



**Welcome to Harbourfront Centre Camps!**



Welcome to another outstanding summer of fun, diverse, dynamic and creative programming at Harbourfront Centre Camps! We are proud to be one of the largest day camp programmes in Canada, and we take even greater pride in delivering an unrivalled, high quality programme to you and your camper on a daily basis. We look forward to seeing returning campers and parents as well as welcoming all newcomers to our growing camp family.

We are dedicated to creating an enriching environment conducive to the growth and development of campers and staff alike. We believe that camp provides a unique setting in which life-long lessons and memories are created. From year to year we try to perfect the fine points that may have an impact on the success of the experience for you, our clients. You are a valuable link in this process for us, and we would appreciate any feedback you may have for us. Please feel free to drop by our offices and tell us what you think. We're listening!

To help you prepare for the summer we have compiled this information booklet. Please read through it and keep this handy for the duration of your visit with us this summer.

We would also like to thank you for choosing Harbourfront Centre Camps. By sending your children to our camp you are supporting all of the outstanding programmes and events that Harbourfront Centre offers. Revenue generated from our camp programme enhances Harbourfront Centre as a whole. We appreciate your involvement.

We look forward to seeing you and your campers on-site this summer!

Sincerely,

Harbourfront Centre Camps Staff

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**GENERAL INFORMATION**

**Office Hours**

The Camp Office is open Monday to Friday from 7:30 am to 6:00 pm while camp is in session (Monday, June 29th through Friday, September 4th, 2009, excluding holidays). Prior to the start of camp we are in the office between 9 am and 5 pm, Monday to Friday.

**Contacting Us**

Before or after our office hours, messages can be left on our Camp Office voice mail at 416-973-4093. Please leave a detailed message and your call will be returned as soon as possible. Our programming staff are primarily on-site rather than in the office, so they will return calls throughout the day.

During camp hours, you can send a note as well. Notes should be given to Bus Marshals, Extended Day Programme Supervisors or the Parent Drop-Off Co-ordinator, depending on how your child comes to camp. Notes may also be delivered directly to the Camp Office. Please ensure that messages are legible (preferably printed), and that your camper's name, phone number, and camp programme are clearly indicated on the top of the note.

**Leaving Camp Early? Arriving Late? Absent?**

All campers arriving after 9:15 am or being picked up prior to 3:45 pm must be signed in or out from the Camp Office located on the 3rd floor of the southeast corner of the York Quay Centre. Please notify us well in advance if you plan to pick up your child(ren) early and we will have them waiting in the office ready for you. If you don't reach us directly by phone, please leave a message making sure to include your child's full name, home phone number, camp programme, and regular mode of travel. Notes given to campers or left in their backpacks often do not get passed on to the Camp Office if they are not found by counsellors, so make sure you follow up with a phone call! **Please Note: Arrangement for early pick-ups from Sailing, Canoe, Kinder-Canoe, Kayaking, Outdoors Bound, and/or Outdoors Beyond must be made 24 hours in advance unless it is an emergency.**

**Parent Contact Calls**

Prior to the start of each session, Camp Counsellors will be making calls home to introduce themselves and to provide more information about the camp programme. Calls will be made in the evenings between 6:30 pm and 9:00 pm. Every effort will be made to contact you over the phone; however, due to the time involved in making the calls, Counsellors may have to leave a message with all pertinent information. Any changes in information regarding your camper should be made through the Camp Office and not via these introductory calls.

If you have any concerns you would like to discuss with us prior to your child's first day, please do not hesitate to call us at the Camp Office 416-973-4093.

**Location**

The Camp Office is located in the south east corner of the third floor of York Quay Centre at 235 Queens Quay West. York Quay Centre is our Camp Headquarters and daily meeting place; however, our programmes take place at various locations along Queens Quay. All visitors to camp must check in at the Camp Office. Enter through the doors at the south east end of the building and follow the signs, or take the elevator to the third floor. Once on the 3rd floor, our office staff will "buzz" you through the security gate for access to our front desk.

Please consult the maps on the following page for more details.

**Camp Hours**

Camp hours are 9 am to 4 pm, excluding bus transportation and Extended Day Programme. Camp specific programming begins between 9:15 and 9:30am and continues throughout the day until 3:15 -3:30pm. General camp activities occur as soon as campers arrive and continue while senior staff do camp attendance. Likewise, general camp programming occurs at the end of the camp day while campers are transferred to Parent Pick-up, Extended Day Programme and Bus lines. Safety and supervision are always our first priority.

