



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
info@campkidstown.com



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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. - 6:00 p.m.

📞 905.462.5534

✉ info@campkidstown.com

🌐 www.campkidstown.com

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!



ABOUT CAMP KIDSTOWN

IMPORTANT INFORMATION

CAMP OPEN HOUSE

Friday June 26, 2020 from 4:00 pm - 6:00 pm.

Come visit us at our open House. Meet our counsellors, tour the facilities and learn about all our amazing programs.

First Day of Camp - Monday June 28, 2020

Civic Holiday (no camp) Monday August 3, 2020

NOTICES AND LETTERS

Paper notices can often get lost. Therefore, during the summer months all camp communication will be emailed to you. Please check your email settings to ensure that our emails do not automatically go into your junk mail.

OUR WEBSITE

Our website, as well as our daily/weekly emails is your resource for all of the following information

- › Camp News
- › Costume Days
- › Camp Wide Programs
- › Photos
- › Special and themed events

WEEKLY SESSION DATES

WEEK 1	June 29 th - July 3 th
WEEK 2	July 6 th - July 10 th
WEEK 3	July 13 th - July 17 th
WEEK 4	July 20 th - July 24 th
WEEK 5	July 27 th - July 31 st
WEEK 6	August 4 th - August 7 th
WEEK 7	August 10 th - August 14 th
WEEK 8	August 17 th - August 21 st
WEEK 9	August 24 th - August 28 th

ABOUT CAMP KIDSTOWN

IMPORTANT INFORMATION

CABIN PHOTO

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

PHOTO GALLERY

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. 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.

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.

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!

PRIVACY

At Camp Kidstown your privacy is very important to us. We are dedicated to providing you with superior service while protecting and safeguarding your personal information. We collect information about your family to provide for the utmost care.

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.

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.

CHILD CARE LEGISLATION

Summer camps now fall under Ontario's new child care legislation and can no longer accept kids under age 4 without a daycare licence

ABOUT CAMP KIDSTOWN

IMPORTANT INFORMATION

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

We also aim to create a camp community where both campers and staff feel safe, confident and excited to come to camp everyday. Camp Kidstown will have zero tolerance for aggressive behaviour. If a camper engages in a physical and/or verbal action that has intent to harm or has caused harm to another individual, the Camp will follow these steps outlined below:

1. The family will be contacted to discuss the incident. With the help of our Administrator and Director, a positive behaviour plan will be put into place to support prosocial behaviours. Depending on the nature of the incident, you may be required to pick your child up from Camp.
2. Should a second incident occur, your child will be sent home. Your child may be suspended from attending Camp KidsTown depending on the nature of the incident. This time allows the camper to self-reflect and for the team to devise a plan for success. A behaviour plan will be e-mailed to the parents and reviewed with the parents and child upon their return to Camp.
3. Should the behaviours continue, you may be asked to provide extra support for your child at Camp. Depending on the severity of the incident, steps 1 & 2 may be skipped at the Directors' discretion. Again, the goal is to ensure that every camper feels safe and secure in their cabin group at Camp Kidstown. While we endeavour to help every child succeed at Camp and to work with campers and families exhibiting negative behaviours, we must keep the safety of all our campers in mind.

REGISTRATION POLICIES

REGISTRATION POLICY

- A 50% deposit is required at time of registration to secure a spot.
- Early bird balance must be paid in fully by February 17, 2020.
- Registrations after February 17th, 2020 requires a 50% deposit at the time of registration and the remaining balance is due June 1, 2020.
- After June 1, 2020 all registrations must be paid in full.

REFUND POLICY

- You're deposit is refundable if we can not confirm your application.
- You're deposit is refundable, less a service charge of \$25 per camper, if a campers reservation is cancelled in writing before June 15, 2020.
- Camper fees are not refundable after June 15, 2020.
- All refund requests must be made in writing to **info@campkidstown.com**
- All refunds will be issued within 15 days.
- Any changes to your child's enrolment dates after June 15, 2020 will be subject to a credit for the following camp season.

PAYMENTS

Cheque

- If registering by mail, please enclose a cheque for full payment or a 50% deposit of your payment.
- Please make cheque Payable to: Camp KidsTown, 369 Grace St, Toronto, Ont. M6G 3A8
- Please send a post dated Cheque for June 1st, 2020 with the final payment instalment.

Credit Card

- We accept the following credit cards for your convenience: Visa, and MasterCard.
- We reserve all rights to charge any outstanding balance to your credit card on file unless other methods of payment are provided.

