

Parent Camp Handbook 2020





Welcome to the King Township Summer Day Camps!

Thank you for selecting the *King Township Summer Day Camps*! We are thrilled to have your child join us this summer and we promise to create a camp experience they will never forget. This Parent Guide will outline important information about our camps, policies and procedures, staff, trips and other frequently asked questions. Please take time to review this guide and keep it as a reference throughout the summer.

About the King Township Summer Day Camps

King Township Summer Day Camps are designed to provide inclusive programs for all children and youth in the community. We strive to provide campers with the best programs, the most qualified staff and use of unique facilities that are available. We offer a fun and nurturing environment where campers of all ages are given the opportunity to learn and grow. Our *Summer Day Camps* are Ontario Camps Association Accredited. Ontario Camps Association members adhere to the highest standards of safety, supervision and quality programming as mandated by their Association's Standards for operating a quality summer camp. In keeping with the Ontario Camps Association guidelines our camps maintain a 1 staff to 8 campers (1:8) for campers 4-6 years old and 1 staff to 10 (1:10) campers for campers 7 years and older. In addition to our staff, our programs are supported by responsible volunteers from our Leader-in-Training program.



Registering for King Township Day Camps

Registration for camp starts on March 2nd for Township of King residents and March 16th for non-residents. Registrations can be completed in a number of different ways. The list below outlines the different options we offer for registration.

Online Registration: Register online at <https://townshipofking.perfectmind.com> . If you do not already have an account, it is very simple to create! You are able to create an account prior to March 2nd to allow you to focus on registration when the time comes.

In Person Registration: **Trisan Centre**, 25 Dillane Drive, Schomberg (6:00am-10:00pm Mon-Thurs, 6:00am-8:00pm Friday, 8:00am-4:00pm Sat &Sun) or **Municipal Centre**, King City (8:30am – 4:30pm Mon-Fri)

Payment Options

Cash, Interact, VISA, MasterCard and Cheques are accepted at registration locations. Please make all cheques payable to: Township of King, or pay online at <https://townshipofking.perfectmind.com> through our online registration software.

Speciality Pricing

From March 2nd-16th we offer an **Early Bird Discount** to Township of King residents. If you register during those first two weeks of March you will receive 10% off your total camp and swimming lesson registrations. In order to receive the early bird discount you must pay your balance in full.

Refund & Transfer Policy

A refund request form must be completed and sent to the Recreation Coordinator - Summer Camp for approval. A refund request form can be found at any community centre or you can request a form by emailing camps@king.ca. No daily refunds will be granted for weekly camp registrations. Processing refunds can take up to 8 weeks.

Cancellation Date	Refund
Up to 1 week (7 days) prior	80% Refund or 100% Gift Card
Up to 5-6 days prior	50% Refund or 80% Gift Card
Less than 48 hours prior to start date	No Refund or Gift Card
Medical Circumstances where a Doctor's note is provided	100% Refund

Requests for changes and transfers will only be accepted three business days prior to the start of the program. Changes and transfers are conditional upon availability in the program. Loss of early bird discount will be applied to transfers and difference in programming prices will need to be paid prior to program start date.

Staff Qualifications

All of our camp staff undergo a formal hiring process which includes the successful completion of an interview, reference checks and a vulnerable sector screening from local police departments. Upon successful completion of the hiring process all staff are required to obtain HIGH FIVE® training and a Standard First Aid & CPR-C certificate. Staff also participate in a mandatory pre camp training which includes teachings on program planning, understanding child behaviour, working with individuals with special needs, emergency procedures, problem solving and leadership skills. Practical experience leading songs, crafts and games safely is conducted frequently throughout staff training as well.

HIGH FIVE®

HIGH FIVE® is Canada's only comprehensive quality standard for children's sport and recreation, built on five Principles of Healthy Child Development that research indicates are essential for quality programs.

- ❖ A Caring Adult
- ❖ Friends
- ❖ Play
- ❖ Mastery
- ❖ Participation

HIGH FIVE® consists of Training and Development, Program Assessments, Policies/Procedures, and Awareness. HIGH FIVE® provides an evidence-based approach to quality experiences for kids, empowering them to excel in life.



Bullying

The Township of King upholds a strict hands-off/bullying policy. In the event that an altercation arises that involves physical violence or bullying, the behaviours will be documented, reported to the Recreation Coordinator and could result in the removal of a participant from a camp for a pre-determined amount of time.

What to Bring to Camp

Child Checklist*	Parent Checklist
<ul style="list-style-type: none"> ○ Back Pack ○ Water Bottle ○ Running shoes or closed toe shoes (we do not recommend crocs or flip flops) ○ Swim Suit & Towel ○ Sandals for swim time ○ Plastic bag for wet clothes ○ Nut-Free Lunch & Snacks ○ Extra Layers / Change of Clothes ○ Dress for the weather ○ Sunscreen ○ Hat 	<ul style="list-style-type: none"> ○ One form of photo I.D. at every pick up ○ Participant Information Form Completed (at the time of registration) ○ Medical Information Form completed and medication (if applicable) ○ Have registered for extended care (optional) ○ Camper Self Sign In/Out Permission Form (if applicable) ○ Field Trip Forms (if applicable) ○ Proof of Lunch program payment (if applicable)

*Please label all items with campers first and last name

Camp Sign In/Out

To ensure a safe arrival and dismissal, Parents or Guardians are required to Sign In and Out their child each day, unless a **Camper Self Sign In/Out Permission Form** has been completed. Parents or Guardians are required to bring a piece of photo ID at sign out as the camper will only be released to the parents or guardian listed as the authorized pickup. During the camp registration process you will be required to complete a **Camper Information Form**. This will only need to be completed once every year and will remain on your account. Sign In will take place **at the location you register at**.