MAPS



## HEALTH MATTERS

All Campers attending Harbourfront Centre Camps must possess either a valid OHIP Card or subscribe to private health insurance.

Harbourfront Centre Camps has specific policies and procedures in place to deal with relevant health issues, concerns and conditions. For example, we have established procedures, requirements and policies in place for campers who must carry an epi-pen and policies similar to school boards in the event of detecting lice, pink eye, chicken pox, etc. We will provide further detailed information as required.

### Medical Forms

Medical Forms can be completed online or a paper form can be requested. These forms must be complete/returned prior to the start of the session that your child(ren) will be attending. If you did not receive a medical form with your receipt, please notify the Camp Office as soon as possible and one will be forwarded to you. Please fill out both sides of the medical form as completely and accurately as possible. Inaccuracies or incomplete information could delay us in assisting your child in the event of an accident.

Medical Forms are treated with confidentiality. The Camp Health Care Director reviews all medical forms prior to the start of each session. Pertinent information is passed on to the Counsellors in order to ensure the utmost care and safety of all campers. As soon as you receive the medical form, please complete it and mail it to the Camp Office or fax it to 416-973-5377. **Please ensure that you fax both sides.**

### Injuries at Camp

All staff are trained and certified in a recognized first aid program. For added peace of mind, Harbourfront Centre Camps also relies upon Harbourfront Centre Security for support and guidance in matters of emergencies or injuries. Harbourfront Centre is located in close proximity to Fire Station #334, the Marine Police Unit and the Hospital for Sick Children.

### Sick Campers

Every effort will be made to attend to sick or “under the weather” campers at camp; however, it may be necessary for us to contact you and request that you (or a guardian) pick-up your child. If your child has a fever, has vomited, has a rash, or has diarrhoea we will ask you to pick them up.

Please do not send your child to camp if they have or may have any of the following: **Pink Eye** (Conjunctivitis), **Step Throat, Chicken Pox** (Varicella), **Lice, Fifth Disease** (Erythema Infectiosum), **Hand-Foot and Mouth Disease**. If your child is suspected to have any of the above, you will be asked to pick up your child *immediately*.

### Medication

All medication must be labelled and be accompanied by a letter addressed to the Camp Health Care Director explaining administration. Please give all medication directly to the Camp Office, Bus Marshal, Extended Programme Supervisor or Parent Drop-Off Co-ordinator.

### EPI-Pens

If your child requires an EPI-Pen, they must carry it on them at all times. Please note this clearly on your medical form. If your child requires an EPI-Pen but does not bring one to camp, they will be unable to participate in camp activities and will be sent home. Also, when your child’s counsellor calls prior to the beginning of each session, please remind them where your child will be keeping their EPI-Pen (preferably in their back pack).

If you have any questions or concerns the night before, Telehealth Ontario is also a good resource.

Telehealth Ontario

Free Access to a Registered Nurse — 24 Hours a day, 7 days a Week. You do not need to provide your health insurance number and all information is confidential. 1-866-797-0000 TTY: 1-866-797-0007

Inclusion and Support

Harbourfront Centre Camps welcomes all campers to our programmes. Campers with special needs will be integrated into our programme through our ongoing partnership with Reach for the Rainbow. For more information on this programme, please call Reach for the Rainbow at 416-503-0088. We will make every possible effort to support and include all campers into our programme; however, any campers who persist in behaviour that is endangering themselves and/or other campers or staff may be requested to leave the programme.

Visit Reach for the Rainbow online: www.reachfortherainbow.ca

Bullying Prevention and Intervention

Harbourfront Centre Camps have a mission to provide a safe, non-competitive environment that focuses on the development of campers. Our Campers have right to be happy and safe at camp and to be treated fairly, with understanding and respect. Bullying in all its forms will not be tolerated at Harbourfront Centre Camps. Harbourfront Centre recognizes that bullying:

- (a) adversely affects a campers ability to develop skills;
(b) adversely affects healthy relationships and the camp climate.

Implementation strategies and procedures shall be developed in accordance with the following policy statements. For our detailed policy please contact the Camp Office.

