



Summer Camp 2019

Forest Hill Montessori School

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Summer Camp Dates and Hours

Camp FHMS program hours are from 9:00 am to 4:00 pm. Our Extended Care program hours are from 8:00 am to 9:00 am and from 4:00 pm to 5:00 pm.

Mini Campers (18 months to 3.8 years old): The Mini Camper experience is divided into two separate, fun-filled, four-week sessions.

Session A: June 24 to July 19 (no camp July 1)

Session B: July 22 to August 16 (no camp August 5)

Junior Campers: Our Junior Camper experience is four separate two-week sessions.

Session 1: June 24 to July 5 (no camp July 1)

Session 2: July 8 to July 19

Session 3: July 22 to August 2

Session 4: August 6 to August 16 (no camp August 5)

Summer Camp Themes

Camp FHMS has chosen themes that will broaden our campers' imaginations, captivate their interests and allow them to experience and learn new things! Our Mini Campers and Junior Campers will be enjoying activities, crafts, games, adventures and visitors associated with our different weekly themes! (Please note: For Mini Campers, themes for Sessions 1 and 2 are equivalent to their Session A, and Sessions 2 and 3 are their Session B). We look forward to a fun and memorable summer together!

Session 1: Blast Off! Adventures in Space & Journey Through Time To infinity and beyond! Join us as we explore the universe and blast into the past! We will be training to be astronauts, learning about the solar system, digging for dinosaur fossils, making medieval crowns and so much more as we journey through both space and time!

Session 2: Once Upon a Time & Music and Movie Mania Lights, camera, action! Welcome to the wonderful world of music, movies and stories. We will sing and dance like pop stars, have a tea party with the Mad Hatter in Wonderland and get lost in Dr. Seuss' Whoville. Come join us for all of the storybook adventures that await our campers!

Session 3: Under the Sea & Call of the Wild Lions, tigers and bears, oh my! We will journey into the jungle, swim under the sea and fly up to the sky to discover all about Earth's creatures. From the tiny ant to the giant whale and everything in between, we will set out to learn all we can about the animal kingdom.

Session 4: Around the World: Celebrations of Nations It's time to celebrate the end of an incredible summer! From learning about celebrations from around the world to hosting our own special events - a teddy bear picnic, an un-birthday celebration and more – this is a party that you won't want to miss!

Deposit and Fees

There is a non-refundable deposit due upon registration for all our campers, which is a part of camp fees. The non-refundable deposit for Mini Campers is \$400 per session and for Junior Campers is \$200 per session. The remaining balance of fees is due by May 1, 2019. Balance of camp fees is non-refundable after May 15, 2019.

All post-dated payments must be submitted to FHMS by May 1, 2019. All returned cheques or failed credit card transactions will be charged an N.S.F. fee of \$100. All monies paid to FHMS are subject to our Terms and Conditions as stated on our Camp Registration Form and on our online registration system, *Sandbox*.

Tax Receipts

Tax receipts and receipts in general are issued by FHMS upon request. If needed, please ask the Summer Camp Director or Administration Staff for your tax receipt.

Withdrawal Policies

The safety of our community is a priority; therefore, the provision of our service is conditional on both camper behaviour and parent conduct within our school community. Camp FHMS has the right to suspend, dismiss or withdraw services for the following reasons:

- Outstanding fees
- Inappropriate behaviour by a parent towards staff, other parents or campers, such as being belligerent, abusive, aggressive, swearing or harassing.
- Inappropriate behaviour by a camper towards staff or other students such as being belligerent, swearing, violent or threatening.
- Parent refusal or inability to abide by the policies and procedures as laid out in the Summer Camp Handbook
- If we feel the camper is not benefiting from the environment and program that we provide, or if the best interests of the program are being compromised by a camper's ongoing enrolment.

Any notice of withdrawal must be made in writing. The deposit is non-refundable, with no exceptions. If a parent/guardian wishes to withdraw a camper after enrolling, the following conditions apply:

- Withdrawal prior to May 14, 2019: Any post-dated payments will be cancelled and/or returned. The deposit will not be refunded.
- Withdrawal on or after May 15, 2019: 100% of total balance of camp fees are due/owing unconditionally. The deposit will not be refunded.

