

Harbourfront Centre

camps '22



hello camp families

Since 1979, Harbourfront Centre Camps have fostered an inclusive learning community that encourages long-lasting connections to contemporary arts, culture and ideas.

We are committed to creating a safe, inclusive and diverse community that allows our campers to learn and interpret the world through dialogue, social interaction and hands-on activities.

Camps this summer will be as close to "typical" as possible this summer, with the same activities and programs that have been so fun and successful in the past. We are cognizant that COVID-19 is not yet over so we have made some modifications: camps are smaller, enhanced sanitation practices, and we will continue to have a COVID-19 Policy in place.

Campers arriving at camp sign into one of our three travel locations: Camper Pick-Up, Extended Program, and Independent Travel. Campers will wait in these areas until the beginning of camps program time at 9:15am. This allows for the most safe and efficient sign in and out from camp. Recognizing that we are still managing COVID-19, we have expanded the venues used by campers at the beginning and end of the day, and will be keeping as much ventilation and outdoor activity as possible.

Campers taking the bus are encouraged but not required to wear a mask and windows will be kept open if weather appropriate.

Occasionally inclement weather will prevent us from delivering our programs as planned. In the event of inclement weather camps will move inside, but efforts will be made to maximize the separation of different camps. We will continue to offer programming on these days, and will focus on crafts, theory and other activities that are appropriate to an indoor setting.

Harbourfront Centre is a registered charity and not-for-profit organization. By sending your children to our camps, you are supporting all of the outstanding programs and events that Harbourfront Centre offers year-round.

Sincerely,



& the Camps Team

Rankin Middlebrook
Harbourfront Centre Camps

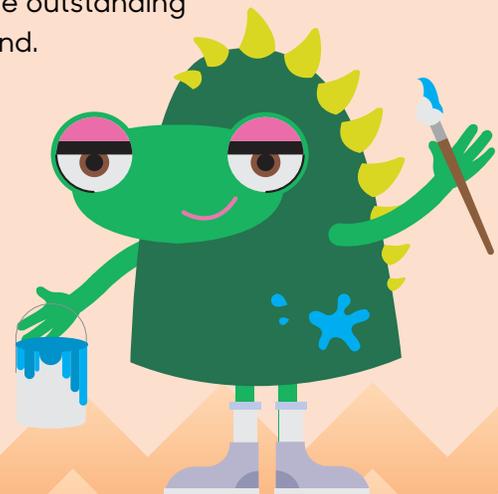


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general information

office hours

The Camps Office is open Monday to Friday from 7:30am - 6:00pm while camp is in session, (excluding holidays). Outside of the summer we are in the office between 8am - 4pm, Monday to Friday and we can be reached by:

Phone: 416-973-4093

Email: camps@harbourfrontcentre.com

Mail: 235 Queens Quay W. Toronto, ON. M5J2G8

contacting us

Before or after our office hours, messages can be left on our Camps Office voice mail. Please leave a brief message and your call/email will be returned as soon as possible.

early departures

Please notify us **no less than 24hrs in advance** if you plan to pick up your camper early and we will have them waiting in the Camps Office for your arrival. All campers being picked up prior to 3pm must be signed out from the Camps Office located on the 3rd floor of the North end corner of the Harbourfront Centre Main Building. **Please note that we cannot accept early pickup requests between 3-3:45pm.** If you don't reach us directly by phone, please send us an email, be sure to include your child's full name, camp program, and regular method of travel. Make sure you follow up with us prior to End of Day to ensure your request was received and processed. Due to staffing numbers and our supervisory policy, Early Pick-Ups requested with less than 24 hours notice may be subject to longer wait times than those who provide advance notice, especially for off-site and marine programs.

late arrivals

If you arrive at camp after 9:15am, campers must be signed in by office staff at the Info Desk, located at the North End of Harbourfront Centre's Main Building across from the Security Desk, until 9:45am

Please note: You cannot take your camper(s) directly to their camp program; they must be signed in before they can join their camp program for the day.

absent?

For all absent campers we ask that you notify the camps office in advance at:

416-973-4093 or camps@harbourfrontcentre.com

Please note that all absence communication must be done through the Camps Office. For the safety of our campers we will be contacting the guardians of any campers who are absent without any prior notification.

travel changes

If you have made alternative travel arrangements for your camper and they will not be using the method they signed up for at the time of registration, you must inform the Camps Office, ideally 24 hours in advance.

