



**Storybook**  
GARDENS

DAY  
CAMP

*Parent and Camper Handbook*

*2017*

**Storybook**  
GARDENS

## Table of Contents

	Page
<i>Welcome Message</i>	<b>3</b>
<i>Day Camp Program Descriptions</i>	<b>4</b>
<i>Registration Information and Fees</i>	<b>5</b>
<i>General Information</i>	<b>6</b>
<i>Meet our Day Camp Leadership Team</i>	<b>6</b>
<i>Camp Group Requests</i>	<b>7</b>
<i>What to Bring to Camp</i>	<b>7</b>
<i>Lost and Found</i>	<b>7</b>
<i>Safe Arrival and Departure Procedures</i>	<b>8</b>
<i>A Typical Day of Camp</i>	<b>9</b>
<i>Sample Schedule</i>	<b>9</b>
<i>Health and Safety</i>	
<i>Inclusion at Camp</i>	<b>10</b>
<i>Lice Procedure Medications</i>	<b>10</b>
<i>Medications</i>	<b>10</b>
<i>Medication Consent Form</i>	<b>11</b>
<i>Camper Allergies</i>	<b>12</b>
<i>Packing Healthy Nutritious Lunches and Snacks</i>	<b>12</b>
<i>Child Guidance Policy and</i>	<b>13</b>
<i>Supporting Your Child at Camp</i>	<b>13</b>
<i>Forms Included in the Handbook</i>	
<i>Day Camp Hat Order Form</i>	<b>14</b>
<i>Thursday Hot Lunch Order Form</i>	<b>15</b>

## Welcome Message

Welcome to Storybook Gardens Day Camp. This camp is all about PLAY and at Storybook Gardens we take PLAY very seriously. Our camps are designed to engage preschooler and young school aged children in the great outdoors. Storybook's beautiful park, has a unique combination of the natural environment and high-intensity attractions that gives campers a blend of self-directed exploration, counsellor lead play, focused learning activities, entertainment and traditional camp activities. This camp program has been designed to captivate young children in a way that will challenge, inspire, educate and entertain them.

We have many skilled and enthusiastic staff on our camp team this summer that are eager to share many fun adventures with our new and returning campers. If you have any questions about your child attending our camps this summer please email us at [storybookdaycamp@london.ca](mailto:storybookdaycamp@london.ca) or please feel free to contact me directly at 519-661-2500 ext. 0919.

*Diana Rowe*

Diana Rowe  
Program Supervisor, Storybook Gardens

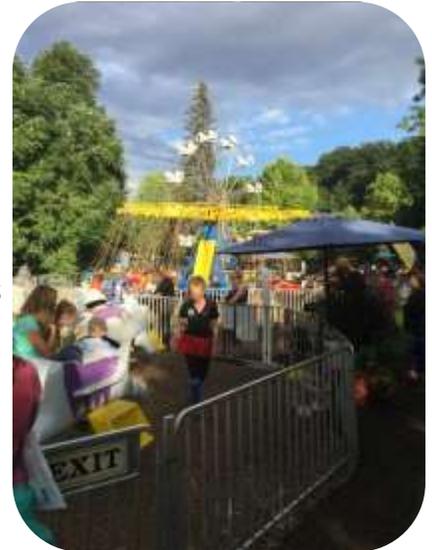


## Day Camp Program Descriptions

Camp Storybook combines all the best features of a day camp experience with Storybook Gardens attractions and activities. Below is a description of our camp programs and hours. All programs run on statutory holidays.

### **Junior Day Camp - 8:30 am to 4:30 pm** **4-5 Year olds**

This full day camp experience for 4-5 year olds includes traditional camp activities and unstructured play while exploring the enchanting Storybook environment. Campers visit the splash pad on Tuesday, Wednesday and Thursday and enjoy theme day programming each Friday. Programs unique to junior camp include: maker day, stage shows, outdoor exploration and gardening. Program runs on all statutory holidays.



### **Senior Day Camp - 8:30 am to 4:30 pm** **6-9 Year olds**

This full day camp experience is now available for 6-9 year olds. Senior campers are based at Storybook Gardens but have the opportunity to explore past the castle walls and venture into the arboretum and into Springbank Park. Senior camp combines all the best features of our junior camp program plus camper choice programs, archery, peep village and eco-camp theme days.



## Registration Information and Fees

To register call 519-661-5575 or register online using your Spectrum Interactive account online at <https://rec.london.ca/eConnect/Start/start.asp>.

### Junior Day Camp

**Fee: \$154(R)/\$159(N)** (For Pass Holders)

**\$164(R)/\$169(N)** (Non-Pass Holder)

Meal Plan extra.

