



## PARENT HANDBOOK

Whether you're artistic, athletic, creative or adventurous...

**WE HAVE SOMETHING FOR YOU!**



45 Bruce Street, Milton, ON, L9T 2L5  
[www.campkidstown.com](http://www.campkidstown.com)



## TABLE OF CONTENTS

<b>Welcome to Camp KidsTown</b>	<b>4</b>
<b>Our Mission &amp; Philosophy</b>	<b>5</b>
<b>General Information for Parents</b>	<b>6</b>
Extended Care Program	10
Information - Drop off & Pick up	11
The Health Centre Camper health information & Consent Form	12
Information - Clothing Tips	13
Packing Nutrition Lunches	14
Free Swim @ Rotary Park	14
Behaviour - Code of Conduct	15



## WELCOME TO **CAMP KIDSTOWN**

Welcome to Camp KidsTown. We are thrilled to be able to provide your child with a unique camp experience in the centre of the city. Here, your child will experience an amazing variety of activities and adventures that they will be able to remember for the rest of their lives. Each day they will be led by experienced, fun and warm counsellors. They will be taught by qualified and dynamic specialists, and will also be entertained by some amazing performers. Most importantly, your child will develop relationships with campers and staff who will help them build confidence and skills that will last a lifetime.

This booklet contains **IMPORTANT INFORMATION** for you to remember and refer to during your time with us. Please read each item carefully and do not hesitate to contact us with any further questions.

### **THE CAMP OFFICE**

🕒 Monday to Friday, 7:30 a.m. - 5:30 p.m.

📞 905.462.5534

✉ info@campkidstown.com

🌐 www.campkidstown.com

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### **SUMMER MAILING ADDRESS**

45 Bruce Street, Milton, ON, L9T 2L5

### **OFF SEASON MAILING ADDRESS**

369 Grace Street, Toronto, ON, M6G 3A8



***To create unforgettable summer memories, build spirited traditions, and spark lifelong friendships.***

## OUR MISSION & PHILOSOPHY

We will create a passionate community of young people by...

- fostering independence
- building self-esteem
- valuing each individual
- Encouraging leadership
- exploring creativity

Our goal is to provide a unique summer experience and to ensure the happiness and safety of each camper. Our specialty camps provide exciting opportunities for learning, skill building and fun!

All of our dedicated staff work diligently to create a nurturing and positive environment for personal and social growth. Camp Kidstown campers will gain self-esteem and self-confidence, learn from new experiences, make new friends and create memories that will last a lifetime!

# GENERAL INFORMATION FOR PARENTS

## HOW CAN YOU GET IN TOUCH WITH CAMP?

Keeping open lines of communication with our camp families is very important to us.

Whether by phone, e-mail, or in person, we want you to feel comfortable asking us questions, sharing insight about your child or providing us with feedback. Please use the outline below as your guide:



### BY PHONE

- › If you will be picking your child up early from camp
- › If you are making any changes to your child's transportation
- › For any registration inquiries/changes
- › Birthday Treats
- › To discuss cabin groupings and make friend requests
- › To speak to a Director
- › To contact the Camp Administrator
- › To report restrictions in your child's daily activities (eg. child cannot swim today, child cannot participate in sports today, etc.)

**OR FOR ANYTHING URGENT!**



### VISITING THE CAMP

#### INTERESTED IN COMING TO CAMP AND SEEING OUR FACILITIES, MEETING SOME STAFF AND GETTING TO KNOW US BETTER?

Please contact the camp office and we will happily set up a date and time that is convenient for you and your family to visit the camp.



### BY E-MAIL

- › To contact a Director, about a non-urgent matter.
- › To pass on non-urgent information about your child
- › To ask questions regarding your child's well-being
- › To see how your child is adjusting to camp
- › Lost and found inquiries
- › To inquire about camp programs, theme days, etc.
- › To request program changes



### IMPORTANT DATES

<b>WEEK 1</b>	July 3 <sup>rd</sup> - July 6 <sup>th</sup>
<b>WEEK 2</b>	July 9 <sup>th</sup> - July 13 <sup>th</sup>
<b>WEEK 3</b>	July 16 <sup>th</sup> - July 20 <sup>th</sup>
<b>WEEK 4</b>	July 23 <sup>th</sup> - July 27 <sup>th</sup>
<b>WEEK 5</b>	July 30 <sup>th</sup> - August 3 <sup>rd</sup>
<b>WEEK 6</b>	August 7 <sup>th</sup> - August 10 <sup>th</sup>
<b>WEEK 7</b>	August 13 <sup>th</sup> - August 17 <sup>th</sup>
<b>WEEK 8</b>	August 20 <sup>th</sup> - August 24 <sup>th</sup>

## GENERAL INFORMATION

# FOR PARENTS

### PHOTO DAYS

Each camper will receive a professionally taken group photo. Cabin photos will be sent out via email on the Friday of every weekly session.