Information shared with Bus Marshals, Counsellors or other staff may not always make it to the office so we ask that you communicate changes with the office directly at all times.

We cannot accept verbal notice from your camper or another camper's parent.



a typical day at camp



time

activity

7:30–9:15am

Guardians who have registered for Extended Program drop their children off in the Lakeside Terrace.

8:30–9:15am

Guardians registered for Camper Pick Up/Drop Off begin to drop their campers off at Marilyn Brewer Community Space.

9am

Buses begin to arrive. Facilitators and Counsellors meet the buses.

9:30am

All Campers meet in their morning locations for attendance and morning procedures.

10am – 12pm

Morning programming specific to camp.

12–1pm

Campers eat lunch and then partake in games and low impact programming

1–3pm

Afternoon programming specific to camp.

3–3:30pm

End of Day procedures. Campers are brought to their Bus lines, Camper Pick-Up, Extended Program, and Independent Travel Locations. Campers play circle games and fun activities while waiting in each location.

3:45pm

Independent Travel Campers are released.

3:45–4:30pm

Camper Pick-Up is in Marilyn Brewer Community Space.
Don't forget your photo ID!



3:45pm

Buses leave Harbourfront Centre.
Photo ID is required for pick up at bus stop.

3:45–6pm

Extended Program is in the Lakeside Terrace.
Don't forget your Photo ID!



health at camp

Harbourfront Centre Camps is committed to acting in the best interest of all campers, staff, and visitors in matters of health and safety. Therefore, Harbourfront Centre Camps have specific set policies to deal with relevant health issues, concerns, and conditions. Our policies and practices are in line with Ontario Camps Association (OCA) standards and similar to various school board policies and standards as well. For specific information please feel free to contact the Camps Office at **416-973-4093**.

Please Note: All Campers attending Harbourfront Centre Camps must possess either a valid OHIP card or subscribe to private health insurance.

medical forms

Medical Forms are required to complete your campers registration. Medical Forms and camper information are treated with strict confidentiality in accordance to Federal and Provincial legislation. This includes the Ontario Health Care Consent Act, Personal Health Information Protection Act 2004 (PHIPA), the Personal Information Protection and Electronic Documents Act (PIPEDA), the Canadian Human Rights Code, the Child and Family Services Act, and the respective Colleges' regulations, code of ethics, and standards of practice.

The Healthcare Team reviews all Medical Forms prior to the start of each session. Pertinent information will be passed on to the Directors and/or Counsellors in order to ensure the utmost care and safety is provided for all campers while in our care. Failure to properly disclose all relevant camper information may result in the removal of a camper from the camp program.

medication

All medication sent to camp must be labeled and in its original packaging and accompanied by a letter addressed to Harbourfront Centre Camps Healthcare Team explaining the administration of the medication. Please give all medication directly to the Camps Office, Bus Marshal, Extended Program Day Supervisor or Camper Drop-Off Supervisor.

Please leave any non-essential medication at home.

immunization

Children attending Harbourfront Centre Camps must have immunization against communicable diseases in line with Ontario's Immunization of School Pupils Act (ISPA). Campers must be appropriately immunized against designated diseases, unless they have a valid exemption, with proper documentation. All immunization requirements for Camp attendance align with Ontario's publicly funded immunization schedule. If you have a valid exception please contact the camps office.

EpiPens

If your child requires an EpiPen, they must carry it on them at all times. Please note this clearly on your Medical Form. If your child requires an EpiPen but does not bring one to camp, they will be unable to participate in camp activities and will be sent home.

food policy

Harbourfront Centre Camps is a nut-aware facility. Due to the public nature of our site, we cannot ensure a completely nut-free facility. Please do not send your camper with food items that may contain nuts. **We do not allow campers to share food (e.g., birthday cakes).** (Please see pg. 12 for further details).

injuries at camp

Each Camp has a trained and certified First Aider. All campers, staff and visitors are also supported by a Healthcare Team made up with individuals with advanced certifications and experience for guidance in matters of physical and emotional health and well-being. Harbourfront Centre is located in close proximity to Fire Station #334, EMS station 36, the Marine Police Unit, and the Hospital for Sick Children.

health at camp cont'd

sick campers

Campers exhibiting signs of illness will be removed from their camp and cared for. We will contact you and ask that you (or a guardian) pick up your camper as soon as possible.

