

Registration Guide

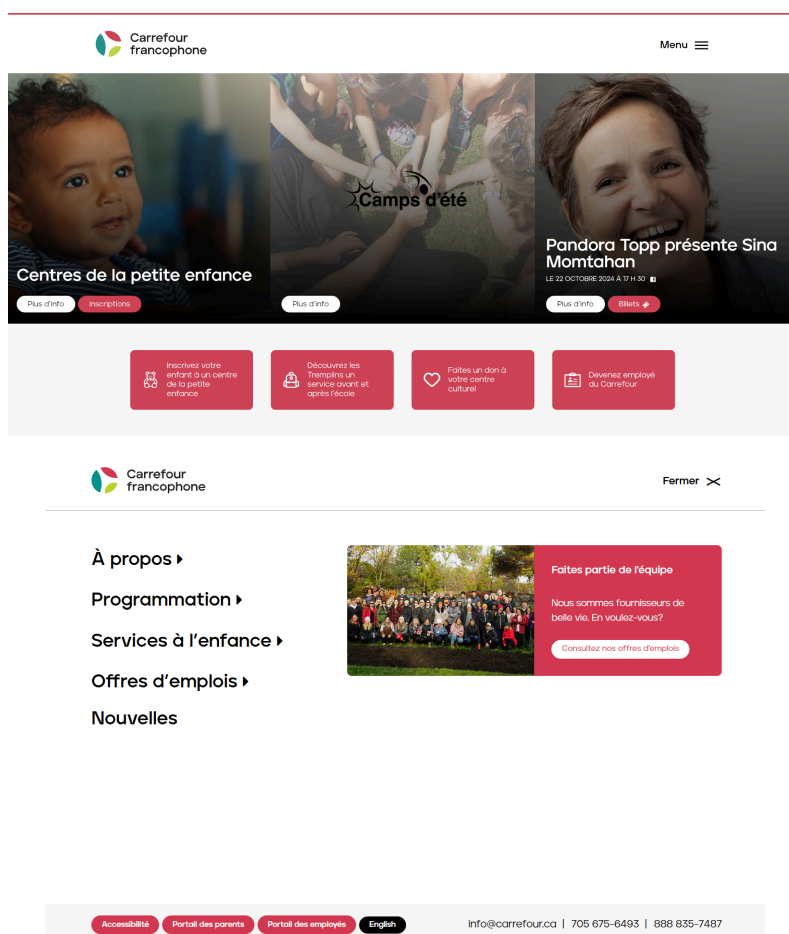
Carrefour francophone's Summer Camps

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


We are looking forward to welcoming your children for this summer camp edition! 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 menu (on the top right)
- Go to the parent portal (it can be accessed by clicking the Parent Portal button at the bottom left 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.



Carrefour francophone
de Sudbury

Espace client

Adresse courriel

Mot de passe

Ouvrir une session


[Vous avez oublié votre mot de passe?](#)

Vous n'avez pas de compte web?
Si vous n'avez pas déjà un compte web, cliquez ci-dessous.

Créer un compte web

Ce site est protégé par reCAPTCHA et la [politique de confidentialité](#) et les [conditions d'utilisation](#) de Google s'appliquent.

[FRANÇAIS](#) [ENGLISH](#)



Carrefour francophone
de Sudbury

Client Portal

Email Address

Password

Login

[Forgot your password?](#)


Don't have a web account?
If you do not already have a web account, click below.

Create a web account

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

[FRANÇAIS](#) [ENGLISH](#)

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



Carrefour francophone
de Sudbury

Please complete the fields below to create a web account. You will be able to use your web account to access your provider's web portal.

Last Name

First Name

Email Address

Postal Code

Choose Password (8-20 characters)