Electronic Email Transfer (EMT)

- Use the email address **info@campkidstown.com**
- List your full name and child's name(s) in e-transfer's message field
- Use "campkidstown" as answer to the security question

Overdue and Declined Payments

- Campers will be refused admission to any CKT program if the session fee has not been paid.
- A \$35 NSF will be levied on all declined payments.

PROGRAM TRANSFERS

Transfers from one camp session to another or changes from one specialty area to another for a particular camp session can be made only upon receipt of written notice and are always subject to availability. Changes should be made at least one week prior to the commencement of a camp session.

PROGRAM CANCELLATION/CHANGES

We reserve the right to cancel any program if a minimum number of participants have not registered one month before the program start date. If registration does not meet the required minimum, we reserve the right to combine camp programs.

CONDITIONS FOR PARTICIPATION

Camp KidsTown specialty programs strive to offer a group experience and opportunities for learning within the boundaries of safety, common sense and the law. We reserve the right to terminate the participation of any camper, without refund and without formal hearing, who we believe has violated the conditions for participation or has become a hindrance to the group or goals of the program.

ABOUT CKT

PROGRAM DETAILS

To Kickstart our camp day, we have an exciting camp wide ‘spirit’ activity called flag pole held every morning.

MONDAY

Game Show Mania

Campers will participate in scaled-down versions of their favourite classic game shows. Laughter packed fun!

TUESDAY

Costume Day

We invite both campers and staff alike to show their Summer Camp KidsTown Spirit by taking part in dress-up day.

Music Workshops

Campers have the opportunity to explore an array of percussion instrument and learn how to produce sound and create a song together.

WEDNESDAY

Color Games

We organize a camp wide colour games. Campers are divided into cabin teams and participate in various activities and obstacle games. Cabin teams will be assigned to wear a specific colour to show off their team spirit!

Hot Dog Lunch

Every Wednesday we offer a Hot Dog Lunch. All hotdogs

are halal and we do provide a vegetarian option. For a small fee, your child can receive a hot dog and bag of plain chips.

THURSDAY

Pajama and Movie Day

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

FRIDAY

CKT Got Talent

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

Guest Entertainer

Camp KidsTown is pleased to bring you every Friday a special guest entertainer.

Pizza Lunch

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

A TYPICAL DAY AT CAMP KIDSTOWN

MORNING

Extended AM Care	7:30 am - 8:50 am
Morning Drop Off	8:50 am - 9:10 am
Flag Pole	9:15 am - 9:30 am
Specialty Activity	9:30 am - 10:15 am
Snack	10:15 am - 10:30 am
Outdoor Activities	10:30 am - 11:00 am
Specialty Activity	11:00 am - 12:00 pm

AFTERNOON

Lunch	12:00 pm - 12:30 pm
Outdoor Activities	12:30 pm - 1:00 pm
Activity Time/Special Events/ Camp Wide Activities	1:00 pm - 2:30 pm
Snack	2:30 pm - 2:45 pm
Outdoor Activities	3:00 pm - 3:30 pm
Afternoon Pick Up	3:45 pm - 4:00 pm
Extended PM Care	4:00 pm - 6:00 pm



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 8:50 am and costs \$30 (+HST) for a 1 week session. Campers are supervised by senior counsellors who offer light recreational activities, games and crafts.

AFTER-CARE

After-care hours are 4:00 pm to 6:00 pm and costs \$30 (+ HST) for a 1 week session. After-care campers are supervised by counsellors who offer light recreational activities, games and crafts. We recommend that you pack extra snacks for after-care campers.

All extended care packages are offered in weekly packages. We can not accommodate single day rates.

Additional fees of \$1.00 per minute per child will be charged for late pick-ups after 6:00 pm. Under no circumstances will any child be released to anyone without proper authorization and identification.

It is important that if you are running late, you call the Camp office at **905.462.5534**.

Under no circumstances will any child be released to anyone without proper authorization and identification.

INFORMATION

DROP OFF & PICK UP

DROP OFF

- Morning arrival is between 8:50 am to 9:10 am.
- You will be directed to the “Kiss ‘N Go” loop.
- As of 8:50 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.
- 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 3:45 pm. and 4:00 pm. All campers must be signed out by our head staff. Only pre-authorized persons will be permitted to pick-up your child. Photo identification is required at each pick-up, even once the Guardian becomes familiar with the staff. 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 4:00 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 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

CKT requires a completed Camper Health Information Form for every camper.

