

2023 Day Camp Handbook



5th edition – Revised February 2023

Muskoka Discovery Centre
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Welcome to Camp

Many of our COVID-19 protocols remain in place at Summer Day Camp at Muskoka Discovery Centre to ensure safe operation and to ensure the health and safety of our campers and staff. As a registered Not-For-Profit Organization that supports education and community partnerships, we have had to make changes to some of our services and policies. Our Camp Leaders will continue to provide your child with a great summer camp experience. Please read through this information well before your child's first day of camp. If you have any questions or concerns, please do not hesitate to contact us.

Mission

To provide fun, educational, and innovative opportunities for children to flourish in a supportive learning environment. We aim to provide an affordable, flexible, and accommodating community-based day camp program.

Philosophy

Muskoka Discovery Centre is dedicated to high-quality programming. We believe that by providing a supportive learning environment we can enable children to trust, respect, and appreciate all aspects of life and learning. Friendships and caring and encouraging staff will help enhance personal growth and promote a sense of community. We aim to provide youth with stimulating experiences, both indoor and outdoor, that promote their curiosity and desire to learn.

Camp Community

The Muskoka Discovery Centre Day Camp staff team works hard to promote a positive and fun camp experience in a supportive environment. It is important that we are making healthy connections with you and your child. Communication and cooperation are some of the key ingredients. Please check in with your camper each day to ensure that they are making positive connections, and having an overall good experience. If there are any questions or concerns, please contact us. Immediate feedback is essential for a prompt response and a positive resolution.

Camper Code of Conduct

At Muskoka Discovery Centre, we want every child to have fun, make new friends, and succeed. Camp is not a place for negative attitudes or behaviour. If a child is interfering with the safety and integrity of the camp program, staff will do everything they can to work with the child and improve on the behaviour. If it continues, this will be cause for concern and parents/guardians will be contacted. All campers must conduct themselves in a respectful and responsible manner, by respecting the staff, other campers, equipment, and the facility they are in. We ask for the assistance of the parents/guardians to ensure that children are aware of unacceptable behaviours and that those behaviours will not be tolerated at camp. Camp is a bully-free zone and we ask for everyone's cooperation to ensure this policy stays true.

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KidZone

Please keep in mind that KidZone is separate from the day camp program and in 2023 Campers **will not** be in Kidzone.

Hours

Regular camp hours are from 8:00 am–5:00 pm.

Early drop-off is after 7:30 am

An ADDITIONAL fee will be charged for late pickups; \$10.00 for every 15 minutes.

Rates

One Child Weekly rate: \$200.00 (5-day week) or \$160.00 (4-day week due to stat. holiday)

Two+ Children Weekly rate is \$187.50 per child (5-day week) or \$150.00 per child per 4-day week (due to stat holiday)

The daily rate a for single camper will be \$ 47.00 per day

The daily rate for 2 or more campers per family will be \$45

Camp Wear

Comfortable clothing and footwear are recommended for camp along with a hat, sunscreen, water bottle, healthy snacks & lunch, and face mask for times when safe social distancing cannot be adhered to.

Payment & Receipts

Payment to the Muskoka Discovery Centre will be made at the beginning of each week. Your credit card will be charged or if paying by cheque please provide post-dated cheques for the weeks you have booked.



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Cancellation Policy – 7 DAYS IN ADVANCE Cancellation Policy

Muskoka Discovery Centre requires a **minimum OF 7 DAYS IN ADVANCE cancellation notification**. If you wish to cancel your child out on a particular day please call (705)687-2115 or email education@realmuskoka.com. If you wish to cancel a registration within the 7-DAY period please continue to notify MDC, however, your pre-payment for the week will still be made.

Photography

During all Day Camp programs, we will be taking pictures to post on our website, Facebook, and newsletter, and for future advertising/promotional material. By signing the photo release page attached to the registration form you have given consent for us to use your child's photo. If you do not wish to have your child's photo taken or used please do not fill out this portion of the registration package.

Dress Code

We ask for parents/guardians' cooperation to ensure that clothing worn at camp does not display any inappropriate language, or drug, or alcohol references. Please make sure your camper comes weather prepared. We attempt to spend time outside every day, please ensure campers are dressed appropriately for the warmer or cooler weather. Senior staff will make the appropriate judgments on time spent outside during weather conditions such as extreme heat, cold, or rain. During the winter months campers are required to bring winter clothing (hat, mitts, snow pants, coat, and winter boots).

