

# 2024 DayCamp Handbook



**7th edition – Revised September 2024**

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# Muskoka Discovery Centre 2024 DayCamp Handbook

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# Muskoka Discovery Centre

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### Welcome to Camp

*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 Councilors will continue to provide your child with a great 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 DayCamp 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 friends, and thrive! To ensure a positive experience for all, we ask that campers treat everyone with respect and kindness. If a child's behavior disrupts this environment, staff will work with them to improve it. Continued issues may lead to a conversation with parents/guardians, and after two warnings, the camper may be removed. In cases of violence, immediate removal will occur. We appreciate your support in fostering a bully-free camp where everyone can shine!

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### Hours

Regular camp hours are from 8:30am–5:00pm

*ADDITIONAL fee will be charged for early drop offs and late pickups; \$5.00 for every 15 minutes.*

### Drop off and Pick Up

Please note that for the safety of all children, we require that any person picking up a child must have their information on file. Parents and guardians are permitted to drop off and pick up their child(ren), while all any additional authorized person, who must be at least 18 years old and acknowledged by the parents/guardians, must present a photo ID that matches their name of an authorized person, particularly if they are not known to the front desk staff. Thank you for your cooperation!

### Rates

Daily rate for single camper will be \$ 50.00 per day

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

Weekly Rates

One Child Weekly rate: \$250.00 per week

Two+ Children Weekly rate: \$200.00 per child per week

### Payment & Receipts

To secure your registration, the fee for the camp requested must be paid to the Muskoka Discovery Centre as follows:

- Payments for Day Camps are required at the time of registration.
- For Week Camps, the payment schedule is as follows: the first payment is made at registration, and all subsequent payments are due 14 days before the camp begins.

Cancellations can be made up to 30 days prior to the start of the camp and must be in writing to [education@realmuskoka.com](mailto:education@realmuskoka.com).

Receipts will be issued at the time of payment.

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

If your child is facing emotional stress or trauma, please inform a senior staff member (Operations Manger or General Manager) to help us understand and communicate effectively about any behavioral changes. Additionally, notify us in writing about any changes in family status, living arrangements, or custody orders so we can update the camper's registration. If you have concerns about your child's wellbeing, feel free to schedule a meeting or call us anytime.

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### Ratios

Muskoka Discover Centre 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 then 12 campers will be together in a space. The size of our facility in proportion to the number of campers has been mandated by the Ministry of Health Summer Day Camp Guidelines. Please keep this in mind.

### Photography

During all 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 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 form.

### Dress Code

Comfortable clothing and indoor footwear are recommended for camps. We want to emphasize that many camps include outdoor activities, and we encourage campers to enjoy outside play whenever possible. Please dress your camper appropriately for the weather in case we move activities to the outside. Make sure they are prepared for both warmer and cooler temperatures. During winter months, please ensure your camper brings winter clothing, including a hat, mitts, snow pants, coat, and winter boots. Senior staff will evaluate conditions and make decisions about outdoor time during extreme heat, cold, or rain.

Additionally, we ask for your cooperation in ensuring that clothing worn at camp does not display inappropriate language or references to drugs or alcohol. Thank you for your support!

### Come Prepared

Campers should bring along healthy snacks & lunch. Please ensure your child brings a water bottle to camp, as juice boxes aren't sufficient for hydration; campers will have plenty of opportunities to refill and will receive reminders to drink water throughout the day. *See note on Breakfast Program for more information.*

### 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.

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## A Typical Day at Camp

8:30am - 9:00am	Drop off & Breakfast
9:00am - 10:15am	1 <sup>st</sup> Activity Block
10:15am - 11:15am	Snack Break
11:15am - 12:15am	2 <sup>nd</sup> Activity Block
12:15am - 1:00pm	Lunch
1:00pm - 2:15pm	3 <sup>rd</sup> Activity
2:15pm - 2:30pm	Snack Break
2:30pm - 3:30pm	4 <sup>th</sup> Activity
3:30pm - 4:00pm	Group Activity
4:00pm - 5:00 pm	Pick up & 5th Activity

### Breakfast Program

To ensure everyone starts the day on the right foot, Muskoka Discovery Centre provides campers with a nutritious breakfast snack each morning. We understand that breakfast programs can be costly, and as a non-profit organization, these expenses can add up quickly. We greatly appreciate any donations from parents and community members.

Each morning, we aim to offer two options, and it's important to note that all approved food must be nut-free. Please treat day camp like a school environment, as we have campers with severe peanut and other nut allergies. We kindly ask that you 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.

Below is a list of approved foods, with the most popular items highlighted in bold:

Vegetables: peppers, cucumber, baby carrots, celery, green beans

Fruit: watermelon and other melons, strawberries, blueberries, oranges

Snacks: yogurt, cheese strings, goldfish crackers, and nut-free granola bars

Thank you for your support in helping us provide healthy snacks for our campers!



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### Medical Information

#### Important Medical Information for Parents

Parents must complete the medical information form accurately. If your child is diagnosed with a new condition or requires medication after you submit this form, please inform a staff member so we can make the necessary updates.

#### Medication Administration:

- Medications will only be given by a senior staff member if they cannot be administered at home.
- Written authorization from the parent(s) or guardian(s) is required.
- A Medical Consent Form must be completed and signed for any medication to be administered. If you need this form, please see a staff member.

#### Medication Guidelines

If your child needs to take any medications while at camp, please follow these guidelines:

- Original Packaging: All medications must be in their original container.
- Labeling: Each medication should be clearly labeled with:
  - The name of the medication
  - Expiry date
  - Storage and administration instructions

Staff Training: All camp staff are trained in medication safety, administration procedures, and how to respond to anaphylaxis.

Medication Storage: We prefer that camp staff carry any necessary medications (such as EpiPens or inhalers) with them. However, if you or your child would prefer that they carry their own medication, please discuss this with a staff member when completing the registration form.

#### Sick 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**. See our Sick Policy for more information.

#### 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. Parents/guardians will be asked to sign this report, copy will be kept here at Muskoka Discovery Centre in the child's file.

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### Medical Services

Staff at Muskoka Discovery Centre are trained in First Aid and CPR. 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.

### Behaviour Issues

At Muskoka Discovery Centre Camp, we empower campers to resolve their differences, fostering their problem-solving skills and encouraging personal growth. Our trained staff take a proactive and positive approach to conflict resolution, helping campers navigate challenges in a constructive way.

We offer “cool zones” where campers can take a moment to relax and reflect on their situations, promoting thoughtful resolution strategies. If a situation becomes more intense, our staff will provide one-on-one support, ensuring that campers have a safe space to discuss their feelings and learn positive choices moving forward.

For more serious incidents, we offer additional support by working closely with campers to identify triggers and develop personalized strategies for future interactions. We believe in open communication with parents and guardians, and we strive to create a safe and nurturing environment for everyone. Our priority is the well-being of all campers and staff, and we are dedicated to helping each camper thrive in a positive camp experience.



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## 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.

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## 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.



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## How to Contact Us

Muskoka Discovery Centre

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