



Version: May 9, 2023

## Parent/Guardian Information Package 2023

Dear Parent/Guardian,

Welcome to the Wellington North Summer Day Camp Program. We are very excited for your child/ren to be joining us this summer! 2023, marks our fourth year offering the summer day camp program to members of our community and to our visiting friends as well. Camp will run weekly July 4 – August 25, 2023, and our daily events will be geared towards the session themes outlined below. Your child/ren will participate in various games, crafts and activities. Our standard day is programmed from 9:00am to 4:00pm with extended care available. Please check the Township website regularly for updates to this document.

### **PLEASE COMPLETE, SIGN AND SUBMIT THE FOLLOWING FORMS PRIOR TO YOUR FIRST DAY OF SUMMER DAY CAMP:**

- Authorized Pickup and Sign Out Form
- Photo Release and Communication Form
- Walking Trip Permission Form
- Food Consumption Form
- Pizza Friday Order Form
- Hotdog Wednesday Order Form

Our Leaders are back with some creative ideas, amazing energy and are determined to make this summer fun for all our campers!

### **2022 Day Camp Session Themes**

Session 1*	Jul 4 – Jul 7	Summer Olympics
Session 2	Jul 10 – Jul 14	Water, Water Everywhere!
Session 3	Jul 17 – Jul 21	Where the Wild Things Are
Session 4	Jul 24 – Jul 28	Safety Academy
Session 5	Jul 31 – Aug 4	Sports Extravaganza
Session 6*	Aug 8 – Aug 11	Get Crafty!
Session 7	Aug 14 – Aug 18	Around the World
Session 8	Aug 21 – Aug 25	Planting & Farming

\*four-day week due to a holiday, rates will be prorated to reflect the shorter week.



### Summer Camp Locations

Mount Forest Curling Club  
144 Egremont St., S.  
Mount Forest ON

Arthur & Area Curling Club  
160 Domville St.  
Arthur ON

### Day Camp Ages 5-11 (birth year 2012 – 2018).

Campers 4 years of age may register if they are turning 5 before December 31<sup>st</sup> of this year and are fully toilet trained. Please note, that while campers may attend until they are 11 years of age, the typical age of campers attending is 5-9.

### Day Camp Fees

\$165.00 per 5-day week (\$33.00/day)

### Day Camp Hours of Operation

Standard Programming 9:00am – 4:00pm daily.

### Extended Care

Early drop-off is from 8:00-9:00am and late pick-up is from 4:00-5:00pm. During extended care hours, activities are loosely structured. There is no additional fee for this service.

### Camp Arrival and Dismissal

**Arthur:** The designated drop-off/pick up area, is at the front entrance of the Curling Club.

**Mount Forest:** The designated drop-off/pick up area, is at the front entrance of the Curling Club.

For camper safety, government issued photo ID is required for camper pick-up. Campers 9 years and under must be picked up by an adult that is identified in advance. Only those adults listed on the Authorized Pick-up and Sign Out Form will be permitted to pick up child/ren. Campers 10 years and older may leave by themselves if this has been indicated during registration. Please notify us if your child/ren will not be attending camp, or of any change in your child/ren 's pick-up routine by emailing:

**ARTHUR:** pcoffey@wellington-north.com    **MT FOREST:** vmetzger@wellington-north.com

**Arrival:** A staff member will greet you at the front door while you sign-in your child/ren. Please allow for extra time on the first day of each session.

**Dismissal:** A staff member will greet you at the front door. An individual designated on the Authorized Pick-up and Sign Out Form will then sign-out the camper at pick-up. Please submit a copy of custodial arrangement if necessary.

- Those without photo ID, or individuals not noted on the Authorized Pick-up and Sign Out Form will not be permitted to pick-up a camper.
- If a camper is not picked up by camp closing, every attempt will be made to contact either the parent/guardian or emergency contacts. If the Township of Wellington North has not been contacted - or the persons at the emergency numbers cannot be reached, the local authorities will be called to locate the parent or guardian.



### **Camp Attendance**

Attendance is taken each morning and at various times throughout the day. If your camper is going to be absent, late, or leave early, please email the Day Camp Site Leader or send a written note to camp prior to the absence.

### **What to Bring Daily** - Please label all items!

- Nutritious peanut and tree nut free lunch. Morning and afternoon snack
- Water bottle
- A hat
- Swimsuit and towel
- Suitable clothing for the weather
- Appropriate footwear
- Waterproof sunscreen
- A smile!

