

TMS
DISCOVERY

DAY  CAMP

PARENT HANDBOOK

2023

DISCOVERY DAY CAMP

PARENT MANUAL 2023

Welcome to the TMS Discovery Day Camp. We are thrilled to provide your child with a unique camp experience in outdoor living. 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 counselors. They will be taught by dynamic specialists and may even be entertained by some amazing performers. Most importantly, your child will develop relationships with other campers and staff who will help them build confidence and skills that will last a lifetime. All camp programs are designed to build campers' imagination, self-esteem and social skills. We are thrilled for you to be joining us at Discovery Day Camp!

IMPORTANT DATES:

Camp will be closed on MONDAY July 3rd for Canada Day and MONDAY August 7th for the Civic Holiday.

****Please make sure you know and understand which session(s) your camper is registered for****

*****SESSION 1: JUNE 26th- JULY 7th**

*****SESSION 2: JULY 10th- JULY 21st**

*****SESSION 3: JULY 25 – AUGUST 4th**

*****SESSION 4: AUGUST 7th- AUGUST 18th**

CAMP SECTIONS

<u>YELLOW GROUP</u>	<u>4- and 5-year olds</u>
<u>ORANGE GROUP</u>	<u>Grade 1 and 2</u>
<u>GREEN GROUP</u>	<u>Grade 3 and 4</u>
<u>RED GROUP</u>	<u>Grade 5 and 6</u>
<u>BLUE GROUP</u>	<u>Grade 6-9/CITS</u>

***PARENT DROP OFF & PICK UP**

Morning Drop off is between 8:30 am – 9:00 am

- Cars will be clearly directed to their designated drop-off zone by a Discovery Day Camp staff member. **ROUND ABOUT AT ENTRANCE TO SCHOOL**
- In an effort to have drop off run smoothly, staff members may not be able to address your questions or concerns during this time...however, please contact the camp office if you have any questions. Please be sure that your campers backpack and any other belongings are beside them, as this will help to speed up the process.

***CAMPER PICK-UP between 3:40 pm – 4:00 pm**

- Cars will be directed to your **designated pick-up zone**.
- Campers in the **Orange, Green, Red and Blue** groups are to be **PICKED UP FROM THE ATRIUM**. Parents are asked to pull up in the roundabout at the front of the school where the campers from these groups will be waiting outside with their cabin group. Staff members will then assist your camper to get to the correct car. We ask that you do not get out and park here in an effort to make pick up more efficient.
- Campers in **Yellow group** will be dismissed from the **LARGE WHITE TENTS** adjacent to the NORTH EAST parking lot. You may park, and come to the waiting area, where a staff member will release your camper to the person on the authorized pick up list.
- **ALL PARENTS/GUARDIANS WILL HAVE TO SHOW ID before a camper will be dismissed**.
- Please do your best to get your camper into the car as quickly and safely as possible so not to hold up the parking area.

***Drop off and pick up outside of these time frames (ALWAYS CALL THE CAMP OFFICE)**

***CAMP OFFICE PHONE NUMBER: (289 269 3270)**

- If you need to drop your camper off LATE, they MUST be brought to the **CAMP OFFICE** at the SIDE of the school at the **TMI entrance**. **PARENTS MUST ALWAYS SIGN IN THEIR CHILD ON THE SIGN IN SHEET!**
- If you need to pick up your camper early, please let us know and they will be brought to the **CAMP OFFICE** and released ONLY to the authorized

person who will need to show ID. **YOU WILL HAVE TO SIGN OUT YOUR CHILD ON THE SIGN OUT SHEET!**

LATE PICK-UP

If for some reason you are not able to make the 4:00pm pick up time due to circumstances out of your control, **please call the camp office to let us know.**

TRCA VISITS: (Toronto Region Conservation Authority)

Every Wednesday and Thursday, Grade 1-6 campers(Orange, Green and Red group) will be travelling by school bus, departing from TMS at 9:00 am to either Bruce's Mill or Lake St. George where they will experience a multitude of outdoor activities run by the TRCA staff. Campers will always be accompanied by their Camp counselors. It is VERY important that your child arrives **on time** to camp those days so they don't miss the bus.

