Day Camp Parent Handbook

Dear Parent/Guardian(s),

We are very excited to welcome your child(ren) to the Wellington County Museum and Archives Day Camp! This programme is a pre-registration programme that invites participants to explore, play and create. All participants will partake in hands-on activities, crafts and experiments scheduled by Camp Supervisors. We encourage all our Campers to learn new skills, information and concepts through an exploration of our exhibits and museum grounds.

The policies and guidelines outlined in this handbook are designed for parents/guardians to stay up to date on important information about how our Day Camps operate and the expectations of Staff, Campers and Parents/Guardians. It is the responsibility of each parent/guardian to read and ask questions as needed. Please keep and use this handbook as reference.

We are very excited to meet each camper and enjoy our programming together!

Contact Us:

Katie Clarke
katiec@wellington.ca
519.846.0916 ext. 5231

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Registration Information

The Wellington County Museum and Archives offers pre-registration programmes throughout the school year and summer months. The PA Day Camp days are based on the Upper Grand District School Board calendar. We hold a total of six weeks of Summer Day Camp with three in July and three in August.

All camp programming is designed and offered to children from ages of 6 – 10.

Camp is based on a first come, first served basis and participation cannot be confirmed until after a registration form is completed and payment is received.

	Museum Members	Non-Members
PA Day Camp	$40.00	$50.00
Summer Camp	$200.00	$250.00

Please note: all totals will include HST during final payment

Registration Process

To register your child(ren) in any of our camps please complete the following steps:

Online Registration

1. Visit the camp webpage
2. Click on the online registration button
3. Complete all required fields and click submit
4. If you have any problems with your registration process please direct your questions to Katie Clarke at katiec@wellington.ca.

PA Day Camp registration is closed the Wednesday before the scheduled camp day. Summer Camp registration will close the Monday before the first scheduled day of camp. We allow a total of 15 Campers in each day of PA Day Camp and Summer Camp.

Payment Policy

To ensure Campers have the best experience and Camp Supervisors have the time necessary to plan for camp, payment for all camp programming must be paid during the registration process. If museum staff does not receive payment within 7 days of your registration, we will offer the spot to the next camper on the waitlist.

Otherwise, PA Day Camp payment **must** be completed before or on the **Wednesday** before the scheduled programming. Summer Camp payment **must** be completed before or on the **Monday** before the scheduled programming (i.e. 7 days before). If payment is not received by the final deadline, staff will not be able to accept your child at camp, no exceptions.

Waitlist Policy

Camp Supervisors will contact parent/guardians on the waitlist as soon as spots become available. Families will have **48 hours** to respond before the spot is offered to the next family on the waitlist. We will do our very best to ensure families are up to date on waitlist closures. Payment must be completed within **7 days** of museum staff first contacting parents/guardians.

Cancellation Policy

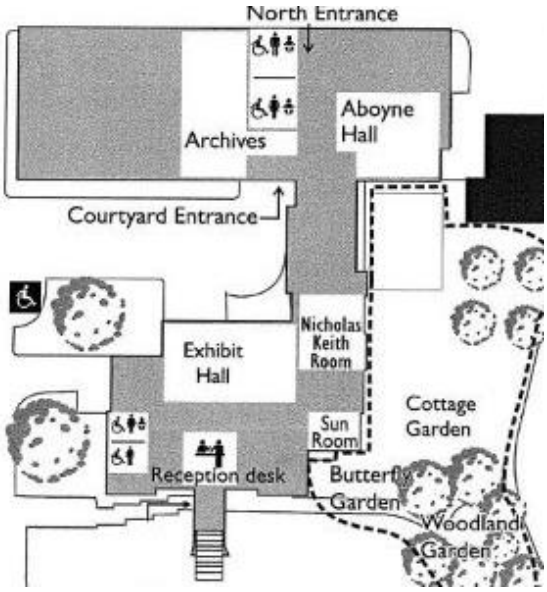
Camp Supervisors must be made aware of a cancellation two (2) week in advance of the first day of camp to receive a full refund.

Registration fees are non-refundable by 4:30 pm one week prior to the first day of camp or due to illness the day of.

Pick-Up and Drop-Off Policy

Arrival

- Drop-off times are between 8:30am – 9:00am, early drop-off is available from 8:00am – 8:30am for an extra charge of $5/per child per day
    - This extra charge may be paid during registration or the day of camp
- Drop off location is in the **Nicholas Keith** – please enter the museum through the Courtyard Entrance or North Entrance
- All Campers **must** be signed in by their parent/guardian each morning at the designated 'sign-in' station



Departure

- Pick-up times are between 4:00pm – 4:30pm, late pick-up is available between 4:30pm – 5:00pm for an extra charge of $5/per child per day
    - This extra charge may be paid during registration or day of camp
- Campers should be picked up at the **Nicholas Keith** each day
- Only the parent/guardian OR adults with permission granted through the registration form are permitted to pick up Campers
    - All parents/guardians, please be prepared to be asked for photo ID during pick-up
- All Campers **must** be signed out each day by their parent/guardian
- Pick-up after 5:00pm will incur late fees of $10 for the first ten minutes and $15 for every ten minutes afterward