To better protect the health and safety of Harbourfront Centre Camps participants, please **do not send your child to camp** if they have or exhibit any symptoms of the following:

- Pink Eye (Conjunctivitis)
- Strep Throat
- Chicken Pox (Varicella)
- COVID-19
- Fifth Disease
- Hand, Foot and Mouth Disease (HFMD) or any other communicable disease.

If your child is suspected to have any of the above, or has vomited, has a rash or diarrhea you will be asked to pick up your child immediately.

head lice

Campers attending Harbourfront Centre Camps must be free from head lice. If camp staff have reason to suspect that a camper may have head lice, the camps healthcare staff will conduct a discrete check. If a camper is found to have lice they will be asked to be picked up and will not be permitted to attend camp until 24 hours after the start of treatment, with a signed note.

If you have any questions or concerns, TeleHealth Ontario is a good resource. 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.

Phone: 1-866-797-0000

TTY: 1-866-797-0007

Please Note: If your child has lice and/or nits, they will not be permitted to attend camp until 24 hours after the start of treatment and all lice and nits are removed. The Camps Healthcare Team will also check the progress of the treatment prior to the camper rejoining their camp.

inclusion and support

Harbourfront Centre Camps holds the values of accessibility, inclusion, and respect at the core of our daily operations. Services will be provided in a manner that respects the dignity and independence of all participants.

Harbourfront Centre Camps welcomes all children to our programs. For more information about options available for children with exceptionalities, please contact the Camps Office at:

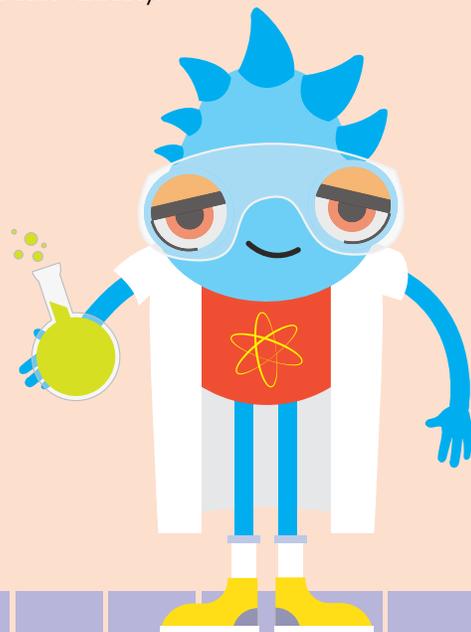
416-973-4093 or camps@harbourfrontcentre.com

toilet training

All children attending Harbourfront Centre Camps must be toilet trained. We are not equipped to facilitate the toilet training of campers. Children who are not trained will be asked to leave camp.

separation anxiety

We understand this may be your child's first experience at camp and leaving may be difficult. To ensure your camper is successful at camp, we ask guardians not to linger once their child has been dropped off. Our staff are trained to provide exceptional care of your camper(s) and are trained in how to alleviate separation anxiety.



code of conduct

We are committed to creating a safe, nurturing and inclusive learning environment. Campers are inspired through meaningful and enriching experiences in all facets of arts and culture. We aim to provide a positive camp climate where all members of our community – campers, staff, volunteers, guardians and visitors alike – feel physically and emotionally safe, included and accepted.

Under the Ontario Human Rights Code, every person has a right to equal treatment concerning services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. We recognize that inappropriate and unacceptable behavior towards another community member requires a serious response, as informed by the Harbourfront Centre Camper Behaviour Policy below.

With this commitment, the following Code of Conduct is expected of all of our community members (campers, staff, volunteers, guardians, visitors, etc.) at all times.

