

Step by Step Directions for Registering for Summer Camp - Cambridge

The intent of this handout is to make sure you have all the steps for summer planning and registering for City of Cambridge summer camps.

City of Cambridge Summer camps

- [City Camp Information](#)
- [Cambridge Centre for the Arts camps](#)
- Listing of camps on [CORAL](#)
- Inclusion Facilitators (IF's) are available for all City of Cambridge and Cambridge Centre for the Arts camps except: SunBlast and Imagination Station. Support for personal care and medication is available.
- Inclusion Facilitators (IF's) are assigned on a 1:1, 2:1 or 3:1 ratio.
- Registration opens February 1, 2023 @ 8:30 am

Next Steps

1. Review the camp options. This review should include type of camp and theme. Pick a camp that is a good fit for your child.
2. Determine if the hours of the camp work for your family. Do you need before and after care? SunBlast/Imagination Station have reduced hours (9 am – 3 pm)
3. Decide if your child would do best in an integrated camp (with or without the support of an inclusion facilitator/your own worker) or a specialized camp with lower camper to staff ratio (SunBlast/Imagination Station).
4. [Confirm your child is camp ready](#). All campers need to be “Program Ready” when participating in City run programs, either independently or with additional support.

Registration Process for City of Cambridge Camps

- City of Cambridge summer camp registration opens **February 1st at 8:30 am**.
- Spaces are limited, register as soon as possible.
- **Option #1 - You are paying at time of registration**
 - Register through [Coral](#) or in person at W.G. Johnson, John Dolson or City Hall and **check off the box indicating your child has special needs**.
 - City of Cambridge payment plan is available to families who register before June 25 and have a credit card with an expiry date past September 2023.



- **Option #2 – Someone else is paying the bill for you (3rd party billing)**
 - Register in person at W.G. Johnson, John Dolson or City Hall **with** your 3rd party billing confirmation letter or email from Extend-a-family (SSAH \$)
 - **Steps to get your 3rd party billing confirmation letter or email:**
 - Contact your SSAH coordinate and ask for a 3rd party billing confirmation letter as soon as possible.
 - Your SSAH \$ can not be used to pay for sibling camp fees. Confirm with your coordinator if you want the cost of the camp to come out of your April 2022 – March 2023 dollars or April 2023 – March 2024 dollars.
 - Provide your SSAH coordinator the following information:
 - i. Weeks you want to put your child in camp
 - ii. Name and location of the camps
 - iii. Cost of the camp. Make sure you include cost of extend care if this is needed. Prices are available on the City of Cambridge website.
 - The City of Cambridge will bill Extend-a-family directly.

- **Option #3 – You are applying for income-based fee assistance** (see chart below to see if you qualify)
 - Option #1 - Apply for fee assistance and once approved register for the camp (if you prepay you will not receive funding).
 - Fee assistance options can be found [here](#).
 - Option #2 – if your child requires the support of an Inclusion Facilitator, Contact Natalie Verschueren, Recreation Coordinator – Child and Youth: 519.623.1340 x 4640 or camps@cambridge.ca to discuss your situation and possible options.

Eligibility is based on total household income

Family Size	Annual Income
1	22,926
2	28,540
3	35,078
4	42,600
5	48,315
6	54,493
7+	60,670

Registered – next steps to get an Inclusion facilitator

- Please note that the 2023 summer camp accommodation and support is on a first come first serve basis due to limited staff availability.
- **As soon as you have registered**, contact Natalie Verschueren, Recreation Coordinator – Child and Youth: 519.623.1340 x 4640 or camps@cambridge.ca and give her the following information:
 - Need for inclusion facilitator (IF)
 - Support level you think your child needs 1:1; 2:1, 3:1 or volunteer. Be realistic – there are not enough IF's for everyone to have 1:1. What support your child receives at school.
 - Camps you registered for (name, location, dates)



- Identify if your child may need an alternative arrangement for the camp you have registered them for. For example: no swimming, sledge for skating, accessible transportation for trips .
- Does your child have other needs – camp social story, visuals or toileting?
- If you are flexible to change camp location or week if there are no inclusion facilitator support for the weeks or camp you registered.

Registered – forms that need to be completed by June 1, 2023

- **Participant Information Form (PIF)**
- **Program Ready Form**
- **All About Me Form** (attached to this email you will find instructions and samples)
- **Medication Administration Form (if applicable)**
- Need help to complete your forms? Contact Natalie Verschueren, Recreation Coordinator – Child and Youth: 519.623.1340 x 4640 or camps@cambridge.ca or Sheryl Dedman sdedman@kidsability.ca or 519-886-8886 x3260

Need additional support for summer camp planning from KidsAbility

Email Information from KidsAbility

Receive emails to assist with camp registration, funding, and support. Not currently receiving camp information emails, contact Sheryl at sdedman@kidsability.ca to be added to the email list (Cambridge Sites).

Camp Resources on KidsAbility's Website

- Camp Directory: <https://www.kidsability.ca/camp-directory>
- Camp Information: <https://www.kidsability.ca/camp-info> (workshop and camp fair videos are located here)

Camp Consult Clinic

Need more help? Book a camp consult clinic with a Recreation Therapist from KidsAbility. Support can be provided on one or more of the following:

- Camp options and registration processes
- Identifying funding options and support with applications
- Camper support options and how to access these supports
- Accessing adapted equipment and resources to facilitate access and participation at camp

Contact Sheryl Dedman sdedman@kidsability.ca or 519-886-8886 x3260 (Cambridge and Guelph Sites)
Not a current KidsAbility Client? Contact intake: 519-886-8886 or 1-888-372-2259 ext. 1214