Lost and Found

Muskoka Discovery Centre is not responsible for any lost or stolen items. Please do not send your child to camp with any valuables, jewelry, or unnecessary technology. We highly recommend you label all of your child's belongings.



Programming and Alternate Programming for Rainy Days & Heat Alerts

Our camp is based on outdoor activities to allow youth to experience the beautiful Muskoka environment, drizzle or light rain may not impact all outdoor activities. All campers will use outdoor washrooms (porta potties). On rainy days, extreme cold, or very hot/humid days, programs will be switched to indoor activities. Day Camp operates rain or shine.

1. During heavy/continuous rain, or thunder/lightning we will implement our rain day activity plans.
2. Please ensure your camper is prepared for all weather conditions.
3. Please remember to send your child with warm clothing for cold days.

Items **NOT** Welcome at Camp

Please do not send your child with any of the following items...

- iPods, iPads, or MP3 players
- Cell phones
- Gaming devices
- Electronics including digital cameras
- Money

Muskoka Discovery Centre is not responsible for any lost or stolen items. Please do not send valuables to camp, including jewelry, trading cards, sentimental items, expensive clothing, etc.

Family Status (Loss, Illness, Divorce, Separation, etc.)

If your child is experiencing any emotional stress or trauma outside of camp, it is important to inform one of our senior staff members (Kirsten Schofield or Ann Curley). That way we can better understand your child and communicate more effectively should any changes in behaviour occur. If there is a change in your child's family status, living accommodations, spousal restrictions, or custody orders, it is the responsibility of the parent-of-care to notify the Muskoka Discovery Centre senior staff in writing as soon as possible, we will then make any necessary changes to the camper's registration form.

If there is any concern about your child's well-being please feel free to arrange a time to meet with a senior staff member in person or call any time to discuss.

Ratios

Muskoka Discovery Centre Day Camp follows a 12:1 camper-to-staff ratio for all age groups. The same staff-to-camper ratio applies however more than 12 campers will be together in a space. The size of our spaces in proportion to the number of campers has been mandated by the Ministry of Health Summer Day Camp guidelines. We will also follow all COVID-19 protocols that are applicable at any given time. Please keep this in mind.

Authorized Pick-up

One Parent/Guardian can drop off and pick up your child(ren), all other family members are not permitted due to COVID-19 and the safe distancing pick up and drop-offs. This has been designed for the protection of your family, children, and our staff. Parents/guardians must acknowledge the camp if another authorized person is to pick up their child. This authorized person **MUST** be at least 18 years of age and **listed on your registration form**. Additional authorized persons must be prepared to show a photo ID to match their name to your registration form, especially if the person(s) at the front desk is not currently familiar with them.

Pick-up and Drop-off Procedures

All Pick-Up and Drop Off of campers will take place OUTSIDE. Parents and Guardians are not to enter the Muskoka Discovery Centre. We will have a desk set up outside for you to check your child(ren) off each day. We ask that you do your best to socially distance yourself from others who may be in the immediate area. When Picking Up your child(ren) if our staff person is not outside, please knock on the window or call the office at (705)-687-2115 to advise you are here for pick up. Reminder all pick up of campers must be done by 5:00. A late fee of \$5.00 or every 10 minutes past 5:00 p.m. will be charged to your credit card.



A Typical Day at Camp

8:00 am – 9:00 am	Early Drop off Hours
9:00 am – 9:45 am	Morning Meeting/Breakfast
9:45 am – 10:45 am	1 st Activity Block
10:45 am – 11:15 am	1 st Snack Break
11:15 am – 12:15 pm	2 nd Activity Block
12:15 pm – 1:15 pm	Lunch
1:15 pm – 2:45 pm	3 rd Activity Block
2:45 pm – 3:15 pm	2 nd Snack Break
3:15 pm – 4:45 pm	4 th Activity Block
4:45 pm - 5:00 pm	End of day cool-down & pick-up

Breakfast Program

In order to help start everyone “on the same page”, Muskoka Discovery Centre offers campers a nutritious breakfast snack each morning. Breakfast programs can be expensive, especially for an NFP organization the costs can add up. We welcome donations from parents and community members. Each morning we aim to offer two options. Approved food **MUST** be nut free!! The following is a list of approved foods. Items in bold are the most popular. Vegetables (peppers, **cucumber**, **baby carrots**, celery, green beans), fruit (**watermelon** and other melons, strawberries, blueberries, oranges), **yogurt**, **cheese strings**, goldfish crackers, and **nut-free granola bars**.

