

Harbourfront centre

March Break Camps

March 12-16, 2012

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Parent & Camper Information Newsletter



Welcome!

Welcome to Harbourfront Centre March Break Camps! March Break is finally here and we're all ready to have some fun and make great memories. We're glad that you have chosen to spend this time with us. We have eighteen great programmes to offer you this year. Our youngest campers can launch into spring at our Camp by the Water programme while other campers can become acrobats, artists or adventurers. Rest assured there is a creative, fun-filled, educational and action-packed week awaiting you here no matter what camp you have registered for. Whether your goal is to meet new friends, learn new skills, be creative or just to have fun, our camps will rise to the occasion.

We have prepared this newsletter to answer any questions that you may have and to provide more information for you prior to your arrival. Should you have any questions that we haven't answered, please give us a call and we will be happy to help you. Our Camp Directors will be sending home a welcome letter on the first day of camp.

March Break is a great warm up for our amazing summer season. We offer over 45 fantastic summer opportunities for campers aged 3 to 17, so if you want to continue the fun, sign up early as camps fill up quickly. Summer camp registration will begin January 20 2012. Look for our full-colour summer brochure, or explore our website for quick and easy on-line registration — it's simple, fast and convenient, just visit harbourfrontcentre.com/camps/

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

On behalf of the entire Harbourfront Centre staff, we are look forward to seeing you this spring!

Camp Office Hours

Regular Hours

Monday-Friday, 9am-5pm

March Break Hours

Monday-Friday, 7:30am-6pm

harbourfrontcentre.com/camps

416-973-4093

Absent Camper?

If your child is going to be absent from camp on any given day, please leave a message with the Camp Office by calling 416-973-4093.

Don't forget your photo identification when picking up your kid(s)!

Need an Early Pick-Up?

In the event you need to pick up your child(ren) early, please notify the camp office at least 24 hours in advance. Please send in a legibly written note to the Camp Office outlining what time you will be here, or call the Camp Office 416-973-4093. Campers will be ready for pick-up at the Camp Office located at the South end of the building, on the 3rd floor. The Camp Office can be accessed via the elevator at the **South** end of the building. Please remember to bring photo ID. **Please do not pick campers up from their camp locations. All staff are required to escort parents and campers to the office for sign-out procedures.**

Attendance Procedures

In order to ensure safety and to provide full supervision of our campers, we ask that parents and guardians follow strict procedures concerning attendance. There are three different travel arrangements for March Break Camps: Parent Drop-Off and Pick-Up, Travel by Self, and Extended Programme Day. We will only release campers to the names that were provided to the office and those people with authorization to pick up will be required to show I.D daily. We require **government issued ID at ALL of these locations.**

Parent Drop Off (PDO)

If you are dropping your child off at camp in the morning, the drop off point is located in the Lakeside Terrace. The Lakeside Terrace, is located on the south west side of York Quay Centre, opposite Lakeside Eats. Enter York Quay Centre through the north entrance on the East Side of the building and follow the signs to the Terrace.

Staff will be available to help and direct you. There will be tables set-up alphabetically to accommodate several lines of parents to sign in. If driving, free 60-minute parking is available in the Rees St. (P3) lot. In efforts to maintain safety, please refrain from parking or "standing" on Queens Quay West in front of the building. All children must be signed in by an adult. If traveling by TTC, take the 510 or 509 streetcar from either Spadina or Union Station. There is a street car stop directly in front of York Quay Centre at Lower Simcoe Street.

Please drop campers off between **8:30am and 9:15am**. If you arrive after 9:15am it is mandatory that you bring your child(ren) to the Camp office located at the South end of the building on the 3rd floor in order to sign them in. To access the Camp Office use the elevator located at the south end of the building. We ask that you please be patient on the Monday morning of March Break; as can be expected, the first Monday of camp is typically a little hectic relative to the rest of the week. We appreciate your understanding in advance.

Parent Pick Up (PPU)

Campers will be ready for pick-up between 3:45pm and 4:30pm everyday. The pick-up area is in the Lakeside Terrace (exactly the same set-up as in the morning for Drop-off). Please sign your child out with the staff member at the appropriate table. **Do not leave without signing your child(ren) out.**

In the interest of safety, we will only allow the parents, guardians or designated persons named on the registration form to pick up and sign out children. If any names are missing, please call the camp office as soon as possible. **Any person (parent, guardian, etc.) picking children up from camp will be asked for government issued photo I.D. (i.e. driver's license, passport, etc.).**

Travel By Self (TBS)

If you have given permission on the registration form for your child to travel to and from camp by themselves, it is important that they sign in and out each day with the Travel by Self staff member who will be located in the Lakeside Terrace (the same location as the Parent Pick Up/Drop Off). Please ensure that your child follows this procedure. This option is only available to children who are 10 years and older unless another sibling who is 12 years and older is responsible for the child who is younger than 10 years.

Extended Programme Day (EPD)

The Extended Programme Day (EPD) is held in the Brigantine Room. This is located in the north end of the building behind the Info Desk on the main floor of the York Quay Centre.

