



Updated: December 2025

Registration

1. **If a child is only 5 1/2 years old, can they register in a camp designated 6+ years?**
 - Most City of Richmond full-day camps indicate birth years in the program title (refer to age restrictions). If a child does not meet the age requirements, speak with the Child Development Coordinator or programmer responsible for camps to discuss an alternative solution.
2. **Can children be registered in Before and After Care Camps?**
 - Only if the child is enrolled in the same day and facility camp.
3. **Can children from the same family be registered in the same camp? Are there any accommodations?**
 - Unfortunately, there is no guarantee children will be registered in the same camp as siblings as there are variables that include different ages and program availability. Richmond's daycamps provide a welcoming environment for children to safely step beyond their comfort zone and make new friends. Siblings are encouraged to interact with other campers, learning to work with other peers and develop new relationships.

Forms

4. **How are Informed Consent and Permission Forms to be submitted in advance?**
 - Completed forms must be emailed or dropped off at the specific camp's community centre prior to the program start date.
5. **Does an additional Informed Consent and Permission Form need to be submitted if one has already been submitted to another community centre?**
 - Yes.
6. **Can children sign themselves out of the camp on any given day?**
 - Yes, but a parent/guardian must sign a Safe Release Form for each camp registered in. Contact the Child Development Coordinator or programmer responsible for camps for more information.

Health & Safety

7. **Are staff able to assist children that require assistance for allergy or medical conditions?**
 - Yes, but a parent/guardian must complete and submit an Allergy Emergency Action Plan and Permission to Administer Medication form(s) prior to the program start date. Contact the Child Development Coordinator or programmer responsible for camps for more information.

8. Is there a lost and found if an item has been lost at camp?

- Yes, speak with the daycamp staff or contact the front desk of the community centre for assistance. Any food or perishable items are disposed of weekly, while clothing and other non-perishable items are donated to charity regularly.

9. Is taking photos of children permitted during camp?

- No, for privacy reasons parents/guardians are not to take photos during program time.

Note: A photographer, hired by the City of Richmond, may take photographs for marketing and promotional purposes. Before taking photos, staff will alert the photographer as to which campers do/do not have a signed photo consent form. Contracted photographers will be identifiable and introduced by camp staff for camper comfort and safety.

10. Can children attend camps if they have a disability and/or might require additional adult support?

- Yes, daycamps may have support workers on-site to assist campers who require additional support. In all cases, advance notice is required. Contact the Child Development Coordinator or programmer responsible for camps for more information and to discuss strategies on how to ensure all campers have a great experience.

General

11. Which camp items should be sent with children each day?

- If applicable:
 - a nut-free and healthy non-microwavable lunch and/or snack
 - filled water bottle
 - weather- and activity-appropriate clothing and footwear
 - emergency medication

Note: Remember to have all camp items labelled with child's name.

12. Can children be dropped off after camp starts or picked up before camp ends?

- Each week is packed full with an adventurous schedule full of activities! Notify the daycamp staff in advance if your child will be late due to pre-planned conflicts. If unable to contact daycamp staff, contact the community centre front desk.

13. What if children are picked up late from daycamp?

- Late pick-ups can cause anxiety and stress for children and may require staff to stay beyond scheduled shifts. **A late pick-up fee of \$10 for every 15 minutes, or any portion thereof, may apply.** In the event of unforeseen circumstances, communication with the centre's staff is encouraged to best support the children. If daycamp staff cannot be reached, the community centre front desk should be contacted.

14. What if a child is sick and/or can't attend camp?

- Notify the daycamp staff in advance or as soon as possible. If unable to contact daycamp staff, contact the community centre front desk.

15. Can a child's lunch be brought to the designated camp mealtime?

- The preference is for participants to bring a nut-free and healthy non-microwavable lunch and/or snack. However, depending on daycamp locations and activities, parents may bring their child food. For planning purposes, notify the daycamp staff in advance.