure the safety and well-being of our children and youth, the Calgary MFRC Coordinators will be the only personnel to have authority to discipline the participants of the children and youth program.
- The coordinator of the Calgary MFRC will not use physical or emotional (yelling etc.) punishment to discipline the participants of the Children and Youth Program.

Procedure

- Acceptable approaches to discipline include:
    - Setting limits.
    - Setting standards of behavior.
    - Providing explanations.
    - Providing choices.
    - Ensuring that the children and youth understand.
    - Being firm but flexible.
    - Anticipating child and youth needs.
    - Recognizing differences in age, temperament, and experience.
    - Ignoring where appropriate.
    - Distracting and removing children/youth from situation.
    - Providing logical consequences.
    - Parent/Caregiver Notified

Suspension from Child and Youth Program

Procedure

1. Discuss appropriate and inappropriate behavior with the child/youth.
2. Depending on the degree of the infraction, separate child/youth from the rest of the group, while still ensuring proper supervision.
3. After incident occurs, both coordinator and volunteer (if present), document what transpired, and what was said.
4. Discuss with the Executive Director.
5. Give parents a copy of the written report on what transpired, as well as a letter indicating suspension of children/youth from at least one Child and Youth Activity.
6. Keep the copies of the letter/report in a file for 3 years.
7. No refunds will be granted.

Expulsion from Child and Youth Activity/Program

To ensure the safety and well-being of our children and youth, and to keep the integrity of the Calgary MFRC, we reserve the right to **expel** a child/youth to participate in the Calgary MFRC's Children and Youth Activity/Program if at least one of the following has occurred:

- The child/youth assaults another child/youth
- The child/youth assaults a volunteer or Calgary MFRC staff
- The child/youth uses inappropriate language or gestures (swearing, slurs, racial jokes or comments sexual in nature, etc.)
- The child/youth smokes, drinks or abuses substance(s) during a Calgary MFRC activities
- The child/youth has been suspended from the Child and Youth Program two times.

- Coordinators will be the only personnel to have authority to discipline the participants of the children and youth program.
- No refunds will be granted.

Complaints

The Calgary MFRC will follow through on any complaints made against a child/youth, staff, volunteer or a third party, with which the client has come in contact during a Calgary MFRC activity.

Procedure

1. All complaints will be forwarded to the Executive Director (ED).
2. The ED will request the client to complete a Complaint Form.
3. The ED will confer with the staff member involved.
4. The staff member will complete and Incident Report Form and submit it to the ED.
5. The ED will contact all parties involved and document what transpires.

Child and Youth Health and Safety

Supervision

We believe we have the responsibility to meet the needs and ensure the safety of the youth who attend the Child and Youth Program; therefore the Calgary MFRC will enforce a ratio of at least one adult to ten youths or the ratio set by a third-party venue, whichever is smaller.

Procedure

The Calgary MFRC will enforce a ratio of one adult to ten children or youths or the ratio set by a third-party venue, whichever is smaller

Waiver

The Calgary MFRC will ensure that children/youth and their parent or legal guardian is made aware of the level of risk involved with an activity.

Procedure

Each parent or legal guardian will complete, sign and submit a Calgary MFRC Waiver Form before their child/youth will be permitted to attend the activity.

Illness

To ensure the health and wellbeing of the children/youth in the Child/Youth Program, no child/youth, coordinator, or volunteer will be permitted to attend an activity if they have the following symptoms:

- Diarrhea.
- Severe coughing.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye.
- Unusual spots or rashes.
- Sore throat or trouble swallowing.
- Infected skin patch(es).
- Unusually dark, tea-colored urine.
- Grey or white stool.
- Severe itching of body or scalp or scratching of the scalp.
- Appears feverish.
- Has a contagious or communicable disease.

Procedure

If a child/youth arrives for a Calgary MFRC Activity/Program with one of the above symptoms the staff member will point it out to the parent or legal guardian and explain our policy. They will be asked to leave.

If child/youth symptoms appear during a Calgary MFRC Activity/Program, the Coordinator will:

- Separate child/youth from the others, while still maintaining proper supervision.
- Call parent/legal guardian to pick child/youth up.
- If the parent/legal guardian cannot be reached, their emergency contact will be called.
- Inform other parents of possible infection but withhold the child/youth's name.

Accidents - Injuries

If an accident occurs during a Calgary MFRC activity which results in an injury, the Calgary MFRC will take appropriate steps to treat the injury, inform parents or legal guardian, and document the incident using the Incident Report Form.

Procedure

1) Life threatening injury
   a) Perform First Aid and direct someone to call an Ambulance.
   b) Give ambulance attendants Health Forms.
   c) Inform parents/legal guardian.
   d) If they cannot be reached, inform emergency contact.
   e) Contact Calgary MFRC staff and have a staff member go to hospital.
   f) Calgary MFRC staff will stay at hospital for as long as family members require.
   g) Inform Executive Director of incident.
   h) Complete an Incident Report Form.
   i) Submit to Executive Director.
   j) Executive Director notifies Insurance Company of Incident.
   k) Executive Director files Incident Report for 5 years.

2) Non-life-threatening injury requiring professional medical attention
   a) Perform First Aid.
   b) Inform parents/legal guardian. If they cannot be reached inform emergency contact.
   c) Arrange for child/youth to be picked up and taken to hospital, by parent/legal guardian/emergency contact. If they cannot be reached or are unable to come right away, contact the Calgary MFRC for a staff member to take the child/youth to hospital.
   d) Follow steps g to k of procedure 1 above.

3) Injuries not requiring professional medical attention
   a) Apply First Aid.
   b) Coordinator has the option of allowing the child/youth to continue with the activity or contact the child/youth's parent/legal guardian for pick up.
   c) Inform parent/legal guardian and Executive Director of incident
   d) Depending on extent of injury, and Incident Report Form will be completed.
   e) If an Incident Report Form is files, follow steps g to k of procedure 1 above.

Transportation

To ensure the safety and enjoyment of participants being transported to a Calgary MFRC activity, the Calgary MFRC will:

Bus

- Use only quality transportation companies.
- Trips longer than 2 hours will utilize Coach buses.
- Ensure participants follow Bus Procedures (such as sit forward, keep hands/objects inside the bus, etc.).
- Maximum two participants to a seat.
- Ensure video movies are appropriate to the youngest attending age group.

Calgary MFRC Van

The Calgary MFRC, due to insurance, DOES NOT transport participants in either the MFRC van or a personal vehicle.