

Summer Camp Age Groups (Units):

*based on camper’s grade in the school year prior to the start of camp

Richland Academy

Freshkids	Grade JK & SK
Sprockets	Grade 1 & 2

Richmond Hill Curling Club

Sophomores	Grade 3 & 4
Juniors	Grade 5 & 6
Seniors	Grade 7 & 8
Senor Leaders	Grade 8
CITs	Grade 9 & 10

CONTENTS

Drop Off & Pick Up	2
Medical Information	3
Allergy Alert!	3
Meals, Snacks, Nutrition	3
What to Wear and What to Leave at Home	3
Staff & Supervision	4
Lost and Found	4
Visiting the Program	4
Appendix	5
A - Registration, Cancellations, Refunds & Program Changes	5
B - A Typical Day at Camp	6
C - COVID-19 Protocols	7



Drop Off & Pick Up

(Drop off is between 9:00 and 9:15 am, dismissal is at 4:00 pm)

Regular Drop Off: Between 9:00-9:15 am, the Unit Head for each age group (Freshkids, Sprockets, etc.) will greet you outside the camp building and ask you to sign in your camper(s). **Please always escort your child when you sign them in with their Unit Head each morning.** If you need to share any additional medical information, our Wellness Coordinator will be present to discuss that information.

COVID-19 Drop Off & Pick Up Procedures

- Before arriving at camp each morning, complete a [health screening questionnaire](#)
- At our designated family drop off/pick up area, we ask that families maintain a 2 m (6 ft) distance whenever waiting in line
- Parents are not to enter the facility without first speaking with a camp director
- Ensure your child comes to camp with a face covering every day

Regular Pick Up: By 3:50 pm the Unit Heads will be waiting outside to sign out your camper(s). At 4:00 pm, counsellors will bring your camper(s) outside to meet you.

Authorized Pick Up: Campers can only be picked up by the **authorized individuals** listed in our online Family Portal. Fill out the list [here](#) by entering your camp season, clicking view details, and updating your household information.

NOTE: If a restraining order is in effect which prohibits a parent/guardian from visiting your child at camp, please inform a Camp Director and provide a copy of the order upon registration. Any parent/guardian that may pose a risk to a camper or individuals at the camp facility will be asked to leave immediately and police may be called.

Late Drop Off/Early Pickup/Absences: Please email us to notify us of changes in arrival times or attendance. If picking up early, please arrive **before 3:40 pm**

Late Pick Up: After 4:15 pm, an additional late fee (\$25) may be billed if extended care was not purchased.

Extended Care – Before and After (service can be added through our Family Portal)

During this time, campers will enjoy a range of activities with counselor supervision.

Before-hours care: 8:00-9:00 am After-hours care: 4:00-6:00 pm

Extended Care Drop Off and Pick Up Routine

Please ring the bell at the main door and a staff person will meet you to sign the camper in/out. If you are not attended to, please call our office at 289-819-0178. The number will be posted on the main door.





Medical Information

Medical forms must be updated each year. Please complete the medical forms as part of the registration process in the online [Family Portal](#). If you need to update this information please contact us directly.



Allergy Alert!

For the safety of campers with life-threatening allergies, it is The STEAM Project's policy to prohibit all nut products at camp. Please check meal/snack contents **carefully** and do not include any of the following products: Peanuts or peanut butter, all tree nuts, Nutella, or any product that may contain traces of nuts



Meals, Snacks, Nutrition

A delicious and nutritious [meal plan](#) is available and can be purchased as part of the registration in the [Family Portal](#). The final day to register for a meal plan is the Wednesday before the start of each session.

OR - Please provide your child with a bag-less lunch, two healthy snacks. Please be aware that campers will not be allowed to share their food to further protect children that have allergies.



What to Bring and What to Leave at Home

- A mask or face covering
- A reusable water bottle
- Comfortable clothing that may be dirtied or stained by camp activities
- Sun Protection for outdoor activities: Hat and sunscreen with name on them
- Raincoat and boots suggested according to weather
- Comfortable closed-toe shoes suitable for physical activity and worn at all times
- Extra change of clothing and underwear for FreshKids campers in case of accidents
- Clothing with vulgar language or images of drugs, tobacco, alcohol, or that are sexually suggestive does not belong at summer camp and should NOT be worn

*Please do not send valuables or money to camp with your camper unless notified about a specific activity.