Camper Absences

If your child is sick or they will not be attending camp for other reasons please be sure to inform the office ASAP at (905) 833-5321 ext 3705. If we are not made aware of the absence we are required to contact you and confirm your child's absence as part of our Safe Arrival Program.

Camp Hours

Camp Hours are 9:00am-4:00pm. Campers are welcome to be dropped off 5 minutes prior to the start of camp and should be picked up prior to 4pm. Please ensure that you child is picked up prior to 4:00pm as extended care begins immediately after. If a camper is not picked up before 4:00pm, the camper will be included in that evening's extended care program and will be bussed to the corresponding extended care location and will be subject to a late fee.

Late Fee

A \$6.00/child/15 minute's fee will be charged to your account if your child is not picked up by 4:00pm or 6:00pm if registered in extended care.

Extended Care

If our daily camp hours don't work with your schedule, take advantage of our extended care program. We offer extended care in the mornings between the hours of **7:30am- 9:00am** and in the afternoon from **4:00pm-6:00pm**. Please ensure your child is registered for extended care ahead of time and at the correct facility:

Nobleton Arena Extended Care	King City Arena Extended Care
15 Old King Road, Nobleton	25 Doctors Ln, King City
Fees: 5 Days R – \$25.00/use N - \$27.00/use	4 Days* R - \$20.00/use N - \$22.00/use

SUMMER CAMP

Spring / Summer 2020

NEW BUSSING AND EXTENDED CARE

Monitored by Township of King Summer Camp Staff, bussing is available to and from all camps for an additional cost. Based on your bus selection, campers registered for a bus will only be picked up from the Trisan Centre, Nobleton Arena or King City Arena where they will then be dropped off at their registered camp location. In the afternoon campers will be picked up from the same bus to be dropped off at their original pick up site to then be picked up by an authorized parent/guardian. Parent/Guardians will be required to sign in and out from the bus as our sign in and out procedures still apply. Campers are required to follow safety rules on the bus at all times. The bus schedule, pickup and drop off locations and fees are listed below.

If you are unable to pick up or drop off your child(ren) during regular camp hours (9am-4pm) we offer extended care at the Nobleton Arena and King City Arena from 7:30am – 9:00am & 4:00pm – 6:00pm at an additional charge. Campers will be able to choose from a variety of activities including arts and crafts, co-operative games and more. Please see the codes and fees listed below.

Extended Care	Week	1*	2	3	4	5	6*	7	8	9	10
NA EC – AM (7:30-9am)		9817	9818	9813	9819	9820	9814	9815	9816	9821	9823
NA EC – PM (4:00-6pm)		9843	9844	9845	9846	9847	9848	9849	9850	9851	9852
KC EC – AM (7:30-9am)		9824	9826	9825	9827	9828	9829	9830	9822	9831	9832
KC EC – PM (4:00-6pm)		9833	9834	9835	9836	9837	9838	9839	9840	9841	9842
EC Fees		5 Days R – \$25.00/use N - \$27.00/use 4 Days* R - 20.00/use N - \$22.00/use									

Bussing	Week	1*	2	3	4	5	6*	7	8	9	10
Nobleton		9793	9795	9796	9797	9798	9794	9799	9800	9801	9802
King City		9803	9804	9805	9806	9807	9808	9809	9810	9811	9812
Bussing Fees		5 Days R – \$40.00 N - \$44.00 4 Days* R - \$32.00 N - \$35.20									

KING CITY BUS – AM

- Start 8:00am at King City Arena (PU)
 - Picks up campers going to NA, TC, MC, KHCC, CC
- 8:20am - Nobleton Arena (PU) & (DO)
 - Drop NA campers
 - Staff transfers CC & TC campers to Nobleton Bus
 - Pickup campers going to KHCC, MC & KCA
- 8:40am - King Heritage (DO)
- 8:50am - Municipal Centre (DO)
- 9:00am - King City Arena (DO)

NOBLETON BUS – AM

- Start 8:00am at Trisan Arena (PU)
- 8:20am - Nobleton Arena (PU) & (DO)
 - Drop NA campers
 - Staff transfers KHCC, MC & KCA campers to King City Bus
 - Pickup campers going to CC & TC
- 8:40am - Cold Creek (DO)
- 9:00am - Trisan Centre (DO)

AM BUS ROUTES – King City Bus & Nobleton Bus

The map shows a route starting at King City Arena (blue star) on King Road. A blue arrow points west to Municipal Centre, then to KHCC, and back to King City Arena. A green arrow starts at Trisan Centre (green star) on HWY 27, goes south to Nobleton Arena, then west to Cold Creek, and back to Trisan Centre. Vertical streets shown include 11th Concession, HWY 27, HWY 400, Jane Street, and Keele Street.

