



Awesome Camps for Awesome Kids!

Parents Handbook

Milton Christian School

45 Bruce St. Milton ON

www.campkidstown.com/milton

milton@campkidstown.com





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WELCOME TO **Camp KidsTown**

Welcome to Camp KidsTown. We are thrilled to be able to provide your child with a unique camp experience. Here, your child will experience an amazing variety of activities and adventures that they will remember for the rest of their lives. Each day they will be led by experienced, fun, and welcoming counsellors. They will be taught by qualified and dynamic specialists, and will also be entertained by some amazing performers. Most importantly, your child will develop relationships with campers and staff who will help them build confidence and skills that will last a lifetime.

This booklet contains **IMPORTANT INFORMATION** for you to remember and refer to during your time with us. Please read each item carefully and do not hesitate to contact us with any further questions.

THE CAMP OFFICE

Monday to Friday, 7:30 a.m. – 6:00 p.m.

905.462.5534

milton@campkidstown.com

www.campkidstown.com/milton

SUMMER CAMP ADDRESS

Milton Christian School
45 Bruce Street,
Milton, ON, L9T 2L5

OFF SEASON MAILING ADDRESS

369 Grace Street,
Toronto, ON, M6G 3A8



To create unforgettable summer memories, build spirited traditions, and spark lifelong friendships.

OUR MISSION & PHILOSOPHY

We will create a passionate community of young people by...

- fostering independence
- building self-esteem
- valuing each individual
- encouraging leadership
- exploring creativity

Our goal is to provide a unique summer experience and to ensure the happiness and safety of each camper. Our specialty camps provide exciting opportunities for learning, skill building and fun!

All of our dedicated staff work diligently to create a nurturing and positive environment for personal and social growth. Camp KidsTown campers will gain self-esteem and self-confidence, learn from new experiences, make new friends and create memories that they will always cherish!



ABOUT Camp KidsTown

IMPORTANT INFORMATION

First Day Of Camp

- First Day of Camp
Tuesday, July 1, 2025
- Last Day of Camp
Friday August 22, 2025

Communication With Parents

Families will receive daily and weekly emails regarding your summer camp session that will include information on:

- Camps news
- Costume days
- Camp wide programs
- Special and themed events
- Session information

Notices And Letters

Paper notices can often get lost. Therefore, during the summer months all camp communication will be emailed to you. Please check your email settings to ensure that our emails do not automatically go into your junk mail.

Weekly Session Dates

Session 1	July 1-4
Session 2	July 7-11
Session 3	July 14-18
Session 4	July 21-25
Session 5	July 28-August 1
Session 6	August 5-8
Session 7	August 11-15
Session 8	August 18-22

ABOUT Camp KidsTown

IMPORTANT INFORMATION



Privacy

At Camp KidsTown your privacy is very important to us. We are dedicated to providing you with superior service while protecting and safeguarding your personal information. We collect information about your family and protect it with the utmost care.



Birthdays

We would be delighted to partake in your child's special day. Please call the camp office before purchasing a birthday treat in case there are food allergies in your child's camp group.



Special Days

In addition to our regular programming, there are many themed and special days planned within cabins as well as camp wide. Camp welcome letters will be sent out before the beginning of each weekly session. Please check your email for your any reminders.



Changes

Changes often occur from the time of enrollment until camp begins, as well as throughout the child's stay at camp. It is the responsibility of our parents to notify the Camp Office of any changes in regard to their child's physical or emotional health, parent's marital status, change of address or any phone number or emergency contact changes.



Child Care Legislation

Summer camps now fall under Ontario's new child care legislation and can no longer accept kids under age 4 without a daycare license.



Sunscreen

Please send sunscreen each day with your camper. Please apply sunscreen prior to leaving the house and we will apply sunscreen throughout the day. It is recommended that sunscreen contains UVA/UVB protection, broad spectrum. Please make sure this sunscreen is labeled with your child's name and has **no coconut and/or nut oils**.



Toilet Training

Please be reminded that it is mandatory for your camper to be toilet trained for the summer. If you have any questions or concerns please contact our office immediately.

IMPORTANT INFORMATION



Safety

Safety is of utmost importance at CKT. We carefully examine every aspect of our program and take steps to provide a high standard of safety and care while providing campers with every opportunity for success and fun.