Water bottles

Please send your child to camp with a water bottle. Juice boxes do not provide enough hydration. Campers will have many opportunities to drink water and refill water containers. Campers are responsible for drinking plenty of water, group leaders will give campers many reminders throughout the day to help keep them hydrated

Allergies

Please treat the day camp like a school environment. We do have campers with severe peanut and other nut allergies. **Please do not send your child with nut products.** If your child has food allergies please ensure these are clearly stated on the camper registration form. For more information on allergies or nut-free lunch suggestions please visit any of the following websites;

<http://www.eatrightontario.ca/en/Articles/Food-allergies-intolerances>
www.foodallergy.org

Medical Information

Camper Medical Information

Parents are required to fill out the medical information box on the camper registration form. This form will be provided to you on the first day of camp. Please take care to complete this form accurately. If your child is diagnosed with a condition or a medication after you have filled out this form, please contact a staff member so the appropriate adjustments can be made.

Medication will be administered by a senior staff member only when it is not possible at home, and only when the parent(s)/guardian(s) of the child have given written authorization. No medications for any child will be given without a Medical Consent Form completed and signed. Please see a staff member if you require one of these forms. Additional Camper medical information is required due to COVID-19.

Medications

If your child must take **ANY** medications while at camp, the medication must be shown to a camp staff member and must be in its original package/container. Any medications sent with a child must be clearly labeled with the name of the medication, expiry date, and instructions for storage and administration. All staff is trained in medication safety, administering procedures, and anaphylaxis response. Muskoka Discovery Centre prefers camp staff members to carry on their person any medications your child may need (EpiPen, puffer, etc.), however, if you or your child are more accustomed to the child carrying such medication please speak to a staff member upon filling out the registration form.

Asthma

Depending on the severity of your child's asthma please ensure you talk to a camp staff member about the placement of your child's puffer. Please send any puffers in a waterproof bag/container and clearly label them with your child's first and last name.

Life Threatening Allergies

Muskoka Discovery Centre is an Allergy Sensitive Camp. We want to make every child feel welcome and safe at camp. All camp personnel are trained on the common signs and symptoms of an allergic reaction. If a child comes to camp with any nut products they will be disposed of immediately. We appreciate your cooperation in ensuring every child has a safe and happy camp experience.

Sick or Ill Campers

Should your child become sick or ill while at camp, they will rest in a designated space located on the first floor where they can be monitored by a staff person. You will be notified immediately and arrangements **will need to be made to pick them up**. Our Sick Policy is in place and must be followed.

Safety & Minor Inquires

Should your child suffer a minor injury (for example: scraped knee, minor cut, etc.) day camp staff will fill out an “Incident Report/Bumps & Bruises” which includes a description of the incident and the procedures administered. Staff and Campers will wear a mask when a staff member is caring for your child. Parents/guardians will be asked to sign this report and a copy will be kept here at Muskoka Discovery Centre in the child’s file.

Medical Services

Staff at Muskoka Discovery Centre are trained in First Aid and CPR. This year’s senior day camp staff member has an extensive background of CPR and First Aid training, including Healthcare Provider level CPR and advanced first aid training, infant/youth first aid & CPR, defibrillator training, as well as anaphylaxis and asthma response and management. If there is an injury at camp requiring Emergency Medical Services (EMS), the senior camp counselor will contact 911 and the family immediately thereafter. Should a child need to go to the hospital, the senior camp counselor will accompany the child.

Fire and Emergency Procedures

Muskoka Discovery Centre actively practices fire and emergency drills. Staff and campers are made aware and regularly reminded of emergency procedures. Emergency exits and fire extinguishers are located in plain view throughout the whole Muskoka Discovery Centre facility. In case of an emergency evacuation, the Muskoka Discovery Centre Day Camp Program will relocate to the Muskoka Wharf Pavilion located next to the Muskoka Steamships office where parents/guardians will be contacted.

