



1406 8<sup>th</sup> Avenue North  
Saskatoon, SK S7K 2X7  
Tel. 306-652-2561  
Fax. 306-652-2508

1055 Hampton Circle  
Saskatoon, SK S7R 0G7  
Tel: 306-382-1700  
Fax: 305-382-1704

270 Heritage Way  
Saskatoon, SK S7H 5T4  
Tel. 306-955-6183  
Fax. 306-955-6105

141 Campion Crescent  
Saskatoon, SK S7H 3T8  
Tel. 306-659-7199

102 Ravine Court  
Saskatoon, SK S7K 4H6  
Tel. 306-659-7259  
Fax. 306-652-7259

[www.tykesntots.ca](http://www.tykesntots.ca)

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## SCHOOL AGE CAMP PROGRAMS - INFORMATION PACKAGE

Welcome to Tykes and Tots School Age Camp Programs. We are so excited to have you join us for a fun filled loaded with activities to keep your 6 – 10 year old excited and engaged.

### Here are some basic things you should know:

- The program is intended for children ages 6 – 10. Children in kindergarten but are not yet turned 6 are also able to attend.
- Program Location(s) – may vary from year to year depending on facility availability. We will attempt to keep the program in a central location when possible and parents will be advised when the program location has been secured. Depending on the number of children registered, two locations may be offered.
- We do not provide lunches or snacks so please pack them for your child. Any food items brought must be stored in the refrigerator during the day and taken home at the end of each day. Nut free food items only please. Also bring a water bottle and backpack to carry lunches on excursions.
- The goal for our hours of operation are to be open from 7:30 am to 5:30 pm. This may vary slightly depending on the program location. Parents will be advised if there are any adjustments to the program hours. All children are to arrive by 9:30 so we can begin our daily excursions (if applicable). Any children dropped off after 9:30 are expected to be brought to the excursion location.
- Please let us know if you will be picking up prior to 3:30 so we can advise you of our whereabouts.
- There is a field trip every week – typically planned for Thursday, but this may change as we finalize details of each week. We will be transported by chartered bus or city bus and will leave the facility at 9:30 – returning at approximately 3:30.
- All children should come prepared to play outside (rain or shine), have weather appropriate outdoor wear and sunscreen that they can apply themselves.
- Please provide a change of clothing for your child in case of mishap.
- For summer programs, please bring a towel and bathing suit daily – water play may occur. All children are asked to bring sunscreen and insect repellent that they are able to apply themselves.
- All items brought to the program are brought at the owner's risk. Tykes and Tots is not responsible for loss or damage to personal items. Please label all items, including lunch bags, backpacks etc., to avoid misplacing items.

**Our daily schedule:**

- 7:30 – opening and free choice activities
- 8:30 – Noon – morning activities – any outing we will be gone by 9:30
- Noon – time for lunch – either at the program or on the field trip
- 1:00 – 4:30 – more activities. This might be games inside or a walk by the riverbank.
- 4:30 – 5:30 – free choice activities. Final pick up at 5:30

Note – children are encouraged to bring snacks for the day – they can snack when hungry at their discretion. Any food items brought must be stored in the refrigerator during the day and taken home at the end of each day. Nut free food items only please. Children are allowed to bring electronic devices for use during free choice activities.

**Communication with Staff:**

Effective communication between staff members and families is vital to providing a quality care program. If you ever have any questions about the programming or your child's experience with Tykes and Tots, please feel free to chat with the staff at drop off or pick up. You can also email the program supervisor at [schoolagecamps@tykesntots.ca](mailto:schoolagecamps@tykesntots.ca). There will be a cell phone number that you can use to either call or text the program supervisor if needed. That number will be provided by the program supervisor when they send out information specific to the weekly programming.

**Illness and Medication Policy:**

We want our children to have fun during their time with us and it's certainly no fun to spend a day trying to play when you're sick. Therefore, children with high fever, vomiting, diarrhea or contagious illness are not allowed to participate in our program. There is no fee reimbursement for days missed due to illness. Any required medication must be given to a staff member with written instructions for administration of the medication.

**Code of Conduct Policy:**

All children are expected to follow a set code of conduct. Tykes and Tots will not tolerate swearing, bullying, physical aggression, theft, damage to property, unsafe behaviour (to self or others), or disrespectful attitude towards staff. Staff members will work with parents to correct the unacceptable behavior. Children will be provided with opportunities to correct their behavior. Those children unable to abide with this policy will be asked to leave the program.

**Transportation Policy:**

All transportation will be through chartered or city bus. In addition to the above noted field trips, the Tykes and Tots School Age Program staff may take the children on additional field trips requiring bus transportation as suits the program for the week. Parents will be notified of the field trip and the location prior to or on the day of the field trip.