KING CITY BUS – PM

- Start 3:45pm at King City Arena
 - Picks up campers going to NA & TC
- 3:55pm - Municipal Centre (PU)
- 4:05pm - King Heritage (PU)
- 4:25pm - Nobleton Arena (PU) & (DO)
 - Drop NA campers
 - Staff transfers TC campers to Nobleton Bus
 - Pickup any KCA campers
- 4:45pm - King City Arena (DO)

NOBLETON BUS – PM

- Start 3:45pm at Trisan Centre (PU)
- 4:05pm - Cold Creek (PU)
- 4:25pm - Nobleton Arena (PU) & (DO)
 - Drop NA campers
 - Staff transfers campers returning to King City Arena to King City Bus
- 4:45pm - Trisan Centre (DO)

PM BUS ROUTES – King City Bus & Nobleton Bus

The map shows a route starting at King City Arena (blue star) on King Road. A blue arrow points west to Municipal Centre, then to KHCC, and back to King City Arena. A green arrow starts at Trisan Centre (green star) on HWY 27, goes south to Nobleton Arena, then west to Cold Creek, and back to Trisan Centre. Vertical streets shown include 11th Concession, HWY 27, HWY 400, Jane Street, and Keele Street.

IMPORTANT BUS INFORMATION

DROP OFF TIMES ARE APPROXIMATE. Please be at your stop 10 minutes before the stated time and be prepared to remain at your stop up to 10 minutes after the stated time. A camp staff member will be at each bus stop to sign your child on or off the bus. Although every attempt is made to meet exact bus times, unforeseen circumstances (i.e. traffic, construction, weather) may delay buses. Bus routes can be between 40-60 minutes in length, from start to finish. Therefore, campers may arrive to their camp location after 9:15am and depart before 3:45pm each day.

Camp Daily Swimming and Splash Pad

Campers at the Nobleton Location take part in a daily camp swim for 55 minutes between 12:00pm and 2:00pm. During swim time, campers are supervised by camp staff as well as lifeguards. Additionally, campers aged 6 and under are required to wear a life jacket despite swimming ability. **Please note: Only camps located at the Nobleton Location participate in a daily swim.***Please note partnership camps do not participate in camp swim, and Fire Camp only swims on Friday. Campers registered at the King City Arena will be able to take part in daily Splash Pad activities in the new Splash Pad! Remember to bring your bathing suit/ towel/sandals!

Lunch Program

Every Friday at camp is Pizza and Sub Day! Menu order forms will be given out every Monday at the start of the camp week where camper can choose between a pizza and/or sub lunch. Completed forms and payment will be due by Wednesday at 6pm. Completed forms and payments are to be returned to your child's camp Program Coordinator during the Sign In/Out for camp. **Please note: Cash will not be accepted at camp. Lunch Program is \$6.25 per campers which includes a main, snack and juice box.**

Cold Creek Wednesdays

The following camps will take a trip to Cold Creek on the Wednesday of the camp week: Summer Sizzle Jr. & Sr (week 3,5,7 & 9), We Be Tripping (week 3,5, & 7), and Mountain Biking (Week 6). These weekly trips will include Cold Creek Camp Challenge Activities such as high ropes, rock climbing, archery, trail hikes, team building activities, and much more (only mountain biking for Mountain Bike Camp). We ask that campers please come to camp in comfortable athletic style clothing and wear closed toe shoes on these days.

Volunteering at Camp

If your child is interested in volunteering at our camps they must participate in our Leadership in Training Program (14-16yrs). During these programs your child will receive leadership training, build problem solving skills and become familiar with King Township's policies and procedures for day camp. During the LIT Program every new volunteer will go through the High Five Principles of Healthy Child Development training as well. After completing the program's trainings volunteers are required to volunteer for 1 week, are guaranteed 2 weeks and can volunteer up to a maximum of 3 weeks. **For more information please contact Recreation Coordinator: Programs & Volunteer Engagement 905 833 5321 X 6557 or programs@king.ca.**

Inclusion Support Program

King Township is welcoming of all diversities. King Township Day Camps offers one to one support for campers who require additional assistance. Our Inclusion staff are responsible for implementing inclusive programming and providing the necessary support to ensure a fun and safe experience for each camper. To inquire about our inclusion support program please contact 905-833-6563 or email inclusion@king.ca.

We hope you have found this handbook helpful. Please keep it on hand and use it as a reference throughout the summer. We want to thank you again for choosing King Township Day Camps and we look forward to meeting you and your child this summer! If you have any further questions please do not hesitate to contact us.

Contact Information: If you have any questions about the upcoming camp program, please contact the Recreation Coordinator at:

Email: camps@king.ca **Phone:** (905) 833-5321 ext. 6563 **Fax:** 905-859-8018

As of June 29th the Camp Directors can also be contacted with camp inquiries at 905-833-5321 ext. 3705