

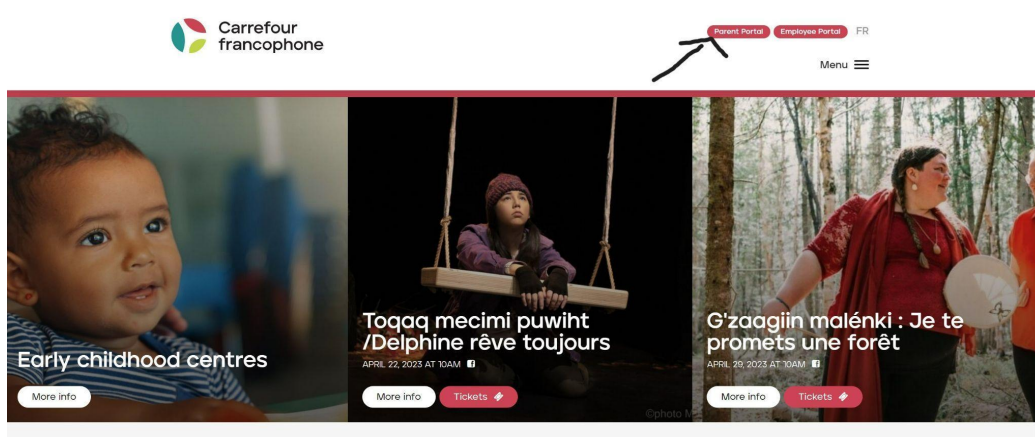
Registration Guide Carrefour francophone's Summer Camps

(Une version en français est également disponible sur notre site web)

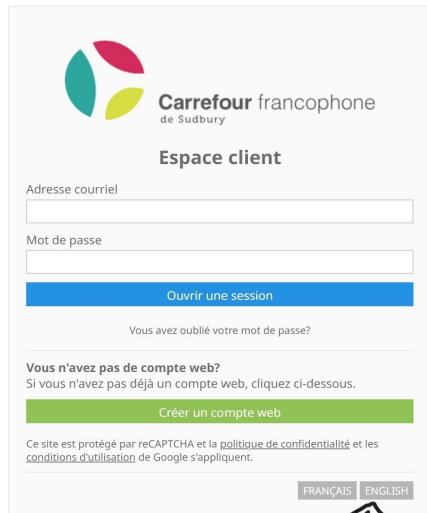
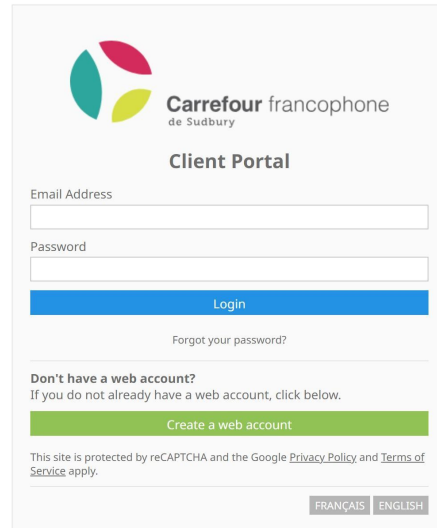
We are looking forward to welcoming your children to the summer camps! In this guide, you will find the necessary steps to complete the registration for each of your children as well as additional information such as lunches, summer camp hours, and whom to contact in case of emergencies or for any questions.

