

# OFF THE WALL KIDS DAY CAMP



## OFF THE WALL KIDS DAY CAMP Information Guide

[OFFTHEWALLKIDS.CA](http://OFFTHEWALLKIDS.CA)

# Camp Hours

Day camp operates from 8:30am – 4:30pm.

Extended care is available from 7:30am – 8:30am & 4:30pm -5:30pm

Only those indicated on the registration forms as authorized pick-up will be allowed to pick-up your child from camp. For your child's safety, no exceptions will be made to this rule. Authorized pick ups must be 16 years of age or older. **AUTHORIZED PICK UPS WILL BE REQUIRED TO SHOW PHOTO ID EACH AND EVERY DAY**

## Late Pick Up

Late Pick Up from Camp: Families who are late picking up their child will be charged an additional \$15. For A Late Pick Up beyond the extended pickup time families will be charge an additional \$15 every 15 minutes of additional stay.

## Drop Off Procedure

Within 15 minutes of drop-off beginning the Supervisor will be at the Admissions desk accepting the drop off of the registered campers.

Extended Care:	Drop-off begins 7:30am	Pick-up time closes 5:30pm
Regular Camp:	Drop-off begins 8:30am	Pick-up time closes 4:30pm

The Supervisor will greet each family lined up at admissions in order of arrival and ask parent/guardian to answer all questions on the Screening checklist (if appropriate). They will check off the appropriate boxes as questions are answered and will fill in the camper name and date. It is Recommended that Parents fill out a Waiver For the camper before drop off on our website. As each Camper requires a Signed Waiver before entry. Once the camper is signed in they will make their way passed the Admission desk and into the facility.

## Pick Up Procedure

Parents/Guardians will make their way to the admissions desk. The Supervisor will greet each family and they will ask the parent/guardian to produce photo (ID) identification. The Supervisor will verify that the parent/guardian is authorized to pick up the camper as per the information on their form.

## Sign In & Sign Out

In order to ensure the safety of our campers, we require all campers to be signed in and out each day by a parent/guardian 16 years of age or older. At sign in you will indicate who will be picking up your camper at the end of the day. Your child will only be released to those indicated as authorized to do so. **PHOTO ID WILL BE CHECKED EACH AND EVERYDAY.** Please make sure to notify the Supervisor of any changes to those authorized to pick up your child.

# Talking To Your Child's Day Camp Counsellor

While we encourage parent communication and are happy to speak with you about your child's day camp experience, you may not get an opportunity to meet your Counsellor face-to-face. If you do have any specific questions or concerns about your child's day camp experience, please speak to your day camp's Site Director and they will help you out.

## Typical Camp Day Activities

Activity	Schedule
Morning Drop Off	8:30am
Activity One	8:30am
Activity Two	10:30pm
Lunch	12:00pm
Activity Three	12:30pm
Activity Three	2:00pm
Snack Time	3:00pm
Activity Five	3:15pm
Child Pick up	4:30pm

## Program Expectations

The Fort Fun Center Day Camp programming provides campers with a broad range of activity options, all focused on creating lasting memories & great experiences. Specific activities listed in the brochure are meant to give you and your camper an idea of what activities they may be participating in, and should not be considered a guarantee that they will participate in all those activities in a single day.

## Week Long Camp - Home Notes

At the conclusion of the first day of camp, campers will bring home a more detailed outline of expected programming for the week. Programming may need to be altered in the event of inclement / hot weather, but it will give you an idea of what to expect. It is important that your child knows what they are bringing to camp, and items are labelled as much as possible.

## What To Bring To Camp

We expect your child to be responsible for everything they bring to camp. Your child's day camp Counsellor will certainly help their campers manage their belongings, but it is important that your child knows what they are bringing to camp. Keep in mind that your child will be very active, and camp can be rough on clothes. Try not to send campers in new or expensive clothing. Proper footwear is essential, and we recommend socks with rubber grip and running shoes. Camp continues rain or shine; please check the weather each morning to ensure your camper is properly prepared for the day.

## Label Everything Your Child Brings To Camp

We suggest iron-on/stick-on labels or permanent marker for all items. Campers are expected to be responsible for their own belongings. Your camper should help you pack their backpack each day so that

they know what is coming with them to camp. Off The Wall Kids cannot accept responsibility for clothing and/or equipment lost at camp or in transit.

## **Day Camp Packing List**

- A Signed Waiver Online (Typically Valid For One Year)
- Appropriate clothing for weather conditions (jacket, rain gear, and rubber boots)
- Comfortable, closed-toe footwear & Socks preferably with rubber grip (Children Must Wear Socks at all times in the facility)
- Sun hat and sunscreen ( waterproof minimum SPF 30)
- Refillable water bottle
- Lunch details below

## **Lunches**

Our campers will be given the options to choose between the foods we offer here on our regular menu for lunch, such as hot dogs, pizza, chicken nuggets, fries etc. We also offer them Fruit and Veggies throughout the day and provide a morning and afternoon snack, such as yogurt, granola, cinnamon toast, cheerios, mini muffins etc.

