



Trinity Hill Top Day Camp 2024 Parent Information Package

Welcome to Trinity Hill Top Day Camp!

We are delighted that you have chosen to be part of our summer camp family! We hope that you and your camper(s) are excited about the coming day camp season, and we understand that you may have some questions about preparing for camp. Our commitment is to make the entire camp experience enjoyable as well as a successful venture into personal growth and development.

This package is designed to answer your questions and to share other information that is important for you to know. Please share this information with your camper. Children who come to camp prepared for the experience are able to get the most from their time at camp!

Please do not hesitate to contact us if you have any questions or comments regarding the enclosed information.

****Please return the signed permission form and the signed Camper Code of Conduct on the first day your child(ren) attend camp. ****

Warm regards,

Bill Sergeant

Trinity Hill Top Day Camp Supervisor

Reverend Canon Simon Bell

Minister, Trinity Anglican Church

Trinity Hill Top Day Camp
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DAY CAMP INFORMATION

Fees:

75% of camp fees are refundable, if notice of cancellation is provided at least five business days ahead of the start date, of the week in which the camper is registered.

All fees are due at the time of registration in CASH or CHEQUE or ON-LINE payment.

Register in person: Between 9 a.m. - 12:00 p.m. Tuesday and Fridays, then as of June 26th Monday – Fridays.

By Mail: All mailed registration forms must be received two weeks prior to the week your camper(s) will be attending and must include payment, as noted above.

Daily Drop-off & Pick up at THT Camp

Please arrive at the Hill Top doors between 8:45 a.m. and no later than 9:00 a.m. for drop-off, and 4:00 p.m. for pick-up.

Authorized parents/guardians **must** sign in their child with a staff member when dropping off and picking up children.

Sign in/Sign out Procedures

Sign in: It is important that staff on duty are aware that your child(ren) have arrived.

Please sign your child(ren) in at the sign-in table.

Sign out: Parents/guardians must personally pick up your child(ren) and sign out with the staff on duty. A staff member must be aware that you and your child are leaving. On the registration form there is a spot to indicate who is authorized to pick up your child. If this information changes prior to or during the week of camp, please notify the camp director. The authorized people are the only person(s) that we will send your child home with.

Photo ID may be required at the time of pick up.

**** If there is a custody order in place, please provide a copy to the camp director at the time of registration****

Drop Off/ Pick Up

Transportation

Although day camp is run out of Trinity Anglican Church, we try and spend as much time as possible out doors and in the community. Once a week, there will be a special field trip. Campers may be transported in a school bus if the destination is not within walking distance.

Extended Care

Before camp and after camp supervision is available for the charge of \$75.00 per camper per week. There is no daily rate. Extended care is a registered program and the fees are due at time of registration.

Extended Care is available from 8 a.m. – 9 a.m. and 4 p.m. – 5 p.m.

Late Departures

We ask that parents / guardians arrive promptly at the end of the camp day to pick up their children. If parents are late, camp staff must stay until all children have been picked up. This is an extra cost to the camp, and it will be passed on to the parents. Any parent picking up their child after the designated end of camp will be charged an additional fee of \$15 per ½ hour, or any portion thereof.

Medical Information

It is extremely important that you follow the guidelines listed below in order to ensure your campers' health and safety

1. **Epi Pens:** If your child has a potentially fatal allergy, you must send your child to camp with their Epi Pen and a fully completed medication form. For younger campers, the child's direct counsellor will carry their Epi Pen on them at all times. With camp director and parents' approval, older children may be allowed to carry their own Epi pen, based on a case-by-case basis.
2. **Inhalers:** If your child uses inhalers, you must send your child to camp with their inhalers and a fully completed medication form. For younger campers, the child's direct counsellor will carry their inhalers on them at all times. With camp director and parents' approval, older children may be allowed to carry their own inhaler, based on a case-by-case basis.
3. **All medications** must be sent to camp each day in the original container, with time, dosage and frequency instructions written in English and a fully completed medication form. *Please only send one day's dose at a time* All medications will be held by the camp director (with the exception of older children's Epi Pens and inhalers) and provided to the child at the designated times. In the event the camp director is off site, the senior leader will assume this responsibility. Please speak to the camp director if you have any questions/concerns. Medication forms will need to be filled out on a weekly basis. If there are any changes to your child's medical status, please let the camp director know and update your child's medical form.
4. Please notify camp staff if your child has recently started/stopped taking medication.
5. Please notify Camp director of any food allergies/intolerances, as we will be participating in a cooking experience each week and do not want any children left out.