1. Creating a new account

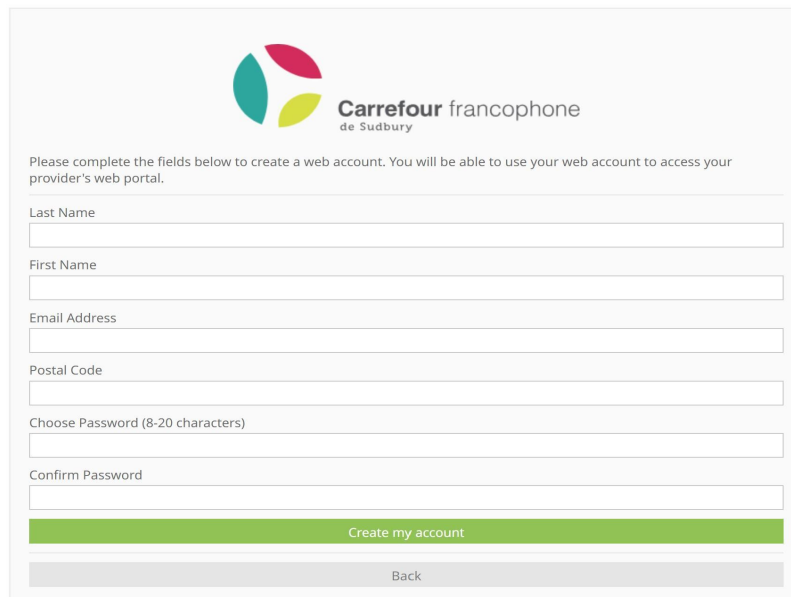
- Go to our [website](#).
- Go to the parent portal (it can be accessed by clicking the Parent Portal button at the top right corner of the page).



- You will be directed to this Client Portal page. You can click on the English button at the bottom of the page to access the English version.

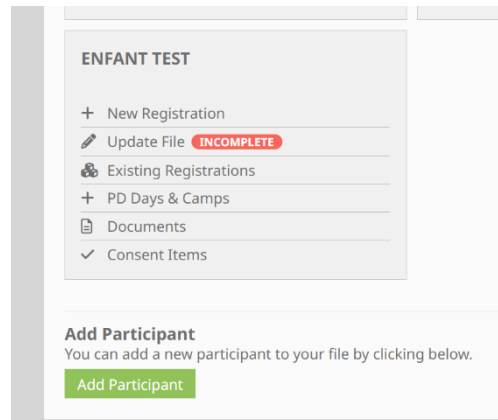
- Enter your personal information.
- Click on "Create my account".



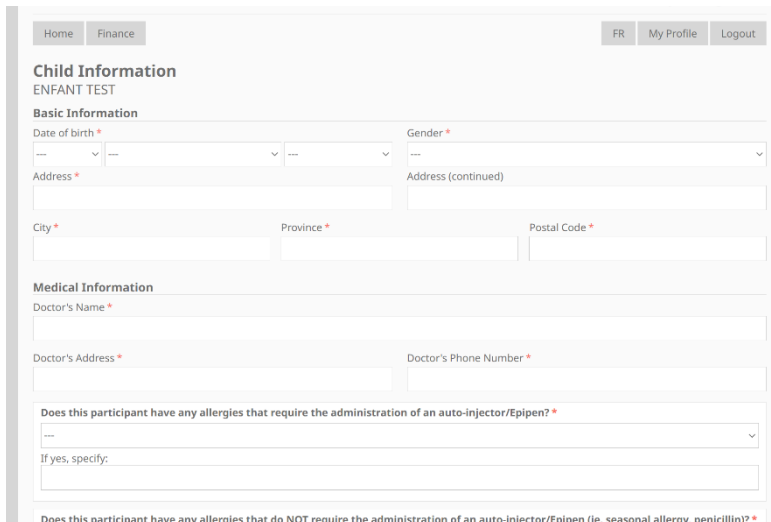
- You will receive a confirmation email from Cloudflare to validate your email address.

2. Creating your children's folders

- You now have access to your Digibot account. You **must create a folder for EACH child you wish to register** by clicking on "Add participant".