All members of the Harbourfront Centre Camps community shall:

- Respect yourself. Members are expected, per their age, to take appropriate care of themselves (follow Health and Safety policies and procedures, practice self-care and self-advocacy and participate to the fullness of their capabilities and comfort levels).
- Respect the community. Harbourfront Centre has a 10-acre site nestled along the beautiful shoreline of Lake Ontario. All community members shall treat Harbourfront Centre property, Lake Ontario and the property of others with care. All members will work together and contribute to the well-being (physical, emotional, mental, environmental, social, etc.) of others to create a positive camp community.
- Respect others. Equity, Diversity and Inclusion are promoted through a positive display of respect of all persons in speech, action and behaviour, absent of violence, harassment, racism, intimidation and discrimination of any kind.

camper behaviour

At Harbourfront Centre Camps, new experiences, learning opportunities and safe space are essential to develop critical life skills. As such, we expect all Harbourfront Centre Camps community members to demonstrate sportsmanship, co-operation, respect for others and instruction. Failure to comply with the Code of Conduct may result in removal from Harbourfront Centre Camps. Should an incident arise, the camp staff reserve the right to take appropriate corrective action.

minor incidents

In the case of minor incidents, the camper will be addressed at the time of the incident by their Counsellor/Instructor and/or Facilitator/Head Instructor.

moderate incidents

In the case of moderate incidents, like repeatedly refusing to cooperate with camp staff or other campers, or deliberately disruptive behaviour, the camper may be removed from the group and will discuss the incident with a member of the senior staff team. A parent/guardian will be contacted and informed of the incident. Senior staff may recommend creating a Camper Behaviour Plan with the parent/guardian(s) in order to help better integrate a camper into the camp community and manage their behavior.

serious incidents

In the case of serious incidents, like inappropriate physical behaviour, possession of alcohol and/or illegal drugs, being under the influence of alcohol and/or illegal drugs, vandalism or theft of property, verbal/physical abuse, bullying/harassment, racism, discrimination or jeopardizing the safety and well-being of other campers, the camper will discuss their behaviour with a Supervisor and/or Assistant Manager/Senior Manager. A parent/guardian will be contacted and informed of the incident immediately. The camper may be placed on a Camper Behaviour Plan or suspended depending on the severity of the incident.

suspension

Campers may be suspended for a period ranging from one camp day to the duration of the entire camp season. Campers are not permitted to participate in camp activities or events while on suspension. Suspensions are determined by the Senior Manager and/or Assistant Manager. Depending on an incident's severity and/or occurrence(s), the camper may be temporarily or permanently suspended from the program without a refund.



camper travel

camper drop off

8:30–9:15am

Campers should arrive at camp between 8:30–9:15am daily. Campers must go to the designated Camper Drop-Off area in the Marilyn Brewer Community Space, located on the first floor in the northwest corner of Harbourfront Centre.

Sign-in stations will be organized alphabetically by the camper's last name. From here, we will ensure that all campers make it to their appropriate camp locations. Campers arriving after 9:15am must sign in at our late arrivals table located by Info Desk, located at the North End of Harbourfront Centre's Main Building.

camper pick up

3:45–4:30pm

Guardians can pick up campers from the Marilyn Brewer Community Space in Harbourfront Centre. We will begin to sign out campers to parents and guardians between 3:30 and 3:45pm, as soon as all campers have arrived at their proper end of day location. If you wish to pick up your camper earlier, please call the camps office 24 hours in advance (see page 2 for more information regarding early pickups).

After 4:30pm, campers will be relocated to the Extended Program in the Lakeside Terrace, located in the southwest corner of Harbourfront Centre. **Late pickups are subject to a single day penalty fee.**

independent travel

Released between 3:30 & 3:45pm

Campers should sign in between 8:30–9:15 am daily in the Lofts at the Independent Travel check in table. After all campers are accounted for, Independent Travel campers are released at 3:45pm. Independent Travel campers are prohibited from leaving their camp travel location until they are dismissed by the Independent Travel Supervisor. Harbourfront Centre Staff are not responsible for the whereabouts of your camper(s) after 3:45pm. Independent Travel is open to campers age 10 and older, or campers under 10 if accompanied by a sibling 12 or older.

extended program

A well-supervised general program is available from 7:30–9:15am, and from 3:30–6pm. Extended Program is located in the Lakeside Terrace, located in the southwest corner of Harbourfront Centre. In the morning and afternoon staff will take campers to and from their camp program. Senior Staff and Counsellors supervise the Extended Program, leading a variety of creative programming including indoor and outdoor games, and arts and crafts. **Pre-registration is mandatory.**

ID and pickup policy

Harbourfront Centre Camps enforces a Photo ID policy for anyone picking up campers for all transportation options: Camper Pick-Up, Extended Program, and Busing. **Only individuals who have been indicated in the Authorized Pick-Up List on CampBrain are allowed to pick campers up.** Designated individuals must show an acceptable piece of Photo ID when signing campers out (Driver's License, Passport, etc).