PLEASE remember to let us know of any food allergies. The lunch will be Different options per day and the snacks are normally on choice for everyone for that day. We welcome our guests to go over the choices for their Lunch with your little (snack will be chosen by councilor) to ensure they pick what is best for them.

## **What Not To Bring To Camp**

ANY outside food or drink (exception for personal water bottles), music listening devices, video games, knives, cell phones, matches, pets, personal toys, playing or trading cards. Off The Wall Kids will not be responsible for any lost, broken, or stolen items.

## **Lost & Found**

All Lost & Found items will remain and be stored at the camp site for One Week. Socks & underwear are not kept. All unclaimed items will be disposed of after this time.

## **Inclement & Hot Weather**

In the event of inclement weather, activities will be modified to ensure the safety of our campers. Off The Wall Kids Camp staff will modify camp activities to accommodate for hot weather in order to ensure the health and safety of all participants. This will include frequent water breaks, water activities, less active games and the use of shaded and cooler areas of the camps. These precautions will allow all campers to enjoy a fun and safe camp experience, even on the hottest days.

## **Camper Behavior**

Safety is of the utmost importance, and our goal is to provide an enjoyable and safe experience for all campers and staff alike. If a situation arises in which a camper threatens the safety of well-being of another person or themselves, or diminishes the camp experience for others, we will make every effort to correct the behavior. Parents/guardians will be notified and if the behavior continues, Off The Wall Kids reserves the right to remove the camper from camp on a one day suspension. Should the behavior

continue upon the camper's return, Off The Wall Kids reserves the right to remove the camper for the remainder of the camp session and/or future camp sessions. Should removal be required no refund will be granted. In certain circumstances, a camper may be removed from the camp environment without warning if the behavior jeopardizes the safety of campers or staff of where the camper is engaged in illegal activities. Off The Wall Kids will not be held responsible for any costs associated with a camper's dismissal and no refunds will be provided.

## **COVID-19 Safety Protocols**

If someone begins exhibiting symptoms of COVID-19, they will be removed from their camper group and given a mask to wear. Families will be contacted to pick-up immediately. Campers with COVID-19 will need to remain at home for 5 days / possibly longer if symptoms are still present. Off The Wall Kids Day Camps will adhere to enhanced cleaning and strict disinfecting guidelines while operating programs.

## **Camper Health & Well-being**

Your child's safety is our first priority. In the event of a minor incident, Off The Wall Kids staff are trained in First Aid and will provide immediate appropriate care. Our day camp site has a quiet rest area where your child can rest if they become ill.

In the event that your child needs medical attention apart from minor injuries, we will ensure immediate, staff-accompanied transportation to the nearest hospital. If the situation warrants, we will call an ambulance. We will make every effort to contact you or your designated authorized/emergency contact(s), and will stay with your child until you arrive. Please note you will be billed for any additional costs.

We also expect that all campers are toilet trained prior to attending day camp.

## **Medications**

If you are sending medications to camp with your child, they must be in their original packaging, clearly labeled with both the child's name and the instructions for use. Off The Wall Kids staff will collect any medication from campers each morning and hand them in to the office for secure storage and distribution to your child. Medications that require immediate use, such as an asthma inhaler or Epi-pen, will remain with the child or the day camp Counsellor. Parents must complete a Medication Administration Form.

## **Absence**

If your child is going to be absent from camp, please send an e-mail to [daycamp@offthewallkids.ca](mailto:daycamp@offthewallkids.ca) or call your child's camp supervisor directly at 519-914-0551 and report the absence in advance. If it is an unforeseen absence, please call your child's camp supervisor first thing that morning to again report the absence. If a camper is not present at morning attendance and no absence has been called/e-mailed in, Off The Wall Kids staff will begin calling the contacts listed on your camper's registration to ensure you are aware of this absence.

## **Weekly Registration Closure**

Registration for camp closes Wednesday at midnight prior to the start of the following week/day of camp.

## **Withdrawal Policy**

All cancellation requests must be submitted by e-mail directly to [daycamp@offthewallkids.ca](mailto:daycamp@offthewallkids.ca). Ensure the camper's first and last name are included within the e-mail. Cancellation requests received prior to 7 days before the start of the affected camp session will receive a refund less the non-refundable deposit. Any cancellation requests received less than 7 days prior to the affected camp session or during a camp session will not qualify for a refund. A doctor's note is required for cancellations due to medical reasons or if you cancel due to signs of COVID-19.