Camp Supplies

Lunch

- All Campers are responsible to bring their own lunch each day
- For the safety of staff and other Campers, lunches must be **nut-free**
- Campers will have a morning snack, lunch and afternoon snack. Please ensure Campers come with enough food and drink to last the day
- Please pack your child's lunch with a refillable water bottle

Clothing/Supplies

- All Campers are responsible to bring their own appropriate clothing and supplies for the weather
- Please ensure that Campers arrive with appropriate footwear
    - During the winter months please pack indoor shoes
- Although Camp Supervisors will make every effort to ensure Campers do not lose their items, we do not assume responsibility for any lost/stolen items while at camp
- Summer – Campers are encouraged to bring: sunscreen, bug spray, hat
- Winter – Campers are encouraged to bring: snowpants, snow-boots, mittens, toque
- We do not encourage Campers to bring any toys from home (electronics, books, stuffed animals, trading cards etc.) – the museum is not responsible for any lost/stolen/broken items

Health and Wellness

Camp Supervisors want to make a Campers experience the best that it can be. With this in mind it is the responsibility of all parents/guardians to inform staff of any medical history, special needs or management strategies your child(ren) requires. This is to help staff to better prepare camp to fit with their needs. Please be aware that to withhold this important information denies the staff access to tools and strategies to ensure you child has the best experience.

Medications

- If your child regularly takes medication that falls within camp hours or carries an epi pen please fill out the *Medical and Allergy Information* form during your registration process, found at **camp webpage**
- Camp Supervisors must be made aware of locations of all medications upon signing in your child(ren) – if they are to be taken during camp hours

Accessibility

The museum Day Camps strive for inclusion for children who may have special needs. To ensure that staff is able to accommodate your child's needs, parents/guardians are asked to completely fill out any information and strategies' that have seen success at home or school during their registration process

- Camp Supervisors **cannot** provide one-on-one care for campers with special needs
- If your child requires an EA or support worker it is encouraged and may be required for parents/guardians to provide one for camp

Behaviour Policy

- Wellington County Museum and Archives Camps have a zero-tolerance policy for violence – this includes bullying and inappropriate language

- A *Behavioural Report* will be completed for any disruptive behaviour and parents will be notified
- Camp Supervisors reserve the right to send Campers home or dismiss Campers whose behaviour becomes unmanageable and endangers the safety of others – refunds will not be provided for any time lost due to behavior

Behaviour Expectations
Follow directions from Camp Supervisors *When completing crafts, games and activities follow instructions given for safety and success*
Stay with your Group *When moving through the museum or the grounds Campers must stay with their assigned groups*
Show Respect *Respect for yourself, other Campers, staff and museum property*
Don't be afraid to talk with Camp Supervisors *If there is a problem or you need something Camp Supervisors are here to help*

Illness & Injury

- If your child shows any signs of illness, please do not send them to camp.
- If your child shows any signs of illness while at camp, Camp Supervisors will contact parents/guardians for the Camper to be picked up.
- If your child is diagnosed with a contagious condition during their time at camp or immediately afterward, please notify Camp Supervisors immediately – this to allow staff time to notify other parents if necessary.
- In the event of an emergency, Camp Supervisors will contact the appropriate authorities.
- No refunds for camp will be given due to illness.

Suspected Abuse or Neglect

In accordance with Ontario's Child and Family Services Act, any staff having reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected shall immediately report the matter to their supervisor. Family & Children Services may be notified.

Communication and Feedback

The Wellington County Museum and Archives staff encourage open communication with parents, guardians and Campers. If you have any questions or concerns please direct them to Katie Clarke at katiec@wellington.ca or 519.846.0916 ext. 5231.

Parents/guardians should contact museum staff when

- Any information on your registration form has changed
- Anyone other than those noted on your registration form will be dropping off or picking up your child(ren)
- Your child(ren) will be late or will miss camp

Parents/guardians will be contact immediately when

- Your child has become ill and cannot participate at camp safety
- Your child has been injured and will require immediate medical attention
- Your child has exhibited escalating inappropriate behaviour that is disrupting and a danger to other Campers and staff

Parents/guardians will be informed at pick-up time when

- Camp Supervisors wish to share Camper accomplishments
- Your child incurred a minor injury that does not require professional medical attention
- Your child exhibited minor inappropriate behaviour

Camp Photography

Staff may take photos of your child to be sent to parent/guardian as updates on the highlights of the day. These photos will not be used for any other purpose and will be deleted at the end of each day.

In the event that the Wellington County Museum and Archives wishes to have photos for printed and digital Communications materials all parents/guardians will be notified with 24 hour notice. If you are willing to permit Wellington County Museum and Archives to take photos of your child for the purposes of printed and digital Communication and Promotional materials please fill out our *Photo Release Form* provided by Camp Leaders**.** If you do not want your child's photo to be taken you are welcome to opted out.

Thank you for reading through the *Parent's Handbook*. This is yours to stay informed of Camp policies and expectations. We look forward to meeting your child(ren) at camp.

If you have any further questions or concerns, please do not hesitate to contact Katie Clarke at katiec@wellington.ca or 519.846.0916 ext. 5231.

We will see you soon!