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.

HEALTH AND MEDICAL CARE

The camp administrator is readily available to campers with any routine complaints. Campers with upset tummy, headache, etc., will be admitted to rest and recuperate. We do not usually advise the parent's but an email will be sent to the parents if we are more than normally concerned about a health matter.

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, camp name, dosage and time to be given. Please send all medication to camp in their original dispensing containers. This applies to both prescription and over the counter medications. Please send sufficient medication for use at camp only. All medication must be given to the Director or Administrator. All medications administered at camp require a 'Parent Authorization to Administer Medicine' consent form. All medications are to be administered by the camp administrator or director. Do not send medication with your child to be self-administered. Unless the medication policy is completely adhered to, medication cannot be administered.

If your child is to be on routine medication or has specific medication requirements, it is a good idea to review your situation with the camp director prior to the start of camp.

Most pharmacists will divide the dosage of prescription medications into two containers. One container can be used for administration at camp

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

SUN SAFE

At Camp Kidstown we encourage campers and staff to be "SUN SMART". Sun hats are a must - every day.

The application of sunscreen is a routine part of the camp day. Please send a labelled sunscreen bottle to camp everyday. Parents should apply sunscreen prior to departure for camp each morning. Counsellors will assist and supervise campers to reapply their sunscreen at regular intervals throughout the day.

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 TIPS

Please remember to **clearly label** all clothing items with your child's first and last names. This will ensure your child receives all their lost items. We recommend that you label your child back pack as many campers have the same ones. For added protection from sun and mosquitoes, wear light coloured, loose fitting clothing.

WHAT TO WEAR

- Junior Campers should come to camp in clothes that can get dirty. Paint, glue, markers and lunch on clothing are all signs of a fun and stress free day.
- Junior campers should have an extra set of clothes in a labelled Ziplock bag.
- Back-pack and lunch bag
- Nutritious lunch, and snacks for morning and afternoon - peanut/nut free
- Re-usable water bottle
- Labelled Sunscreen

WHAT TO PACK

- Junior Campers should come to camp in clothes that can get dirty. Paint, glue, markers and lunch on clothing are all signs of a fun and stress free day.
- Junior campers should have an extra set of clothes in a labelled Ziplock bag.
- Back-pack and lunch bag
- Nutritious lunch, and snacks for morning and afternoon - peanut/nut free
- Re-usable water bottle
- Labelled Sunscreen

WHAT NOT TO BRING AND WEAR TO CAMP

- Toys & stuffed animals (only on Thursday PJ Day)
- Trading cards/playing cards
- Flip Flops

- Glass bottles
- Umbrellas
- Cell Phones, smart phones, headphones, video game devices
- Electronics are prohibited on campus
- Skate boards, hover boards, roller blades
- Peanut and tree nut products
- Jewelry
- CKT will not be responsible for lost, stolen or damaged items.

LOST AND FOUND

Name Labels

Each day misplaced articles are gathered together and property returned to the campers. However, without identification we are unable to do this.

1. Please label all articles of clothing and belongings brought to camp with your child's first and last name.
2. Please make sure labels are securely ironed or stuck on. Permanent marker tends to smudge and often fades and becomes unreadable.
3. We recommend that lunch and back packs be tagged with your child's name.
4. Please label all sunscreen bottles.

If your child misplaces anything at camp, just send an email to the camp administrator and they will do their best to locate the missing item. Lost items that are left on the camp grounds are collected at the end of each day and are brought into the central lost and found bin. The lost and found bin is located in the front foyer of the campus.



YOUR CHILD'S **NUTRITIOUS LUNCHES & RE-USABLE BOTTLE**

PEANUT, NUT & OTHER LIFE-THREATENING ALLERGIES

Camp Kidstown has a number of campers in our facility with potentially fatal nut allergies. As a result, we are a peanut/tree nut "SAFE" camp. This means that products containing any tree nuts or peanut ingredients are not allowed in the campus or on the property. Parents are asked to ensure they review this policy with their child and ensure all food, lunches and snacks brought from home do not contain these products. Lunches and snacks are not to be shared on campus under any circumstances.

We simply can not have absolute control over the contents of lunches and snacks that campers and staff bring to camp each day. We will work endlessly with our Anaphylactic campers to make sure they are safe.

BEHAVIOUR CODE OF CONDUCT

At Camp 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.

BEHAVIOUR CODE OF CONDUCT

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.

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).