Off The Wall Kids reserves the right to cancel any program where registration numbers are not adequate to run an effective program. Families will be notified at the weekly registration close. Deposits will be automatically refunded if a program is cancelled.

## **Camp Week Changes**

Changes to camp weeks can be made by calling 519-914-0551. All changes must be made at least seven (7) days in advance of the camp week. Due to limited spaces in certain programs, change requests may not always be possible.

**HOLIDAYS: Camps will not run on MONDAY AUGUST 7, 2023**

## **Photographs**

Photographs are taken continually throughout the camp season. Your child's photo may appear in publications produced by Off The Wall Kids. Should you wish your child's photo NOT be used, please contact us at 519-914-0551 prior to the start of your child's camp.

## **Tax receipts**

Receipts are issued automatically by email at the time of registration, by our online booking system.

## **Change Of Contact Information**

Please inform the camp supervisor at [daycamp@offthewallkids.ca](mailto:daycamp@offthewallkids.ca) or 519-914-0551 if any of your contact information changes. You will be required to fill out a Change of Contact Information form. Note photo ID will be required from the parent/guardian on file to make this change.

# Camp Registration & Medical Form

## Camper Information

Name:		Birthday (day/month/year):		Age at camp:	
Address:		City:	Postal Code:		Home Phone Number:

## Parent/Guardian 1

## Parent / Guardian 2

Name:		Name:	
Primary Phone:	Secondary Phone:	Primary Phone:	Secondary Phone:
E-mail:		E-mail:	

## Custody of Camper

Please specify	Parent/Guardian 1	Parent/Guardian 2	Both	Joint	Other:
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## Emergency Contact

Name: (Other than parent/guardian)		Preferred contact number:	
Name: (Other than parent/guardian)		Preferred contact number:	

## Who is authorized to pick-up at the end of camp?

Please specify	Parent/Guardian(s)	Emergency Contact(s)	Other:
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## Medical Information

Please describe any allergies or medical needs your child's camp staff should know about:

## Allergy Information & Administer Authorization

Allergen:	Other:				
Potential Symptoms:	Other:				
Is this an anaphylactic allergy?	Yes	No	Does the participant have an Epi-Pen for this allergy?	Yes	No

### MEDICAL INFORMATION:

Prescription and non-prescription medications may be administered with parent/guardian authorization. If you authorize for a Off The Wall Kids representative to administer / assist in this please sign below. Each medication must be in its original container and labeled with the exact dosage to be followed when the medication is given out.

Signature of Parent/Guardian	Date Signed:
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## Medication Information

Medication Name	Dosage/Instructions:	Time to dispense	Refrigeration (Y / N)

## Camp & Medical Authorization

### Camp Authorization

In permitting my child to attend "day camp" programming operated by Off The Wall Kids (2708780 Ontario Inc.), I the undersigned, in the event of an accident or illness affecting the child indicated on this form, authorized all procedures, including admission to the hospital and necessary treatment herein, as deemed essential for the care and well being of said child. Such action is to be taken only when immediate contact with the undersigned or other incidacted authorized contacts cannot be made. I have read and understood:

1. The Drop off / Pick up and Extended care information.
2. I agree with the Camper Behaviour expectations and the Code of Conduct and will discuss it with my child.
3. I have explained to Off The Wall Kids staff any special considerations for my child (ie. language barrier, special needs/requirements)
4. I authorize my child to participate in all programs.

### Medical Authorization

By signing this form I give my permission to the Off The Wall Kids Day Camp staff to handle and deliver the aforementioned medication during his / her time at Camp and release 2708780 Ontario Inc & Tango Companies Inc. from any claims whatsoever that may arise from the handling or delivering of the aforementioned medication by Off The Wall Kids Day Camp Staff. I also understand that it is my responsibility to pick up and drop off the aforementioned medication at the program site each day. With the exception of an EpiPen, I understand that the Off The Wall Kids Day Camp Staff cannot physically administer or force medication onto any participant.

### Off Premesis Activities Authorization

By signing this form I give my permission to the Off The Wall Kids Day Camp staff to take my child off the premises during the course of the day camp for supervised activities and excursions. I understand that these activities may include, but are not limited to, trips to local parks, educational outings, and field trips. I acknowledge that the safety and well-being of the children are of utmost importance to Off The Wall Kids. I trust the staff to ensure a secure and controlled environment during any off-premises activities. I understand that proper safety measures will be taken, including appropriate adult-to-child ratios and diligent supervision. I release Off The Wall Kids and its staff from any liability that may arise during off-premises activities, provided reasonable and prudent care is exercised. I understand that the staff will make every effort to communicate with parents/guardians and keep them informed about the details of any planned off-premises activities.

Signature of Parent/Guardian	Date Signed:
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## OFFICE USE ONLY Waiver Confirmation

Off The Wall Kids Release of Liability Waiver has been Completed	Manager signature:
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