Consequences

Camp rules are implemented to ensure a fun and safe atmosphere at Harbourfront Centre. Directors will contact parents by phone or letter to let them know if there is an on-going problem with their children. Children, who do not demonstrate appropriate behaviour, will be sent home, at the discretion of the Coordinator. Early dismissal from camp will not warrant the refund of fees. Harbourfront Centre teaches and expects all staff and campers to follow the character traits of honesty, respect, responsibility and caring. The following outlines our policy:

Table with 2 columns: Offense and Consequence. Rows include Physical contact that results in an injury (1-3 day suspension), Bullying (2-3 day suspension), and Non-compliance to general rules with repeat warnings (1 day suspension).

Toilet Training

All children attending camp must be toilet trained. Children who are not trained will be asked to leave camp. Diapers will not be changed.

Separation Anxiety

We understand this may be your child's first experience at camp and leaving can be hard. To assist us please do not linger once your child has been dropped off. Our staff will take excellent care of your child and are trained in how to alleviate separation anxiety; however, If your child can not be soothed in 1 hour we will contact you and you may need to take them home for the day.

## GETTING TO CAMP

### ☉ Bus Transportation

Well-supervised round-trip bus transportation is available for an additional fee of \$42 per week; registration for this service is on a first-come, first-served basis. After June 1st, there is no refund for any bus cancellations.

We are proud to be working with First Student Canada again this year as our bus provider. First Student has an outstanding safety record. Their mission is to provide the safest, most reliable transportation services available. Staff are trained in safe loading and unloading procedures, as well as in emergency procedures. Each of our yellow school buses is easily identifiable by the Harbourfront Centre Camps symbol on bus signs in the front right hand window. Other camps may be picking up or dropping off at the same locations, so look before you board. Our counsellors, easily recognizable in their Harbourfront Centre Camps uniforms, staff all of our buses.

Please note: There is no busing for session 5A or 5B.

### Bus Stops

Bus stops are located at schools and community centres throughout Toronto. Wherever possible, bus pick-up and drop-off will be in the established loading zones of the schools. Please do not park or stop in these areas. All school locations should have adequate parking. We recommend that you do a practice run to bus locations prior to the start of camp in order to ensure that you know where the stop is located and where the loading zone and parking area are situated. Please keep this schedule handy for the duration of the summer for easy access.

Bus Stop	Address	AM	PM
1 Kensington P.S.	401 College St.	8:40	4:15
2 Palmerston P.S.	734 Palmerston Ave.	8:30	4:25
3 Huron P.S.	541 Huron St.	8:40	4:20
4 Hillcrest P.S.	44 Hilton Ave.	8:20	4:40
5 Humewood P.S.	15 Cherrywood Ave.	8:25	4:35
6 Brown P.S.	454 Avenue Rd.	8:35	4:25
7 Cedarvale	145 Ava Rd.	8:15	4:45
8 Allenby P.S.	391 St. Clements Ave.	8:00	5:00
9 Davisville P.S.	43 Millwood Rd.	8:05	4:55
10 Whitney P.S.	119 Rosedale Heights	8:35	4:30
11 Glen Park P.S.	101 Englemount Ave.	8:30	4:30
12 John Ross Robertson P.S.	130 Glengrove Ave. W.	8:30	4:30
13 John Fisher P.S.	40 Erskine Ave.	8:10	4:50
14 Maurice Cody P.S.	364 Belsize Dr.	8:30	4:30
15 Bessborough P.S.	211 Bessborough Dr.	8:20	4:40
16 Northlea P.S.	305 Rumsey Rd.	8:25	4:35
17 Ledbury Park P.S.	95 Falkirk St.	8:00	4:50
18 John Wanless P.S.	245 Fairlawn Ave.	8:20	4:40
19 Bedford Park P.S.	81 Ranleigh Ave.	8:10	4:50
20 Armour Heights P.S.	148 Wilson Ave.	8:00	5:00
21 Owen P.S.	111 Owen Blvd.	8:00	5:00
22 St. George's P.S.	70 Princess Anne Cres.	8:10	4:50
23 Islington P.S.	44 Cordova Blvd.	8:20	4:40
24 Sunnylea P.S.	35 Glenroy Ave.	8:40	4:20
25 Lambton Kingsway P.S.	525 Prince Edward Dr. N.	8:30	4:30

