

# THEMUSEUM Day Camp Parent Handbook



Dear Camper Parents/Guardians,

It is a pleasure to welcome your child(ren) to THEMUSEUM's Day and The Underground Studio MakerSpace Camps. Be sure to check our website for details about each program.

The policies and procedures outlined in this handbook are designed to provide you with pertinent information about the way our camps operate. Your cooperation in following these guidelines is appreciated. Please keep this handbook as a reference.

We are excited about our programming and are looking forward to meeting each camper!

Sincerely,  
THEMUSEUM Day Camp Team

CONTACT US  
**Registration & Information**  
Guest Services Desk  
519-749-9387 ext. 221  
Camps@THEMUSEUM.ca

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## REGISTRATION INFORMATION

### Camp Offerings

THEMUSEUM offers camps for school breaks throughout the year. Such school breaks include all WRDSB PD Days, Winter Break, March Break and Summer Break.

### THEMUSEUM Day Camps Registration Fees

	THEMUSEUM MEMBERS	NON-MEMBERS
PD Days	\$52.00	\$57.00
Week-long camps (Summer, March Break, etc.)	\$240.00	\$260.00

### The Underground Studio MakerSpace PD Camp Registration Fees

	THEMUSEUM MEMBERS	NON-MEMBERS
PD Days	\$58.00	\$65.00
Week-long camps (Summer, March Break, etc.)	\$265.00	\$295.00

THEMUSEUM accepts registrations on a first come-first served basis. If the camp is at capacity, you may sign up for the waitlist. Registration for THEMUSEUM Day Camps will close **five days** before the camp date. The Underground Studio MakerSpace camps close registration **seven days** before. This is to allow sufficient time to prepare materials/supply kits. THEMUSEUM and The Underground Studio MakerSpace are not responsible for late, lost, broken or stolen items. THEMUSEUM reserves the right to cancel a camp due to low enrolment (10 campers for Day Camps and 5 campers for UGS camps). At which time parents/guardians are encouraged to transfer their child(ren) to another camp date or can request a full refund.

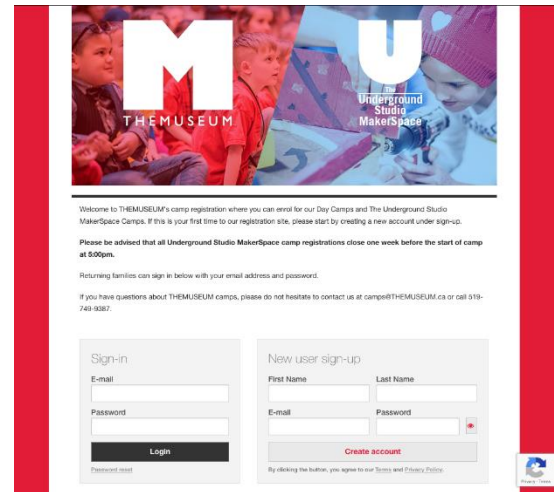
## CampBrain Online Registration

# CAMPBRAIN

CampBrain is an online software specifically designed to process and manage camp registrations. This intuitive and easy-to-use system will make it easier for you to register your child for THEMUSEUM's camps by saving your account information from season to season.

To register your child(ren) for any of our camps please click the CampBrain Registration link and follow the instructions below:

1. Log in to your account or sign-up as a new user.
2. Create profiles for each child that you'd like to register for camp and indicate your membership status
3. Select the camps you'd like to enrol in and add them to your cart.
4. Complete the necessary forms and submit credit card payment.
5. Review your confirmation email for further details and a copy of your tax receipt.



The screenshot shows the CampBrain registration page. At the top, there is a banner image with the THEMUSEUM logo and the text 'Underground Studio MakerSpace'. Below the banner, there is a welcome message and a sign-in/sign-up form. The form has two columns: 'Sign-in' and 'New user sign-up'. The 'Sign-in' column has fields for 'E-mail' and 'Password', and a 'Login' button. The 'New user sign-up' column has fields for 'First Name', 'Last Name', 'E-mail', and 'Password', and a 'Create account' button. There is also a 'Remember me' checkbox and a 'By clicking the button, you agree to our Terms and Privacy Policy' checkbox.