### REST PERIOD

KidsZone have a scheduled daily rest period following lunch. There will be quiet story time and programming for these campers.

### PARENT PHONE CALLS

Counsellors will be reaching out to parents, prior to the start of camp. At this time they will be able to introduce themselves and explain what cabin group your camper will be placed in. If you have any questions or concerns either prior to the start of camp or during the summer, please do not hesitate to contact the camp office.

### DAILY PHOTOS

Our photographer takes photos of the daily life at camp for families to view together at the end of each weekly session. The daily photos can be found at [www.campkidstown.com](http://www.campkidstown.com). If you have any concerns with having your camper photographed and viewed on our website please call the camp office to let them know. These photos are password protected.

### SUNSCREEN

Please send a bottle of sunscreen each day with your camper. Please apply sunscreen prior to leaving the house and we will apply sunscreen throughout the day and following each swim period. It is recommended that sunscreen contains UVA/UVB protection, broad spectrum. Please make sure this bottle is labelled and has no coconut and/or nut oils.

### SPECIAL DAYS

In addition to our regular programming, there are many special days planned within cabins as well as camp wide. Please see the camp calendars for the special days and check your email for any reminders!

### BIRTHDAYS

We would be delighted to partake in your child's special day. Please call the camp office before purchasing a birthday treat in case there are food allergies in your child's camp group.

### LOST AND FOUND

At the end of each day parents should check with their campers if they have all their personal belongings. There is a lost and found in the main foyer. We make every effort to ensure any labeled items are returned to your campers during their time with us. At the end of the summer, any unclaimed items are donated to a charitable organization.

## GENERAL INFORMATION

# FOR PARENTS

### **CHANGES**

Changes often occur from the time of enrollment until camp begins, as well as throughout the child's stay at camp. It is the responsibility of our parents to notify the Camp Office of any changes in regard to their child's physical or emotional health, parent's marital status, change of address or any phone number or emergency contact changes.

### **SAFETY**

Safety is of utmost importance at CKT. We carefully examine every aspect of our program and take steps to provide a high standard of safety and care while providing campers with every opportunity for success and fun. CKT strictly enforces a uniform policy for all its staff members. This is to ensure that our staff are easily recognized by the campers. Only pre-authorized persons will be permitted to pick up campers. Photo identification of persons we do not recognize will be required, otherwise the camper will not be released to their custody.

### **TOILET TRAINING**

Please be reminded that it is mandatory for your camper to be toilet trained for the summer. If you have any questions or concerns please contact our office immediately.

### **THINGS TO LEAVE AT HOME**

Please do not send cell phones or any other electronic equipment to camp (i.e. iPods, iPads etc.). Leave toys, dolls and stuffed animals at home! We cannot be responsible for favourite toys that go missing!



## SPIRIT AT **CAMP KIDSTOWN**

### **PROGRAM DETAILS**

#### **MONDAY SPIRIT DAY**

Campers will play ice breaker games to get to know each other and do silly and fun creative projects with their cabins.

#### **TUESDAY COSTUME DAY**

Every Tuesday we invite both campers and staff alike to show their Summer CKT Spirit by taking part in themed dress-up day. CKT costume days are all fun ways to be silly and zany and show your camp spirit!

#### **WEDNESDAY COLOUR GAMES**

Every Wednesday we organize a camp wide colour games event. Campers are divided into cabin teams which compete in various activities and events. Our games are created with all ages in mind, allowing campers to enjoy a range of activities at their own pace. Cabin teams will be assigned to wear a specific colour to show off their team spirit!

#### **PJ'S AND MOVIE DAY**

Every Thursday campers can roll out of bed and come to camp in their PJ's. In the afternoon enjoy an animated G-rated movie and popcorn.

#### **FRIDAY TALENT SHOW**

The Talent Show gives our campers a time to shine and showcase their many talents. Make a dance routine with your cabin, sing a song, or show us your hidden special tricks.

#### **FRIDAY PIZZA DAY**

Every Friday we offer Pizza Day. For a small fee, your child can receive two slices of cheese pizza.