26	Runnymede P.S.	357 Runnymede Rd.	8:15	4:45
27	Swansea P.S.	207 Windermere Ave.	8:05	4:55
28	Howard P.S.	30 Marmaduke St.	8:35	4:25
29	Jackman P.S.	79 Jackman Ave.	8:20	4:40
30	Frankland P.S.	816 Logan Ave.	8:25	4:20
31	Withrow P.S.	25 Bain Ave.	8:35	4:20
32	Earl Grey P.S.	100 Strathcona Ave.	8:20	4:30
33	Earl Haig P.S.	15 Earl Haig Ave.	8:10	4:45
34	Norway P.S.	55 Corley Ave.	8:40	4:20
35	Kew Beach P.S.	101 Kippendavie Ave.	8:30	4:30
36	Williamson P.S.	24 Williamson Rd.	8:20	4:40
37	Birchcliffe P.S.	1650 Kingston Rd.	8:10	4:50

**Bus Schedules**

In the morning, campers must be at their designated bus stops 5-10 minutes earlier than their scheduled pick-up time. Due to tight route schedules, buses cannot wait for campers in the morning. Likewise, we ask that parents arrive 5 minutes earlier than scheduled drop-off times in the afternoon to pick up campers.

We will make every effort to stick to our published schedule; however, we ask that you be patient with us on the first day or two of each session, when it is normal to expect slight delays. Delays are unavoidable due to traffic conditions and unforeseen circumstances; however, buses will not wait beyond scheduled pick-up and drop-off times.

Because of safety concerns, split transportation is not available (i.e. different am and pm stops). Buses will not pick-up or drop-off any children between stops or at any locations other than the pre-established stops.

**Morning Drop Off at Bus Stops**

Each bus will have a Bus Marshall. They have the responsibility of checking the attendance of each camper entering the bus. At busy bus stops we ask that parents and campers form an orderly line in order to load buses safely and to avoid pushing or rushing to the bus to load. As always, safety is our prime concern.

If your child misses the bus in the morning, please make arrangements to have him or her driven to the Camp Office by other means. In this event, campers must be signed in at the Camp Office; please do not take them directly to their camp programme. We ask that you do not 'chase' the bus if you have just missed it. You may follow the bus to the next designated stop; however, the bus is not allowed to make any unscheduled stops and will not pick up campers other than at designated bus stops.

Notes for the Camp Office should be given directly to our Bus Marshall when your child is boarding the bus to ensure they are not lost or misplaced. Please make sure that notes are legible, and that they include your child's first and last names, phone number, and camp programme.

**Picking Up Campers from Stops**

Due to safety reasons, children will only be released to persons named on the registration form. Photo ID (e.g. driver's license, passport) will be required. Please bring your identification with you every day. Although this may cause a minor inconvenience to you, the safety of your children is our highest priority.

Again, due to safety concerns, campers will not be allowed to leave the bus stop unless the Camp Office has received expressed written permission, as indicated on your registration form, allowing your child to walk home alone from the bus stop.

If you arrive late at the bus stop to meet your child and we do not have permission to allow your child to walk home alone, DO NOT PANIC! Call the Camp Office immediately. We will keep your child on the bus and he or

she will be taken to the last stop on the route with a staff member. In the meantime we will make every effort to contact you to advise you of this. Office staff will also advise you as to the location of, and directions to, the final stop. Last stop information is also available on the schedule insert.

If you have made alternative travel arrangements for your child, please notify the Camp Office well in advance. Campers cannot make changes themselves.

### ☉ **Parent Drop Off (PDO) AND Pick-Up (PPU) at Camp**

Harbourfront Centre Camps enforces a strict Photo ID policy for anyone picking up campers from Harbourfront. Only individuals who have been indicated on the registration form are allowed to pick campers up. Designated individuals must show Photo ID when signing campers out. No exceptions will be made. We apologize for the inconvenience; however, your child's safety is our first priority. If an individual shows up who is not on our list, we will not release the camper until we have verified permission with the primary parent or guardian of the camper.

