

Our P.A. Day Camp Location:

TSP Makerspace - 561 Edward Ave. Unit 1, Richmond Hill, ON

Our Office Contact Information

Phone: 289-819-0178 Email: office@thesteamproject.ca

Our Camp Age Groups (we call them Units):

*based on camper's *current* grade

UNITS

FreshKids	Grades JK & SK
Sprockets	Grades 1 & 2
Sophomores	Grades 3 & 4

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 Drop Off and Pick Up

Morning Drop Off: Please drop off your camper(s) between 9:00am and 9:15am. Camp staff will greet you outside our front entrance and sign your camper(s) in for the day. **Please always escort your child to the front door.**

Afternoon Pick Up: Please arrive to pick up your camper(s) between 3:50pm and 4:00pm. Camp staff will greet you outside the front entrance of the building to sign out your camper(s). At 4:00 pm, camp staff will bring your camper(s) to meet you at the waiting area.

Extended Care: We offer before and after care as add-on options outside of our regular camp hours.

- Before Care: 8:00am - 9:00am
- After Care: 4:00pm - 6:00pm

During before and after care, campers can participate in a range of low to medium energy activities that are unique to this part of the camp day. If you are dropping off or picking up your camper(s) from before or after care, please ring the doorbell and a camp staff will meet you to sign your camper(s) in/out. Please call the camp office if you have any questions.

Authorized Pick Up Only: To ensure we are keeping your campers safe, campers can only be picked up by authorized individuals, as listed in our online Parent Portal. Please fill out the list [here](#) prior to your camper(s) first day of camp. If you need to update this information, please contact us directly by phone or email.

Late Drop Off/Early Pickup/Absences: Please email the camp office with as much notice as possible to notify us of changes to your camper(s) attendance.

Late Pick Up: A late fee will be applied to your account if campers are picked up late (after 4:15pm for regular camp hours and after 6:00pm if campers are enrolled in after care).

Restraining Orders: If a restraining order is in effect which prohibits a parent/guardian from visiting your child while in our care, please ensure you provide documentation of the order upon registration and notify the office. Any parent/guardian that may pose a risk to campers or staff at camp will be asked to leave the premises immediately and police may be contacted.





Medical Information

Please ensure your camper(s) medical form is completed prior to their first day of camp. For any health or medical concerns, including allergies, please contact the camp office as soon as possible to discuss how we can best support your camper(s) while in our care.



Allergy Alert!

Please be aware that many of our campers and staff have life-threatening allergies to nuts/nut products. For their safety, The STEAM Project is a nut-aware space and does not serve any products that may contain or contain nuts. Please check the components of your camper(s) lunch carefully and do not send them with any products that contain or may contain nuts.



Meals, Snacks, and Hydration

Meal plan add-ons will not be available for P.A. Day camp. Please ensure your camper(s) come to camp with a packed lunch, two healthy snacks, and a refillable water bottle. Campers are asked to not share food to further protect those with allergies. As we are a nut-aware space, please check the components of your camper(s) lunch carefully and do not send them with any products that contain or may contain nuts.



Camper Success

In order to help us set your camper(s) up for success, please make sure to let us know in their camper registration and by email/phone if there is anything we should be aware of regarding learning differences, mental health challenges, and/or behavioural needs.



Camper Illness:

If your camper is sick or not feeling well, please do not send them to camp. We follow the local Public Health guidelines regarding the length of time ill individuals need to be excused from camp and when they may return. If your camper becomes ill during the day, you (or their emergency contact) will be notified to pick them up as soon as possible. If your child has been absent from camp due to medical reasons, the Director may require you to obtain a Doctor's note, at your own expense, in order for your camper to return to camp.





What to Wear and Pack

- ✓ Comfortable clothing that may be dirtied or stained by camp activities
 - ✓ Appropriate clothing for outdoor activities
 - ✓ Appropriate footwear for outdoor activities
 - ✓ Comfortable, closed-toe shoes for indoor wear
 - ✓ Extra change of clothing and underwear for young campers in case of accidents
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- ✗ Clothing with inappropriate language, images of drugs, tobacco, alcohol, etc. or sexually explicit imagery are not to be worn at camp
 - ✗ Weapons (real or simulated) are prohibited at camp
 - ✗ Please leave any and all valuables at home. This includes but is not limited to: electronics (we provide everything your camper will need), jewelry, money, or expensive attire



Staff and Supervision

Campers will always be supervised by camp staff while in our care. Campers must remain within audible and/or visual range of camp staff at all times. To ensure the safety of our campers, our Camp Supervisors are certified in first aid and CPR.



Lost and Found

We highly recommend that you label all of your camper(s) belongings for easy identification. The STEAM Project is not to be held responsible for the loss or damage of personal items brought to camp.



Visitors at Camp

Visitors are not permitted on-site during the camp day. If you would like a site tour, please contact the office to arrange a visit outside of camp hours.



Registration, Cancellation and Refunds

P.A. Day camp registration can be completed and updated online through our [Parent Portal](#).

To request a program cancellation or make changes to your camper(s) registration, please contact our camp office by phone at (289) 819-0178 or email at office@thesteamproject.ca.

Camps fees are refundable up until 12:00pm, two weeks from the first day of camp. After the two-week deadline, camp fees are non-refundable. Refunds will not be provided for the missed day of camp.

A Typical Day at Camp

8:00	Before Care Begins
9:00	Arrival and Cabin Time
9:15	Flagpole (Camp-Wide Meeting)
9:30	Activity 1
10:30	Snack
10:55	Activity 2
12:00	Lunch
12:30	Arts & Active
1:40	Activity 3
2:45	Snack
3:00	Open Activity
3:50	Pack Up and Cabin Time
4:00	Dismissal & After Care Begins
6:00	After Care Pick-Up