Prerequisites For Your Child's First Day Of Camp

All Mini Campers must be walking prior to their first day of camp. All Junior Campers must be at least 3.8 years old prior to the beginning of camp and be fully independent with toilet use by their first day of camp.

Sunscreen Policy

Parents/guardians who choose to have their children wear sunscreen must apply sunscreen every morning to exposed areas of the skin prior to arriving at school, as staff will *not* be applying sunscreen prior to morning outdoor play.

A way to ensure complete application is to apply sunscreen every morning to child's limbs, face, ears and exposed torso when getting ready for the day. Staff will only be *reapplying* sunscreen, supplied by their parent/guardian, to children before playing outdoors in the afternoon. Camp staff will be reapplying the sunscreen to children's faces and exposed areas of skin, only if parents have consented to the application (based upon the sunscreen authorization signed off upon on our online registration system, *Sandbox*). All sunscreen bottles (no aerosol cans) must be labeled. Sunscreen with SPF 30+ is recommended.

Tips for Keeping Sun-Safe

Dress your child in comfortable, loose, long-sleeved shirt and long pants (or at least knee-length shorts) made from fabrics that are tightly woven (cotton and blends). Send in a wide brimmed hat or a ball cap with a back flap. Ensure the hat protects the ears, neck, and face. The hat should also be made of a tightly woven fabric. Staff will encourage children to play in shaded areas during outdoor play. Send in a refillable (labeled) water bottle every day to ensure your child stays properly hydrated while outdoors.

Extended Care Programs

Extended Care will be available for families who require extra childcare at an additional cost. Participation in our Extended Care Program is on a contractual basis only. Due to ratios and staffing, we cannot accept children on a drop-in or hourly basis, except in cases of emergency or individual assessment. Occasional Extended Care is available, with 48 hours notice, and will be billed bi-weekly for each camp session. Please contact the Camp Director, by email, to make arrangements for Occasional Extended Care.

Extended Care Fees

Am Extended Care Only (8 to 9 am) - \$50.00/week

PM Extended Care Only (4 to 5 pm) - \$50.00/week

Both AM and PM extended Care - \$75.00/week

Occasional Extended Care Fees

AM Occasional Extended Care - \$15.00/day

PM Occasional Extended Care - \$15.00/day

Both AM and PM Occasional Extended Care - \$25.00/day

Our Extended Care Program ends promptly at 5:00 pm. There will be a \$5/minute charge per camper picked up after 5:00 pm.

If your child is not registered in our Extended Care Program and they are dropped off at camp earlier than 9:00 am or if they are not picked up by 4:00 pm, you will be charged Extended Care Occasional Fees based on the amounts posted above.

Early Pick-Up

If a camper must leave camp early, a note, email or telephone call from the student's parent/guardian is required indicating the time and reason for early dismissal. Campers will not be dismissed before the end of the regular day without parental authorization.

Releasing Students

Should someone other than your child's usual caregiver be picking your child up from school on any given day, we require that you provide us with a written note or an email, stating that person's name and granting your permission. If we are not familiar with the person who is picking up your child, we will ask them to provide us with identification (even if they are listed on the pick-up list). If you are arranging for your child to go home with another Camp FHMS parent, please inform us of these plans ahead of time via phone or email.

Rest Period

Rest time is a daily part of our Mini Camper afternoon program. Junior Campers will have a quiet activity period after lunch each day. If your Junior Camper requires a nap, cots are available for a rest in the camp room. If you would like your child to rest on a cot in the camp room, please inform the Camp Director and camp staff and provide a blanket.

Parent Communication

Parents and camp staff are truly partners and need to work together and communicate with one another in order to best meet the needs of each child as well as to ensure that each child has a successful and rewarding camp experience.

Camp newsletters will be sent home via email on a bi-weekly basis to keep parents informed and up-to-date on activities, special events and all other camp happenings.

Special Programming

During each camp session, we like to incorporate special events and on-site guests to further enhance and enrich the children's enjoyment of their summer camp experience. These events are theme-related to match the themes of those sessions and may include theme parties, puppet shows, musical performances and visits by special members of our community. We will send out information regarding our special events and on-site guests prior to the camp session beginning.

On occasion, we will host special parent events around pick-up time to show off all the incredible arts, crafts and projects that we have been working on at camp. We will let you know in advance when such days are happening so that you can come in and your child can proudly show you all the fun activities they have been doing while at camp.

