Storybook Garden’s 2020 DAY CAMP HANDBOOK
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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 preschool and school-aged children in the great outdoors.

Storybook Gardens is a beautiful theme park that combines the natural environment with high-intensity attractions. This combination provides campers with a blend of self-directed exploration, counsellor-led play, focused learning activities, unique entertainment and, of course, traditional camp activities.

Storybook Gardens takes pride in employing skilled and enthusiastic staff on our camp team, helping to create a great camp experience for each child. If you have questions regarding day camp at Storybook Gardens, please email us at storybookdaycamp@london.ca. Alternatively, you can contact me directly at 519-661-2489 ext. 4454.

Paisley Mackie
Supervisor, Storybook Gardens
Day Camp Program Descriptions

Camp Storybook combines all the best features of a day camp experience with Storybook Garden’s attractions and activities. Storybook Gardens’ day camps also offer special “Theme Days” (Let’s Get Outdoors!, “Fairytales,” and “Game Show”) that provide a unique experience each week.

Day Camp runs from 8:30am-4:30pm, Monday-Friday. Please note, camps do not run on statutory holidays.

As of 2020, Storybook Gardens will also offer extended care options for its day camps from 7:45am-8:30am and/or 4:30-5:15pm for an additional cost.

Junior Day Camp – Ages 4-5
8:30am to 4:30pm
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.

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<tr>
<th>Week</th>
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In our junior day camps, staff to participant ratio does not exceed 1:8.

Senior Camp – Ages 6-9
8:30am to 4:30pm
This full day camp experience is available for 6-9 year olds. Senior camp combines all the best features of our junior camp program, plus “camper choice” programs: archery, peep village and eco-camp theme days, etc. Senior campers are based at Storybook Gardens but have the opportunity to explore past the Castle walls and venture into the arboretum as well as Springbank Park.

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<th>Week</th>
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<th>Fee</th>
<th>Classes</th>
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Staff to participant ratio does not exceed 1:10.
Registration Information
To register for a Storybook Gardens’ day camp, please visit London.ca/pywonline.

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, 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 possess a valid Vulnerable Sector Check (police check) as a condition of their employment with Storybook Gardens.

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

Camp Group Friend Requests
We understand that parents may prefer to have their child(ren) grouped with friends or family members. In this instance, we encourage families to submit a group request by email to our day camp team at least one week prior to camp. Any requests submit less than a week to the commencement of camp cannot usually be accommodated. Please send your request to 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 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. As we are an outdoor camp, please make sure your camper is prepared for all weather conditions. Rainwear is advisable. Campers are also recommended to wear close-toed shoes or sandals each day.

Suggested Packing List
Please label everything!

Please do not send your child to camp with toys, money, electronic or card games, or sharp objects. **Storybook Gardens cannot be responsible for any valuables brought to camp.**

**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. At the end of the summer season, any unclaimed items will be given to a charitable agency.

**Safe Arrival Procedures**

**Sign In/Out Procedures**
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. We also require that campers be signed in and out every day. Only those listed as Parent/Guardians and Designated 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:**
It is Storybook Garden’s policy to check photo identification for parents and guardians over the first few days of camp until camp counsellors get to know legal guardians by sight. **Always be prepared to present photo identification when picking up your campers.**

Note: Storybook Gardens’ campers will not be permitted to leave the premises on their own.

**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. You can also inform Day Camp Staff by phone on the morning of the child’s absence (before 9.30 a.m. if possible), by calling 519-661-5770.

**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 Storybook
Gardens does 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 of London 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 additional supervision fees to the family. Repeated occurrences will result in your child being unable to register for future programs with the City of London.

A Typical Day of Camp
On the first day of camp, your child will be sent home with their group’s program schedule (an example is shown below). These program schedules are a general guideline to help you prepare your camper for the week, however, sometimes schedules can change based on unforeseen circumstances. On Thursdays, we send home a friendly reminder about our “end of the camp week show”. The “end of the camp week show” is an opportunity for campers to present a show that they (have worked on throughout the week) for their parents/guardians.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Counsellor Programming</td>
<td>Group Picture with Puppet!</td>
<td>SPLASH PAD</td>
<td>Nature Walk to Duck Pond</td>
<td>Hands in the Sand</td>
</tr>
<tr>
<td>Pirate’s Island</td>
<td>SPLASH PAD</td>
<td>SPLASH PAD</td>
<td></td>
<td>Big Camp!</td>
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<td></td>
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<td></td>
<td>Play Houses</td>
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**LUNCH!**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Leaping Lily Pad Jumping Pillow</td>
<td>Counsellor Programming</td>
<td>Pirate’s Island</td>
<td>See a Show</td>
<td>FOAM FRIDAY</td>
</tr>
<tr>
<td>Play Houses</td>
<td>Science Experiment</td>
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Our camp is NUT FREE! Please remember to pack, hat, sunscreen, water bottle and lunch/snacks every day. On Splash Pad days don’t forget a bathing suit and towel! Counsellors will take campers on rides Tuesday-Friday.
If you ever have any questions about programming, please speak with your child’s camp counsellor.