Confirm Password

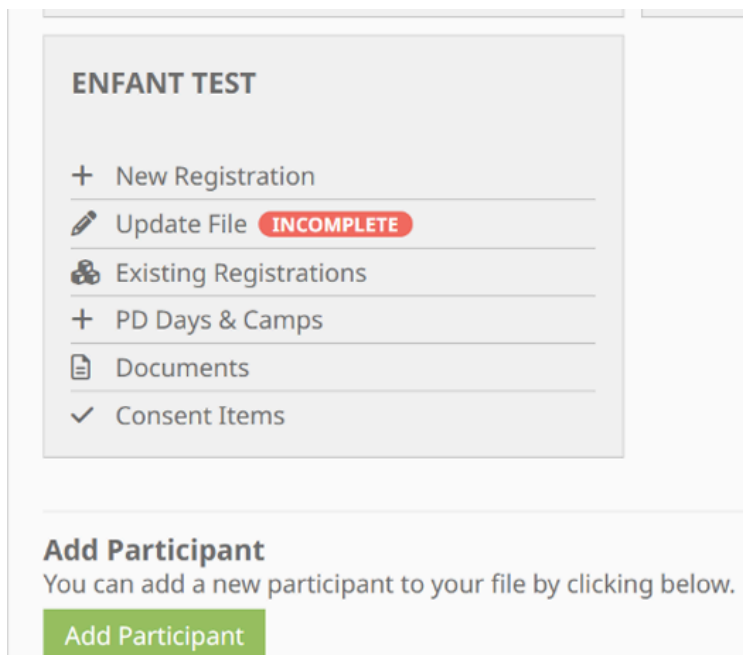
Create my account

[Back](#)




- 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 of the children you wish to register** by clicking on "Add participants".



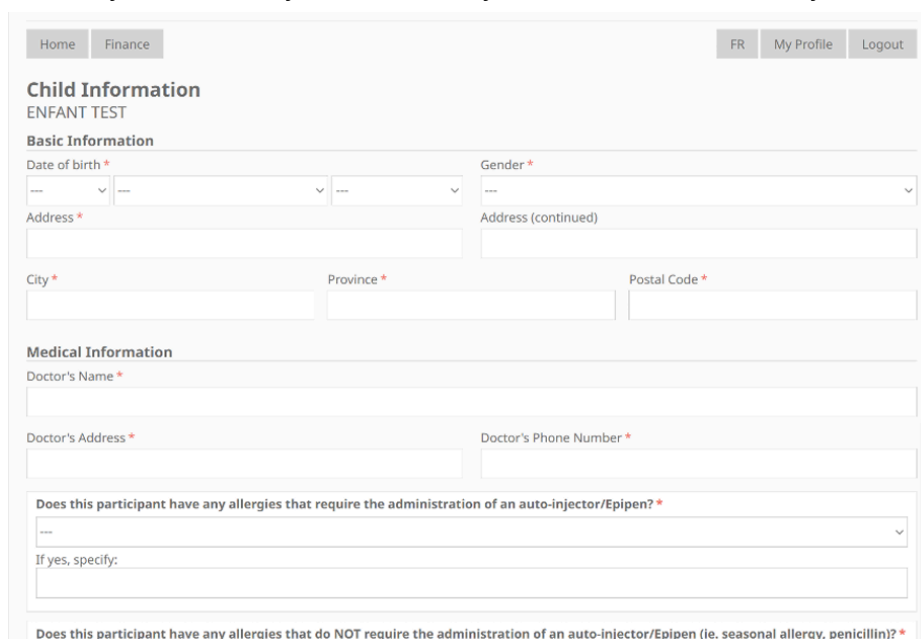
ENFANT TEST

- + New Registration
-  Update File **INCOMPLETE**
-  Existing Registrations
- + PD Days & Camps
-  Documents
- ✓ Consent Items

Add Participant
You can add a new participant to your file by clicking below.

Add Participant

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



Home Finance FR My Profile Logout

Child Information
ENFANT TEST

Basic Information

Date of birth * Gender *

Address * Address (continued)

City * Province * Postal Code *

Medical Information

Doctor's Name *

Doctor's Address * Doctor's Phone Number *

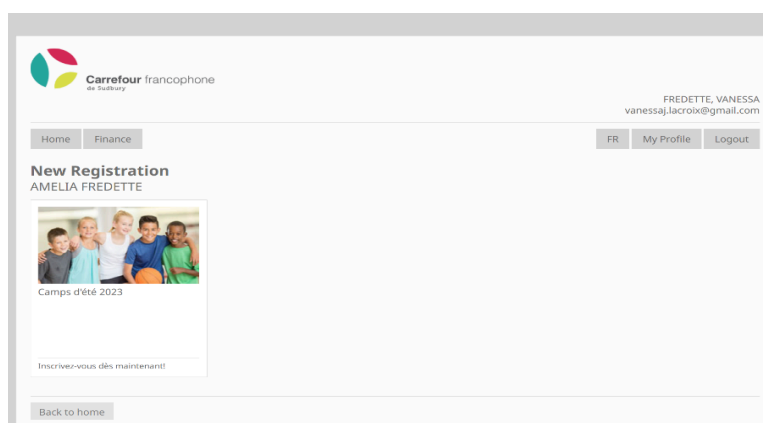
Does this participant have any allergies that require the administration of an auto-injector/Epipen? *

If yes, specify:

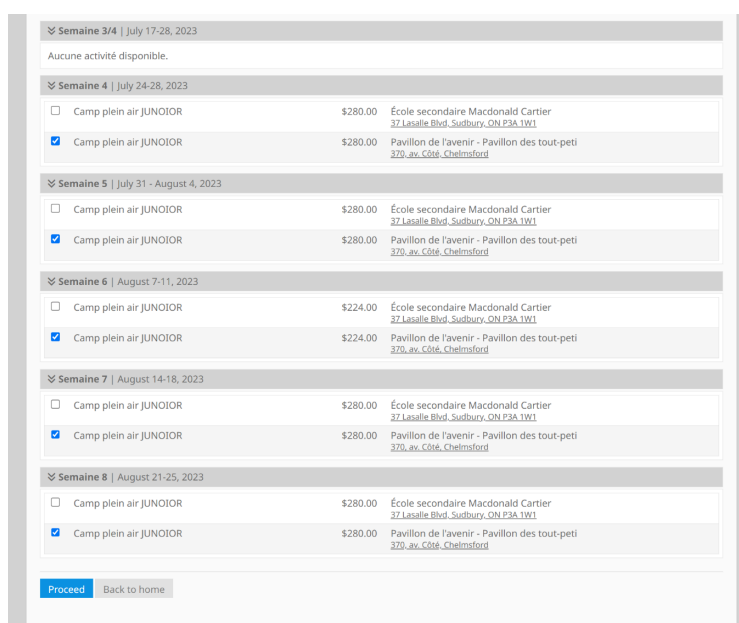
Does this participant have any allergies that do NOT require the administration of an auto-injector/Epipen (ie. seasonal allergy, penicillin)? *

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 ages).
- Choose "Summer Camps."



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



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

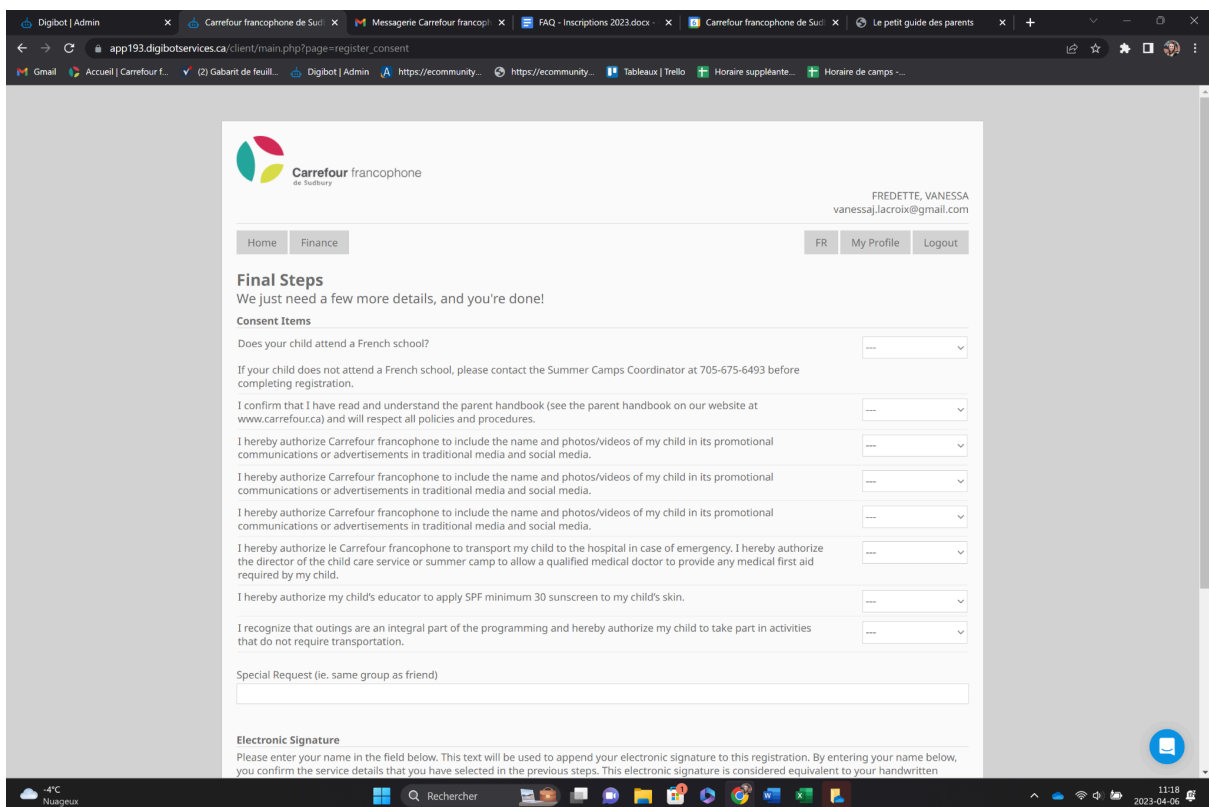
If a spot becomes available, we will contact you by phone or email.

