



CENTRAL EGLINTON CHILDREN'S CENTRE  
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## **Summer Camp Policy**

### **1. Duration of Summer Camp**

Summer Camp begins on the first Monday\* immediately following the end of the school year in June, unless the Monday is a statutory holiday. In this case, Camp will begin on the Tuesday. **Camp ends on a Friday, one week before Labour Day.** CECC will be closed this week to prepare for the coming school/child care year. The last day of Summer Camp is noted in the registration package. \*For Summer 2020 – Camp begins on June 29<sup>th</sup>, 2020, and ends on August 28<sup>th</sup>, 2020.

### **2. Policies**

Policies outlined in the Central Eglinton Children's Centre Family Handbook are in effect and are applicable to the Summer Camp Programme. You will find a copy of CECC's Family Handbook on our website: [www.centraleglintonchildrenscentre.com](http://www.centraleglintonchildrenscentre.com)

**3. Allocation of Space** - Space in Summer Camp is limited. Our Summer Programme fills on a "first come, first served" basis. Spots will be reserved with a complete, signed registration form, validation of Emergency Information, and valid payment.

### **3. Payment**

Payment is made via pre-authorized debit from your bank account. Fees will be withdrawn from your bank on July 1 and August 1, 2020.

### **4. Cancellation Policy**

**Summer Camp fees are final. Fees will not be refunded if you wish to cancel any weeks that your child is registered.**

### **5. Substitution of Weeks**

You may request to swap weeks, **only if space is available** e.g. one week in July to one week in August. If space is not available, your child will **remain** registered for the weeks indicated on the Summer Camp Registration Form. Requests to swap weeks must be made in writing at least one week prior to the change.

### **6. Subsidy**

If you have a City of Toronto subsidy you must check with CECC's office regarding your number of eligible vacation days. If you use more than the allowed number of days, or if you are off for more than 20 days in succession, the full fee rate will be charged. If you transfer from another child care centre you will carry with you the number of absent days you have already taken.

### **7. Summer to Fall Enrolment**

CECC treats Summer Camp as a stand-alone, separate programme. Please understand that if you enroll in camp, it does not guarantee a space in the child care programme for the following September.

### **8. Communication**

Communication is primarily through e-mail, please make sure you check your e-mail regularly for updates to our summer plan. We also communicate through our Twitter feed: @ourplace\_CECC.

### **9. Attendance**

Please make sure you sign your child in upon arrival and out upon departure. It is crucial as an added safety check, as well as an important time for communication with staff.

-If for some reason your child will not be in by 10:00 am (regular day) or 8:30 am (trip day) please notify the childcare office or we will assume that he/she will be absent for the day.

-If someone other than you is picking up your child, please let us know the name of the person. Staff will ask the person for photo ID before releasing your child, unless he/she is familiar.

### **10. T-Shirt and Hat**

A monogrammed T-Shirt and Hat will be provided to be worn on all excursions. It will be laundered and stay at CECC.