## EXTENDED CARE **PROGRAM**

**CAMP KIDSTOWN PROVIDES FAMILIES WITH THE OPTION TO DROP THEIR CHILDREN OFF EARLY AND PICK THEIR CHILDREN UP LATE THROUGH OUR AM/PM EXTENDED CARE PROGRAM.**

### **BEFORE-CARE**

Before-care hours are 7:30 am to 8:45 am. Before-care is offered as a weekly package, no single day rates. Campers are supervised by senior counsellors who offer light recreational activities, games and crafts.

### **AFTER-CARE**

After-care hours are 4 pm to 6 pm and costs \$30 (+ HST) for 1 week session. No single day rate. Campers are supervised by a senior counsellor. After-care campers are supervised by counsellors who offer light recreational activities, games and crafts. Campers registered in after-care are signed in at 4:10 pm by their counsellor. You may pick up your camper any time between 4:10 pm and 6:00 pm. If your camper is registered in extended care, they will automatically be taken to the after-care room and you must pick them up and sign them out from there. We recommend that you pack extra snacks for after-care campers. It is important that if you are running late, you call the Camp office at 905.462.5534.

## INFORMATION

# DROP OFF & PICK UP

### DROP OFF

- Morning arrival is between 9:00 am to 9:10 am.
- You will be directed to the “Kiss ‘N Go” loop.
- As of 9:00 am each morning, staff will be posted at the “Kiss ‘N Go” loop to help escort your child out of the car with his/her bags. We ask that you do not get out of your vehicle.
- Safety is a priority!!! In the event that there is a line up of cars, please be patient and
- Do not pass anyone on the inside.
- If your child needs a little extra “mommy time”, or if you need to speak to someone or go to the camp office, please park your car away from the drop off zone (behind the pylons).
- Upon arrival at camp, campers will be walked by a staff member to their appropriate cabins.

### PICK UP

Children who are leaving camp at the regular dismissal time will be picked-up at the Kiss N’ Ride program between 4:00 pm. and 4:15 pm. All campers must be signed out by our senior staff prior to departure. Only pre-authorized persons will be permitted to pick-up your child. Photo identification of persons we do not recognize is required, otherwise, the child will not be released to their custody. For safety reasons, please note that campers will be brought individually, by CKT staff, to their appropriate vehicle.

***\*Children who are not picked up by 4:15 pm will be brought to the Camp Office to await pick-up. Under no circumstances will any child be released to anyone without proper authorization and identification.***

### PUNCTUALITY

In the interest of safety and continuity, campers should arrive on time each day. Late arrivals are extremely disruptive to our program and will not be permitted to occur on a regular basis. In order for them to join their group, a staff member must be interrupted to accompany the child who will then be walking into an activity that is already in progress.

### SAYING GOODBYE

Please make your good-byes short and sweet. Any hesitation on your part will make your child feel insecure and anxious. ***It is important to show your child that you are confident that he / she will have fun and will be well taken care of.***

### ABSENCE

Please make sure to call the office if your child is going to miss one or more days of camp. If you know in advance that your child will be absent, an email to the camp office [info@campkidstown.com](mailto:info@campkidstown.com) would be helpful.

### LATE ARRIVALS/EARLY DISMISSALS

Late arrivals must be brought by the parent to the Camp Office to be signed in. No child is permitted to enter the camp on his/her own, ***regardless of their age.***

The Camp Office must be notified in advance of campers requiring early departure. All campers must be signed out at the Camp Office. Under no circumstances will any child be released to anyone without proper authorization and identification.

THE HEALTH CENTRE

# CAMPER HEALTH INFORMATION & CONSENT FORM

**CKT REQUIRES A COMPLETED CAMPER HEALTH INFORMATION AND CONSENT FORM FOR EVERY CAMPER.**

This form must be received by the Camp Office by **June 15, 2018** so it can be reviewed prior to the beginning of camp. **NO CHILD will be permitted to participate in camp activities if we do not have a fully completed Health Form for this child.**

Medical examinations and doctors' signatures are **NOT** required for the completion of this form. Parents are required to disclose all medical information and give the camp permission to contact the camper's physician if more information is required.

**PLEASE NOTE:** It is the responsibility of our parents / legal guardians to notify the Camp office, **in writing**, if there is **any change** in the health of your child between the time of completion of this Camper Health Information Form and their daily arrival at camp. Camp must also be notified by our parents, if a camper is exposed to an infectious disease prior to the start of camp or during camp.