We also aim to create a camp community where both campers and staff feel safe, confident and excited to come to camp everyday. Camp KidsTown will have zero tolerance for aggressive behaviour. If a camper engages in a physical and/or verbal action that has intent to harm or has caused harm to another individual, the camp will follow these steps outlined below:

1. The family will be contacted to discuss the incident. With the help of our Administrator and Director, a positive behaviour contract will be put into place to support pro social behaviours. Depending on the nature of the incident, you may be required to pick your child up from camp.
2. Should a second incident occur, your child will be sent home. Your child may be suspended from attending Camp KidsTown depending on the nature of the incident. This time allows the camper to self-reflect and for the team to devise a plan for success. A behaviour contract will be sent home with the camper and reviewed with the parents and child upon their return to camp.
3. Should the behaviours continue, you may be asked to provide extra support for your child at camp. Depending on the severity of the incident, steps may be skipped at the Directors' discretion. Again, the goal is to ensure that every camper feels safe and secure in their cabin group at Camp KidsTown. While we endeavour to help every child succeed at camp and to work with campers exhibiting negative behaviours, we must keep the safety of all our campers in mind.

REFUND POLICY

January 1– April 30

- A 50% deposit is required at time of registration.
- Each deposit includes a \$70 non-refundable, non-transferable administration fee per camper.
- Camp Balances are due April 30, 2024.
- Balances will automatically be charged to the credit card on file.

May 1 – August 30

- Camp fees are fully refundable until April 30, 2025
- From May 1st on, cancellations at least 14 days before the weekly session will result in a credit for the 2025 camp season
- The credit will equal 50% of the weekly camp fee less a \$12 administrative fee.
- No credits will be issued if you cancel less than 14 days before the weekly session
- Our fees are for weekly sessions and not a daily fee. There are no refunds for days missed for any reasons

Refund/Credit Request

- All refunds/credit balance requests must be communicated in written form.
- All refunds will be credited back to the credit card on file within 15 business days.
- All credit balances will be transferable to Summer 2025.
- If the camp credit is not used within one year it will be forfeited.

Overdue and Declined Payments

- Campers will be refused admission to any Camp KidsTown program if the session fee has not been paid.

Program Cancellation/Changes

- We reserve the right to cancel any program if a minimum number of participants have not registered before the program start date. If registration does not meet the required minimum, we reserve the right to combine camp programs.

Last Minute Registration Policy

- Unless otherwise noted, registration closes three (3) business days before the first day of each Camp program. We are not able to accept last minute registrations for any of our Camp programs. Many of our camper groups are set, staff assigned, and schedules developed several days in advance of our programs. This policy applies to registration with our Before Care, After Care, and lunch options as well.

Standard Terms and Conditions

- Camp KidsTown reserves the right to change or update our policies and/or programs as the Ministry of Health may make recommendations and/or changes to health guidelines prior to and/or during the summer.

PROGRAM DETAILS

Monday

Ninja Warrior Obstacles Course

Campers participate in scaled-down versions of their favourite Ninja Warrior games. Laughter packed fun!

Tuesday

Costume Day

We invite campers to show their summer spirit by taking part in costume day.

Music Workshops

Campers have the opportunity to explore an array of percussion instruments to learn how to play rhythms and create music together.

Wednesday

Survivor Games

We organize a camp wide survivor games. Campers are divided into cabin teams and participate in various activities and obstacle games. Cabin teams will be assigned to wear a specific colour to show off their team spirit!

Thursday

Pajama Day

Campers can roll out of bed and come to camp in their PJ's.

Minute To Win It Games

Campers participate in the classic Minute To Win It Games.

Friday

CKT's Got Talent

The Talent Show gives our campers a time to shine and showcase their many talents.



EXTENDED CARE PROGRAM

Camp KidsTown provides families with the option to drop their children off early and pick their children up late through our AM/PM Extended Care Program.

Beforecare

Beforecare hours are 7:30 am to 8:45 am and costs \$40 (+HST) for a 1 week session.

Aftercare

After-care hours are 4:00 pm to 6:00 pm and costs \$40 (+HST) for a 1 week session.

We recommend that you pack extra snacks for after-care campers.

All extended care packages are offered in weekly packages. We can no accommodate single day rates.

Additional fees of \$1.00 per minute per child will be charged for late pick-ups after 6:00 pm.

It is important that if you are running late, you call the Camp office at **905.462.5534**.

Under no circumstances will any child be released to anyone without proper authorization and identification.

If a child is going to leave the campus with an individual who is not on the Authorization Form, the parent must give written notice to the Camp Office before the scheduled pick-up and the individual must have photo identification.

If an unauthorized person arrives at the campus to pick up a child, the Director will notify the parent immediately.