First-time registration will take approximately 20 minutes. Forms need only to be completed once per season. They will auto-populate from previous seasons but can be updated when enrolling for a new season.

### Additional Information:

- If you have trouble with the registration process please review our [FAQ](#) document.
- You may make updates to your household information at any time. Any changes to your child(ren)'s medical and personal history must be completed by our staff and all requests must be sent via email (see the [Communications and Feedback](#) section of the manual).
- Your child is not officially registered for camp until you receive an email confirmation. Please check your junk mail or spam folders for this important email. Please be sure to read the email carefully, particularly if registering for multiple camps and have also selected the waitlist. You may be enrolled in one of the camps you were hoping for.
- The [Camps@THEMUSEUM.ca](mailto:Camps@THEMUSEUM.ca) email address is monitored from **on weekdays** (our [Hours of Operations](#)) during the school year. **Please expect longer wait times for replies during our peak seasons.**

**Waitlist Policy**

THEMUSEUM will contact parents and guardians on the waitlist as soon as spots become available. Families have 24 hours to accept the camp spot or the spot will go to the next family in line. Those on the waitlist will not be subject to the late fee.

**Cancellations Policy**

Cancellations must be received at least **two weeks prior** to the camp date in order to receive either camp credit for the full amount or receive a 50% refund of the total cost. Cancellations after the seven-day cut-off are not eligible for any refunds. Free transfers are available to another date/week depending on availability. Any requests for camp cancellations or transfers must be emailed to [Camps@THEMUSEUM.ca](mailto:Camps@THEMUSEUM.ca) with the subject line: "Camp Cancellation – Camper's Name".

**Registration Closure & Late Registration Fees**

To ensure that we have adequate staffing and supplies for each camp, THEMUSEUM Day Camps close at 5:00pm five days before the start of camp while The Underground Studio MakerSpace camp registration closes at 5:00 pm seven days before the start of camp.

**Tax receipts**

Tax receipts for all camp registrations from 2019 onward are emailed to you at the time of booking and are also available through your CampBrain Profile. The document listed as "Household Account Statement" will act as your tax receipt.

## SIGN-IN AND SIGN-OUT

### Arrival Policy for In-Person

- All campers should be dropped off at THEMUSEUM's front entrance each morning between 8:00 am and 9:00 am and **must be signed in each day at the designated sign-in station by their parent/guardian or Additional Authorized Pick-up (adult, aged 18+). Exceptions are available for Underground Studio MakerSpace Campers who are 14 years old (see below).**
  - Campers 14 years of age or older will be permitted to sign themselves in and out of Day Camp as long as parents/guardians submit the "Self Sign-Out" form in their CampBrain registration.
- If you arrive after check-in time, ask the Guest Services personnel to contact camp staff to meet your child and take them to their group. Please note, there may be a longer wait time when dropping campers off after the designated sign-in time. When possible, please note your late arrival in advance.

### Departure Policy

- Camp concludes each day at 4:00 pm. All campers must be signed out each day at the designated sign out desk.
- All campers must be signed out by a parent or a person approved by the parent and indicated in the Authorized Additional Pick-up section of the registration form.
- If you arrive prior to the designated sign-out time, ask the Guest Services personnel to contact camp staff. Please note, there may be a longer wait time when picking up campers before the designated sign-out time.
- Extended supervision is available from 4:00 pm to 5:30 pm each day of camp at no additional charge.