#### **Parent Drop-Off (PDO) – 8:45-9:15am**

Campers who are driven to camp or who are arriving via TTC should arrive at camp between 8:45 and 9:15 am daily. Campers must go to the designated Parent Drop-Off area in the Lakeside Terrace, located on the first floor in the southwest corner of York Quay Centre, and check in with the Parent Drop-Off Co-ordinator. Sign-in stations will be organized alphabetically by the camper's surname. From here, we will ensure that all campers make it to their appropriate camp locations. Campers arriving after 9:15 am must be brought to the Camp Office on the 3rd floor of York Quay Centre to be signed in. (To get to the Camp Office, take the elevator at the southeast end of York Quay Centre to the 3rd floor. Once on the 3rd floor, an office staff member will grant access through the security gate for all camp-related visitors). 30-minute parking passes will be given to all individuals signing in campers. These parking passes are valid only at the south parking lot (P2). Please see the parking map for the location of our lot.

#### **Parent Pick-Up (PPU) – 4:00-4:15pm**

Parents can pick up campers from the Lakeside Terrace in the York Quay Centre, beginning at 4:00pm. If you wish to pick up your child earlier than 3:45 pm, please arrange to do so by calling the Camp Office.

Please enter the Lakeside Terrace from inside the York Quay Centre, as the sign-out table will be located on the east side of the room, closest to the Lakeside EATS restaurant. After 4:15 pm, campers will be relocated to the Extended Program in the Brigantine Room, located in the northwest corner of the York Quay Centre. Parents will be charged the \$12 Extended Program fee after 4:15 pm.

### ☉ **Travel By Self Campers (TBS)**

If you have given permission on the registration form for your child to travel to or from camp by themselves, it is important that they sign in and out each day with the Travel by Self Staff Person who will be located in the Lakeside Terrace (the same location as the parent pick up/drop off campers). Please ensure that your child follows this procedure.

#### **TTC**

Our site is easily accessible by the TTC. Take the Harbourfront LRT (streetcar) from either Union (509 or 510) or Spadina (510) station. The streetcar stops directly in front of the York Quay Centre at the Lower Simcoe Street stop.

### ☉ **Extended Programme Day (EPD)**

A well-supervised general programme is available from 7:30 am to 8:45 am and from 3:45 pm to 6:00 pm for those parents unable to meet our regular hours or bus routes. Campers will be taken to and from their camp programmes at the start and end of the day by camp staff. Senior Staff and Counsellors work at the Extended Programme, leading a variety of creative programming including indoor and outdoor games, and arts and crafts.

Pre-registration is mandatory, at a cost of \$60 per week (\$48 for sessions 1A and 3B). A late pick-up charge will apply after 6 pm at the rate of \$1 per minute.

The Extended Programme will be in the Brigantine Room, located on the first floor in the northwest corner of York Quay Centre. Please check your child in and out with the Extended Programme Supervisor. You will receive a 30-minute parking pass at this time.

**Late Fee Policy**

If your child is not picked up by the designated camp end time, you will be charged a late fee. The late fee policy for camp is as follows:

- 1-15 minutes late: \$5.00
- 16-30 minutes late: \$10.00
- 31 minutes-1 hour: \$20.00

**LUNCH TIME**

**Optional Meal Plan**

We are pleased to be working with Real Food for Real Kids™ again this summer at Harbourfront Centre Camps!

Our lunches and snacks are 100% NUT FREE & TRANS-FAT FREE! Real Food For Real Kids provides 100% natural lunches and snacks to daycares, schools & camps with an emphasis on Ontario-grown and organic food.

Each day your child will receive a wholegrain wrap, sandwich, pita or bagel using the highest quality ingredients, as well as a fresh fruit and a healthy snack.



**PLEASE NOTE: Food allergies and dietary restrictions cannot be accommodated on the Meal Plan.**

**Cost**  
 \$34/week (5 day week)  
 \$28/week (4 day week)

Day	Main	Snacks
Monday	Pizza Sandwich – whole wheat bun, all natural beef, pepperoni, cheese, Sicily sauce	RFRK™ cookie, fresh fruit, 100% fruit juice box
Tuesday	Turkey & Cheese Club – whole wheat bun, turkey slices, cheddar, lettuce, tofu Dijonnaise	fruit leather, fresh fruit, 100% fruit juice box
Wednesday	The Triple C – whole wheat bagel, cheddar, soft cheese, cucumber	carrots, fresh fruit, 100% fruit juice box
Thursday	Beef Burrito – whole wheat tortilla, beef, lettuce, cheese, tofu Dijonnaise	cereal bar, fresh fruit, 100% fruit juice box
Friday	Chicken Caesar Wrap – whole wheat tortilla, roasted chicken, lettuce, tofu Caesar dressing	RFRK™ muffin, fresh fruit, 100% fruit juice box

Specific menu items are subject to change.