To add a name to your Authorized Pick-Up List, please call the camps office or log in to your online account, and select your current season. Select "Update Household Information" from the right-hand side of the screen. Add the names of all individuals who have permission to pick-up your campers under the "Authorized Pick-Up List" section.

We apologize for the inconvenience; however, your camper's safety is our first priority. If an individual shows up who is not on our list, we cannot release the camper until we have verified permission with the primary parent or guardian of the camper.

late fee policy

If your camper is not picked up by the designated camp end time, you will be charged a late fee. Please note that after 6pm, you must go to the Camps Office to pick up your camper(s). The late fee policy for camp is as follows:

Camper Pick Up: After 4:30 pm, a late pick-up charge will be applied to your account at the rate of \$20 for Extended Program fee.

Extended Program: After 6 pm a late pick-up charge may be applied to your account at the rate of \$1 per minute.



legend

- 1** camper pick up
- 2** extended program
- 3** independent travel

getting to camp

our address

Harbourfront Centre,
235 Queens Quay West Toronto, ON M5J 2G8.

streetcar

509 Harbourfront streetcars run between Union and Exhibition. 510 Spadina streetcars run between Spadina and Union. Exit your streetcar at the Harbourfront Centre stop.

subway

Head southbound on the Yonge-University Line to Union Station.

walk

Head South down York Street from Union Station. Take a right on Queens Quay West for about two minutes and Harbourfront Centre will be on your left at 235 Queens Quay West. Or The PATH provides a direct route south to Queens Quay West.

bike

Ride the Martin Goodman Trail or take any street between Bathurst and Parliament traveling south to Queens Quay West and bike along the water for the most scenic route. Bike parking is available.

boat

Visiting Harbourfront Centre by boat during the summer is easy! All docking areas can be accessed through either the western or eastern channel. Upon entry into the Toronto Inner Harbour, head for the north shore.

Please call on VHF channel 68 or phone 416-203-1212 for further details and reservation information.

car

With the opening of the new York-Bay-Yonge off-ramp, please be aware of and obey the new traffic movements, signs and signals along Lake Shore Boulevard, Harbour Street, and Lower Simcoe Street.

Underground parking is available on-site at 235 Queens Quay West, or above-ground one block west at Rees Street and Queens Quay West. TBD

Motorists exiting from the new off-ramp **MAY** make a right turn and travel south on Lower Simcoe Street.

There is **NO TURN** on Lake Shore Boulevard for travel south on Lower Simcoe Street.

Motorists travelling **WESTBOUND** on Queens Quay West **MAY** make a left turn at Lower Simcoe Street into our site. Please note the advance left turn signal light.

Motorists travelling **EASTBOUND** on Queens Quay West **MAY NOT** make a right turn into our site.

parking

Guardian Parks Car

Enter the Garage. Push Button on Machine for Ticket and the arm will raise. Bring ticket inside with you.

Drop-off or Pick-up Camper(s). Exit Steps

a) If less than 20 Minutes

- Take original ticket to car
- Proceed to exit, enter original ticket

b) If more than 20 minutes

- Pay the parking fee at kiosk
- Take paid ticket to car, wait a few seconds and receipt will print
- Proceed to exit, enter paid ticket and gate will open.

Please note: Harbourfront Centre cannot account for the time it will take to sign out campers, we recommend parking after the the end of day travel locations release at 3:40 to minimize wait times.

camp bus transportation

Supervised round-trip bus transportation is available for an additional fee per week; registration for this service is on a first-come, first-served basis (varies depending on week; see brochure/website for details).



getting to camp cont'd

bus schedules

Please arrive 5-10 minutes before the scheduled pick-up/drop-off time on your first day to ensure you are accustomed with the schedule and pick-up/drop-off location of your bus. Buses will wait 5 minutes after their scheduled pick-up time before they continue with the route.

