



Hello Club Family,

Welcome and thank you for choosing the Boys & Girls Clubs of Greater Halifax Summer Camps!

Please review your registration carefully and report any errors immediately to [registration@bgcgh.ca](mailto:registration@bgcgh.ca).

At the time of registration an electronic copy of the Clubs Program Guidelines were provided. Program Guidelines reviews policies, procedures and expectations of our staff, members and parents/guardians. We ask that our Club Parents and Guardians ensure that you review it with your child/ren.

### **Summer Day Camps hours of operation;**

**Regular hours;** 8:00 am to 5:00pm

**\*Extended hours;** 7:30 am to 5:30pm

*\*Only children registered for the extended hours of operation, 7:30 am – 5:30, will be accepted prior to 8 am, and permitted to stay after 5 pm. The programs are staffed for the number of children registered, and staff shifts are scheduled accordingly*

All members must be escorted in the Club and signed in by a parent/guardian every day. All members must arrive by 9 am. Members arriving after 9 am will not be accepted that day.

### **Payment schedule for services;**

*(All transactions that do not clear are charged \$25.00 fee).* Statements for services are sent to clients via email on the 1<sup>st</sup> of the month: June 1<sup>st</sup> for July services, July 1<sup>st</sup> for August services and so on. Summer term, payments are processed via auto withdraw from client accounts on;

June 20<sup>th</sup>                    for services to be rendered in July  
July 20<sup>th</sup>                    for services to be rendered in August

### **Summer Program Cancellation Procedure;**

Cancellations for any July service (weeks 1 through 4) must be submitted in writing via email to [registration@bgcgh.ca](mailto:registration@bgcgh.ca) by June 1<sup>st</sup>.

Cancellations for any August service (weeks 5 through 8) must be submitted in writing via email to [registration@bgcgh.ca](mailto:registration@bgcgh.ca) by July 1<sup>st</sup>.

If the above procedure is not followed, accounts will be charged.



If you have inquiries regarding;

**Registration & Family accounts;**

Contact Lisa Reid, Administration Lead at [registration@bgcgh.ca](mailto:registration@bgcgh.ca) or 902-435-9922.

**Programs;**

**Cole Harbour Site, 50 Ritcey Crescent**

Club Lead , Trina Elliott at [trina.elliott@bgcgh.ca](mailto:trina.elliott@bgcgh.ca) 902-435-3204, select menu option #3 for Program sites, then select #3 for CH site.

**East Dartmouth Site, 50 Caledonia Road**

Club Lead, Chris Woodford at [chris.woodford@bgcgh.ca](mailto:chris.woodford@bgcgh.ca) 902-435-3204, select menu option #3 for Program sites, then select #1 for ED site

**Sackville Site; 45 Connolly Road**

Club Lead, Courtney Covey-Sprague at [courtney.coveysprague@bgcgh.ca](mailto:courtney.coveysprague@bgcgh.ca) 902-435-3204, select menu option #3 for Program sites, then select #4 for Sackville site.

**Dartmouth North Site, 60 Farrell**

Club Lead, Trevor Brown at [trevor.brown@bgcgh.ca](mailto:trevor.brown@bgcgh.ca) 902-435-3204, select menu option #3 for Program sites, then select #2 for Dartmouth North site.

**Spryfield Site; 11 Aldergrove Road**

Club Lead , Shawna MacLean at [shawna.maclean@bgcgh.ca](mailto:shawna.maclean@bgcgh.ca) 902-435-3204, select menu option #3 for Program sites, then select #5 for Spryfield site.

Link to online account; <https://ca.apm.activecommunities.com/bgcgh/Home>

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