Allergies and Anaphylaxis Policy

Please inform the Camp Director of ANY allergies and/or food restrictions/sensitivities that your child has. Your child's profile/information sheet in *Sandbox* has an area to identify this information.

While we strive to take every effort to reduce the risk of exposure, Camp FHMS does not purport to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. We will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

We also realize the importance of identification of all anaphylactic children. We have this policy in place to help ensure that the children in our school are safe at all times. While it is impossible to create a risk-free environment, we take the following important steps to minimize potentially fatal anaphylactic reactions.

- The parent/guardian of the child will **communicate to us and inform** us of the child's anaphylactic allergy when registering. Prior to enrolment, the family will provide us with an allergy information sheet and an **Individual Plan** with input from both a parent *and the child's physician*. Please include very detailed emergency procedures.
- **ALL staff/students/volunteers must be trained on the procedures of each Individual Plan and the use of an Epi-pen. A form will be signed and dated by all trained staff.**
- All anaphylactic children are identified to the staff verbally and the anaphylactic child's Individual Plan will be posted in pertinent rooms, and reviewed with Camp FHMS staff prior to the child's first day to discuss what steps will be taken to maintain the child's safety.
- Upon entry to Camp FHMS, the child's parent/guardian will provide us with a recent photo of their child. This photo and anaphylactic/allergy information will be posted on the allergy list. This identification method is used for all children having a serious allergy or medical condition.
- The parents will also provide us with two Epi-Pens prior to enrolment. One Epi-Pen will be stored in the child's camp group's Backpack/First Aid Kit which will go everywhere with the child(ren), while the other one will be kept in the school office, in an area that is unobtainable by children. Consent by the child's physician is required for any children carrying their own Epi-pen.
- If need be, other families in the school may be provided with information regarding specific allergies and what steps can be taken to support a safe environment.

Strategies to Reduce the Risk of Exposure

Our staff will also take reasonable steps to create a safe program room by:

- monitoring food brought to camp (packed lunches)
- disinfecting of tables before & after eating

- having children with severe allergies eat lunch at separate tables and/or away from others
- effective and proper hand washing
- not providing the allergic item
- other measures as dictated by the allergy plan signed by the parent
- staff are required to be trained on Epi-Pen usage and anaphylactic reactions during their First Aid/CPR certification

Emergency Procedures

- follow emergency procedures as outlined in the child's individual plan
- administer the Epi-Pen and stay with the child
- get someone to get the second Epi-Pen as a precaution
- one person calls for help **(911)**
- the child will be transported to the hospital even if the symptoms have subsided, as symptoms may occur hours after exposure to an allergen
- the person who administered the Epi-Pen should go to the hospital with the child

Nut-Aware Camp

Peanut/nut products are a common fatal allergen for many individuals. Even the residue of nut oil left on furniture or utensils can cause a life-threatening reaction. As a result, Camp FHMS strives diligently to be a **nut-aware school**. **No nuts of any kind or any products containing traces of nuts are to be brought to camp for campers who bring in a packed lunch.** We endeavor to help our campers who have these allergies, as well as other food intolerances or restrictions, **by insisting families not send in any food into the camp for sharing.**

When preparing your child's packed lunches, please do not send anything that is made with nut products. Please keep in mind that products that have a "may contain nuts" label, or anything that may have come into contact with nuts may not be brought into the school. We ask all of our families to check labels carefully. We also require that snacks in packed lunches be sent to school in their original packaging. While we cannot guarantee a completely nut-free environment, the precautions that we take, along with your cooperation, will help make Camp FHMS as safe as possible for children with life-threatening food allergies.

Lunches and Snacks

The school provides healthy and delicious snacks twice daily, once in the morning and again in the afternoon for all of our campers. We work with a wonderful catering company – *Real Food for Real Kids* – a Toronto-based company that provides our school with delicious and nutritious hot lunches and snacks that exceed the requirements of the Child Care and Early Learning Years Act (CCEYA) and the City of Toronto Children's Services Operating Criteria. RFRK maintains a nut-free environment. They also require all of their suppliers to ensure that the ingredients or products they provide us with are nut-free. Children's allergies and food restrictions are always taken

into account when snacks and lunches are served. **Children in our Mini Camper Program have a daily hot lunch included in their fees.** Children in our Junior Camper Program have the option of taking part in our catered hot lunch program for an additional fee or they may bring their own nut-free lunch from home.