**What not to bring** – Please leave valuable personal items at home, the Township of Wellington North is not responsible for lost or stolen items.

- Money
- Electronics (cell phones, electronic games, etc.)
- Toys (popits, stuffed animals, bouncy balls, etc.)
- Inappropriate objects

### **Lost and Found**

There will be a lost and found bin on site and staff will work with parents to locate missing items. We strongly encourage campers to check for their personal belongings before leaving for the day.

### **Quality Supervision**

Our staff to camper ratios reflect our commitment to quality program supervision. Our camps operate with a ratio of 1 leader for every 8 campers. All staff are certified in Standard First Aid, CPR C and require a criminal reference check. In addition, they are trained to interact with children in a positive and developmentally appropriate manner as all camp staff are certified in the HIGH FIVE - Principles of Healthy Child Development.

### **Lunches and Snacks**

For the safety of those with life-threatening allergies, our camps are a "nut aware" environment. If any additional allergies are identified, they will be listed in the weekly newsletter prior to each session, so snacks and lunches can be prepared accordingly. Please do not send peanut, nut, sesame or chickpea products to camp. Please send energizing snacks including fruits and vegetables.



### **Inclusion at Camp**

Campers with support needs that are not met by large group supervision ratios, are welcome to bring a volunteer or family member, 16 years of age or older, to join them and support in this capacity.

### **Camp Attire**

Campers should come ready for fun! Please send clothes that are comfortable to move in, and that can get messy.

### **Inclement Weather**

Rain or shine, we're here to play! We plan a majority of our camp day to be outside, though during inclement weather, the program will relocate inside. A movie (rated G or PG) may be shown in the event of inclement weather - please contact the Day Camp Site Leader with questions regarding the choice of movie.

### **Swimming**

Regardless of swimming ability, all campers must wear a lifejacket while on the deck or in the water during the Day Camp designated swim time.

### **Camper Behaviour Expectations**

We want to ensure all campers have a fun, rewarding, memorable and safe experience while participating in our program. Providing a safe environment is a collaborative process. We ask that parents/guardians share the following camp rules/guidelines with their child/ren:

- Respect others and their property
- Hands off
- No bullying behavior
- Listen to the Leaders
- Stay with the group
- Use appropriate language
- Respect the facility
- Follow all health and safety related instructions

We will provide alternative programming that helps campers integrate into camp routines, however, we are unable to provide this for extended periods of time. If a camper needs to be repeatedly withdrawn from activities and if their behaviour is deemed to be a threat, to either their own safety, or the safety of others, we will not be able to accommodate them. Parent conferences may be required to address concerns. **Physical aggression and/or bullying behaviour towards another person or oneself may require a temporary or full suspension from camp.**

**Respect yourself:** Come to camp with a positive attitude and participate so you can have the best experience!



# WELLINGTON NORTH

SEMPER PORRO

**Respect others:** Stay out of other's personal space, speak nicely to others, and listen to your leaders.

**Respect property and the facility:** Touch only what belongs to you, stay within the activity area, and clean up after yourself.

## Medical Information

Please ensure camper medical information is updated during registration, including an emergency contact. Should a camper require medication while at camp, please inform the Day Camp Site Leader and complete the Medical Administration Form. The Medical Administration Form must be completed before medication can be accepted. Medication must be in the original container with its original label. No over the counter medications can be used without written instructions from a physician. All medications will be stored in a locked box, with the exception of auto injectors and inhalers, which are carried by the camper in a waist pouch.

Staff do not administer medication but will supervise campers capable of administering their own. In the case of a life-threatening situation where the camper is unable to administer medication such as an auto injector or asthma inhalers, staff will assist.

In the event of a medical emergency, camp staff, recreation staff and/or lifeguards will provide immediate medical treatment, including follow-up with EMS if necessary. Parents will be notified in the event of a medical emergency.

## Contact Information – Administrative Support

Township of Wellington North  
www.wellington-north.com  
519.848.3620 x 4335 or 4222  
recreation@wellington-north.com

## Contact information – Camp Leadership Team

Arthur Day Camp Site Leader, Paige Coffey  
Alternate Email - Arthur

pcoffey@wellington-north.com  
arthurdaycamp@wellington-north.com

Mt Forest Day Camp Site Leader, Vanessa Metzger  
Alternate Email - Mt Forest

vmetzger@wellington-north.com  
mfdaycamp@wellington-north.com



## Authorized Pickup and Sign Out Form

Child/ren's Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day Camp Location:

- Arthur Location - Summer Day Camp Program
- Mount Forest Location – Summer Day Camp Program

I authorize the following person(s) to sign out my child/ren, as listed above, from the Wellington North Summer Day Camp Program.