In case of Injury or Illness

Our staff have current First Aid and CPR training. If your child becomes ill or injured at camp, immediate care will be provided and you will be contacted. If a trip to the hospital is necessary, a staff member will accompany your child, and one of our staff will contact you as soon as possible.

What to bring to Camp

The following is a list of items that each camper will need to bring to camp every day:

* Packed, ready to eat lunch (nothing that requires a microwave). Lunches should be as litter free as possible and to protect our staff and campers with allergies, lunches **MUST BE NUT FREE.**

* 2 Healthy Snacks to give your child energy to participate in the full camp program.

* A Hat is an absolute must, labelled with your child's name.

* A refillable water bottle. Labelled with their name.

* Sunscreen that is SPF 30 or higher and waterproof.

* Insect Repellent (no aerosol sprays please).

* A bathing suit (for splash pad trips, water games, etc.)

* A towel (for sitting on, drying off etc.)

* Running Shoes for walking and playing (***no flip flops please***)

* A coat or sweater for cooler weather or in case of rain.

* A book appropriate to your child's reading ability.

**Please send all camp supplies in a backpack to make it easy for your child to carry while on trips and walks.

*** We would greatly encourage parents of our younger campers (4 ½ -5 year olds), to send a spare change of clothes, underwear and shoes in case of toilet related accidents. These can be packed in a large (labelled) Ziploc bag and left at camp for the week.

Please do not bring any valuables to camp, as Trinity Hill Top Day Camp is not responsible for lost articles. This includes toys and electronics.

Clothing and Equipment

• **Label all clothing and materials your child is bringing to camp with your child's first and last name.**

We will not take responsibility for any damage or loss of property while at camp.

• Please pack clothing that is appropriate for physical activity and the informal atmosphere of camp.

What not to Bring to Camp

Please **do not** bring any of the following items to camp:

- Tablets, laptops, cell phones
- Aerosol cans
- Cigarettes, matches, lighters
- Knives or firearms
- Money
- **NUTS: due to serious allergies, we ask that you do not send nut products with your child. Please look at food labels carefully.**

Day Camp Weather Watch

We watch the weather very carefully at Trinity Hill Top Day Camp to ensure the safety of our campers. Misty and light rain will not influence our programming schedule, heavy rain will force the camp program indoors as soon as possible. Thunder and lightening will also force the camp program indoors; any activity scheduled for outdoors will be rescheduled or redirected indoors. In the event a tornado watch or warning is issued, if we are at Trinity, we will make our way to the basement and stay there until the watch/warning has ended. If away from Trinity the staff will find appropriate shelter or find the safest/lowest point and wait until it is safe to return.

Staff

Trinity Hill Top Day Camp staff is a very dedicated group of young adults (university, college, and high school students) who are carefully selected for their skills, leadership abilities and sincere interest in the growth and development of children. All of our staff participate in intensive training (including First Aid/CPR and Epi-pen training) prior to camp.

Behavioural Guidance Policy

Before camp, parents/guardians should discuss behavioral expectations for camp. Campers are involved with each step of the resolution process when problems occur. If behavioural problems occur, we follow appropriate conflict resolution procedures

In accordance with Trinity Hill Top's Camper Code of Conduct, campers may be sent home without warning for certain behaviours that include, but are not limited to: possession of alcohol, smoking, violence/aggression toward another camper or staff member. These decisions will be made at the discretion of the camp director. **Fees for a camper sent home for behavioural reasons will not be refunded.**

Trinity Hill Top Day Camp addresses all issues of bullying and trains staff to promote communication with their campers so both campers and staff will be comfortable alerting us to any bullying problems.