Conflict and Problem-solving

Campers are encouraged to settle their own differences to their greatest extent, thus helping to promote and build on problem-solving skills. Muskoka Discovery Centre Camp staff are trained to take a positive approach to conflict resolution. Staff uses “cool zones” to allow campers a space to relax, and think about their next steps to resolving the issue they may be having with another camper. If an incident is “hands-on” in nature the camper may be removed from the current “space” to spend one-on-one time with a staff member. This offers the child a supervised “cool zone” for them to talk about the issue and the appropriate choices they can make going forward. If the incident is more severe (ex: tantrums or violent behaviour) the child will be removed from the camp space for an extended period where they can one-on-one work with a staff member to resolve the trigger issue and create custom strategies for the future. If inappropriate or unacceptable behaviour continues, parents/guardians will be notified. Muskoka Discovery Centre holds the right to discontinue a camper’s registration if such behaviours pose a continued risk to staff and campers.

What to Bring to Camp

Please ensure **ALL** items are clearly labeled with first and last names...

- ✓ **Backpack (every day)**
- ✓ **Swimsuit (every day)**
- ✓ **Hat (every day)**
- ✓ **Towel (every day)**
- ✓ **Plastic bag to put wet clothes in (water days)**
- ✓ **Water bottle (every day)**
- ✓ **Rain Gear (weather-dependent)**
- ✓ **Closed-toed shoes (please pack if your child is wearing sandals)**
- ✓ **Sunscreen – waterproof minimum SPF 30 (summer)**
- ✓ **Extra change of clothes (if you feel necessary for younger campers)**
- ✓ **Lunch (every day)**
- ✓ **2 Snacks- Nut-free (every day)**
- ✓ **Extra beverages (juice boxes, extra drink bottle)**
- ✓ **Sunglasses- not required but we welcome eye protection**

Sunscreen

All campers **MUST** bring a waterproof sunscreen with a minimum SPF of 30. Staff will monitor and assist with the application of sunscreen (especially with younger campers). Please review the sunscreen application with your child before camp. Please label your child's sunscreen container with their first and last name. Parents are encouraged to apply a layer of sunscreen in the morning before arriving at camp. At any time during the day when campers will be in the sun post-splash pad, additional sunscreen will be applied. Muskoka Discovery Centre is not responsible for a camper's sun protection if sunscreen is not supplied.

Bead Program

Muskoka Discovery Centre runs a colour-coded bead recognition program. On a camper's first day, they will receive a keychain to attach to their backpack/tote bag. Throughout the summer beads will be awarded to campers as they demonstrate any of the listed traits. Not every camper will receive a bead each day. Beads are awarded based on what camp staff witness and the amount of beads each camper receives will vary. This recognition program also serves as a great form of communication between staff, camper, and parents/guardians. Please check in with your child often to see what beads they have received and encourage your child to work towards their bead goals.

White Bead– Helpful

Helping to put away or carry equipment, picking up toys

Red Bead– Creativity

Wearing a costume, adding a creative touch to crafts and projects, brainstorming

Orange Bead– Safety

Wearing safety gear, respecting rules, paying attention to instructions

Yellow Bead– Sun Smart

Drinking lots of water, remembering to wear a hat, wearing sunscreen

Purple Bead– Friendship & Community

Making new friends, welcoming new campers, asking others to join in, being kind and cooperative

Dark Blue Bead– Innovation

Trying something new, great ideas, positive attitude, supporting others

Hot Pink Bead– Respect

Being respectful to all (staff, campers, and visitors to KidZone)

Lime Green Bead– Teamwork & Fairness

Working well with others, sharing toys, and participating in group activities

Light Blue Bead– Patience

Waiting turns, listening & following instructions, working well with other campers

Dark Green Bead– Nature

Being kind to nature, picking up garbage, and considering nature in everyday activities

Gold– Learning

Always open to new learning opportunities, applies investigative and critical thinking strategies, asks questions, and demonstrates thoughtful curiosity

