

# MDC

## MUSKOKA DISCOVERY CENTRE **DAYCAMP HANDBOOK**



**8th edition – Revised January 2025**

# Contents

Welcome to DayCamp	2-3
DayCamp Mission	2
Camper Conduct	2
Leader Qualifications	2
Dress Code	2
Lost and Found	2
A Typical Day at Camp	3
Breakfast Program	3
Lunches and Snacks	3
DayCamp Essentials	3
General Information	4
DayCamp Hours	4
Drop-off and Pick-up	4
Rates and Discounts	4
Payment Information	5
Payment Schedules	5
Receipts	5
Refund Policy	5
Policies and Procedures	6
Fire and Emergency Procedures	6
Photography Policy	6
Sick Policy	6
Behaviour Procedure	6
Medical Information	7
Important Medical Information	7
Medical Services	7
Medical Guidelines	7
Safety and Minor Injuries	7
Contact Us	8





# Welcome to DayCamp

This handbook has been created to provide you with information about our camps and how you can prepare your camper for a great camp experience. Please read through this information well before your child's first day of camp and keep it on hand for easy reference.

## DayCamp 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 DayCamp program.

## Camper 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 behaviour 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!

## Leader Qualifications

All DayCamp counsellors go through

a thorough screening process including a formal interview, reference checks, and vulnerable sector screening, if over the age of 18. All staff are required to have their Standard First Aid & CPR-C Certificate.

## Dress Code

Campers should wear comfortable clothing and indoor footwear. Many camps include outdoor activities, so please dress them appropriately for the weather, ensuring they are ready for both warm and cool temperatures. Staff will assess conditions during extreme weather and decide on outdoor activities accordingly.

## Lost and Found

Please do not send campers with any valuables, jewelry, and/or unnecessary technology to DayCamp. Muskoka Discovery Centre is not responsible for any lost or stolen items. To ensure nothing is lost or taken during DayCamp, please label everything your child brings to camp with their full name.

## A Typical Day at Camp

Our P.A. DayCamp programs offer fun and educational experiences for grades K-6, while our Summer DayCamps are designed for grades K-8. All camps consist of six activity blocks with two snack breaks and a lunch break. All DayCamps will enjoy indoor and outdoor activities, arts and crafts, and more.

## Breakfast Program

To ensure everyone starts the day on the right foot, we provide **Summer DayCamp** campers with a nutritious breakfast snack each morning. We aim to offer two options that are nut-free. If your child has food allergies, please ensure these are clearly stated on the Summer DayCamp registration form.

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.

## Nut Free Lunches/Snacks

All DayCamps consist of two snack breaks and a lunch break. Please try to pack your camper a litter-free lunch, snacks, and drinks each day. We recommend packing a plastic or metal reusable water bottle to keep campers hydrated and energized. Due to the number of nut-related allergies, nut products and foods containing nut by-products, are not allowed at DayCamp. Please pack your camper's lunch bag with these guidelines in mind.

# DayCamp Essentials

## Camper Checklist

Please ensure your camper has the following packed each day:

- ☐ Nutritional lunch and drinks
- ☐ Additional snacks for the morning and afternoon
- ☐ Reusable water bottle
- ☐ Indoor shoes/closed-toed shoes (no flip flops or sandals)
- ☐ An extra change of clothing
- ☐ Weather appropriate clothing, outdoor clothing, and footwear
- ☐ Swimsuit and Towel (Summer)
- ☐ Sunscreen (min. SPF 30 - Summer)

## Parent Checklist

Please complete the following before the first day of camp:

- ☐ Register your camper before the first day of camp
- ☐ Review the DayCamp handbook







# General Information

## DayCamp Hours

Regular DayCamp hours are from 8:30 AM to 5 PM.

Before/after care will be available for an hour before (7:30-8:30 AM) and an hour after (5-6 PM) regular hours at an additional fee. **Before/after care is only available for Summer**

**DayCamps.** Before/after care is an extra \$5 per hour, per camper. Or \$25 per week for both Before/after care per camper.

## Drop-off and Pick-up

Please note that for the safety of all children, we require that any person picking up a child must be listed on the camper's registration form. Parents and guardians are permitted to drop off and pick up their child(ren). All additional authorized person, who must be at least 18 years old and acknowledged by the parents/guardians on the registration form, must present a photo ID that matches the listed name.

## Rates

The rates listed include HST and are based on pricing for one camper.