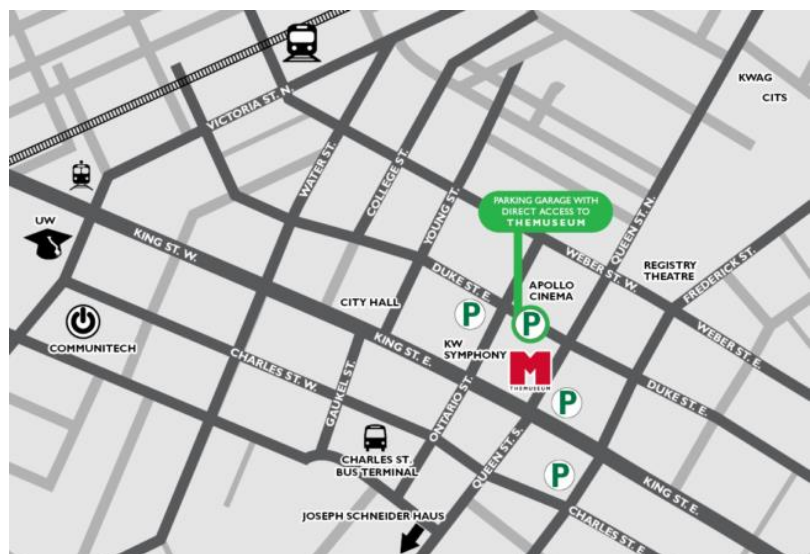
### Late Pick-up fees

Pick-up after 5:30 pm will incur late fees of \$25 for the first 15 minutes (i.e. 5:30 – 5:45 pm) and \$5 for every additional 15 minutes or part thereafter.

For security, THEMUSEUM's doors automatically lock at 5:30 pm. If you arrive after this time, you must use a buzzer to call in and be let into the building.

### Parking

- There is free 2-hour street parking on King Street that you may use when dropping off campers.
- The Duke and Ontario Municipal parking garage is free if you are parked less than 15 minutes. The entrance to THEMUSEUM is on the P2 level of the garage.
- Please do not park in the bus-loading zone at the front of the building when dropping off children. THEMUSEUM is not responsible for any parking tickets that parents may receive.



## WHAT TO BRING

Please ensure that all of your campers' possessions are clearly labelled with their names.

### Lunch/Food

- Campers must bring **nut-free** lunches and snacks that require no refrigeration or heating.
- Please ensure that your child(ren) have enough food for two healthy snacks and a lunch. Remember that a day at THEMUSEUM's camp is longer than a day at school.
- Campers will not have access to a fridge or microwave during camp.
- Please provide your child(ren) with a reusable water bottle so that they stay hydrated throughout the day.

### Clothing/Camp Supplies

- Some camp activities will be messy or involve physical activity. Campers should wear comfortable clothing and closed-toe shoes. In the interest of safety, please do not send your child to camp with flip-flops. If your child comes to The Underground Studio MakerSpace Camp in open-toed footwear, they will not be able to participate in certain activities.
- Please provide a second pair of clothes (including socks and under garments) in case of accidents inside of a plastic bag in which the soiled clothing can go home in.

### The Underground Studio MakerSpace Camp Supplies

- In addition to their lunch, please send your camper with an additional bag (or larger backpack) to store supplies. They may be asked to make a prototype of their project or bring in additional materials and will need to transport them home. For safety when using tools and equipment, please ensure that MakerSpace campers also bring a hair-tie or headband to secure hair from their face if it is longer than chin-length.

### Toys, Sports Equipment

- THEMUSEUM is not responsible for broken, lost or stolen items. We recommend that campers leave these personal items at home.

### Lost and Found

- Please clearly mark your child(ren)'s belongings with their names. THEMUSEUM Day Camps maintain a Lost and Found bin for any items left behind during our camp season. You may email or visit THEMUSEUM to recover your child(ren)'s lost items in the Camp Lost and Found. Unclaimed items will be donated to local charity every two months. It is parents' and guardians' responsibility to collect their child(ren)'s lost and found items before the bi-monthly cut-off date.



## HEALTH AND WELLNESS

### THEMUSEUM's Medical and Personal History Form

For your child's safety and well-being we ask that all guardians complete THEMUSEUM's Behavioural and Medical Considerations Form in CampBrain which provides our staff with pertinent information about your child's health status, allergies, behavioral considerations and management strategies. Please be aware that withholding relevant details about your child's health and behavior denies THEMUSEUM staff access to the knowledge, tools, and strategies to ensure your child's safety, well-being and success at camp.

### Medications

- If your child takes regular medicine during camp hours, the *Medications and Treatments* section of the Behavioural and Medical Considerations Form must be completed in detail. If your child takes medication outside of camp hours that contain side effects that might affect their behavior and wellness at camp, please also list them in the *Medications and Treatments* section.
- If your child will take medication that is not a normal part of their lives during camp hours (e.g. cough medicine, short-term antibiotics), please fill out a Quick Note (at the end of this document) and clearly indicate the type of medication, the timing and the volume/amount that must be administered.
- Medication to be administered during camp hours must be in the original packaging in a clear bag with your child's name written on it.