Week	Camp Code	Meal Plan
Jul 3	289605	289671
Jul 10	289606	289672
Jul 17	289607	289673
Jul 24	289608	289674
Jul 31	289609	289675
Aug 7	289610	289676
Aug 14	289611	289677
Aug 21	289612	289678
Aug 28	289613	289679

### Senior Day Camp

**Fee: \$154(R)/\$159(N)** (For Pass Holders)

**\$164(R)/\$169(N)** (Non-Pass Holder)

Meal Plan extra.

Week	Camp Code	Meal Plan
Jul 3	289625	289671
Jul 10	289626	289672
Jul 17	289627	289673
Jul 24	289628	289674
Jul 31	289629	289675
Aug 7	289630	289676
Aug 14	289631	289677
Aug 21	289632	289678
Aug 28	289633	289679



## General Information

We have put this handbook together as a guide to help prepare you and your child for camp this summer. Even if your child is a returning camper there is always new information about the summer that you will need to know. Please take the time to review this information prior to your child's arrival at camp this summer.

### Our Day Camp Team

Storybook Gardens places a strong emphasis on hiring mature, enthusiastic and qualified staff. All staff are required to be certified in Standard First Aid and HIGH FIVE - Quality at Play®.



Storybook Gardens Day Camp staff are required to attend pre-camp summer training sessions, including sessions on City of London policies and procedures, risk management, inclusion, bullying recognition/prevention, safety and supervision and program planning. All staff must also pass a Vulnerable Positions Screening police check before they are offered a position.

### Camp Supervision Ratios

- Mini Camp      1 Counsellor: 6 Campers (Exceeds child care standard 1:8)
- Junior Camp    1 Counsellor: 8 Campers (Our camp groups rarely exceed 1:6)
- Senior Camp    1 Counsellor: 10 Campers (Exceeds program standard 1:15)

In order to allow for easy identification, camp staff are required to wear a staff uniform.



## *Camp Group Requests*

We understand that parents prefer to have their children grouped with friends or siblings and encourage families to submit a group request by email to our day camp team at least one week prior to camp. Requests made less than 48 hours' notice prior to the start of camp cannot usually be accommodated. Please send your request to [storybookdaycamp@london.ca](mailto:storybookdaycamp@london.ca) or call Storybook Gardens at 519-661-5770. Please note only one friend request is allowed per camper.

## *What to Bring to Camp*

Your camper's belongings should be well packed in a backpack that is comfortable and not too heavy to carry. Campers will move throughout the park on a regular basis and will carry their bags with them. For this reason, do not pack more than your child absolutely needs for a successful day. When damp or rainy weather is expected, rainwear is advisable. In some cases campers will be undercover but still outside. Please dress accordingly. Campers are recommended to wear close-toed shoes or sandals each day.

### Suggested packing list:

- ✓ Water bottle
- ✓ Hat
- ✓ Sunscreen
- ✓ Towel
- ✓ Bathing suit

Please label everything!

Please do not send your child to camp with toys, money, electronic or card games of any kind, or sharp objects. We cannot be responsible for any valuables brought to the camp and these items can be lost which lead to upset, hurt feelings and blame.

## *Lost and Found*

Lost and found items will be collected and stored in a box located at your child's pick up and drop off location each week. At the end of the week the items will be inventoried and moved to storage until the end of the summer. Unclaimed articles are given to a charitable agency on the last day of camp.



# Safe Arrival Procedures

## Sign In/ Sign Out Procedure

To ensure the safe arrival and departure of campers we ask that Parents/ guardians or designated Emergency Contacts (over the age of 16) accompany campers to and from camp and require that campers be signed in and out every day. Storybook campers will not be permitted to walk home on their own.

Only those listed as Parent/Guardians and Emergency Contacts on your child's Participant Information form are permitted to pick up your child from camp. You must send a signed note if your camper will be picked up by someone other than those you have listed. Photo identification must be shown.

### Photo Identification Policy

**PLEASE NOTE** that it is Storybook Garden's policy to check photo identification for parents and guardians over the first few days of camp until counsellors get to know legal guardians by sight. Always be prepared to present photo identification when picking up your camper.

## Absent Campers

If your child will be away from camp on any particular day(s), please notify your child's Camp Coordinator in person or with a note in advance, or by phone on the morning of his/her absence (before 9.30 a.m. if possible). Call 519-661-5770 and notify the supervisor on duty that your child will be absent from camp.

## Late Pick Up Policy

In a few instances, we experience parents/guardians who are consistently late picking up their campers at the end of the day. The camp staff will not leave children unattended and we will not permit staff to be on their own in these circumstances. The result is that our staff are required to work longer, incurring extra expense.