All packed-lunch containers and lunch bags must be labeled with your child's name and must be of a sort that keeps a child's food appropriately hot or cold, maximizes freshness and prevents contamination, as we are not able to put lunches in the refrigerator or heat them up. We also ask that parents provide litter-less lunches (all litter will be sent home every day), by using reusable containers.

Health and Illness Policy

The health and safety of all of our campers is a priority. **If a child looks or feels unwell, has diarrhea, vomiting or has a fever (38 C or higher), please keep them home! Campers need to be free of fever, diarrhea, vomiting or signs of illness for at least 24 hours without the use of medication before they may return to camp.** A fever indicates that your child is most likely fighting an infection and needs to rest. Children need to stay home when they are sick in order to get rest, get better, and to also ensure the health and wellbeing of other campers and our staff. *Do not send a sick child to camp.* We would also ask that you please keep your child home if they have:

- **a fever.** Please do not bring your child back to camp until their temperature is normal and they have been fever-free, without the aid of medication, for at least 24 hours.
- **an ear infection.** Please do not bring your child back to camp until they have been on antibiotics for a minimum of 24 hours and are not requiring any pain relief medication.
- **a rash or discharge from the eyes.** If your child's eye(s) has any discharge and/or the whites of their eye(s) is pink, they may have an infection and/or Pink Eye (conjunctivitis) and antibiotics/drops may be required. Children cannot return to camp until they have been symptom free for at least 24 hours after the use of medication has started.
- **a significant runny nose that is not clear.** If your child has discharge from their nose that is not clear, we ask that you keep them home. Yellow or green discharge may indicate an infection.
- **vomiting/diarrhea/stomachache.** Your child may return to camp when he/she has ***not vomited or had diarrhea for at least 24 hours*** and they have regained their appetite and have normal bowel movements.
- **lice.** Head lice, or the medical condition known as pediculosis, is not a reportable disease, nor is it an illness, and is a common part of a child's life. It is more appropriately defined as a social nuisance, not a health problem. If we find a case of head lice at camp, we will ask that the parent/caregiver come and pick up their child. Please ensure that the appropriate treatment is used and that your child is free of lice before coming back to camp. Periodic head checks are encouraged as a precaution.

If your child becomes ill during the course of their camp day and must be removed from their programming, you or someone on your pickup list will be contacted and required to come pick up your child immediately. **If your child is infected with a contagious disease (i.e. chicken pox, measles, hand foot and mouth disease), please notify the Camp Director right away.** Also, please let us know if there are any changes in your child's ongoing health.

Medication

Camp staff will only administer **prescription medication when a parent fills out a Medication Authorization Form.** Non-prescription medicine will be administered only to children with anaphylaxis or other life threatening conditions when the medication has been recommended, in writing by your physician and you have signed the appropriate form. Any changes in medication or medication instructions must be provided in writing, again using the appropriate form. This form must include a schedule that sets out the times the medication is to be administered and the exact amounts to be administered.

1. Camp FHMS will administer only prescription medication when it is required during program hours and only with written parental consent.
2. A physician must prescribe all medication.
3. Medication will only be administered to a child from the original container, as supplied by a pharmacist or the original package with a pharmacist's label on it. The container must be clearly labeled with the child's name, name of medication, the dosage, the date of purchase and expiration (if applicable), and instruction for storage and administration.
4. Parents must complete and sign a *Medication Authorization* form indicating the times the medication is to be given, as well as the dosage.
5. All medication will be stored in a locked area in the school office or kitchen, unless it is an Epi-pen or an inhaler that is needed in case of emergency. Such medications will be stored in the camp room in the Backpack/First Aid Kit, in a location unobtainable by children, unless this medication needs to be carried by the child in accordance with a parent's and doctor's instructions. Should the medication be required in the evening, it is the parent's responsibility to take it home at the end of the day. We suggest you request that your pharmacist split the medication into two bottles (one for home and one for camp), to ensure the necessary medication is always on hand.
6. In the case that a medication needs to be refrigerated, this medication will be stored where it is unobtainable by children in a locked fridge box.
7. Any non-prescription medication **MUST** be accompanied by a physician's note with very clear directions (reason for needing the non-prescription medication, name of medication, amounts to be given, times to administer the medication and any possible side-effects). Over-the-counter medications include Tylenol, Alerius, Benadryl, throat lozenges, ointments, and eye-drops and will only be administered after we receive signed and written consent by a physician. For a child with an

ongoing medication need (e.g. asthma inhalers), **a letter from the child's physician stating the name of medication with detailed instructions signed by the physician and parent must be provided.**

Toys

Toys at camp are a distraction; they may become lost or broken and are too often a source of disagreement or disappointment. Therefore, toys from home are not permitted at camp or during Morning or Afternoon Extended Care, as we have organized activities and provide an abundance of toys for free play during those hours.