**All medications must be given to staff. Campers are not allowed to keep any medications (prescribed or over-the-counter) in his/her personal belongings. Camp Staff carry medications on their person throughout the camp day and in the event of an emergency, Camp Staff can act accordingly and can assist in providing necessary medication. Exceptions are made for campers who carry medications on them at all times (e.g. Epi-Pens).**

### Accessibility

- THEMUSEUM Day Camps work to be inclusive to children with special needs. Please inform camp staff, **in the Behavioural and Medical Considerations Form** of any exceptionalities your child may have. This will allow us to best accommodate your child so that they have a successful time at camp. Please include details about the child's exceptionalities along with strategies that have proven successful in the past at home or at school.
- It is recommended that a community support worker accompanies children with special needs. In some instances, a personal support worker will be **required**.
- Please include details about your child's Personal Support Worker (PSW) in the Special Assistance section of the Medical and Personal History Form.
- **THEMUSEUM cannot provide one on one care for campers with special needs.**
- If your child receives one-on-one support at school (e.g. with a dedicated Educational Assistant), requires withdrawal assistance, or is on a behaviour plan, you must provide your child with a community worker. Such options include:
  - **Private care agencies or websites (e.g. Bartimus, Premier Home Care, Care.com)**



- Resources available on the **CHAP Resources** section of [respiteservices.com](http://respiteservices.com).
- For additional information and resources, please contact **Extend-A-Family**, a local support service.

### **Extend-A-Family Waterloo Region**

91 Moore Ave

Kitchener, Ontario

Canada

N2H 3S4

Tel: 519-741-0190 ext. 264

### **Behaviour Policy**

- THEMUSEUM offers a safe environment for its campers. Therefore, a zero-tolerance policy for violence is in effect, including bullying and inappropriate language. A *Camper Behaviour Report* will be completed for any disruptive behaviour and parents will be notified, and the camper may be asked to go home early.
- If you have any concerns that your child may be experiencing bullying of any kind at camp, please speak with their camp leader or camp coordinator as soon as you are aware of the situation or suspect anything. While we do our best to supervise all campers, there may be exchanges between campers that we aren't aware of.
- **THEMUSEUM reserved the right to temporarily dismiss anyone from the camp whose behaviour becomes unmanageable, disruptive or endangers the safety and welfare of others including campers, camp leaders and volunteers. Refunds will not be given for any campers asked to leave for behavior issues depending on the situation and will be up to the Camp Coordinator's discretion.**
- Please review the [Communications and Feedback](#) section of the manual for information about when parents will be contacted regarding behavioural concerns.
- Please ensure your child is aware of THEMUSEUM's behaviour expectations.

### **THEMUSEUM's In-Person Behaviour Policy and Expectations**

- **Follow directions from Camp Leaders**
  - Camp Leaders will provide instructions for activities and guidance during supervised play. Following instructions is important for safety and success. Campers must also follow the directions of any special guests and performers.
- **Stay with the group**
  - Camp groups will stick together while on the gallery floor and while at offsite trips. Campers are not permitted to leave the group without permission or enter restricted areas.
- **Respect themselves and others**
  - THEMUSEUM has a zero-tolerance policy regarding physical aggression, verbal aggression and property destruction. Campers who physically or verbally assault Camp Staff and volunteers will be sent home. Campers should not go through another camper's belongings.
- **Communicate to your Camp Leaders**
  - Please ensure that your children are aware that they should come to Camp Leaders for help if they have any problems and that the staff are there to make sure everyone has a good time.

### **Illness/Injury**

- If your child is ill, please do not send them to camp. THEMUSEUM does not have provisions for giving nursing care, other than immediate First Aid. Should a child come to camp and become ill, parents will be notified and asked to pick up their child.
- In the event of an emergency, THEMUSEUM will call an ambulance if necessary to transport your child to the nearest hospital for treatment, and you will be contacted immediately.
- If your child is diagnosed with a contagious condition during their time at camp or immediately after a camp, please notify Camp Staff immediately. All other parents will be notified as soon as possible.
- THEMUSEUM will not give refunds for any camp time missed due to illness.

### **Suspected Abuse or Neglect**

In accordance with Ontario's Child and Family Services Act, any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected shall immediately report the matter to their supervisor. Family & Children Services may be notified.

