

Dear Parents and Guardians,

We are so excited to have your child participate in the Uxbridge Museum Camp! We're sending out this letter to help prepare you and the campers for the safest and most fun camp experience.

Camp will begin at 9:00 am from Monday to Friday and we ask that you drop off your camper between 8:30 am and 9:00 am at the Stokes-Kydd House (located at the Uxbridge Historical Centre), pick up will be at the same location at 4:00 pm (latest pick-up is 4:30 pm). **PLEASE NOTE THAT THE UXBRIDGE MUSEUM CAMPS ARE NOT UXCAMPS!** While we do work together, the museum and UxCamps are separate camps and therefore we do not have access to any of the forms that you have submitted to them.

Attached with this letter are consent forms that we'll need you to fill out and email to museum camp coordinator, Julia Zolis at [jzolis@uxbridge.ca](mailto:jzolis@uxbridge.ca) **NO LATER THAN THE FRIDAY PRIOR TO YOUR CHILD'S CAMP WEEK.** We'll also need to know if your camper has any allergies, or accessibility requirements that we'll be happy to accommodate. In any case, **ANY FOOD CONTAINING NUTS IS PROHIBITED** at camp. We'll be spending time outside so be sure to send your camper with ample water (preferably in a reusable bottle), hats, sunscreen, and bug spray. There will be two snacks throughout the day, so please pack nut-free snacks along with their lunch. **PLEASE NOTE THAT YOUR CAMPER WILL NOT BE CONSIDERED ENROLLED IN CAMP UNTIL PAYMENT HAS BEEN MADE IN ACTIVENET AND THE CAMP COORDINATOR HAS RECEIVED ALL CONSENT FORMS.**

**For best participation, please send your campers with their swimsuits and towels for a trip to the Splash Pad on Wednesday and Friday.** We will be accessing the Splash Pad via a small trail, not the main road. Please read the following pages and attached forms carefully and let us know if you have any concerns. Pizza day will be taking place on Friday, so money and order forms are due upon drop off on Wednesday at the latest. We will not accept any late pizza orders or money. Please send your camper's pizza money and form in a sealed envelope or ziplock bag with their name clearly written on the front.

We look forward to getting to know you and your camper and having an exciting and fun-filled week at the museum camp!

**Attached Forms:**

- Medical Forms
- Permission to Pick Up Form
- Pizza Day Form (due by Wednesday morning of your camp week!)

**Clothing and Shoes** Campers should come each day dressed for a full day of activity. We encourage campers to dress appropriately for the weather; a hat, sunscreen, as well as closed toes shoes, are highly recommended. An extra change of clothes is always helpful to have just in case. A swimsuit and towel will be required for days at the splash pad. Should there be any specialty activities planned (i.e. water day, pizza day), your Camp Councillor will be sure to inform you on what to bring. You may also refer to the Coordinator Letter attached to the weekly email for day-to-day activities and instructions. Please label your camper's belongings and take note of what your camper brings to camp each morning to avoid lost items.

**Water Bottle** Please send your camper with a refillable water bottle to camp each day (labelled with their name). Camp staff will be encouraging campers to drink water and stay hydrated throughout the day.

**Lunch/Snack** Please send your camper each day with a substantial lunch and a sufficient number of healthy snacks. Each camp will take a 15-minute break in both the morning and afternoon to eat their snacks, and an hour break around noon for lunch. We encourage the use of plastic containers as much as possible to reduce waste. Please note, Museum Camps is peanut/nut free, and we have a strict no sharing policy. We ask you to please be conscious of allergens while packing camper lunches. All food allergies are listed in your camp package (weekly email) for parent/guardian awareness.

**Backpack** A backpack is highly recommended, to securely store your camper's belongings. We encourage you to label all of your camper's items to reduce your chance of them being lost or stolen.

**Valuables** We request that your camper leave all items of sentimental or monetary value at home (ie. toys, video games, playing cards, money cell phones etc.). Museum Camp is not held responsible for lost, broken, or stolen items.

**Sign In Procedures** Each morning, Parents/Guardians are asked to sign in with the Camp Supervisor between 8:30 AM and 9:00 AM. We ask that you email in all required paperwork to the Camp Coordinator prior to the start of camp, BEFORE drop-off. If someone who is on your campers Permission to Pick-Up Form is to pick up your camper, please inform the Camp Supervisor and they will make note. Campers must be signed in each morning with their parent present to make contact with the Supervisor.