Teal– Leadership

Owning one's actions, communicating with others, being confident, and positive

How to Contact Us

Muskoka Discovery Centre

275 Steamship Bay Rd

Gravenhurst, ON

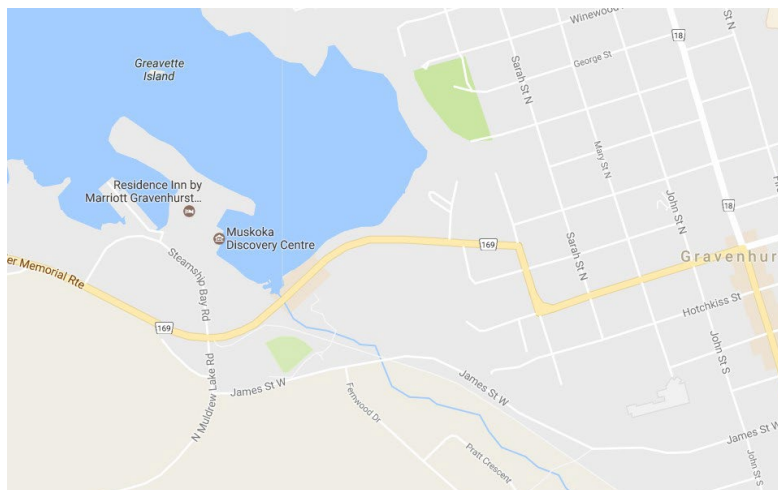
P1P 1Z9

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Website: www.realmuskoka.com



Please feel free to cut off this lower half for your fridge or wallet!

Muskoka Discovery Centre Day Camp

275 Steamship Bay Rd

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(705)687-2115

www.realmuskoka.com

www.facebook.com/MDCKidzone

Main Contacts:

Ann Curley, Operations Manager/Curator

acurley@realmuskoka.com

Kirsten Schofield, Camp Co-ordinator

education@realmuskoka.com

SICK POLICY

The Muskoka Discovery Centre works to provide a safe and healthy environment for all our visitors. We request the following “Sick Person Policy” be followed by our visitors, our staff, and our volunteers.

As a general rule: if you or your child have a fever or are too sick to go to work or school, then you are too sick to visit the museum. If your child presents any Covid-19 or any variation symptoms, your child needs to stay home. Our COVID-19 policies will remain in place for 2023.

The following guidelines are more specific and we request that visitors with these symptoms not visit the museum.

Staff may be called upon to identify the following symptoms and to ask a visitor to leave if symptoms are present. If a visitor is asked to leave, free passes to return will be given to the visitor.

- Fever
- Flu symptoms (headache, high fever, chills, lethargy, muscle aches, cough, sore throat)
- Upper Respiratory Infections (nasal congestion, runny nose, scratchy throat, painful swallowing, cough watery eyes – with or without fever)
- Cold symptoms (a fresh sneezy and runny cold)
- Diarrhea or vomiting
- Conjunctivitis or “pink eye” infection
- Impetigo (infectious skin disease which shows up as small pimples that turn into red blisters in a circular pattern)
- Lice
- Strep Throat (child must be on antibiotics for 48 hours before coming to the museum.)
- Any of the following contagious diseases: measles, mumps, rubella, roseola, and chicken pox. Children with chickenpox may not come until all of the sores are crusted and there are no new eruptions.

What are the symptoms of COVID-19 infection?

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don’t develop any symptoms and don’t feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who get COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems, or diabetes, are more likely to develop serious illnesses. People with fever, cough, and difficulty breathing should seek medical attention.

How does COVID-19 spread?

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose, or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. (Source: World Health Organization)

Protection Measures:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- Maintain at least a 1-meter (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose, and mouth.
- Make sure you, and the people around you, follow good respiratory hygiene.
- Stay home if you feel unwell. If you have a fever, cough, and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

MSDC Response

The health and safety of MSDC staff, volunteers, and guests is our highest priority. We follow the museum industry's best practices for cleaning and disinfecting all of our public spaces, galleries, hard surfaces, and toys. We adhere to a strict **Sick Person Policy** for all staff, volunteers, and guests (please see above). We are committed to providing accurate, timely, and appropriate resources and information about any highly contagious disease (from flu to measles to emergent diseases) that may impact our region.