INFORMATION

DROP OFF & PICK UP

Drop Off

- Morning arrival is between 8:50 am to 9:00 am.
- You will be directed to the “Kiss ‘N Go” loop.
- As of 8:50 am each morning, staff will be posted at the “Kiss ‘N Go” loop to help escort your child out of the car with his/her bags. We ask that you do not get out of your vehicle.
- Safety is a priority!!! In the event that there is a line up of cars, please be patient.
- Do not pass anyone on the inside lane.
- If your child needs a little extra “mommy time”, or if you need to speak to someone or go to the camp office, please park your car away from the drop off zone (behind the pylons).
- Upon arrival at camp, campers will be walked by a staff member to their appropriate cabins.

Pick Up

Children who are leaving camp at the regular dismissal time will be picked-up at the Kiss ‘N Go program at 3:30-4 pm. All campers must be signed out by our head staff. Only pre-authorized persons will be permitted to pick-up your child. Photo identification is required at each pick-up, even once the parent/guardian becomes familiar with the staff. For safety reasons, please note that campers will be brought individually, by CKT staff, to their appropriate vehicle.

NOTE: Children who are not picked up by 4:00 pm will be brought to the Camp Office to await pick-up. Under no circumstances will any child be released to anyone without proper authorization and identification.

Punctuality

In the interest of safety and continuity, campers should arrive on time each day. Late arrivals are extremely disruptive to our program and will not be permitted to occur on a regular basis. In order for them to join their group, a staff member must be interrupted to accompany the child who will then be walking into an activity that is already in progress.

Saying Goodbye

Please make your good-byes short and sweet. Any hesitation on your part will make your child feel insecure and anxious. It is important to show your child that you are confident that they will have fun and will be well taken care of.

Absence

Please make sure to call the office if your child is going to miss one or more days of camp. If you know in advance that your child will be absent, an email to caledonia@campkidstown.com would be helpful.

Late Arrivals/Early Dismissals

Late arrivals must be brought by the parent to the Camp Office to be signed in. No child is permitted to enter the camp on their own, regardless of their age.

The Camp Office must be notified in advance of campers requiring early departure. All campers must be signed out at the Camp Office. Under no circumstances will any child be released to anyone without proper authorization and identification.

CAMPER HEALTH INFORMATION

CKT requires a completed Camper Health Information Form for every camper.

It is the responsibility of our parents / guardians to notify the Camp Office, in writing, if there is any change in the health of your child between the time of completion of this Camper Health Information Form and their daily arrival at camp. Camp must also be notified by our parents, if a camper is exposed to an infectious disease prior to the start of camp or during camp.

Health And Medical Care

The Camp Administrator is readily available to campers with any health complaints. Campers with upset tummy, headache, etc., will be encouraged to rest and recuperate. An email will be sent to the parents.

For fevers, vomiting, diarrhea, lice, chicken pox or any other symptoms of concern, we will immediately contact the parents and expect the child to be picked up promptly.

Please do not send your child to camp if you suspect they aren't well. Children ill upon arrival will be sent home.

Prescription And Non-Prescription Medication

Should there be occasion that medication from home has to be administered at camp, please be sure that it is in a container bearing the child's full name, camp name, dosage and time to be given. Please send all medication to camp in their original dispensing containers. This applies to both prescription and over the counter medications. Please send sufficient medication for use at camp only. All medication must be given to the Director or Administrator. All medications administered at camp require a 'Parent Authorization to Administer Medicine' consent form. All medications are to be administered by the Camp Administrator or Director. Do not send medication with your child to be self-administered. Unless the medication policy is completely adhered to, medication cannot be administered.

If your child is to be on routine medication or has specific medication requirements, it is a good idea to review your situation with the Camp Director prior to the start of camp.

Most pharmacists will divide the dosage of prescription medications into two containers. One container can be used for administration at camp.

THE HEALTH CENTRE

CAMPER HEALTH INFORMATION

Epipens Or Inhalers

CKT requires that each camper have two EpiPens at camp. One EpiPen will stay with the administrator and one EpiPen will stay with the camper. Each camper with an EpiPen must have an Anaphylaxis Plan completed by the parent.

Directions for administering puffers must be clear and a medication form must remain on file for both regular and occasional use of puffers.

Sun Safe

At Camp KidsTown we encourage campers and staff to be "SUN SMART". Sun hats are a must – every day.

The application of sunscreen is a routine part of the camp day. Please send a labelled sunscreen bottle to camp everyday. Parents should apply sunscreen prior to departure for camp each morning. Counsellors will assist and supervise campers to reapply their sunscreen at regular intervals throughout the day.

Allergies

A number of campers at our camp have Life Threatening Allergies to food such as nuts. To protect these campers, we must insist that **NO NUT PRODUCTS OF ANY KIND BE SENT TO CAMP WITH YOUR CHILDREN**. Please support us in our continuing efforts to provide the safest measures for all of our campers! Please make sure sunscreen has **no coconut and/or nut oils**.

