

C'est chouette!



It's a hoot!

MUNICIPAL SUPPORT POLICY FOR LOCAL DAY CAMPS

OBJECTIVE OF THE POLICY

The goal of this policy is to support full-time residents who wish to offer an enriching summer day camp program to the youth of Potton and financial assistance for some of the cost associated for special activities to further enrich the camper's experience.

With this policy, camps that meet the requirements listed below will have access to certain activities or services that will be reimbursed by the Municipality.

REQUIREMENTS TO BE ELIGIBLE (Subject to change)

Camp providers must meet the following criteria, take the following steps and provide documentation in order to be eligible;

- Must be a full-time resident of Potton;
- Show proof of insurance;
- Make a request to council prior to March 1st of each year and include a program outline and proposed expenses
- Once approved, sign the agreement with the municipality
- Propose all expenses by May 1st for council's approval
- Ensure at least 15 full-time registrations by June 15th of each year and offer 6 weeks of service with a minimum of 3 days a week.
- Ensure that parents are given a copy of the municipal reimbursement form at registration
- Issue receipts to parents with the total amount paid
- Submit the following by September 1st: Pre-approved paid invoices and receipts with the completed spreadsheet totalling the expenses incurred
- Submit a spreadsheet with the total amount paid per person.

WHAT THE MUNICIPALITY OFFERS

If the camp organisation meets the requirements mentioned above, the owner of the service will have the opportunity to pick and choose from a series of activities or services listed below. These activities or services are not limited to the list provided, and camp administrators will be allowed to make an activity request. These requests will be evaluated and approved by council.

- Transportation with a certified bus company
- Entry fees to certain attractions that are approved by the municipality
- Kayak or canoe outings with a certified guiding company
- Arts & craft workshops
- Guest speakers and specialized animation

The Municipality does not cover regular, operating expenses such as location rentals, insurance fees, salary for regular staff etc.