In order to recover these costs, the City has a policy of charging additional supervision fees when children are not picked up at the appropriate times. Recognizing that sometimes circumstances are completely unavoidable, first instances are treated as an education opportunity. Subsequent instances will be charged to the family. Repeated occurrences will result in your child being unable to register for programs.



# A Typical Day of Camp

On the first day of camp your child will be sent home with their group's program schedule so you can help prepare your camper for the scheduled activities planned each day. On Thursday we send home a friendly reminder about our camp show where all our campers sing the camp songs of the week or present their show prepared for their parents. If you ever have any questions about programming please speak with your child's camp counsellor.

## Sample Schedule

Junior Camp					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Sign in	Sign in	Sign in	Sign in	Sign in
9:00-9:15	Morning Circle	Morning Circle	Morning Circle	Morning Circle	Morning Circle
9:15-9:45	Ice breakers	Pirates island	Gnorbert's Gardens	Pirates island	Craft
9:45-10:00					Play village
10:00-10:15	Bathroom Break				
10:15-10:30	Snack				
10:30-11:00	Tour	Campers Choice	Counsellor Programming	Splash pad	Library
11:00-11:30	Craft – Build Your Peep				Rides
11:30-12:00	LUNCH				
12:00-12:30	Imagination Station/Hands in the Sand	Play village	Splash Pad	Splash pad	Campers Choice
12:30-1:00	Show at the Stage	Splash pad			Active Games
1:00-1:30	Counsellor Programming		Active Games	Puppet Show	Nature Play
1:30-2:00	Rides		Rides	Rides	
2:00-2:30	Snack/story time				
2:30-3:00	Storybook Valley/nursery rhymes	Counsellor Programming	Nature Play	Craft	Big Camp Program
3:00-3:30					
3:30-4:00	Closing circle	Closing circle	Closing circle	Closing circle	Show prep
4:00-4:30	Sign out	Sign out	Sign out	Sign out	Show/Sign out



# Health and Safety

## Camp Inclusion

Campers with special needs are welcome to attend Storybook Gardens camp with their own qualified support worker. Parents/Guardians of a camper who has special needs should identify their needs upon registration. When you have made arrangements for your child's support worker contact Storybook Gardens directly to discuss your child's unique needs and arrange for a smooth transition into camp. We will do our best to create an inclusive environment for your child and your child's support worker. All information is treated with strict confidentiality and professionalism. We require this information in order to increase staff awareness and assist us in making your child's camp experience as safe and rewarding as possible.

Please do not hesitate to discuss health procedures with the Camp Coordinator in person or by contacting them by phone during camp hours.

## Lice Procedure

If head lice is detected on any participant at the site, we advise Parents/ guardians by letter. Camp staff will check participants for head lice unless the parent/guardian has indicated they do not wish their child to be checked. If your child is found with head lice, they must stay away from camp until they have been treated and are completely nit/lice free.

## Medications at Camp

Please follow the procedure below when sending medication to camp:

1. Upon arrival to camp on the first day, please notify the Camp Coordinator that your child needs to take medication during camp hours. They will provide you with a Medication Consent form. You must read, fill out, and sign the form stating the type of medication, dosage and dispensing time. Form located on the next page.
2. Send the medication in the original prescribed container.
3. Please send enough medication for the full week on the first day.
4. Medication should be given directly to the Camp Coordinator by an adult.



**MEDICATION USAGE AND CONSENT FORM**

Program: \_\_\_\_\_ Site: \_\_\_\_\_  
 Senior Staff: \_\_\_\_\_

I hereby authorize the City of London to administer the following medication:

Child's Name: \_\_\_\_\_

Medication: \_\_\_\_\_

Amount of Medication: \_\_\_\_\_

Time(s): \_\_\_\_\_

From: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

Prescribing Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_  
 Date

Details	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Staff Initials										
Time Given										
Amount Prescribed										
Side Effects (if any)										

## *Allergies at Camp*

If your child has a severe allergy, please provide camp staff with a recent photo of your child to ensure all staff can easily identify your child. If your child carries an ANA KIT or Epi-pen, please be sure that staff are aware of this. We require you to complete a form allowing us to assist in administering them in an emergency.