INFORMATION

CLOTHING TIPS

Clothing Tips

Please remember to clearly label all clothing items with your child's first and last names. This will ensure your child receives all their lost items. We recommend that you label your child's backpack as many campers have the same ones. For added protection from sun and mosquitoes, wear light coloured, loose fitting clothing.

What to Pack

- Junior Campers should come to camp **"dressed for a mess"**.
- An extra set of clothes in a labelled Ziplock bag.
- Backpack and lunch bag
- Nutritious lunch, and snacks for morning and afternoon – peanut/nut free
- Re-usable water bottle
- Labelled Sunscreen
- Sun hat
- Appropriate footwear and no open-toe shoes

WHAT NOT TO BRING AND WEAR TO CAMP

- Toys & stuffed animals
- Trading cards/playing cards
- Flip Flops
- Glass bottles
- Umbrellas
- Cell Phones, smart phones, headphones, video game devices
- Electronics are prohibited on campus
- Skate boards, hover boards, roller blades

- Peanut and tree nut products
- Jewelry
- CKT will not be responsible for lost, stolen or damaged items.

Lost and Found

Name Labels

Each day misplaced articles are gathered together and property returned to the campers. However, without identification we are unable to do this.

1. Please label all articles of clothing and belongings brought to camp with your child's first and last name.
2. Please make sure labels are securely ironed or stuck on. Permanent marker tends to smudge and often fades and becomes unreadable.
3. We recommend that lunch and backpacks be tagged with your child's name.
4. Please label all sunscreen bottles.

If your child misplaces anything at camp, just send an email to the camp administrator and they will do their best to locate the missing item. Lost items that are left on the camp grounds are collected at the end of each day and are brought into the central lost and found bin. The lost and found bin is located in the front foyer of the campus.



YOUR CHILD'S **NUTRITIOUS LUNCHES & RE-USABLE BOTTLE**

Peanut, nut & other life-threatening allergies

Camp KidsTown has a number of campers in our facility with potentially fatal nut allergies. As a result, we are a peanut/tree nut "SAFE" camp. This means that products containing any tree nuts or peanut ingredients are not allowed in the campus or on the property. Parents are asked to ensure they review this policy with their child and ensure all food, lunches and snacks brought from home do not contain these products. Lunches and snacks are not to be shared on campus under any circumstances. We attend daily to our campers with severe allergies to make sure they are safe.

NOTE: Please make sure sunscreen has **no coconut and/or nut oils**.

BEHAVIOUR

CODE OF CONDUCT

At Camp KidsTown, a positive approach to behaviour management begins by offering an engaging, age-appropriate camp experience. By providing supports that benefit all campers, such as adequate structure, clear expectations, good modelling and positive reinforcement, we strive to create the optimum conditions for campers to fully and appropriately participate in camp activities. We recognize, however, that every child is unique and some require additional supports in order to be successful. Within the bounds of maintaining a safe camp community, we are committed to making every effort to meet the needs of all campers.

- Create a constructive, positive atmosphere where strengths are maximized and weakness are minimized
- Strive to keep expectations of children developmentally and physically appropriate while keeping in mind the children's dignity and self-respect
- Establish a group atmosphere where comments focus on reinforcing children's positive behaviours rather than commenting on negative behaviours
- Comment on behaviours in constructive ways and offer suggestions for appropriate alternate behaviours
- Encourage children to be responsible for their own behaviours
- Recognize that each new day is a fresh start for every camper
- The following behaviours are unacceptable and may result in the immediate suspension of a child:
 - Physical violence or endangering of any child or staff member
 - Continual disruption of the program
 - Verbal abuse and/or inappropriate language
 - Vandalism of camp property

Suspension And Dismissal

Temporary suspension based on the above listed behaviours, shall be implemented for no more than three days. During this time, the Camp Director will be available to discuss with parents, the events which led to the suspension and to agree upon a mutually satisfactory resolution to the problem.

A camper may be permanently dismissed from a camp if, in the opinion of the Director, their actions have demonstrated inability to abide by the camp rules and/or they pose a risk to staff or other campers.

The Director will provide a written statement to the parents, outlining the reason for dismissal and will speak with them to discuss the situation.

BEHAVIOUR **CODE OF CONDUCT**

Vandalism And Theft

In the event that campers are involved in any theft, loss of, or damage to CKT, or third-party property, their parents/guardian will be held financially responsible. Serious instances of vandalism to, or theft of CKT property will be reported by CKT to the police.

Bullying

CKT has a zero tolerance bullying policy. Bullying includes, but is not limited to, actual or threat of physical, emotional and/or psychological abuse, stalking/e-stalking and deliberately excluding others from participating in any activity or inciting hatred towards others in any form.