## IN CASE OF ILLNESS

Campers with an upset tummy, over-exertion, etc, will be admitted to the Health Centre to rest. If the camper recuperates after a short rest, we do not usually advise the parents. For fevers, vomiting, diarrhea, lice, chicken pox or any other symptoms of concern, we will contact the parents and expect the child to be picked up promptly.

**Please do not send your child to camp if you suspect he/she isn't well. Children ill upon arrival will be sent home.**

## PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

Should there be occasion that medication from home has to be administered at camp, please be sure that it is in a container bearing the **child's full name, group code, dosage and time to be given**. Please send sufficient medication for use at camp only. All medication must be given to the bus counsellor. Unless the medication policy is completely adhered to, medication cannot be administered.

## EPIPENS OR INHALERS

CKT requires that each camper have two EpiPens at camp: one in the Health Centre and in an EpiPen pouch carried by the camper. Each camper with an EpiPen must have an Anaphylaxis Plan completed by the parent.

Directions for administering puffers must be clear and a medication form must remain on file for both regular and occasional use of puffers.

## EARPLUGS

For those children who must wear earplugs while swimming, please remember to send the earplugs to camp in a labelled case.

## SUN SMART

At CKT we encourage parents, campers and staff to be "SUN SMART". Sun hats are a must - every day! Keep extra hats at home in case one gets misplaced or lost.

All parents must realize the need for sunscreen on **ALL** children, regardless of their skin tone. Please apply sunscreen at home before your child leaves for camp, and send your child to camp with a bottle of high SPF sunscreen, labelled with his/her name and group code. Sunscreen will be reapplied at camp. Sun hats and T-shirts also function as barriers against harmful rays. Please note that on extremely hot days, some of the children's activities will be held inside our air-conditioned facility during the sun's hottest hours.

## ALLERGIES

A number of campers at our camp have **Life Threatening Allergies** to food such as nuts. To protect these campers, we must insist that **NO NUT PRODUCTS OF ANY KIND BE SENT TO CAMP WITH YOUR CHILDREN**. Please support us in our continuing efforts to provide the safest measures for all of our campers!

## INFORMATION

# CLOTHING TIPS

### CLOTHING RECOMMENDATIONS

- All campers should come to camp with their bathing suits worn under their clothing on free swim day.
- For added protection from sun and mosquitoes, wear light coloured, loose fitting clothing.
- Running shoes and socks are suggested footwear. Running shoes with velcro straps are recommended for younger campers. Sandals, thongs and “croc” should not be worn to camp. For your camper’s safety please do not send roller shoes.
- Every camper must wear a sun hat every day.
- On cool days, please dress your child in a sweatshirt and long pants, but send a bathing suit in case it becomes warmer. Don’t forget rain boots and a jacket on rainy days!

### WHAT TO PACK EACH DAY

- KidsZone Campers should come to camp in clothes that can get dirty. Paint, glue, grass stains and lunch on clothing are all signs of a fun and stress-free day.
- Plastic bags for wet bathing suits are also recommended.
- Every attempt is made to prevent sunburns. We recommend that sunscreen be applied at home every morning, and that a bottle of sunscreen, clearly labelled with your child’s name and cabin number, be sent to camp daily. Sunscreen will be reapplied at camp.

### NAME TAGS

We recommend that ALL of your child’s clothing, including shoes, rain boots, sun hats, bathing suits, sunscreen, etc ... be clearly labelled with his/her full name. Labels or waterproof laundry markers are most effective.

### LOST AND FOUND

While every reasonable effort is made to safeguard campers’ belongings, the camp cannot be held responsible for the loss or damage of any of the campers’ belongings while at camp including but not limited to, clothing, eyeglasses, retainers, hearing aids, ear plugs, etc.

If your child loses something, please send a note to camp with a detailed description of the item. Your child’s counsellors will make every attempt to find the missing article. There is a Lost and Found area where unclaimed items are displayed. Please note: We will not assume any responsibility for lost items. All articles unclaimed by the end of September will be donated to charity.



## PACKING

# NUTRITIOUS LUNCHES

Please provide your child with a nutritious lunch, snacks and plenty of drinks for every day of camp. Refrigeration is not available at camp and therefore, we recommend insulated lunch bags or packing a frozen water bottle or two in your child's lunch to keep the food cold and fresh. As part of our attention to camper safety we have regular water breaks so please pack a water bottle to be refilled. Campers will be given time each day for two snacks and a lunch. We are a nut-free facility.