**Early Departures** It is preferable that advance notice is given to the Camp Supervisor if your camper will be picked up early. This way, the Camp Supervisor can plan accordingly and alter lesson plans if needed. Parents will be required to sign camper out with the Camp Councillor.

**Sign Out Procedures** Parents/ Guardians are required to sign their camper out of camp each day with their Camp Councillor. Campers will only be allowed to leave with authorized persons on your campers Permission to Pick-Up Form (ID may be required). To ensure your campers safety,

any requests to have your camper picked up by someone other than their legal Parent/Guardian must be included on your campers Permission to Pick-Up Form (see Permission to Pick-Up Form included in package). Should you need to update your form throughout the week, please connect with the Camp Coordinator. We ask that you submit the completed form no later than the Friday prior to your child's camp week to the Camp Coordinator. Your child will be required to remain at camp until 4:00, unless otherwise permitted by a parent/guardian through written permission to their Camp Coordinator. Camper sign-out will be conducted between 4:00 PM and 4:30 PM.

**Late Fees:** Your camper should be picked up by 4:00 PM each day no later than 4:30 PM. If your camper is not picked up by these times, a late fee of \$5.00 for every five minutes past the allotted pick-up time will be charged.

**Medication:** If medication of any type (over the counter or prescription) is required, it can only be administered by your camper's councillors OR the Camp Coordinator who have been properly informed on the administration of medication. **Regardless of medication requirements or medical needs, please fill out our Camper Medical Form included in this package.** All medication must be in its original container and campers should only bring the prescribed dosage for the hours that they attend camp. Medication should be given directly to the Camp Councillor upon arrival and is not to be left in the care of the camper. Campers who require an Epi-Pen are required to keep it with them **AT ALL TIMES**. If you are more comfortable having the Camp Councillor carry it in their first-aid kit, please arrange that with them upon drop off Monday morning. Please ensure the medication is clearly labelled with camper's name.

**Illness:** If your camper becomes ill while at camp, you will be notified via phone call. We do not have a nurse on staff, therefore you may be asked to pick your camper up depending on the severity of the illness. We ask that you do not send your camper to camp if they are ill or have a communicable disease.

**Accident/Emergency:** In the case of an accident or emergency involving your camper, you will be notified via phone call after notifying appropriate emergency personnel. All members of our Camp Staff are certified in Standard First Aid and CPR C, and have been trained to deal with emergency procedures at all applicable locations. Should a minor accident/incident occur, you will be notified during pick up that day. In the case of an accident or incident, the Camp Coordinator will be required to fill out an Accident/Incident Report Form outlining the occurrence in writing. Whomever is picking your camper up on that day will be asked to read and sign the form.

**Cell Phones** Campers are not permitted to carry a cell phone during camp program hours. If you require your camper to have a cell phone before or after camp hours, we ask that they keep it in their backpack and do not take it out unless otherwise directed. If staff become aware of cell phone usage during camp hours, they will ask the camper to put it away. Please note, we are not responsible for any lost, broken or stolen items at Museum Camps.

**Contacting Your Child During Camp Hours:** If you have an emergency and/or need to contact your camper during the day, please call the Museum at 905-852-5854 who will contact the camp staff for you.

**Three Strike and Violence at Camp Policy:** Please note that camps at the Uxbridge Historical Centre have a **strict 3 strike policy**. This means that campers who fail to follow the camp rules and guidelines laid out on the first day of camp or exhibit poor behaviour/choices, will be awarded a strike by camp staff. Strikes will only be given in cases of misbehaviour, such as failing to stay with the group (running) after being repeatedly asked or mean behaviour towards other campers or staff. Fighting (hitting, punching, kicking, etc.) or threatening behaviour towards others (including staff) can and will result in the camper's **immediate removal from camp**, in which they will not be permitted to return regardless of number of strikes, in accordance with Township policy. Upon gaining a strike, staff will inform the parent or guardian either via a phone call or at pickup. If a camper gains three strikes, then a parent or guardian will be called to pick up their camper immediately and said camper will not be permitted to return to camp. Refunds will not be given in this event. Note that depending on the severity of the camper's action or words, camps and the Uxbridge Historical Centre reserve the right to prohibit a campers return to camp, regardless of number of strikes. Camps at the Uxbridge Historical Centre aim to maintain a positive, inclusive, and fun atmosphere at all times and any disregard for such views will not be tolerated.