*****If for any reason your child (Grade 1-6 only) will be arriving LATE to camp on a Wednesday or Thursday, PARENTS WILL NEED TO NOTIFY THE CAMP 24 HOURS IN ADVANCE AND WILL HAVE TO DROP OFF THEIR CHILD AT THE CORRECT TRCA LOCATION. You will be met at the site by one of the Discovery Day Camp Staff who will SIGN YOUR CHILD IN. YOU WILL NEED TO SIGN THE FORM AS WELL.**

*****If for any reason you need to PICK UP YOUR CHILD EARLY from one of the TRCA sites, PARENTS WILL NEED TO NOTIFY THE CAMP 24 HOURS IN ADVANCE AND WILL HAVE TO PICK UP THEIR CHILD FROM THE CORRECT TRCA LOCATION. You will be met at the site by one of the Discovery Day Camp Staff who will SIGN YOUR CHILD OUT. YOU WILL NEED TO SIGN THE FORM AS WELL.**

BELOW are the locations of where your children will be during the summer on any given **Wednesday and Thursday.**

Lake St. George is located at:
950 Bethesda Side Rd.
Richmond Hill
L4E 3G2

Bruce's Mill is located at:
3291 Stouffville Road
Stouffville, ON
L4A 7X5
416-667-6295

***More information regarding these offsite days will be provided to you before the start of camp in June*

IMPORTANT CHANGES TO PERSONAL INFORMATION

Any changes in address, telephone numbers, emergency contact information, or health information must be immediately reported to the Camp Office. If you have a different last name than your camper, please give your camper's first and last name when you call the camp office for a request...or to leave a message. All changes must be reported to the camp office **as soon as possible!**

HEALTH CENTRE

The Discovery Day Camp Health Centre is staffed at all times during the camp day by an experienced Registered Nurse and a Nurse Practitioner. The Health Centre is on site to respond to all medical issues, as well as administer required medication.

- It is the responsibility of the parent/guardian to notify The Discovery Day Camp of any changes to the information provided on the **CAMPER HEALTH FORM** (at time of registration) so that we have the most recent medical information for all campers.
- In the event your camper visits the Health Centre, you will receive either a note home that evening in their backpack, or a phone call with the details of the visit. If a camper needs to be picked up, the parent/guardian will be notified immediately.

Please do not send you camper to camp if it is suspected that he/she is not feeling well. If your camper has been home ill, please let us know and contact the camp office at **289-269-3270**

COVID-19 Protocols

Please take the time to review information regarding COVID -19 protocols for Summer 2023. Below are some particular thing to note:

- Mask wearing is optional for anyone entering the inside of our buildings.
- There is no longer any requirement to self-test on a routine basis, but anyone who is feeling unwell must remain at home. If Covid-19 symptoms are experienced, the person should self-test and remain at home for at least 5 days and until they are feeling better before returning to camp. Parents should please inform the camp office in case of a positive test Phone: (289) 269-3270 or email: discovery.daycamp@tmsschool.ca
- We will not be using any screening tools on arrival to camp
- We will continue to maintain elevated health and hygiene procedures on a daily basis.

- Eligible students and staff are no longer required to be vaccinated but we do encourage vaccination as a way of reducing the severity of any Covid infection, making a faster recovery and keeping those around us healthy and safe.
- Unvaccinated children aged 5-11 need to wear a mask in public settings (including schools and camps) for 14 days after arrival to Canada from any international trip.

Should circumstances change significantly, or Public Health brings in new regulations we will evaluate the above at that time.

LUNCH and SNACKS

We are pleased to announce our Summer 2023 Lunch Menu provided by Aramark Catering Services. Included in our fees are fresh, healthy and nutritious meals each day.

- **Daily snacks**- Each camper will receive a morning and afternoon snack each day. We ask that families do not send any additional food with their campers due to allergies.
- **Nut-free facility and dietary restrictions**- All food prepared at TMS Discovery Day camp is nut-free. If your camper has any dietary restrictions, please be sure to indicate them on your campers health form. Please feel free to call our camp office and speak to the Director about any questions you may have.
- **Water**- We ask that each camper bring a Reusable water bottle to camp each day. Our well-trained counsellors ensure that campers keep hydrated throughout the day and make use of our many filling stations.

ALLERGIES – WE NEED YOUR COOPERTION

- It is the Discovery Day Camp's primary priority to promote a safe, caring and supportive environment for all of our campers and staff. This is especially true for our campers with anaphylactic allergies. In order to support our campers with life threatening allergies, we ask all of our families to read the following information carefully and share it with their campers.
- Anaphylaxis is a serious allergic reaction that can be rapid in onset and can in worst case scenarios be fatal. It can manifest in different ways such as hives, itchy rash, vomiting, shortness of breath or even throat or tongue swelling. This reaction is caused by being exposed to the person's allergy. For example, if a person has a bee allergy, if they are stung it will

cause a reaction. The main way anaphylaxis is treated is by an epinephrine injection.