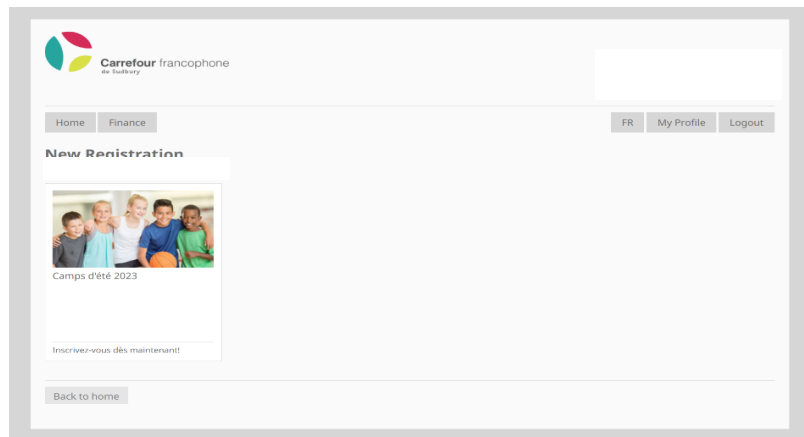
- Then click on "Update File **Incomplete.**"
- Fill in all the information requested. This information is necessary for the safety and health of your children and is strictly confidential.



The screenshot shows a registration form titled 'Child Information' for 'ENFANT TEST'. The form is divided into sections: 'Basic Information' and 'Medical Information'.
Basic Information: Includes fields for Date of birth (with dropdowns for day, month, and year), Gender (dropdown), Address (with a separate field for 'Address (continued)'), City, Province, and Postal Code.
Medical Information: Includes fields for Doctor's Name, Doctor's Address, and Doctor's Phone Number. There are also two dropdown menus for allergies: 'Does this participant have any allergies that require the administration of an auto-injector/Epipen?' and 'Does this participant have any allergies that do NOT require the administration of an auto-injector/Epipen (ie. seasonal allergy, penicillin)?'. A text box for 'If yes, specify:' is located below the first dropdown.

3. Summer camp registration

- Click on "New Registration" to register your child in the summer camp you want. You must register your child for each week you'd like them to attend the camp.
- Only camps that are eligible for your child will be displayed (based on their age).
- Select "Summer Camps."



- Available summer camp schedules will be displayed on this page.
- Select and check the boxes of the summer camps for which you wish to register your child.

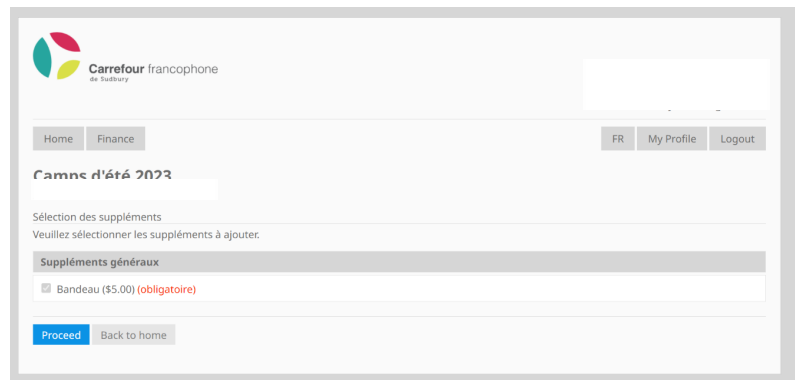
Semaine 3/4 July 17-28, 2023		
Aucune activité disponible.		
Semaine 4 July 24-28, 2023		
<input type="checkbox"/>	Camp plein air JUNIOIR	\$280.00 École secondaire Macdonald Cartier 37 Lasalle Blvd, Sudbury, ON P3A 1W1
<input checked="" type="checkbox"/>	Camp plein air JUNIOIR	\$280.00 Pavillon de l'avenir - Pavillon des tout-peti 370, av. Côté, Chelmsford
Semaine 5 July 31 - August 4, 2023		
<input type="checkbox"/>	Camp plein air JUNIOIR	\$280.00 École secondaire Macdonald Cartier 37 Lasalle Blvd, Sudbury, ON P3A 1W1
<input checked="" type="checkbox"/>	Camp plein air JUNIOIR	\$280.00 Pavillon de l'avenir - Pavillon des tout-peti 370, av. Côté, Chelmsford
Semaine 6 August 7-11, 2023		
<input type="checkbox"/>	Camp plein air JUNIOIR	\$224.00 École secondaire Macdonald Cartier 37 Lasalle Blvd, Sudbury, ON P3A 1W1
<input checked="" type="checkbox"/>	Camp plein air JUNIOIR	\$224.00 Pavillon de l'avenir - Pavillon des tout-peti 370, av. Côté, Chelmsford
Semaine 7 August 14-18, 2023		
<input type="checkbox"/>	Camp plein air JUNIOIR	\$280.00 École secondaire Macdonald Cartier 37 Lasalle Blvd, Sudbury, ON P3A 1W1
<input checked="" type="checkbox"/>	Camp plein air JUNIOIR	\$280.00 Pavillon de l'avenir - Pavillon des tout-peti 370, av. Côté, Chelmsford
Semaine 8 August 21-25, 2023		
<input type="checkbox"/>	Camp plein air JUNIOIR	\$280.00 École secondaire Macdonald Cartier 37 Lasalle Blvd, Sudbury, ON P3A 1W1
<input checked="" type="checkbox"/>	Camp plein air JUNIOIR	\$280.00 Pavillon de l'avenir - Pavillon des tout-peti 370, av. Côté, Chelmsford

