



# 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:**

**Emily Foster**

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519.846.0916 ext. 5233

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## Registration Information

The Wellington County Museum and Archives offers pre-registration programmes throughout the school year and summer months. The PD Day Camp days are based on the Upper Grand District School Board calendar. We hold Summer Day Camp one week in each month of the summer, one in July and one 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
<b>PD Day/Individual Days</b>	\$40.00	\$50.00
<b>Full Week</b>	\$200.00	\$200.00

*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 **camp webpage**
2. Click on the ONLINE registration link
3. Complete all required fields and click submit
4. Staff will review and contact the parent/guardian to confirm your booking
5. If you have any problems with your registration process please direct your questions to Emily Foster at [emilyf@wellington.ca](mailto:emilyf@wellington.ca) or Katie Clarke at [katiec@wellington.ca](mailto:katiec@wellington.ca).

PD 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.

## 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, PD 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.

## Cancellation Policy

Camp Supervisors must be made aware of a cancellation two (2) weeks in advance of the first day of camp to receive a full refund. After which the museum will offer a 50% refund up to the week before the first day of camp.

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.

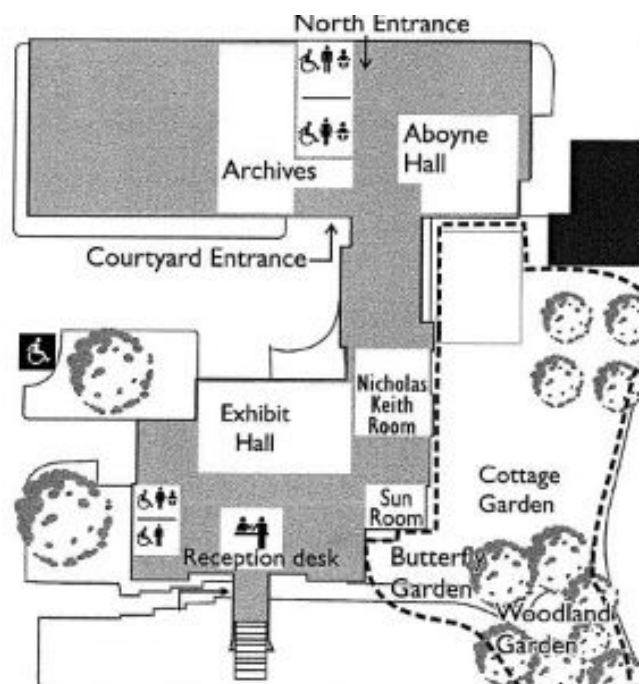
## Pick-Up and Drop-Off Policy

### Arrival

- Drop-off times are between 8:30am – 9:00am, early bird child care is available from 8:00am – 8:30am for an extra charge of \$5/per child
  - This extra charge may be paid during registration or the day of camp
- Drop off location is in the **Sunroom** – please enter the museum through the Courtyard Entrance or North Entrance and travel through the Nicholas Keith Room to reach the Sunroom
- 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 child care is available between 4:30pm – 5:00pm for an extra charge of \$5/per child
  - This extra charge may be paid during registration or day of camp
- Campers should be picked up at the **Sunroom** each day
- Only the parent/guardian OR adults with permission granted through the registration form are permitted to pick up campers
- 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 \$10 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, snowboots, 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)

### 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.
- 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 Emily Foster at [emilyf@wellington.ca](mailto:emilyf@wellington.ca) or 519.846.0916 ext. 5233 or Katie Clarke at [katiec@wellington.ca](mailto: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

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* found at **camp webpage**. If you do not want your child's photo to be taken please inform Camp Supervisors during your registration process.

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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 Emily Foster at [emilyf@wellington.ca](mailto:emilyf@wellington.ca) or 519.846.0916 ext. 5233 or Katie Clarke at [katiec@wellington.ca](mailto:katiec@wellington.ca) or 519.846.0916 ext. 5231.

We will see you soon!