- The Discovery Day Camp ensures that our staff are well trained and prepared to take care of campers. During our pre-camp sessions, our Health Centre will educate the staff on First Aid, emergency Procedures and Epi-Pens. Our Health Centre, staff and specialists are notified and briefed on camper allergies and restrictions.
- The Discovery Day Camp keeps multiple dosages of Epi-Pens on site in case of emergency. **Please ensure that your camper's Epi-Pen contains the correct dosage and is up to date for the camp season. Please check that your camper's hands, face and teeth are clean, especially from peanuts, nuts and sesame products before arriving at camp in the morning.**
- **ALL CAMPERS THAT CARRY AN EPI PEN MUST BRING TWO TO CAMP. We recommend that staff members carry the Epi Pens with the campers from activity to activity-UNLESS you rather your child carry the Epi Pens themselves. ALL EPI PENS SHOULD BE CLEARLY LABELLED AND BROUGHT TO CAMP IN A SMALL POUCH WITH THE CHILD'S NAME CLEARLY WRITTEN ON THE OUTSIDE OF THE POUCH.**

ASTHMA

- If your camper has asthma, it is important that we know and understand the symptoms they experience, especially when environments can make it worse (cold, exercise, campfire smoke etc.)
- Please make sure that the correct medication is sent to camp with your camper, and you inform The Discovery Day Camp of when you feel we should administer the use of an inhaler.
- The inhaler can be kept in our Health Centre or carried around in a fanny pack with the camper. Please connect with the Camp Office if you would like to discuss this further.

MEDICATION

- No medication can be given at camp without the permission from a camper's parent/legal guardian. This includes **prescription** and over the counter medication.
- If you are planning on sending medication, it MUST be in the ORIGINAL BOTTLE labelled with the camper's name, name of medication, dosage required and time to administer the medication. Prior to the start of your camper's session, you will be required to fill out a form to authorize our Camp Nurse to give the medication to your camper. This will be provided to you by the camp office.

- Send enough medication for **camp use only**, leaving the remainder at home.
- Medication must be stored in the Health Centre and administered by a Nurse/RPN
- If you are going to send medicine, please call the **camp office at 289-269-3270** before the camp day begins.

HEAD LICE

We must take extra precaution to limit the transmission of lice at camp. Though bothersome, head lice will not harm children and adults, nor cause illness. Having head lice does not mean a person is unclean or the environment is dirty. Head lice are almost always transmitted from one person to another by head-to-head contact.

- Prior to arriving at camp, please examine your child's head and everyone else in the household for lice and nits. Start examining the head by beginning around the ears and at the nape of the neck and then the rest of the head. If your child does have lice, begin treatment.
- If your child is found to have lice or nits, they will not be admitted to camp until the situation is resolved. A parent will be notified immediately and will need to pick their child up from camp. Campers will not be allowed to return to camp without a note from their Lice Clinic or nurse indicating that your child no longer has lice or nits.

Important Note: In case of communicable diseases such as Chicken Pox, German Measles, Pink Eye, Lice, and Hand Foot and Mouth....**PLEASE NOTIFY THE CAMP OFFICE IMMEDIATELY.**

SWIM PROGRAM

Our campers will enjoy recreational swim times throughout the week with their cabins in our outdoor heated pool. Campers will be supervised by fully certified lifeguards and staff both on deck and in the pool at all times. We understand that many campers have not had the opportunity to complete swim lessons or be exposed to swimming throughout the past few years. All of the TMS Discovery Day Camp staff know and understand this. It is because of this that we will ensure constant supervision and support to all campers to ease the transition. Each camper will complete a swim check to demonstrate their ability to swim in the deep end of the pool. **Only those campers who earn their deep end bracelet will be allowed to enter the deep end of the pool.** Campers will have the chance to complete the deep end test throughout the summer. If your camper requires earplugs for swim, please be sure to send them in a **labeled** container. Our staff will assist camper(s) with their earplugs should they require it. If you have any questions or concerns regarding swimming, please do not hesitate to contact our camp office.

CLOTHING REQUIREMENTS & LABELLING

All campers **will be given their own Discovery Day Camp Knapsack at the beginning of camp.** This Knapsack **MUST BE BROUGHT TO CAMP EVERYDAY** and can be used to carry their clothing, sunscreen etc., as well as bring home any projects made at camp.