We will make every effort to stick to our published schedule; however, the first few days of each session often sees delays as campers and parents become accustomed to our practices. Delays can be unavoidable due to traffic conditions and unforeseen circumstances.

Due to safety concerns, mixed travel is not available (e.g., different morning and afternoon travel methods and stops). If bussing is the method of transportation being used by the camper, then they will have to use that method coming and going to camp for the duration of the week they are attending.

morning drop off at bus stops

Each bus will have a Bus Marshal. They are responsible for bus attendance, and checking in each camper entering the bus. We ask that guardians and campers form an orderly line to load buses safely and to avoid pushing or rushing to the bus when loading. As always, safety is our primary concern.

If your child misses the bus in the morning, please make arrangements to get to the Harbourfront Centre by other means. In this event, campers must be signed in at the Late Sign In or Camps Office. We ask that you do not 'chase' the bus if you have just missed it. You are welcome to attempt to meet the bus at the next stop along its route, please note that the bus is able to pick up campers only at scheduled stops.

For busing updates, including delays, please call our busing hotline after 3:45pm daily at 416-973-1620.

Please note: This line is an automated message, if you need to speak to camps staff, please call the camps office at 416-973-4093.

picking up campers from stops

As per our pick-up policies, children will only be released to persons named on the registration form with an acceptable piece of photo ID (e.g., driver's license, passport).

Campers will not be allowed to leave the bus stop unattended unless the Camps Office has received written permission, on your registration, allowing your camper to walk home alone from the bus stop.

If you arrive late at the bus stop to meet your child don't panic. Call the Camps Office immediately. We will keep your child on the bus and they will be taken to the last stop on the route with a staff member. We will make every effort to contact you to advise you of this. Campers will not be left unattended.

bus stops

Bus stops are located at schools 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 the schedule handy for the duration of the summer. Should you have difficulty locating the bus loading zone, please contact the camps office for assistance.

bus seatbelts

Ontario Ministry of Transportation continuously monitors developments in the industry and works with our road safety and industry partners to assess additional safety features on school buses. Due to the unique design of school bus seating, Transport Canada does not require seat belts to be installed on school buses at this time, other than for the driver. Harbourfront Centre Camps complies with all laws and regulations regarding bus safety.



bus routes



route 1

		AM	PM
St. George's P.S.	70 Princess Anne Cres.	8:00	4:50
Islington P.S.	44 Cordova Ave	8:10	4:40
Lambton-Kingsway P.S.	525 Prince Edward Dr. N	8:20	4:30
Sunnylea P.S.	35 Glenroy Ave.	8:30	4:20

route 2

		AM	PM
Swansea P.S	207 Windermere Ave.	8:05	4:55
Runnymede P.S	357 Runnymede Rd.	8:15	4:45
Howard P.S.	30 Marmaduke St.	8:35	4:25

route 3

		AM	PM
Charles E Webster P.S.	1900 Keele St.	8:10	4:50
Regal Road P.S.	95 Regal Rd.	8:25	4:35
Old Orchard P.S.	380 Ossington Ave.	8:35	4:25

route 4

		AM	PM
Cedarvale P.S.	145 Ava Rd.	8:05	4:45
Humewood P.S.	15 Cherrywood Ave.	8:15	4:35
Palmerston P.S.	734 Palmerston Ave.	8:25	4:25
Kensington P.S.	401 College St.	8:35	4:15

route 5

		AM	PM
Glen Park P.S.	100 Dalemount Ave.	8:10	4:45
Hillcrest C.S.	44 Hilton Ave.	8:25	4:30
Huron P.S.	541 Huron St.	8:35	4:20

route 6

		AM	PM
Ledbury Park P.S.	95 Falkirk St.	8:05	4:45
Allenby P.S.	391 St. Clements Ave.	8:15	4:35
Brown P.S.	454 Avenue Rd.	8:25	4:25

bus routes cont'd

route 7

		AM	PM
Armour Heights P.S.	148 Wilson Ave.	8:00	4:55
John Wanless P.S.	245 Fairlawn Ave.	8:10	4:45
John Ross Robertson P.S.	130 Glengrove Ave. W.	8:20	4:35