### **Photos**

THEMUSEUM may take photographs of campers throughout the day camp session to be used in presentations, on THEMUSEUM's website, and in publicity pieces produced for THEMUSEUM. If you do not wish for photos/videos of your camper to be taken, please indicate so on "THEMUSEUM Camp Policies and Authorizations" form.

## **CAMP PROGRAMMING**

### **Staffing**

All of our Day Camp Leaders (aged 18 years or older) are trained to work with children through THEMUSEUM's year-round public and education programs and have valid First Aid and CPR training.

Additional day camp volunteers (ages 14+) have been screened and trained by THEMUSEUM staff. All staff and volunteers (ages 18+) have submitted a Vulnerable Sector Police Check. Volunteers and students under the age of 18 years have submitted character references.

### **THEMUSEUM Day Camp (5 - 10 years)**

Campers are separated into smaller groups who spend time in separate spaces as camp activities are designed to be age-appropriate. THEMUSEUM aims to maintain 1:10 ratio with staff and campers at all times. **As per "The New Child Care and Early Years Act (2014)", THEMUSEUM cannot accept campers who are under 5 years of age at the start of camp. Proof of age may be requested at any time.**

Throughout the day, campers will participate in a number of activities designed to be educational, age-appropriate and fun. We ensure that campers get adequate nutrition breaks and free time to play and engage with other campers. During the *summer*, campers spend the morning outside at nearby parks for some fresh

air and chance to play. During other times of the day, campers engage in structured programs and activities. These structured programs and activities include but are not limited to: crafts, science experiments, free-time in the galleries, access to public shows at THEMUSEUM, workshops with special guests and games.

The sample schedule below gives an overview of each day's structure:

Time	Activity
8:15 – 9:00	Extended supervision available at no charge (supervised play on the 1 <sup>st</sup> floor)
9:00 – 9:30	Introductions, Rules, Icebreakers
9:30 – 10:00	Briefing on the day's theme and icebreakers
10:00 – 10:30	Morning Snack
10:30 – 12:00	Structured Programs and Activities
12:00 – 1:00	Lunch
1:00 – 2:30	Structured Programs and Activities
2:30 – 3:00	Afternoon Snack
3:00 – 3:45	Structured Programs and Activities
3:45 – 4:00	Debrief and Cleanup
4:00 - 5:30	Extended supervision available at no charge

### The Underground Studio MakerSpace Day Camp (10 - 14 years)

During the day campers will learn about the technology and equipment they will be using throughout the camp to create their project. The workshops in The Underground Studio MakerSpace are designed to be age-appropriate, fun and safe. As it is a makerspace and the end goal is to create something new and exciting, the day has many structured activities. **We understand some campers may be gifted in these skillsets however, we will not make exceptions with ages lower than 10 from the start of camp.**

We ensure that campers receive adequate training on the tools so they are confident and safe. In addition to the structured workshops, campers will also have an opportunity to explore THEMUSEUM's exhibitions, enjoy two nutrition breaks and lunch. It is important to note that all campers learn at a different pace and some come with previous maker experience.

Camp in The Underground Studio MakerSpace is project-based. This means that by the end of the camp, each camper will go home with project(s) at varying levels of completion. The level of completion is not a reflection of your camper's "success". What we learn in the process of hands-on work is more valuable than the final piece. This is all part of the experience in The Underground Studio MakerSpace that allows us to learn and grow as makers.

The sample schedule below gives an overview of each day's structure:

Time	Activity
8:15 – 9:00	Extended supervision available at no charge
9:00 – 9:40	Introductions, Rules, Icebreakers
10:00– 10:10	Morning Snack
10:15 – 12:00	Program: Hands-on activity
12:00 – 12:30	Lunch

1:00 – 1:30	Exhibition exploration
2:00 – 2:10	Afternoon Snack
2:10 – 3:45	Testing out the final product and fixing if necessary
3:45 – 4:00	Clean-up
4:00 - 5:30	Extended supervision available at no charge

## COMMUNICATION AND FEEDBACK

We encourage open communication with parents and guardians.

### Communication In-Person

- If you need to get a message to your child or the camp staff during the day, call the Guest Services desk (8:30 am to 5:30 pm at 519-749-9387 x 221). The front desk staff will relay the message to the appropriate staff member.
- The use of cell phones by campers during camp time is not permitted. Special situations can be assessed on an individual basis.
- You may always e-mail [Camps@THEMUSEUM.ca](mailto:Camps@THEMUSEUM.ca) but expect slower response times.