## FREE SWIM

# @ ROTARY PARK

In collaboration with Rotary Park Public Pool, CKT offers recreational swim once a week for campers participating in our weekly specialty programs.



### WHAT TO EXPECT

- Campers will walk from CKT facilities to Rotary Park with adequate supervision (approx. 14 minute walk).
- Campers who pass The Rotary Park swim test can swim at their leisure.
- Campers who do not pass the swim test will swim in the designated shallow area with a 1:3 counsellor ratio.
- Campers must be 7+ to participate in the swimming program.
- Campers who are 6 and under or who do not wish to participate will stay on campus and participate in outdoor activities.
- If you do not wish to have your child participate in this program they can stay onsite with planned and supervised activities.

### HERE AT CKT, WE MAKE SAFETY OUR TOP PRIORITY!

Your child will be fitted with a coloured wristband that will determine where they can go in the Rotary Park pool. Please understand that for the safety of ALL children, bracelet colours will be solely determined by swim level and no exceptions can be made to this rule. This may not always be popular with the children but safety is of the utmost importance among our staff.

## BEHAVIOUR

# CODE OF CONDUCT

At KidsTown, a positive approach to behaviour management begins by offering an engaging, age-appropriate camp experience. By providing supports that benefit all campers, such as adequate structure, clear expectations, good modelling and positive reinforcement, we strive to create the optimum conditions for campers to fully and appropriately participate in camp activities. We recognize, however, that every child is unique and some require additional supports in order to be successful. Within the bounds of maintaining a safe camp community, we are committed to making every effort to meet the needs of all campers.

- Create a constructive, positive atmosphere where strengths are maximized and weakness are minimized
- Strive to keep expectations of children developmentally and physically appropriate while keeping in mind the children's dignity and self-respect
- Establish a group atmosphere that is non-punitive in nature and where comments focus on reinforcing children's positive behaviours rather than commenting on negative behaviours.
- Comment on behaviours in constructive ways and offer suggestions for appropriate alternate behaviours.
- Encourage children to be responsible for their own behaviours
- Recognize that each new day is a fresh start for every camper.
- The following behaviours are unacceptable and may result in the immediate suspension of a child:
  - Physical violence or endangering of any child or staff member.
  - Continual disruption of the program
  - Frequent use of profanity, vulgarity or obscene gestures
  - Stealing of Kidstown property or another camper's articles
  - Leaving the group or facility without permission

### SUSPENSION AND DISMISSAL

Temporary suspension based on the above listed behaviours, shall be implemented for no more than three days. During this

time, the Camp Director will be available to discuss with parents, the events which lead to the suspension and to agree upon a mutually satisfactory resolution to the problem.

A camper may be permanently dismissed from a camp if, in the opinion of the Director, his or her actions have demonstrated an inability to abide by the camp rules and/or he or she poses a risk to staff or other campers.

The Director will provide a written statement to the parents, outlining the reason for dismissal and will meet with them to discuss the situation.

### VANDALISM AND THEFT

The parent of campers involved in any theft, loss of, or damage to CKT, or third-party property will be held financially responsible. All instances of vandalism to, or theft of CKT property will be reported by CKT to the police.

CKT strongly recommends valuables (tablets, gaming devices, jewelry, etc.) are left at home. Campers who bring these items to camps do so at their own risk and will be expected to adhere to our usage and content policies. CKT is not responsible for any damage, loss or theft of personal items brought to camp.

### BULLYING

CKT has a zero tolerance bullying policy. Bullying includes, but is not limited to, actual or threat of physical, emotional and/or psychological abuse, stalking/e-stalking and deliberately excluding others from participating in any activity or inciting hatred towards others in any form.

## BEHAVIOUR

# CODE OF CONDUCT

### PROHIBITED ITEMS

Items that are deemed hazardous must not be brought to camp. Such items include, but are not limited to, matches, knives, lighters, drugs, alcohol, cigarettes, illegal substances and weapons. If any of the above items are found, the item will be confiscated and the camper will be disciplined (based on the three strike policy).

### WHEN A STRIKE IS ISSUED

Camp leader/instructor states to the camper exhibiting inappropriate behaviour that it is not acceptable. The camper leader/instructor provides a verbal warning that consequences will be given. The incident will be documented and the camper's parents notified. The parent will be required to sign the incident report after discussing the incident with the camp leader. The summer camps administrative team will also be notified.

### ON THE THIRD STRIKE

CKT Summer Camps telephones a parent who must pick up their camper and the camper will not be allowed to return for the duration of the camp week. No reimbursement will be given in this situation.

