

# 2024 DayCamp Handbook



**6th edition – Revised January 2024**

Muskoka Discovery Centre  
275 Steamship Bay Rd Gravenhurst, Ontario P1P 1Z9  
Phone: (705)687-2115 | web: [www.realmuskoka.com](http://www.realmuskoka.com) | email: [education@realmuskoka.com](mailto:education@realmuskoka.com)

# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### Contents

<b>Welcome to Camp/General Info</b>	<b>3-4</b>	<b>Medical Information</b>	<b>9-10</b>
Mission	3	Camper Medical Information	9
Philosophy	3	Medications	9
Camp Community	3	Asthma	9
Camper Code of Conduct	3	Life Threatening Allergies	9
KidZone	4	Sick or Ill Campers	9
Hours	4	Safety & Minor Injuries	10
Rates	4	Medical Services	10
Camp Wear	4	Fire and Emergency Procedures	10
Payment/Receipts	4	Conflict and Problem-solving	10
Cancellation Policy	5	<b>What to Bring to Camp &amp; Sunscreen</b>	<b>11</b>
Visiting the Facility	5		
Photography	5	<b>Bead Program</b>	<b>12</b>
Dress Code	5		
Lost & Found	5	<b>How to Contact Us</b>	<b>13</b>
Rain & Heat Day Programming	6		
Items Not Welcome at Camp	6		
Family Status	6		
Ratios	6		
Authorized Pick-up	7		
Pick-Up and Drop-Off Procedure	7		
Typical Day at Camp	8		
Breakfast Program	8		
Water Bottles	8		
Allergies	8		



# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### Welcome to Camp

Many of our COVID-19 protocols remain in place at Summer Day 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 made, along with caring and encouraging staff will help to 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 prompt response and a positive resolve.

### 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 and if behaviour does not change after two warnings the camper will be removed from camp. If your child is responsible for a violent act to either the camp leader or another camper your child will be asked to leave camp with no warning.** 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

# Muskoka Discovery Centre

## 2024 DayCamp Handbook

tolerated at camp. Camp is a bully free zone and we ask for everyone's cooperation to ensure this policy stays true.



# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### Hours

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

Early drop-off is after 7:30 am

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

### Rates

One Child Weekly rate: \$210.00 (5-day week) or \$170.00 (4-day week due to stat. holiday)

Two+ Children Weekly rate \$197.50 per child (5 day week) or \$160.00 per child per 4 day week (due to stat holiday)

Daily rate for single camper will be \$ 48.00 per day

Daily rate for 2 or more campers per family will be \$46

### Camp Wear

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

### Payment & Receipts

To secure registration, payment of the fees for the first week requested will be made to the Muskoka Discovery Centre will be made on acceptance to the program. Thereafter, payments will be processed at the beginning of each week of camp, using the credit card information on file. Receipts will be issued at the time of payment.

Please note that a minimum of



# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### Cancellation Policy – 7 DAYS IN ADVANCE Cancellation Policy

Barring exceptional circumstances, The Muskoka Discovery Centre requires a **minimum of 7 days' notice of any changes** in order to have them reflected in the payment schedule, including to be eligible for a refund. If you wish to cancel your child out of a particular day please call **(705)-687-2115** or email [education@realmuskoka.com](mailto:education@realmuskoka.com).

### Photography

During all Day Camp programs, we will be taking pictures to post on our website, Facebook, 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, 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 judgements 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.



# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### 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/ lightening we will implement our rain day activity plans. Please
2. 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...

- a. -IPods, IPads, or MP3 Players
  - b. -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 wellbeing 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. We do not provide an individual camp experience if your child requires one to one ratio our camp is not for you. 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. Please keep this in mind.



# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### Authorized Drop-Off and Pick-up TAKES PLACE OUTDOORS

Parent/Guardian can drop off and pick up your child(ren) all other family members **MUST BE LISTED ON YOUR FORMS**. This has been designed for the protection of your family, children and our staff.

Parents/guardians must acknowledge to the camp if another authorized person is to pick up your 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 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 social distance with 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 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. If you are picking up early you must call ahead so that we can have your camper ready.





# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### A Typical Day at Camp

8:00am - 9:00am	Early Drop off Hours
9:00am - 9:45am	Morning Meeting/Breakfast
9:45am - 10:45am	1 <sup>st</sup> Activity Block
10:45am - 11:15am	1 <sup>st</sup> Snack Break
11:15am - 12:15pm	2 <sup>nd</sup> Activity Block
12:15pm - 1:15pm	Lunch
1:15pm - 2:45pm	3 <sup>rd</sup> Activity Block
2:45pm - 3:15pm	2 <sup>nd</sup> Snack Break
3:15pm - 4:45pm	4 <sup>th</sup> Activity Block
4:45pm - 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 as 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 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 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](http://www.foodallergy.org)

# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### 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 of any kid 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.

#### 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 labelled with the name of the medication, expiry date, and instructions for storage and administration. All staff are 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 carry 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 it 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 it 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.

# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### Safety & Minor Inquires

Should your child suffer a minor injury (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 you child. Parents/guardians will be asked to sign this report, 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 counsellor will contact 911 and family immediately thereafter. Should a child need to go to the hospital, the senior camp counsellor 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 use “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.



# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### What To Bring To Camp

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

- ✓ **Backpack (everyday)**
- ✓ **Swim suit (everyday)**
- ✓ **Hat (everyday)**
- ✓ **Towel (everyday)**
- ✓ **Plastic bag to put wet clothes in (June dates)**
- ✓ **Water bottle (everyday)**
- ✓ **Rain Gear (weather depending)**
- ✓ **Closed-toed shoes (please pack if child is wearing sandals)**
- ✓ **Sunscreen- waterproof minimum SPF 30 (Fall/Spring)**
- ✓ **Extra change of clothes (if you feel necessary for younger campers)**
- ✓ **Lunch (everyday)**
- ✓ **2 Snacks- Nut free (everyday)**
- ✓ **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 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 sun- screen is not supplied.

# Muskoka Discovery Centre 2024 DayCamp Handbook

## How to Contact Us

Muskoka Discovery Centre

275 Steamship Bay Rd

Gravenhurst, ON

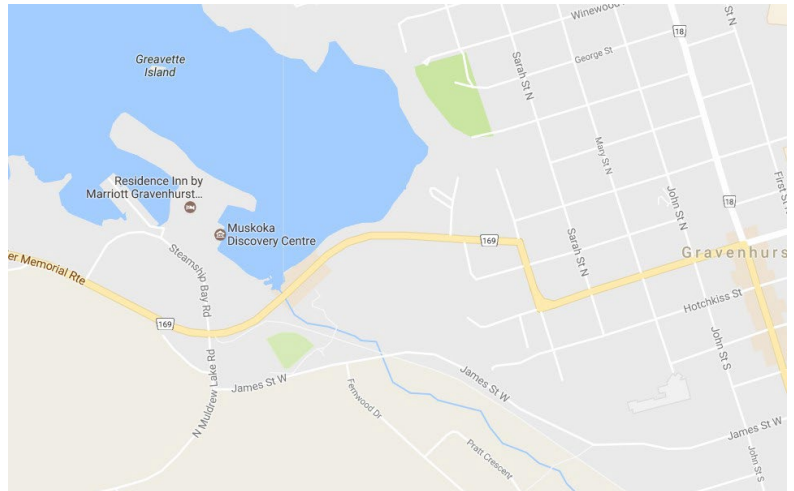
P1P 1Z9

Phone: (705)687-2115

Email: [education@realmuskoka.com](mailto:education@realmuskoka.com)

[Acurley@realmuskoka.com](mailto:Acurley@realmuskoka.com)

Website: [www.realmuskoka.com](http://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

Gravenhurst, ON

P1P 1Z9

(705)687-2115

[www.realmuskoka.com](http://www.realmuskoka.com)

[www.facebook.com/MDCKidzone](https://www.facebook.com/MDCKidzone)

### **Main Contacts:**

[education@realmuskoka.com](mailto:education@realmuskoka.com)

# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### 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 2024**

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 chicken pox 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 gets 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 illness. People with fever, cough and difficulty breathing should seek medical attention.



# Muskoka Discovery Centre

## 2024 DayCamp Handbook

### 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 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 museum industry 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 disease (from flu to measles to emergent diseases) that may impact our region.