### Parents should inform THEMUSEUM if:

- Information on your registration form has changed (See the table below)
- Someone other than those listed on the registration form is picking up your camper (fill out a Quick Note).
- A camper will be arriving late to camp or will not be attending camp (due to illness, etc.)
- A change occurs in your child's life that alters his/her attitude, behaviour or causes emotional upset (see table below)

### Registration Changes

If you wish to make any changes to your registration or your child's profile please email [Camps@THEMUSEUM.ca](mailto:Camps@THEMUSEUM.ca) with the following details and we will process your request within 10 business days.

#### *Group Request Form Changes*

**Subject Line:** "Group Request Form Changes - Camper's Full Name"

**Body text must include:** Your full name (as it appears in your household details), your child(ren)'s full name, the full name and age of the camper you wish for your child(ren) to be grouped with and the specific dates this group request applies to.

#### *Transfers to a new camp*

**Subject Line:** "Camp Transfer - Camper's Full Name"

**Body text must include:** Your full name (as it appears in your household details), your child(ren)'s full name, the camp your child is registered for, and the camp you wish to transfer to.

#### *Cancellations*

**Subject Line:** "Camp Cancellation – Camper's Full Name"

**Body text must include:** Your full name (as it appears in your household details), your child(ren)'s full name, the day your child is registered for, the cancellation option you wish to use: free transfer (see above), 100% refund on a THEMUSEUM gift card, 50% registration refund to your credit card.

*Health, Wellness, Behaviour Updates*

**Subject Line:** "Health and Wellness Changes – Camper's Full Name"

**Body text must include:** Your full name (as it appears in your household details), your child(ren)'s full name, the week your child is registered for, the specific changes you would like made to each camper's wellness profile

*Name or Gender Changes*

**Subject Line:** "Name/Gender Change - Camper's Full Name as listed in CampBrain"

**Body text must include:** Your full name (as it appears in your household details), your child's listed full name, the updated name/preferred nickname/preferred name, and/or updated gender information. (At this time CampBrain only offers a binary gendering system and is in the development process of an updated gender system.)

**Parents will be contacted immediately if:**

- Your child has received an injury that may require immediate medical attention.
- Your child exhibits a medical condition that may be contagious or threatening to others such as a chicken pox.
- Your child is ill and unable to participate in the daily activities.
- Your child exhibits a pattern of disruptive behaviour that interferes with the programming or other children.
- Your child exhibits a pattern of behaviour that effects the safety and wellbeing of staff or other campers.
- Your child has a bathroom emergency that required extra assistance.

**Parents will be notified at pickup time if:**

- Your child has a minor injury that does not require a professional in the medical field.
- Your child complains of non-emergency condition or symptom.
- Your child had a small bathroom accident, and changed their clothes on their own.
- Your child exhibits minor inappropriate behaviour.
- THEMUSEUM wants to share your child's accomplishments with you.

**Post-Camp Survey**

As part of your pre-camp and post-camp emails, you will receive a link to our camp evaluation survey. This survey will take 5-6 minutes to complete with your child and will help us improve our registration process and camp programming. Please take the time to fill out this survey. You will receive a link to the survey 1-3 business days after the camp is completed.

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Thank you for registering your child(ren) with THEMUSEUM's Day Camps. We look forward to meeting each camper.

If you have any additional questions regarding programming, please contact:

**THEMUSEUM Day Camps** [Camps@THEMUSEUM.ca](mailto:Camps@THEMUSEUM.ca)  
519-749-9387 ext.221

# QUICK NOTES

Please fill out the Quick Notes below if you need to make any changes to your child’s pick-up time, authorized pick-up individuals or if your child(ren) require medication not listed on their registration form.

**THEMUSEUM**  
**Day Camp Quick Note**

Date: \_\_\_\_\_ Dates affected: \_\_\_\_\_

Camper’s Name: \_\_\_\_\_

Please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**THEMUSEUM**  
**Day Camp Quick Note**

Date: \_\_\_\_\_ Dates affected: \_\_\_\_\_

Camper’s Name: \_\_\_\_\_

Please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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