## *Packing Healthy Nutritious Lunches and Snacks*

Each day your camper will require a lunch (full-day camp), snacks, and drinks including a reusable water bottle. Snack and lunch periods will be supervised by camp staff. To avoid loss or confusion, please place your camper's name on his/her lunch bag and containers. Lunch containers should be well ventilated, easy to clean, washed and aired every day. Please do not use glass thermos bottles or glass juice containers. Here are a few tips that may be helpful when packing your camper's nutritional lunch:

- Sandwich fillers best for hot days are cheese, dry sausage (salami etc.) and jam.
- Fruits, raw vegetables, crackers, nut-free granola bars, and low-calories cookies are always excellent choices for snacks.
- You may wish to freeze drink boxes the night before. They will thaw just before lunchtime and can also serve as an ice pack to keep food cool.

Please make an effort to send healthy foods with your camper. Children who eat healthy meals and snacks will have more energy to participate in camp activities! If you need assistance providing snacks for your camper, please see your Camp Coordinator.

### Nut-Free Policy

*The City of London's first priority for all of our programs is the safety of our participants. Due to the growing number of severe nut-related allergies, we ask parent/guardian's cooperation. **Please DO NOT** send peanut butter, nuts or foods that contain nut by-products with your children. Thank you for your help.*



## New Day Camp Meal Plan – Optional

As an alternative to packing a healthy lunch each day for your camper we now provide a day camp meal plan for junior and senior day campers.

Each week we will serve a selection of kid favorite meals balanced with healthy menu options including vegetables and fresh fruit. Vegetarian options will be available. Although we cannot control all of the foods and odours that campers may be exposed to at our public facility we do not serve any food containing nuts or nut products in our meal plan. If your child has a severe food allergy we recommend you pack their lunch to ensure camper safety.

Day camp meal plans must be paid for in advance with Spectrum customer service at 519-661-5575.

### Sample Menu



	Morning Snack	Lunch	Afternoon Snack
<b>Monday</b>	Fresh Fruit – Apples/ Pears/ Bananas	Whole Grain Pasta, Caesar Salad, Milk Box or Juice Box	Bear Paw Banana Bread
<b>Tuesday</b>	<i>Growing Chefs!</i> Fresh Fruit or Vegetables	<i>Growing Chefs!</i> inspired food. Healthy and locally grown food for your camper. <a href="http://growingchefsontario.ca/">http://growingchefsontario.ca/</a>	<i>Growing Chefs!</i> Baked Goods
<b>Wednesday</b>	Fresh Fruit - Watermelon	BBQ Hot Dog or Hamburger, Veggies and Dip, Milk Box or Juice Box	Cheese and Crackers
<b>Thursday</b>	<i>Growing Chefs!</i> Fresh Fruit or Vegetables	<i>Growing Chefs!</i> inspired food. Healthy and locally grown food for your camper. <a href="http://growingchefsontario.ca/">http://growingchefsontario.ca/</a>	<i>Growing Chefs!</i> Baked Goods
<b>Friday</b>	Fresh Fruit – Apples/ Pears/ Bananas	2 Pizza Slices, Milk Box or Juice Box	Popsicle

## *Child Guidance Policy*

A positive approach is used to guide all children. Each situation and child is dealt with individually. We guide and assist each child to feel competent in their abilities and also help them to learn social skills that enhance their self-esteem so they feel competent and secure. We encourage children to express their ideas and feelings, and also help guide their behaviour through our acceptable child guidance principles:

1. Redirection: Guiding a child into acceptable options when engaged in an unacceptable activity.
2. Logical and Natural consequences: Endeavour to make children aware of the results of their actions.
3. Limit Setting: Boundaries are developed by the staff for the children as a group and for individual children according to each situation.
4. Modeling: Demonstration of appropriate ways of interacting.
5. Providing Choices: Appropriate choices are outlined and children are encouraged to make decisions for themselves.
6. Anticipating Trouble: Planning and preparing the environment.
7. Ignoring: Some inappropriate behaviour can be ignored and more emphasis given to appropriate behaviour.
8. Reflection Time: A child may be removed from a situation that is distressing them for a short period of time.
9. Problem Solving: Staff assists children in solving their own problems providing guidance and teaching them the steps of problem solving.

In our day camp, children are taught to resolve conflicts in a positive way. Children are redirected in a respectful way if conflicts arise. Discussion with the child about the conflict and possible solutions is also promoted. Our counsellors are monitored regularly to ensure that children are always treated respectfully in a supportive way. Under no circumstance will corporal punishment be used for behavior.

## *Supporting Your Child at Camp*

Our camp program strives to serve all children but sometimes the regular program cannot meet a child's needs. Storybook Gardens reserves the right to withdraw children for disruptive behavior, or if our programming and staff supervision is insufficient for a child's needs, in the best interests of the child and for the safety of other children. If required, it is the responsibility of the family to work with the Program Supervisor and outside agencies to find support or alternative care.