Health and Safety

Inclusion Camp
Campers with special needs are welcome to attend Storybook Gardens camp with their own qualified support worker. Staff will do their best to create an inclusive environment for your child and your child’s 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 to arrange for a smooth transition into camp. 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. All information is treated with strict confidentiality and professionalism.

Please do not hesitate to discuss health procedures with the Camp Coordinator in person, or, by contacting them during camp hours at 519-661-5770.

Medications at Camp
Please follow the procedure below when sending medication to camp with a camper:
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. The form is located on the next page of this document.
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.

Head 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 that they do not wish their child to be checked. If your child is found with head lice, they must not be present at camp until they have been treated and are completely nit/lice free.

Allergies
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 the camper. If your child carries an Ana-Kit or EpiPen, please inform staff. Storybook Gardens requires participants with severe allergies to fill out the appropriate form which allows staff to assist in administering the medications in an emergency situation.
Food at Camp

Storybook Gardens is committed to going green in 2020! We encourage all participants to bring a reusable water bottle, as well as food items in reusable containers, to our day camps.

**Bento Box Meal Plan – Optional**

Storybook Gardens has made a commitment to reduce single use plastics and papers. This means that we will no longer be using single use plastic cutlery and straws, paper bags and serve ware for our day camp meal plans. Instead, Storybook Gardens is excited to launch a new day camp meal plan, based on the incredibly popular bento boxes!

On Mondays, Tuesdays, Wednesdays and Fridays, campers will be offered a different combination of healthy and balanced food items. All bento boxes include a source of calcium, protein, carbohydrates and healthy fats. All bento boxes also include fresh fruit and vegetables. Have a picky eater? No problem! Our bento boxes are separated by stainless steel dividers so your camper doesn’t have to worry about their food touching!

On Thursdays, a pizza lunch will be served. See below for menu details.

We will no longer be serving beverages with the bento box meal plan. Beverages will only be served on pizza lunch day (Thursday). We encourage all participants to pack a reusable water bottle. If your camper would like a beverage other than water, please pack it in a separate reusable container.

**Bento box menu details are available online, at www.storybook.london.ca.**

**Pizza Lunch – Optional**

Pizza lunch includes two slices of pizza (cheese or pepperoni), a bag of chips, and fresh cut cucumbers and carrots. For those who purchased the meal plan option (full week), the pizza lunch will also include apple slices and yogurt pretzels.
Packing Healthy and Nutritious Food

Each day your camper will require a lunch, snacks, and drinks. Please pack 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 their 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 meats (salami etc.) and jam.
- Fruit, 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, regular meals and snacks will have more energy to participate in camp activities! If you need assistance providing snacks for your camper, please see their Camp Coordinator.

As of 2020, Storybook Gardens day camps will no longer be disposing of unconsumed food items. Unconsumed food items will be packed into the camper’s lunch box to return home.

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 that you DO NOT send peanut butter, nuts or foods that contain nut by-products with your children. Thank you for your cooperation.

Supporting Your Child at Camp

Our camp program strives to serve all children but sometimes the regular day camp 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. The withdrawal of a participant from camp is done in the best interests of the child and for the safety of other children at the camp. If required, it is the responsibility of the family to work with the Program Supervisor and outside agencies to find support or alternative care.

Child Guidance Policy

A positive approach is used to guide all children’s behaviour at Storybook Gardens. 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 and sense of security. Children are redirected in a respectful way if conflicts arise. Discussion with the child about the
conflict and possible solutions is also promoted. 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 assist the child in solving their own problems, providing guidance and teaching them the steps of problem solving.

Our counsellors are monitored regularly to ensure that children are always treated respectfully and in a supportive way. Under no circumstance will corporal punishment be used.

**Rules**

Above all else, we require campers to:

- Stay with their groups and counsellor at all times
- Keep hands off and to themselves
- Respect other campers ensuring we use appropriate language

As previously mentioned, if children are unable to follow the above requirements it may result in their removal from the Storybook camp program.

**Registration Information**

To register for a Storybook Gardens’ day camp, please visit london.ca/pywonline.
Thank you for choosing Storybook Gardens’ day camp! We look forward to a great camp experience!

For more information, please contact:

Storybook Gardens Day Camp Staff
Email: storybookdaycamp@london.ca
Phone: 519-661-5770