*We will supply any tech that campers need and we recommend all electronic devices remain at home.



 **Staff & Supervision**

Campers must remain within auditory and/or visual range at all times. At camp, we maintain a high staff to camper ratio of 1 staff for every 3 campers. To further ensure the safety of our campers, STEAM Project Camp Counsellors and Program Supervisors are first aid and CPR certified.

 **Lost and Found**

Please remember to label all items for easy camper identification. The STEAM Project does not assume responsibility for damages or loss of personal items.

 **Visiting the Program***

Parents wishing to see the program space are asked to arrange a visit during non-camp hours by contacting one of the directors.

***Disclaimer:** Due to COVID-19 restrictions, in-person visits will not be possible this summer.



Appendix A - Registration, Cancellations, Refunds & Program Changes

Registration can be completed and updated online through our [Family Portal](#). To request a program cancellation or changes please contact the Camp Office by phone (289-819-0178) or email (office@thesteamproject.ca)

Cancellations: Up until June 1, 2021, your deposit and summer camp fees are refundable. Additionally, to assist families in making decisions during the COVID-19 pandemic, the usual service charge of \$100 per camper will not apply.

Refunds: After June 1, 2021, camp fees are NOT refundable. An exception will be made, however, and camp fees for any unused camp days will be refunded if the government does not allow camps to open OR shuts camps down mid-season due to COVID-19. All refunds will be issued after September 1, 2021 within 30 days.

Program Changes: Sessions may be changed within Summer 2021 at no extra cost as long as there is space available. Extending your child(ren)'s number of sessions at camp will be subject to availability and will incur the fees that are in effect at the time of change.

Shortening Sessions: Shortening your child(ren)'s enrolment dates (example: shortening your registration from 3 sessions to 2 sessions) after payment has been made in full will result in a credit for the unattended sessions that can be used for the following camp season. Credits do NOT apply to full cancellations. Promotions applied at the time of registration will also be adjusted.

Missed Camp Days: Our fees are for a personal reservation for a specific period and not a day by day fee. We therefore will not refund fees for days missed for any reason, other than for a camper displaying symptoms of COVID-19 or a positive case of COVID-19. Days missed cannot be made up.

Other Information

Extended Care - Single Day

A charge of 15\$ will be billed for single day Before-Care and \$25 for single day After-Care.

Leaving without a parent/guardian: Senior Campers (completing Gr. 7 or 8) need written permission (email is preferable) to leave the camp on their own at 4:00 pm





Appendix B - A Typical Day at Camp

Freshkids/Sprockets

8:50	Unit Heads Greet Parents
9:00	Welcome/Cabin Time
9:15	Flagpole (Camp-wide Meeting)
9:30	Unit Wide Camp Games
9:50	Activity 1
10:45	Snack/Physical Activity
11:20	Activity 2
12:15	LUNCH
12:45	Arts & Active
1:15	Activity 3
2:10	Snack/Creative Play
2:55	Open Activity
3:50	Campers Meet for Dismissal
4:00	Campers Escorted to Meet Their Parents/Guardians

Sophomores/Juniors/Seniors

8:50	Unit Heads Greet Parents
9:00	Welcome/Cabin Time
9:15	Flagpole (Camp-wide Meeting)
9:30	Activity 1
10:30	Snack/Physical Activity
11:00	Activity 2
12:00	LUNCH
12:45	Arts & Active
1:20	Activity 3
2:55	Open Activity/Enrichment Program
3:50	Campers Meet for Dismissal
4:00	Campers Escorted to Meet Their Parents/Guardians





Appendix C - COVID-19 Protocols

With direction from the Ontario Ministry of Health, The STEAM Project will be taking additional measures to comply with the most updated regulations which include, but are not limited to the following:

- Small group cohort sizes
- All guests in our building must wear masks
- Daily health screening of guests
- Hand sanitizer stations placed at every entrance
- Campers who exhibit symptoms will not be allowed to attend camp
- Frequent touch areas (door handles, tables, chairs, etc.) will be disinfected between activity periods and meals
- Parents will not be allowed to wait indoors for their children
- At summer camp we have wellness staff on-site to provide first aid, if necessary

Rest assured, we will be following the latest guidelines and public health measures provided by the government as they become available.