route 8

		AM	PM
Owen P.S.	111 Owen Blvd.	8:00	5:05
Bedford Park P.S.	81 Ranleigh Ave.	8:15	4:50
John Fisher P.S.	40 Erskine Ave.	8:25	4:30

route 9

		AM	PM
Northlea P.S.	305 Rumsey Rd.	8:00	4:55
Bessborough Drive P.S.	211 Bessborough Dr.	8:10	4:45
Maurice Cody P.S.	364 Belsize Dr	8:20	4:35
Whitney P.S.	119 Rosedale Heights Dr.	8:30	4:25

route 10

		AM	PM
Thornccliffe Park P.S.	80 Thornccliffe Park Dr.	8:05	4:45
Jackman Avenue P.S.	79 Jackman Ave.	8:20	4:30
Earl Grey P.S.	100 Strathcona Ave.	8:30	4:20

route 11

		AM	PM
Holy Name C.S.	690 Carlaw Ave.	8:15	4:40
Withrow Avenue P.S.	25 Bain Ave.	8:25	4:30
Sprucecourt P.S.	70 Spruce St.	8:35	4:20

route 12

		AM	PM
Earl Haig P.S.	15 Earl Haig Ave.	8:10	4:45
Norway P.S.	55 Corley Ave.	8:20	4:35
Williamson Road P.S.	24 Williamson Rd.	8:30	4:25
Kew Beach P.S.	101 Kippendavie Ave.	8:40	4:15

lunch time & food

special treats

We ask that if it is your camper's birthday or another special occasion that you refrain from sending food such as cakes or cupcakes for the group as we are unable to serve food to other campers due to the presence of food allergies and/or dietary restrictions.

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 PROGRAMS.**

We have campers and staff with nut and nut product allergies of varying degrees, and severity. 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 limited to peanut butter, almond butter, nutella, chocolate bars containing nuts, granola bars containing nuts, or any other product that may traditionally contain traces of nuts. Your camper's lunch will be checked daily by camp staff. Campers with lunches containing nut products will be given a nut-free meal replacement, and you will be charged \$15.00.

We recognize that this may be a staple food source for many campers, and as such, we 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; as we are a public site we will do our best to ensure the safety and inclusion of all campers and staff.

Additionally, in respect to those with dietary preferences and allergies we do not allow food sharing (including including special events such as birthdays).



what to bring & wear



what to wear to camp

Washable and inexpensive is in! 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 please do not send campers dressed in their best. We strongly recommend widebrimmed hats and sun screen be sent for added sun protection.

For Sailing and Canoe Kayak Camps please refer to the appendices.

packing list

- Lunch
- 2 snacks
- Reusable water bottle
- Close-toed shoes
- Hat
- Sunscreen
- Smock (art camps)
- Change of clothes (younger campers, water programs)
- Recyclables
- No items of value!

lost and found

Every attempt will be made to return lost items to your camper. Any items found at camp will be stored in our Lost and Found until the end of the session, at which point, if unclaimed, they will be given to charity. Campers and guardians are able to look through the lost and found for missing items with the assistance of a staff member. If your camper has lost any items, please call the Camps Office. The Camps Office will retain labelled items and contact you to notify you that we have your item. Any items that have not been claimed by the end of September will be donated 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 money, electronic games, personal listening devices (i.e. iPods) or any possessions of value to camp with your camper

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 Leafs and Blue Jays baseball caps, so please use your camper's first and last names. Items with only initials or first names are impossible to sort. We also recommend that campers assist in packing their bags at home so they are aware of what belongs to them when they come to camp.

If you are interested in purchasing labels please check out Mabel's Labels at www.harbourfrontcentre.mabel.ca.

Guardians will be notified if any clearly labeled lost and found items are located. If, for security reasons, you are uncomfortable labelling your camper'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 camper.

electronics policy

In this day and age where we are surrounded by new technology, we understand the role electronic devices play in our campers' everyday lives. Although technology is useful and sometimes essential to one's educational and social development, there are devices that can hinder campers from fully participating in the community that is built at camp.

At Harbourfront Centre Camps, we strive to create opportunities for our campers to navigate friendships and develop social skills in a safe, supportive environment. Therefore, we would like to remind and encourage our camp families to have a conversation with their campers about un-plugging themselves while at camp and engaging in camp activities and with other campers throughout the day.