- A HAT (Labelled)
- A CLEARLY LABELLED WATER BOTTLE (Re-Usable)(Labelled)
- SUNSCREEN (Labelled)
- BUG REPELLENT (Labelled)
- A SOLID PAIR OF RUNNING SHOES (Your camper must wear safe shoes in order to participate in all physical activities and outdoor excursions. (labelled)
- An extra set of clothing for YELLOW GROUP CAMPERS (aged 4 and 5)
- **On Cool Days:** Please dress your camper with a sweatshirt and long pants worn OVER their shorts and T-Shirt so that we can easily remove the top layers as the day warms up.
- **On Rainy Days:** Please send a raincoat and boots.

Please do not overload this knapsack with unnecessary clothing—your camper has to carry it!

PLEASE LABEL ALL CAMPER CLOTHING, INCLUDING HATS, SUNSCREEN, BUG REPELLENT, SHOES, WATER BOTTLE. THIS WILL HELP US RECOVER ANY MISPLACED ARTICLES!

RAINY DAYS & EXTREME HEAT DAYS

- The Discovery Day Camp Campers and Staff are always “Sun Smart”. Whether re-applying sunscreen, keeping hats on heads, drinking water, refilling water bottles, staying in the shade, or keeping cool in our air-conditioned indoor facilities. Staff are well trained to ensure campers' safety at all times.
- In heavy rain or extreme conditions, programming continues as normal inside our facilities.
- Please monitor the early morning weather reports and send appropriate clothing and shoes for the weather.

SPECIAL THEME DAYS

- In addition to our regular programming, there are many special days planned with cabins, units, as well as camp wide. We love to see our

campers dressed up on special days. **Please make sure everything is labelled and that no valuables or replica weapons are brought to camp.** We will send out email reminders leading up to special days so that no one forgets.

CAMP COMMUNICATION

- **Emails**- you will hear from us by email regarding special days, weather, pickup and drop off etc. Please be sure to check your inbox regularly so you don't miss anything.
- **Phone calls**- If we need to call you, our policy is to always leave a message and we encourage you to listen to that message before calling us back. By doing so, you are able to let the office know who called you and this will speed up our ability to have you talk to the right person.
- **Instagram**- Be sure that you follow us on Instagram!
@discoverydaycamp_tms
- You can reach the Camp office anytime between the hours of 8:00am-4:00pm. Please do not hesitate to call and speak to your campers Section Head or the Director. They can be reached at (289)269-3270 or through the camp email discovery.daycamp@tmsschool.ca

GENERAL INFORMATION

OCA (ONTARIO CAMPS ASSOCIATION)

The Discovery Day Camp is an accredited Member of the Ontario Camps Association, and therefore the camp adheres to over 600 standards that are reviewed each summer. These standards cover all aspects of camp including facility, health care, food, program, transportation, as well as management and staff hiring and training. Standards visit also occurs every 4 years.

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. It is recommended that sunscreen contains UVA/UVB protection, broad spectrum and have no less than SPF 45. Please make sure this bottle is labelled and has no coconut and/or nut oils.

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 the office immediately.

LOST & FOUND

If your child has lost a belonging, please let us know and we will do our best to locate the item. The Discovery Day Camp is not responsible for any lost articles.

Please label EVERYTHING to make it easy to find your lost items.

DAILY PHOTOS

We love to show parents how much fun their child is having at camp! That's why our staff will be taking many photos throughout the summer and uploading them to our camp instagram account. If you have any concerns with your child being in photos, please be sure that you have indicated this on the registration form, and email the camp office.

THINGS TO LEAVE AT HOME

- **Please do not send cell phones or any other electronic equipment to camp** (i.e., iPod, iPad etc.). Please do not send your camper with toy guns, knives or weapon toys. Leave toys, Pokémon cards, dolls and stuffed animals at home! We cannot be responsible for favourite toys that go missing and we do not want other campers to get upset.
- **Please do not send any valuables**

RESPECT/LANGUAGE

Profanity or discrimination in any form is unacceptable at the Discovery Day Camp. Engaging in any act which discriminates against another camper or staff member because of race, colour, national origin, sex, religion, creed, age, the presence of a disability, sexual orientation, or any other basis **will not be tolerated**. The Discovery Day Camp is committed to providing a camp environment where every camper and staff member is respected and is entitled to fair and equitable treatment.

**We are thrilled that you have chosen the Discovery Day Camp this summer. We can hardly wait to meet you and your children!

Andrea Tomaso
Camp Director