****If the camp is listed as *FULL*, you have the option to place your child on a waiting list by checking "Waiting List" in the right column.**

If a spot becomes available, we will contact you by phone or email.

You have 48 hours to confirm your spot. After 48 hours, we will move on to the next child on the list.

- After selecting the summer camps you would like for your children, click on "Proceed".



Carrefour francophone

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Camps d'été 2023

Sélection des suppléments
Veuillez sélectionner les suppléments à ajouter.

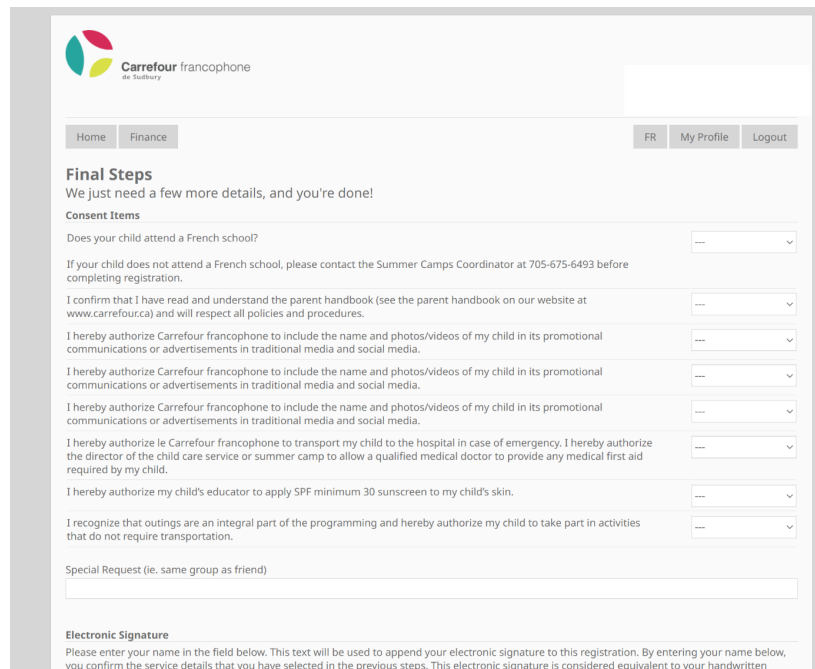
Suppléments généraux

Bandeau (\$5.00) (obligatoire)

Proceed Back to home

****YOUR CHILD IS NOW REGISTERED IN THE SUMMER CAMPS YOU HAVE SELECTED. ****

- The following page is a consent page.
It is necessary to read this section carefully and sign at the bottom of the page.
Feel free to add a special request if necessary.