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".

****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 comment if necessary.



The screenshot shows a web browser window with multiple tabs open. The active tab is 'app193.digibotservices.ca/client/main.php?page=register_consent'. The page header includes the Carrefour francophone logo and the name 'FREDETTE, VANESSA' with email 'vanessaj.lacroix@gmail.com'. Navigation links include 'Home', 'Finance', 'FR', 'My Profile', and 'Logout'. The main section is titled 'Final Steps' with the text 'We just need a few more details, and you're done!'. Below this is a 'Consent Items' section with several checkboxes and dropdown menus for consent. The items include: 'Does your child attend a French school?', 'I confirm that I have read and understand the parent handbook...', '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.', '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.', '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.', '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.', and '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.'. There is a 'Special Request (ie. same group as friend)' field. At the bottom is an 'Electronic Signature' section with a text field and a note: '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 signature.'

- Click on "Continue".
- You will receive an email confirmation at this point. Read the payment policy carefully.
If you do not pay within 72 hours, your registration will be canceled automatically.
- 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™

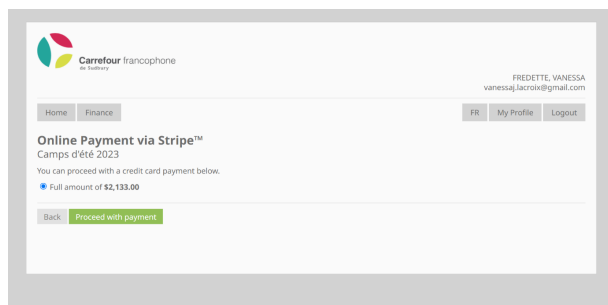
Confirm Registration
Back to home

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

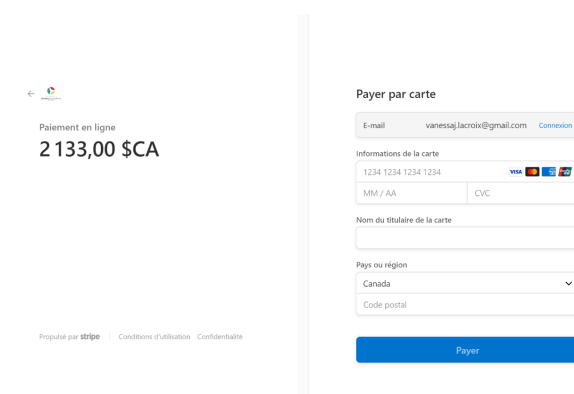
If you are a subsidized parent, or a Carrefour francophone employee, you must contact us by phone 705 675-6493 at extension 1117, or send an email to the Programs Manager, at vfredette@carrefour.ca to notify us that you are receiving a subsidy or discount of any kind.

5. Make a payment via "Stripe"

- Select "Make 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.

Additional information

1. What are the hours of the summer camps?

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

2. Where do I drop off and pick up my child?

Camps in Sudbury will be held at École publique de la Découverte, 1450 Main St., Val Caron, in Chelmsford at École publique Pavillon de l'avenir, 370 Côté Ave., Chelmsford, and in Sudbury at École publique Jeanne-Sauvé, 300 Van Horne St., Collège Boréal and Place des Arts. Signs will be posted to guide you when you arrive.

3. 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 take shelter from the rain. We advise you to dress your child according to the weather forecast.

4. What should my child bring to camp?

A complete list of items to bring to camp is available on our website.

5. Can my child bring toys from home?

It's a shame, but it's important: it is strictly forbidden to bring toys from home. We make sure that we have all the necessary material for your child's learning experiences.

6. What is the recommended attire?

We recommend comfortable clothing that the children can move in and have fun in! For shoes, sneakers and sandals that tie at the heel are acceptable. We also ask you to pack an extra set of clothing that can be dirtied. Again, please check the weather forecast and dress your child accordingly.

7. Is lunch included?

No. You must provide a cold lunch and two healthy peanut- and nut-free snacks for your child(ren). We want to ensure that their adventure with us is the best it can be. Therefore, personalized meals will meet their needs.

8. What happens if my child gets hurt?

Small injuries are a part of life! If a child is injured, the staff will provide you with 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 in order to prevent a similar incident from happening again.

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

In case of an emergency, contact Vanessa Fredette, Programs Manager at 705 675 6493 ext. 1117.

If you have further questions about our summer camps, we invite you to check out our Parent-Friendly Handbook, available on our website, or to contact us by phone at 705 675 6493 ext. 1117 or by email at info@carrefour.ca.