EPD allows campers to be dropped off earlier and/or picked up later in the day. EPD is a well supervised camp programme where children will have the option to participate in arts and crafts activities, board games including quiet and active games! The morning session runs from 7:30am to 9:15am and the afternoon session runs from 3:45pm to 6:00pm. Pre-registration in the programme is mandatory.

Please do not drop campers off earlier than 7:30am, as we will not accept responsibility for campers before this time. Campers must be picked up no later than 6:00pm. Campers who are not picked up by 6:00pm will be taken to the Camp Office on the third floor at the south end of the building. A late fee of \$1.00 per minute will be charged. Regular attendance procedures apply to EPD, including the photo ID requirement for anyone picking children up. Parking passes will be available from the EPD Supervisor once you have signed your child(ren) in or out of the programme.

Free Parking

Free parking for pick up and drop off is **only available at the Rees St. (P3) lot**. This is on the north side of Queens Quay just west of Rees St. The entrance is off of Queens Quay W. at the P sign. A 60-minute parking pass will be available from the Camps staff that sign your children in or out. Please give the parking pass and your ticket to the parking attendant when exiting the lot. Parking passes are **only valid** during camp hours and **only for the Rees St. (P3) lot**. **Due to limited parking, we cannot offer parking passes for camp open houses.**



Lunch

All campers must bring their own lunch to camp unless you have pre-registered for the meal plan. Campers will not have the opportunity to purchase lunch on-site or off-site.

Unfortunately, we cannot accommodate requests to refrigerate or heat lunches due to the number of campers attending March Break Camps. Please pack accordingly.

We recommend that parents send extra snacks and drinks for your child(ren) based upon their specific needs and appetite.

Harbourfront Centre is a **NUT-FREE ZONE**. Please do not send any food items containing nut products. Thank you for your cooperation. If you have any questions with respect to our nut free policy, please do not hesitate to call the Camp Office at 416-973-4093.

In the interest of the environment we encourage parents to pack a "litterless" lunch in a recyclable or re-usable container

Weather

Please dress your child(ren) warmly in hats, mittens, scarves, boots, sweaters and coats as may be required by the weather. Some activities may be done outside and your child should be suitably dressed in order to fully participate. Please label all articles of clothing as well as bags or knapsacks with the camper's full name.

Medication

We do not stock or administer medications. We discourage you from sending medications to camp with your child(ren) unless it is absolutely necessary to do so. If this is the case, we require that the medication be in its original container with clearly labeled instructions explaining the administration process. This information should also be clearly outlined on the medical form. When you sign your child in on the first morning of camp. If you have any medical concerns please call the Camp Office at 416-973-4093.

Camp medical form: have you returned yours?

All children attending camp are required to have an up-to-date medical form on file in case of emergency. A medical form has been included in this mailing ; if you have multiple children attending March Break Camps, please complete one per child attending camp.

Please fax (416-973-5377) or email (see address below) all completed medical forms back to the Camps office.

Final Reminders

- Please label any items that your child(ren) bring to camp. We recommend printing the full name in indelible ink on all items. If you are interested in ordering fun, unique and personalized labels for everything from t-shirts to water bottles, please check out Mabel's Labels at www.harbourfrontcentre.mabel.ca. Parents will be notified if any clearly labeled lost and found items are located.
- Please ensure that your child leaves all valuables at home. We do not recommend bringing money (Lakeside Eats and Pepsi vending machines are off limits to campers). We do not allow Cell phones, iPods, Gameboys, Lap tops etc. or any other electronic devices at camp. We make every effort to keep track of all possessions, however we are not responsible for lost or stolen articles.
- Harbourfront Centre has a strict policy which does not allow campers to use cell phones during camp hours. If you need to reach your child at any time, please contact the Camps Office at the number listed below.
- All campers, particularly in Creative Arts camp, make use of a variety of art materials that can be messy. Spills are inevitable and may not wash out completely. Clothing should be chosen accordingly.
- Special clothes are not required for Circus Camp. Common clothing for this camp include tights, t-shirts, sweat pants or shorts. Athletic footwear is recommended.
- Please note that your child may be photographed by media, camp staff or Harbourfront Centre employees at any time during camp for the purpose of Harbourfront Centre publicity and/or advertising. If you have any concerns in regard to this, please notify the Registrar at the Camp Office at 416-973-4093
- Our office is located on the 3rd floor of the south end of the York Quay Centre at 235 Queens Quay West. Please access the office via the elevator located in the south end of the building. If you have any questions or need to contact us please call 416-973-4093 between 9:00am and 5:00pm (7:30am-6:00pm during camp sessions), Monday to Friday. Messages can be left at all other times and we will return your call as soon as possible.

Contact Information

By Mail

Harbourfront Centre Camps
235 Queens Quay West, 3rd Floor
Toronto, ON M5J 2G8

By Telephone

416-973-4093

By Fax

416-973-5377

By Email

camps@harbourfrontcentre.com

What are *you* doing this summer? Find out all about our 2012 Summer Camp programmes online at:

<http://www.harbourfrontcentre.com/camps/>