Carrefour francophone de Sudbury

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Final Steps

We just need a few more details, and you're done!

Consent Items

Does your child attend a French school?

If your child does not attend a French school, please contact the Summer Camps Coordinator at 705-675-6493 before completing registration.

I confirm that I have read and understand the parent handbook (see the parent handbook on our website at www.carrefour.ca) and will respect all policies and procedures.

I hereby authorize Carrefour francophone to include the name and photos/videos of my child in its promotional communications or advertisements in traditional media and social media.

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I hereby authorize le Carrefour francophone to transport my child to the hospital in case of emergency. I hereby authorize the director of the child care service or summer camp to allow a qualified medical doctor to provide any medical first aid required by my child.

I hereby authorize my child's educator to apply SPF minimum 30 sunscreen to my child's skin.

I recognize that outings are an integral part of the programming and hereby authorize my child to take part in activities that do not require transportation.

Special Request (e. same group as friend)

Electronic Signature

Please enter your name in the field below. This text will be used to append your electronic signature to this registration. By entering your name below, you confirm the service details that you have selected in the previous steps. This electronic signature is considered equivalent to your handwritten

- Click on "Continue".
- You will receive an email confirmation at this point. Read the payment policy carefully. **We invite you to make your payment as soon as we receive your e-mail, otherwise your registration will be automatically cancelled.**
- You will then be directed to the billing page to make your payment.

4. Billing

Billing Details
Please validate the billing details below.

Billing Summary

Invoice Date	Description	Amount
April 6, 2023	Semaine 1, Camp plein air JUNOIOR (PAV)	\$224.00
April 6, 2023	Semaine 6, Camp plein air JUNOIOR (PAV)	\$224.00
April 6, 2023	Bandeau	\$5.00
July 1, 2023	Semaine 2, Camp plein air JUNOIOR (PAV)	\$280.00
July 1, 2023	Semaine 3, Camp plein air JUNOIOR (PAV)	\$280.00
July 1, 2023	Semaine 4, Camp plein air JUNOIOR (PAV)	\$280.00
July 1, 2023	Semaine 5, Camp plein air JUNOIOR (PAV)	\$280.00
August 1, 2023	Semaine 7, Camp plein air JUNOIOR (PAV)	\$280.00
August 1, 2023	Semaine 8, Camp plein air JUNOIOR (PAV)	\$280.00
TOTAL DUE		\$2,133.00

Select Payment Method

Politique de paiement: pour réserver votre place, le solde à votre compte doit être réglé. Nous allouons une période de grâce de 3 jours suivant l'inscription conséquemment l'inscription pourrait être annulé sans préavis supplémentaire.

Payment policy: In order to reserve your spot the balance on your account must be paid in full within 3 days of registration. If the balance is not paid within this period your reservation may be cancelled without further notice.

Politique d'annulation: L'inscription à un camp d'été peut être annulée en remplissant un formulaire d'annulation. Si l'annulation est faite à 10 jours ouvrables avant le début de la semaine du camp, 20 % des frais seront facturés. Si l'annulation est faite à 5 jours ouvrables avant le début de la semaine du camp, 35 % des frais seront facturés. L'annulation à moins de deux jours ouvrables de la semaine du camp ne donne droit à aucun remboursement.

Cancellation policy: Registration to a summer camp may be cancelled prior to the camp start date by filling out a cancellation form. If a registration is cancelled 10 business days prior to the camp start date, 20% of the registration fee will be billed. If a registration is cancelled 5 business days prior to the camp start date, 35% of the registration fee will be billed. Cancellation less than two work days before the camp start date is not subject to refund.

Please select your preferred payment method below.