**Peanuts, Nuts and Nut Product Policy**

For the safety of all our campers and staff, **PEANUTS, NUTS AND ALL OTHER NUT PRODUCTS ARE PROHIBITED FROM ALL OUR CAMP PROGRAMMES.** We have many campers and staff throughout the summer who have allergies of varying degrees of severity to nuts and nut products. Many of these children and staff face the very real possibility of suffering a fatal allergic reaction to even the tiniest trace amount of nuts. In

extreme cases, the scent of someone eating a nut product (e.g. a peanut butter sandwich) in the same room may be enough to trigger such an allergic response.

Similar to policies developed by many school boards in Ontario, we are requiring that staff and campers refrain from bringing nuts and nut products to camp. This includes but is not exclusive to peanut butter, chocolate bars containing nuts, granola bars containing nuts, or any other product that may traditionally contain traces of nuts. We recognize that this may be a staple food source for many campers and are prepared to forward a list of alternative foods provided to us by the Municipal Public Health Office. We cannot guarantee a nut-free facility; however, we will do our best to ensure the safety and inclusion of all campers and staff.

We thank you for your co-operation and understanding in helping to make our programme safe and accessible for all children.

## WHAT TO BRING AND WHAT TO WEAR

### What to Wear to Camp

Washable and inexpensive is in once again! Please dress your child in comfortable clothing suitable to the weather forecast for the day. Please remember that we are located on the water and temperatures are often several degrees cooler than the forecast highs for the city. Care is always taken in all activities; however, spills sometimes occur so don't send campers dressed in their best. Individual camps may have specific requirements (i.e. smocks for Creative Arts, baseball gloves for Junior and Senior Olympia Multi-sport) however these needs will be identified in Counsellors' calls and Directors' letters home. We strongly recommend wide-brimmed hats and sun screen be sent for added sun protection.

### Label Everything!

Please label everything coming to camp with your child. We have up to 1,000 campers daily, which equates to vast quantities of Maple Leaf and Blue Jays baseball caps, so please use your child's first and last names. Items with only initials or first names are impossible to sort. We also recommend that campers assist in packaging their bags at home so they are aware of what belongs to them when they come to camp. If, for security reasons, you are uncomfortable labelling your child's clothing with their first and last names, please label them with your name, as we can also use your name to match a found item to your child.

### Lost and Found

Any items found at camp will be stored in our Lost and Found. Campers are able to look through for missing items with the assistance of their counsellor. If your child has lost any items, please call the Camp Office or send a detailed note to the Camp Director. The Camp Office will retain items in the Lost and Found for a period of 1 week, at which point, if unclaimed, they will be given to charity.

We are not responsible for any lost, stolen or missing items. We make every effort to secure and find items but, due to the public nature of our facilities, we strongly recommend that you do not send new, expensive or favourite items to camp with your child. **Please do not send your child with money, electronic games, personal listening devices (i.e. MP3 players) or any possessions of value.** As above, please label all clothes, towels, backpacks, etc.

### Camp Wear

Camp merchandise is available for sale at Bounty, Harbourfront Centre's on-site contemporary craft store, or online as part of your camp purchase. We offer high-quality articles of clothing including t-shirts, sweatshirts and hats. Show off your camp spirit with a Harbourfront Centre Camps shirt! All exchanges and new purchases can be made through Bounty, located in the northeast corner of the York Quay Centre. Camp merchandise may not be on display, but sales staff will be happy to assist you. Bounty staff can be reached at 416-973-4993.



**Cell Phones**

We strongly recommend and encourage that your child does not bring a cell phone to camp. If a cell phone is brought to camp, it is expected that it be off and in a bag or backpack. Children will not be allowed to use phones for recreational purposes. If you need to get a message to your child while he or she is at camp please call the Camp Office (416-973-4093).

**Special Treats**

We ask that if it is your child’s birthday or a special occasion that you refrain from sending food such as cakes or cupcakes in as we are unable to serve food to other campers.