### Daily Rates

	1 Camper	2+ Campers
1 Day	\$50	\$45

### Weekly Rates

	1 Camper	2+ Campers
1 Week	\$225	\$203

### Summer DayCamp Rates

#### Junior DayCamp

	1 Camper	2+ Campers
July 2 - 4	\$150	\$135
1 Week	\$225	\$200
Full 9 Weeks	\$1,823	\$1,620

#### Senior DayCamp

	1 Camper	2+ Campers
1 Week	\$250	\$225
Full 8 weeks	\$1,800	\$1,620



# Payment Information

To ensure your camper's spot is secured, timely payment is important. Payment details, including schedules, policies, and receipts are outlined below. Please reach out to us for details or assistance with payment arrangements.

## Payment Schedules

### PA Day and Break DayCamps

Payments for PA Day and Break Day Camps are requested within 24 hours of receiving your registration confirmation.

If you need alternative arrangements, please contact MDC staff who will be happy to work on a solution with you.

### Summer DayCamps

The payment schedule for all Summer Day Camps is as follows:

- **For campers registered for 2 weeks or less:** We kindly ask that full payment be made within 24 hours of receiving your registration confirmation.
- **For campers registered for more than 2 weeks:** Payment for the first two weeks is requested within 24 hours of receiving your registration confirmation. Subsequent payments will be processed every two weeks, starting on July 14 for the Junior DayCamp and July 21 for the Senior DayCamp.

If you need alternative arrangements, please contact MDC staff who will be happy to work on a solution with you.

## Receipts

Receipts will be provided upon payment. If you misplace your receipt, please contact MDC staff, and they'll be happy to resend it.

## Refund Policy

We kindly ask that you review the refund policy below, which **applies to all DayCamps:**

- Cancellations made more than 30 days in advance will receive a full refund, minus a \$25 administration fee.
- Cancellations made less than 30 days in advance will receive a 50% refund.
- Unfortunately, we are unable to provide refunds for cancellations made within 7 days of the camp start date.

To request a refund, please send a written request to [education@realmuskoka.com](mailto:education@realmuskoka.com) or phone 705-687-2115 to inform staff.





# Policies and Procedures

## Fire and Emergency Procedures

Muskoka Discovery Centre actively practices fire and emergency drills. Staff and campers are continuously reminded of these protocols, and emergency exits and fire extinguishers are clearly marked and easily accessible throughout the facility.

In the event of an evacuation, the Muskoka Discovery Centre Day Camp Program will relocate to the Muskoka Wharf Pavilion, next to the Muskoka Steamships office. Parents/Guardians will be promptly contacted with further instructions to ensure everyone is accounted for and informed.

We are committed to maintaining a safe environment for all campers and staff at all times.

## Photography Policy

During all camp programs, we will be taking pictures to share on our website, Facebook, Instagram, newsletter, and in future advertising and promotional materials. A photography policy sign-off is included in the registration package for each camp, where you can provide consent for us to use your child's photo.

## Sick Policy

If your child becomes ill while at camp, they will rest in a designated area on the first floor, monitored by staff. You will be notified immediately, and arrangements will need to be made for pick-up. To help prevent the spread of illness, please keep your child home if they are unwell.

Unfortunately, we're unable to offer refunds for days missed due to camper illness.

## Ratios

Muskoka Discovery Centre DayCamps maintain a 12:1 camper-to-staff ratio across all age groups. While we strive to provide a supportive and engaging camp experience, we do not offer one-on-one supervision. Campers will be in shared spaces with groups larger than 12, where the same staff to camper ratio will be applied. The Ministry of Health's Summer DayCamp guidelines mandate the maximum number of campers allowed in each space based on its size. Our camp follows these regulations to ensure a safe and appropriate environment.





# Medical Information

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

## Medication Administration

Medications will only be administered by a senior staff member if they cannot be given at home. Written authorization from the parent/guardian is required, and a Medical Consent Form must be completed and signed for any medication to be administered. If the medication cannot be administered at home, the form must be provided to staff before any medication is given. If you need the Medical Consent Form, please contact MDC staff for assistance.

## 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.
- **Each medication should be clearly labeled with:**
  - The name of the medication
  - Expiry date
  - Storage and administration instructions

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

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

## Safety & Minor Injuries

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.

## 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.

# MDC

## WE HOPE TO SEE YOU AT **MDC DAYCAMPS!**



## CONTACT US



**705-687-2115**



**education@realmuskoka.com**



**275 Steamship Bay Rd, Gravenhurst, ON**