We would also encourage keeping these (often expensive) devices at home to avoid being damaged, lost and/or stolen, as we are unable to take responsibility for these items. However, should our campers have such devices out at camp, we will be asking them to put them away.

special days

open house

Several of our camps offer Open House performance, exhibition or show and tell (depending on the camp program) on the final day (or second to last day) of their sessions. Please refer to the parent newsletter from your camper's Facilitators for specific dates and times. This letter will be emailed the week before your camper arrives at camp.

If your camper's camp is offering an Open House, you have the option of signing your camper out when the Open House is over. Sign-out will be done by the 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 ready when signing your camper out. If you choose not to sign-out your camper after their Open House, high quality programming, Bussing, Camper Pick-Up, Extended Program and Independent Travel will continue for the duration of the afternoon after each Open House.

swim days/splash pad

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

If your camper is going swimming, please provide a bathing suit, towel and shoes that can get wet for your camper on the days indicated in the parent newsletters. Many campers also bring an extra t-shirt to wear in the water for added sun protection.

Camps will be bussed with their Counsellors to a City of Toronto outdoor swimming pool or a nearby splash pad. While swimming, campers are supervised by their Counsellors as well as certified City of Toronto lifeguards and aquatic staff.

rain or inclement weather

All camps have an indoor space in the event of rain, 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., marine camps). Please dress your child appropriately. **Should the weather propose a significant quality or safety issue, we will deliver alternative programming.** It is always our goal to be out on the water, at the park, or other planned programming unless prevented from doing so.



registration

late registrations

We will gladly accept late registrations during the course of the summer, space permitting. Many of our camp programs fill up prior to the start of the session, so if you are looking for more summer programs, now is a great time to sign up!

If you are already registered and wish to add sessions, you can do so online by logging into your CampBrain account. If you have any questions or concerns, our staff can help you.

416-973-4093 or camps@harbourfrontcentre.com

cancellation policy

Cancellation requests must be made in writing. All cancellations are subject to a \$50 administration fee per camp session and per child cancelled. Refunds for cancellations requested within 10 business days of the start date of your child's camp session will result in a \$100 Cancellation Fee. There are no refunds for cancellations requested after the start date of your child's camp session.

Any refund requests are considered on an individual basis by the Camps Manager and Camps Registrar. Cancellation requests due to medical reasons must be accompanied by a doctor's note at the time of the request.

Please Note: For registrations processed by cash, debit, cheque or money order, please allow four to six weeks for a refund by cheque.

camp transfer policy

Camp transfer requests must be submitted at least five business days before the start date of your camper's camp session. Requests will be considered based on availability of space within the requested program.

Transfers made less than ten business days prior to the start of the camp program will not be eligible for a partial refund if the camp transferred into is a lesser fee.

full time staff

Hired for their experience, leadership, enthusiasm and specialized skills, our staff provide a well-rounded, well-supervised program. Our staff are provided with extensive training prior to the start of the summer and are supported by a core group of senior and administrative staff, including an on-site Healthcare Team. All program staff are certified First Aiders.

camps full time staff

Rankin

Manager, Recreational Learning

Thank you for trusting your camper with us. I have been going to camp since I was 3 months old. I first starting working in camps in 2005 and I have worked at 5 other camps including overnight and day camps before

Joining the HC team! I am a member of the Board of Directors with the Ontario Camps Association, and Chair of the Standards Review Committee.

Brittany

Assistant Manager, Recreational Learning

I completed a MA in Contemporary Art History from OCAD University and previously completed a BFA (Honors) Degree at Brandon University. I have over 6 years' experience working within various facets of the Toronto arts community including: academia, administration and education.

I have had numerous roles at Harbourfront Centre Camps including: Director, Supervisor, and Art Specialist.

Indu

Registrar, Recreational Learning

I hold a master's degree in history from the University of Hyderabad, India and I am an Arts Administration and Cultural Management graduate from Humber College. I have been a visitor and later a volunteer at Harbourfront Centre. And now, I am happy to be working here full time as a registrar. I am very excited that summer camps are back this year, and I am looking forward to all the fun stuff we have planned for campers!