**EVENTS AT CAMP**

**Open House**

Several of our camps offer Open Houses during the final days of camp. Please refer to the parent letter from your child’s Camp Director for specific dates and times. This letter will be sent home with your child on the first day of camp.

If your child’s camp is offering an Open House, you have the option of signing your child out when the Open House is over. Sign-out will be done by the Camp Directors at each camp location. Standard sign-out procedures are in effect: campers will only be released to designated individuals with prior authorization. Please have Photo ID available when signing out. High quality programming, bussing, Parent Pick-Up and Extended Programme will continue for the duration of the afternoon after each Open House.

**Swim Days**

If the camp you have chosen indicates that it has recreational swimming and your child cannot or does not wish to participate, please note that alternative activities are always provided. Please let the Camp Office know in advance if your child does not wish to swim.

If your child is going swimming, please provide a bathing suit and towel for your child on the days indicated in the Director’s letters or Counsellor calls home. Many campers also bring an extra T-shirt to wear in the water for the added sun protection.

Camps will be bussed (fully supervised) to Sunnyside outdoor swimming pool, located at Lakeshore Blvd. W and Park Lawn Ave or D.D Summerville Pool, located at 1675 Lake Shore Blvd. E. While swimming, campers are supervised by their counsellors as well as trained City of Toronto life guards and aquatic staff.

**Rain or Inclement Weather**

All camps have more than adequate indoor space in the event of rain, extreme heat, cold weather or smog. Camps may also use indoor space on hot or humid days; however, due to programming content, many camps operate primarily outside (e.g. all marine camps, etc). Please dress your child appropriately. Every effort is made to provide a suitable rainy day activity in the event of inclement weather; however, certain modifications to programmes may occur depending on the Camp speciality area.

**A Typical Day at Camp**

Time	Activity
7:00-8:45am	Parent who have registered for Extended Programme drop their children off in the Brigantine Room – Don’t forget your photo ID!
8:45-9:15am	Parents begin to drop their children off at Lakeside Terrace – Don’t forget your photo ID!
9:00am	Busses begin to arrive and Directors and Counsellors meet the busses

9:30am	All Campers meets on the West Lawn for Morning Ceremonies – Attendance is taken and the campers sing Oh Canada and Camp Songs!
9:45am	Camp groups leave to their locations (attendance is taken)
10:00am-12:00pm	Morning programming – Drama, Visual Arts, Sports, Marine Sports – varies from camp to camp.
12:00-1:00pm	Campers eat lunch and then partake in quiet games and songs until all the campers are finished eating
1:00-3:00pm	Afternoon programming – Drama, Visual Arts, Sports, Marine Sports – varies from camp to camp.
3:00-3:30pm	Wrap up and quiet games
3:30pm	End of Day procedures. Campers are brought to their bus lines, Extended Programme or Parent Pick up
4:00-4:15pm	Parents pick up campers in the Lakeside Terrace – Don't forget your photo ID!
4:00pm	Busses leave
4:00-6:00pm	Parents who have registered for afternoon Extended Programme pick up their children in the Brigantine Room – Don't forget your Photo ID!

A detailed schedule will be sent home in your Parent Letter on the first day of camp.

## REGISTRATION

### ☉ Late Registrations

We will gladly accept late registrations during the course of the summer, space permitting. Many of our camp programmes fill up prior to the start of the session, so if you are looking for more summer programmes, now is a great time to sign up! If you are registering just before a session, please be sure to fill out a medical form in the Camp Office! If you are already registered and wish to add sessions, please call our Camp Office (416-973-4093) and someone will be able to assist you with your additional registrations.

### ☉ Refund / Transfer Policies

A \$50 administration fee will be withheld for any refunds requested 14 days before your child's camp was to begin. Within 14 days, there is no refund.

There is no refund for busing cancelled after June 1, 2009.

Transfers between camp programmes (if space is available) may be requested up to 14 days before a session begins (a \$30 administrative fee will be charged for all transfers). Refunds are not available on transfers.

## OUR STAFF

Hired for their experience, leadership, enthusiasm and specialized skills, our staff provide a well-rounded, well-supervised programme. Returning staff are joined by experienced staff new to Harbourfront Centre. All staff are fully trained prior to the start of the summer. Counsellors are supported by a core group of senior and administrative staff, including an on-site Healthcare Director. All staff are trained in Basic First Aid.