I have advised all authorized pickup persons that they are required to show a piece of government issued photo identification when they come to pick up my child/ren. All people assigned to picking up my child/ren will be at least 12 years of age.

Name of Authorized Pickup Person(s):	Relationship to child/ren	Age or write "Adult"
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

This authorization applies to the following dates:

- For the entire time my child/ren is registered in the program listed above.
- On the following dates only (please list): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Photo Release and Communication Form

There may be occurrences where our summer day camp instructors will take photos of campers. These images may be used for promotional purposes:

- Brochures
- Newspaper
- Posters
- Recreation Guide
- Social media (Twitter, Facebook, Instagram)
- Municipal website

Images may also be used for the purpose of communicating with parents/guardians about our Day Camp Program through a Day Camp Newsletter.

Yes, I give permission to the Township of Wellington North to use photographs taken of my child/ren for the purposes outlined above.

No, I do not give permission to the Township of Wellington North to use photographs taken of my child/ren for the purposes outlined above.\*

**\*IF NO**, I give permission to have pictures of my child sent only to the email distribution group for the session, i.e., parent / guardian of session participants only.     Yes             No

Child/ren's Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day Camp Location:

- Arthur Location - Summer Day Camp Program  
 Mount Forest Location – Summer Day Camp Program

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Walking Trip Permission From

I give permission for my child/ren to go with the Township of Wellington North Day Camp Program when they travel on foot, off property, for various activities such as nature hikes, swimming, library visits, short field trips, etc.

I understand that they will be supervised by the Day Camp Staff and will return to the day camp location by 4:00pm on each occasion.

These trips will be indicated in the calendar schedule.

If I do not want my child/ren to participate in a certain trip, I will send a note prior to the trip day and my son/daughter will remain on the property under the supervision of an instructor. Any medical precautions or conditions that should be noted or watched for on the trip will also be indicated in a note prior to the trip day.

Child/ren's Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day Camp Location:

- Arthur Location - Summer Day Camp Program
- Mount Forest Location – Summer Day Camp Program

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Day Camp Food Consumption Form

Throughout the duration of Day Camp we may offer snacks to campers, such as freezies, granola bars, ice cream, popcorn, etc. By signing this form, you give permission for your child/ren to consume food items from the day camp program.

Child/ren's Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add any additional notes pertaining to your child/ren's food consumption preferences/limitations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes, I give permission to the Township of Wellington North to provide my child/ren with various snack foods.

No, I do not give permission to the Township of Wellington North to provide my child/ren with various snack foods.

Day Camp Location:

Arthur Location - Summer Day Camp Program

Mount Forest Location – Summer Day Camp Program

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# WELLINGTON NORTH

SEMPER PORRO



## Pizza Friday Order Form!

We have partnered up with a local pizza place to offer your child/ren the opportunity to participate in "Pizza Friday Lunches". We will be ordering cheese and pepperoni pizzas for those interested in participating. If you would like your child/ren to participate in Pizza Fridays, please fill out this form and return to the Site Leader on your first day of camp. Payment should accompany this form. Orders will not be processed without the receipt of payment.

Session 1 (Jul 7): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 2 (Jul 14): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 3 (Jul 21): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 4 (Jul 28): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 5 (Aug 4): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 6 (Aug 11): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 7 (Aug 18): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 8 (Aug 25): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Child/ren's Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day Camp Location:

Arthur Location - Summer Day Camp Program

Mount Forest Location - Summer Day Camp Program

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Hotdog Wednesday Order Form!

On Wednesdays, you will have the option to purchase hotdogs for your child/ren's lunch. Hotdogs will be cooked on sight and served with a bun and options for ketchup and mustard. If you would like your child/ren to participate in Hotdog Wednesdays, please fill out this form and return to the Site Leader on your first day of camp. Payment should accompany this form. Orders will not be processed without the receipt of payment.

Session 1 (Jul 5): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 2 (Jul 12): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 3 (Jul 19): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 4 (Jul 26): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 5 (Aug 2): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 6 (Aug 9): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 7 (Aug 16): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

Session 8 (Aug 23): # \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

**Total \$ \_\_\_\_\_**

Child/ren's Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day Camp Location:

- Arthur Location - Summer Day Camp Program
- Mount Forest Location - Summer Day Camp Program

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_