Online by credit card via Stripe™

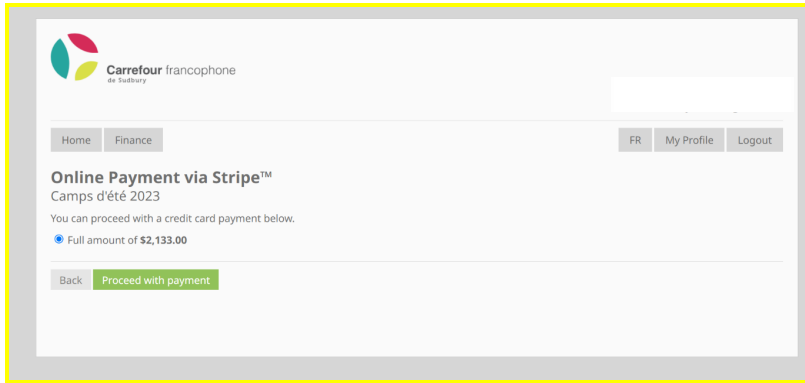
[Confirm Registration](#) [Back to home](#)

- A page like the one above will be displayed.
- Choose "Online credit card payment via Stripe" for a credit card payment.
- Then click on "Confirm Registration".

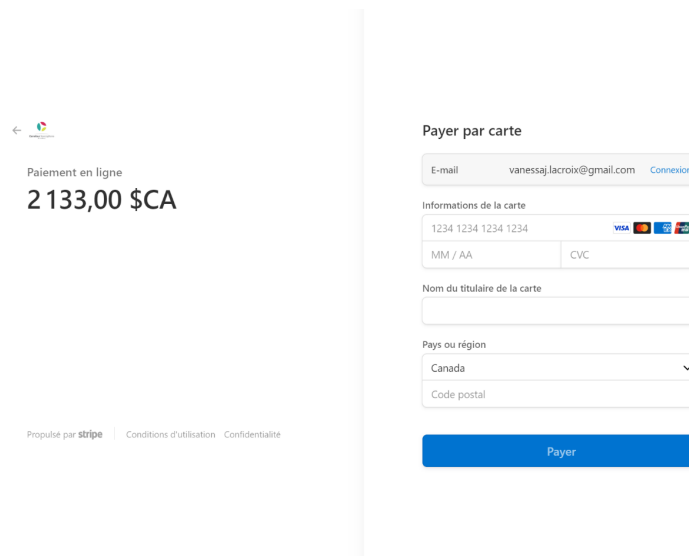
If you are a subsidized parent or a Carrefour francophone employee, you must contact us by phone 705 675-6493 at extension 1117, or send an email to the Summer Camps Coordinator, Janelle Dutrisac, at jdutrisac@carrefour.ca to notify us that you are receiving a subsidy or discount of any kind.

5. Make payment via "Stripe"

- Select "Proceed with Payment".



- You will then be directed to the "Stripe" page to make your online payment.



- Enter your information. When you are done, you will receive an email payment confirmation from Stripe.

If you need to cancel or withdraw a registration, [fill out the registration form](#) and call us at 705-675-6493 at extension 1117 or send an email to the Summer Camps Coordinator, Janelle Dutrisac, at jdutrisac@carrefour.ca.

Additional information

1. What are the hours for the summer camps?

Children can be dropped off at 7:30 a.m. and picked up at 5:30 p.m., at the latest.

2. What happens in case of bad weather?

Camps will be held indoors if there is a storm. However, we will stay outside if the rain is moderate. There will be tents for shade or to get out of the rain. We advise you to dress your child according to the weather forecast.

3. Is lunch included ?

No. You must provide lunch and snacks for your child(ren). We want to make sure that their experience with you is the best it can be, so personalized meals will meet their needs.

4. What happens if my child suffers an injury?

Injuries are a part of life! If a child is injured, the staff will give you a form describing the details of the incident. Once signed, this form will be placed in the child's file and you will be given a copy of the report. This report will include the steps the staff will take to prevent a similar incident from happening again.

5. Who can I contact in case of an emergency?

For emergencies, contact Janelle Dutrisac, Programs Manager, at 705-675-6493 at extension 1117.