Accidents

Camp FHMS works to prevent student injuries by carefully selecting all activities and monitoring campers. Thoughtful care and attention will be provided for any camper injured during school hours. This includes the administration of first aid, contacting 911 if warranted, and informing the parent(s). Every attempt will be made to notify parents at home or work for any child receiving a head injury or other serious injuries requiring further medical attention.

All accidents during camp hours are reported to the Camp Director, logged and kept on file. A copy of the incident report form will be sent home as well. The Camp Director will review incident reports to ensure appropriate preventative measures were in place and the follow-up has been handled correctly. Parents with questions about any incident leading to injury are encouraged to contact the Camp Director.

Water Play

Summer weather can be hot! One of the ways that we will stay cool at Camp FHMS is by playing lots of water games. On Tuesdays and Thursdays, we will be having "water play" at camp. On these days, we ask that you send your child to camp with their bathing suit and towel. You may send them with their bathing suit already on under their clothing or send them with it in their backpack. After our water play activities, campers will change out of their bathing suits and we ask that every family please send them with a labelled plastic bag on those days so that staff can put their wet clothing and towel in it. On those days, the bag of wet clothing will be in your child's cubby at the end of the day for you to take home. We also recommend that you send them with an extra t-shirt to wear over their bathing suit to reduce sun exposure as we play our water games outside.

Outdoor Activities

Camp FHMS will offer a well-balanced day of both indoor and outdoor activities. Winter months are long here in the Toronto area, so we firmly believe in getting outside as much as we can during the summer months. In order to play outside safely, campers must ensure they have the appropriate footwear. Closed-toe and closed-heel athletic footwear is the best option as we will be running and playing outside for much of the day. Crocs and flip-flops are not safe for outdoor play. Please ensure your child comes to camp wearing suitable footwear for the day's activities.

Clothing

Wondering what to wear to camp? At Camp FHMS we are always playing games, doing arts and crafts, cooking, doing science experiments and having fun, so we encourage campers to come in comfortable play clothes – such a simple t-shirt and pair of shorts – something that is durable and washable. We may be getting dirty or wet during our summer adventuring and exploring and we want to ensure that all campers are not worried about getting a grass stain on their shorts or some paint on their sleeves. We also ask that a second set of clothing be kept at camp in case a change is needed.

All clothing *must* be labeled with your child's name. We highly recommend using Mabel's Labels. We require that you send in an extra pair of:

- underwear
- socks
- shirt
- shorts

First Day – What To Bring

- One complete change of clothing (socks, underwear, shirt, shorts) as spills are an occasional result of the children's activities. Please send them to camp in a labeled zip-top plastic bag. If this clothing is used, please send back replacements the next day.
- One pair of closed toe and closed heeled athletic shoes that your child can independently put on and take off. No flashing shoes please.
- A good supply of diapers and wipes, or underwear for our Mini Campers who have not yet mastered toileting
- A special blanket and small pillow (if desired) for our Mini Campers
- Labeled, non-aerosol sunscreen and wide-brimmed sunhat
- Labeled water bottle
- An old adult-sized shirt to be used for painting activities
- For our Junior Campers, who are not participating in our hot lunch program, a labeled nut-free lunch
- On Water Days, a bathing suit and towel in a plastic bag

What NOT To Bring

- Toys (including stuffed animals, fidget spinners, cars, balls...)
- Money, valuables, jewelry
- Pacifiers and bottles

Contact Us

We are so looking forward to having your child attend Camp FHMS this summer! Summer camp is an incredible experience for all children where they can learn new skills, have new experiences and make new friendships all while they are laughing, playing and having fun! Should you have any questions, please feel free to contact our Camp Director, Ashley Marcos, at summercamp@foresthillmontessorischool.com.